

DPS2021: Online Presentation Manual_Oral Sessions for Session Chairs and Speakers

1. Before the Event

Oral sessions will be held using Zoom meetings.

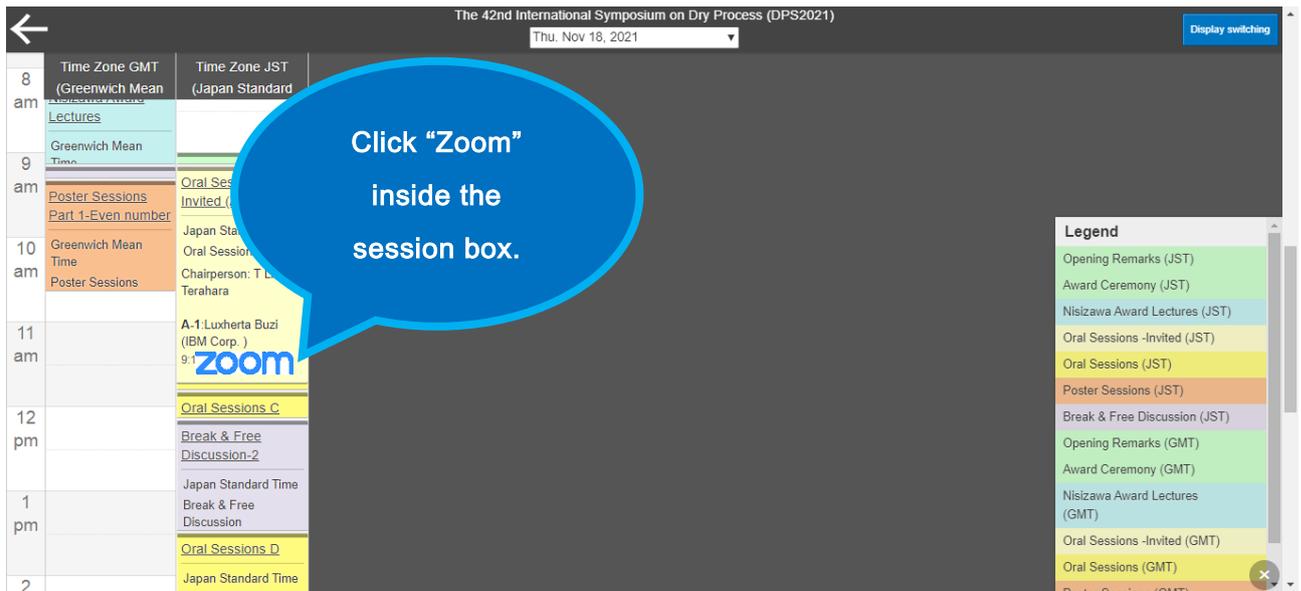
- a. Please complete the following tasks by the day before the event:
 - i. Zoom application: Download and installation
 - ii. [Use the newest version](#) of the Zoom application;
 - iii. [Check the camera and microphone](#) you are going to use;
 - iv. Verify the internet access and network stability/performance.
- 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' section is circled in red, and a blue callout bubble points to the date 'Thu. Nov 18, 2021' with the text 'Click date of the session'. The main content area features a banner for the 'DPS 2021 ONLINE SYMPOSIUM 42nd International Symposium Dry Process' with dates '18 - 19, 2021'. The banner includes the DPS 2021 logo and a background image of a city skyline and a graduation cap.



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

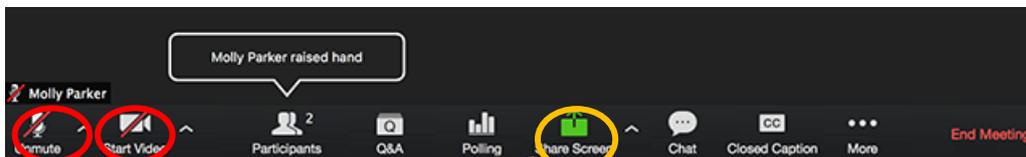
- a. It will be opened at 8:30 am JST in the zoom meeting room. Please use the time 30 minutes before the sessions or the break time to test your presentation.
- b. Session Chairs and Speakers are highly recommended to enter the session room 10 minutes before the session starts before your presentation time.

3. Session (The chair will open the session as scheduled)

Starting the Video

Turn on the video and microphone when your turn comes.

Do not transmit video unless you are making a presentation.



Sharing the Screen

1. Make a presentation in real time.

Please share your screen when your turn comes. Never share your screen until your turn comes. We would recommend you to make slide default size that usually is 1920x1080px. (Ratio 16: 9).

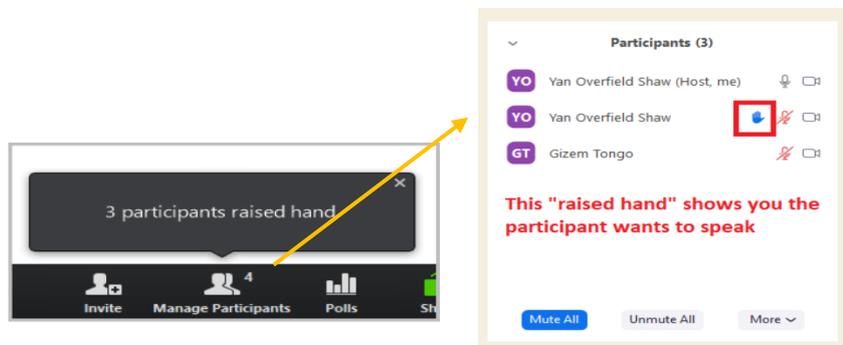
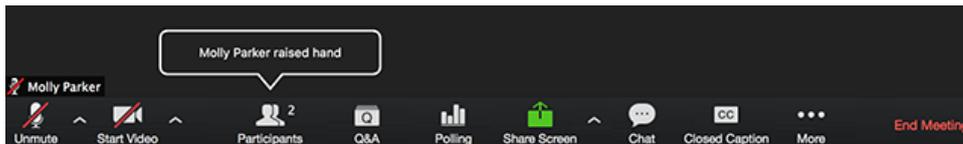
2. Send the recorded video to DPS in advance and play the video presentation.

The staff will share the screen for your video uploaded. You do not need share

by yourself.

4. Questions from the audience

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



5. Time Management

- Be sure to finish each presentation in time.
- The Chair (and Speaker) should pay attention to the presentation time. A clock will be displayed on the screen.
- The technical assistant will notify 5 minutes before the end of the presentation and at the end for will help the Chair keep time .

6. End of the Session

- To leave the session room, click “Leave” at the lower right of the screen.
- The oral sessions will continue in the same Zoom meeting room.
If you are in the audience, you do not need “Leave” .

7. Technical Support

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

8. 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>