

DPS2021: Online Presentation Manual_Poster Sessions for Speakers

1. Before the Event

Poster sessions will be held using Zoom meetings Breakout Rooms.

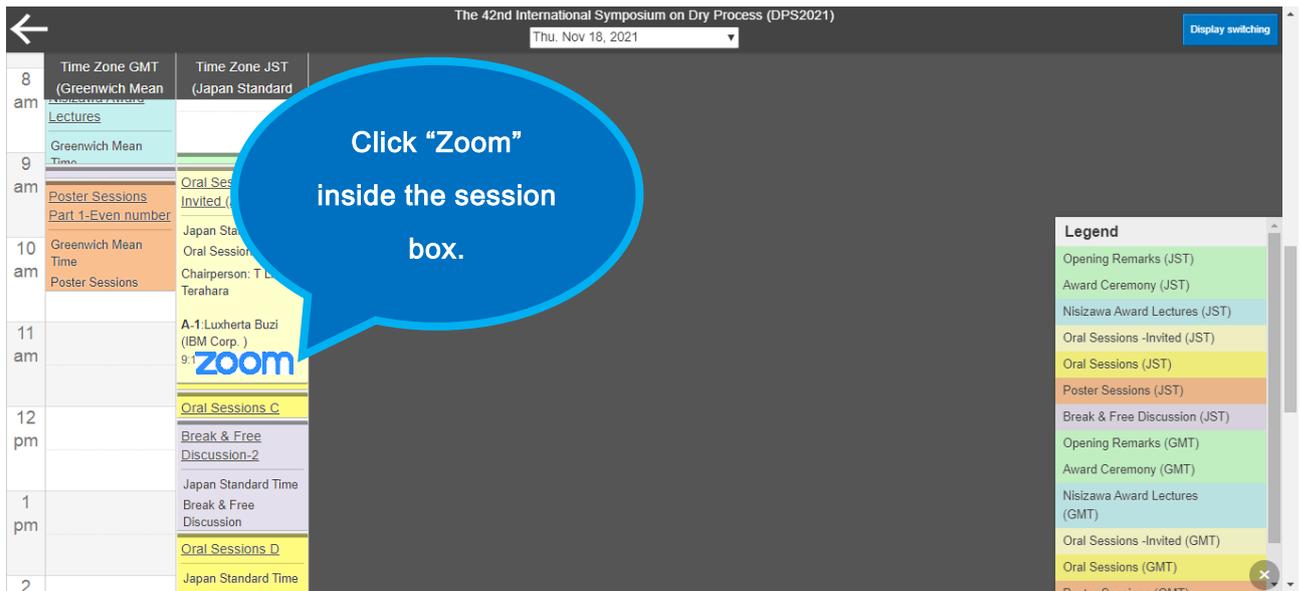
- a. Please complete the following tasks by the day before the event:
 - i. Zoom application: Download and installation
 - ii. [Use the newest version](#) of the Zoom application;
 - iii. [Check the camera and microphone](#) you are going to use;
 - iv. Verify the internet access and network stability/performance.
- b. [Your <full name> must be displayed during the session. Edit your Zoom profile if needed.](#)
- c. A wired connection is preferable for more stable internet access. If you use a wireless network, please check the signal strength.
- d. Using a headset/earphones and a high-quality external microphone is strongly recommended to minimize noise and avoid howling.

2. The Day of Event

Enter the Zoom meeting room via the <Participant Portal> using your unique Login ID and password before the session starts.

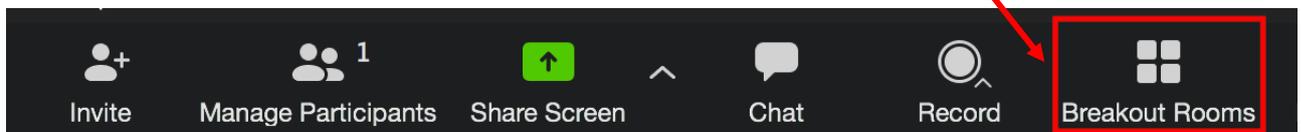
http://www.dry-process.org/2021/participant_portal.html

The image shows a screenshot of the Confit website. On the left, there is a navigation menu with the following items: General information, Program at a Glance (PDF), Time Converter, Announcements (1), Timetable, Program, Sessions, Search for presentations, My menu, My Schedule (0), Presentations You 'Like' (0), and My Profile. The 'Timetable' item is circled in red. A blue callout bubble points to the date 'Thu. Nov 18, 2021' in the timetable, with the text 'Click date of the session' inside the bubble. The main content area shows a banner for the 'DPS 2021 ONLINE SYMPOSIUM 42nd International Symposium Dry Process' with dates '18 - 19, 2021'.



Or you can enter the zoom meeting room from the left menu "Zoom Links" in Program.

After entering the Zoom meeting room, please find your Breakout Room (your presentation number) and enter.



- a. Speakers are highly recommended to enter to the session room 3 minutes before the session starts before your presentation time.
- b. Each speaker is required to be present in their allocated Zoom meeting room during their presentation (core) time to answer questions from participants.

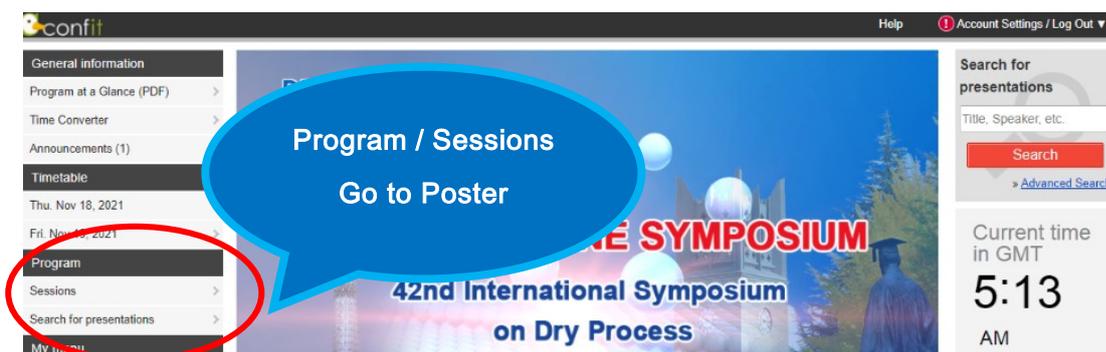
Presentation time (Core time)

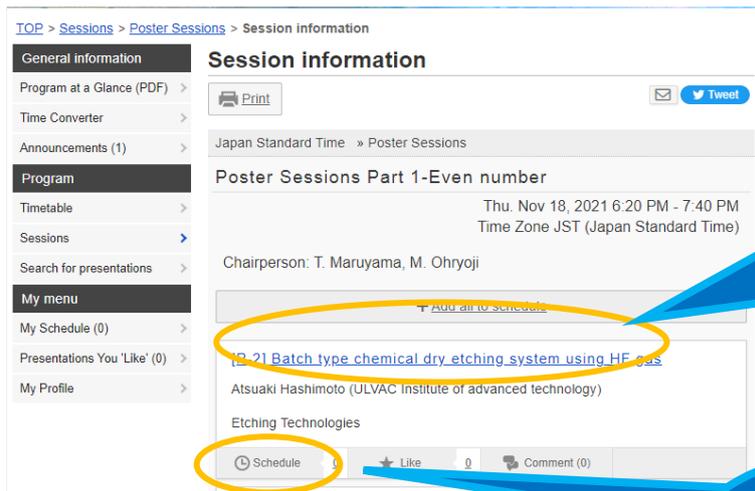
-Speakers of an even presentation number: 18:20 – 19:40 JST, Nov. 18, 2021

-Speakers of an odd presentation number: 11:30 – 12:50 JST, Nov. 19, 2021

Before the poster sessions

You can check "Abstract (PDF)", "e-poster" and "short presentation video" if you uploaded. It is available from 11 Nov. to 26 Nov.





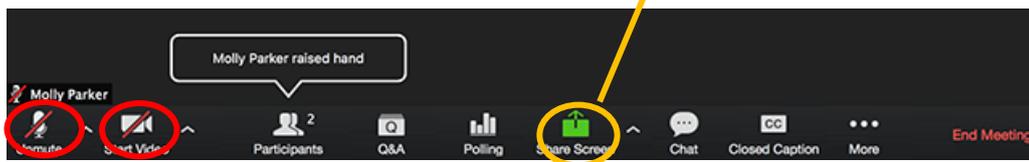
Click your title for check "e-poster" and "short presentation video" here if you uploaded.

Click "Abstract PDF" to check your abstract

3. Session

Starting the session

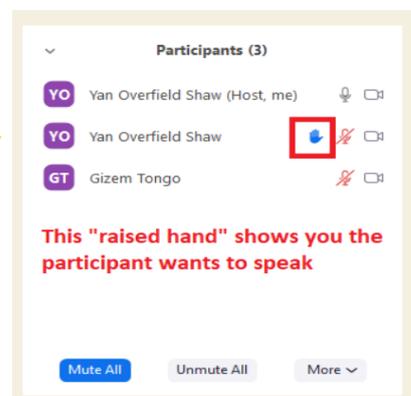
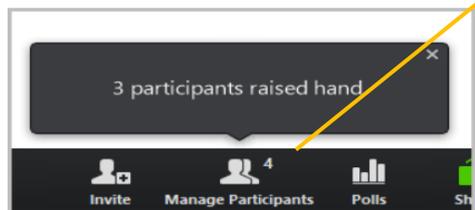
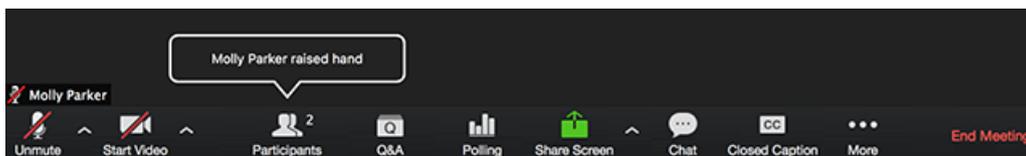
- a. Turn on the video and microphone when your entered.
- b. Please share your screen for your e-poster (the poster image).



Questions from the audience

There are no chairpersons to proceed with your presentation in the poster sessions. If participants enter your meeting room, present your research or answer their questions. You can share additional presentation materials on the screen.

- a. When a participant has a question, he/she will use the "Raise Hand" button.
- b. "<Name> raised hand" will be displayed on the screen.
- c. You can see who are raising their hands among the participants. Click "Manage Participants" to view the list.
- d. You decides who can speak and gives him/her permission to unmute his/her microphone.



Time Management

- a. Be sure to finish each presentation in time.
- b. The Speaker should pay attention to the presentation time.

End of the Session

- a. To leave the session room, click "Leave" at the lower right of the screen.

4. Technical Support

- a. Should you encounter any problem during the session or need any assistance, please contact the host or a technical assistant via Zoom private chat.
- b. For a problem requiring urgent attention, please feel free to communicate verbally even during the session.

5. How to Use Zoom

Please refer to the official Zoom website and other resources regarding how to use Zoom.

Contact Technical Support

<https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

Zoom Help Center

<https://support.zoom.us/hc/en-us>

Getting Started

<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Zoom Meeting Test (You can test the Zoom internet connection in advance here)

<https://zoom.us/test>

Mobile

<https://support.zoom.us/hc/en-us/sections/200305413-Mobile>