

# DPS2022 : Instructions and Tips for Audience\_How to Participate Online

## 1. Before the Event

- a. Please complete the following tasks before the event:
  - i. [Download and install the Zoom application](#);  
\*[The Zoom web client allows joining a Zoom meeting or webinar without downloading any plugins or software.](#)
  - ii. [Use the newest version](#) of the Zoom application;
  - iii. [Check your 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.](#)

**Please indicate your Zoom username (display name) as below.**

*Audience : your name*

*e.g.) John Smith (DPS Corp.)*

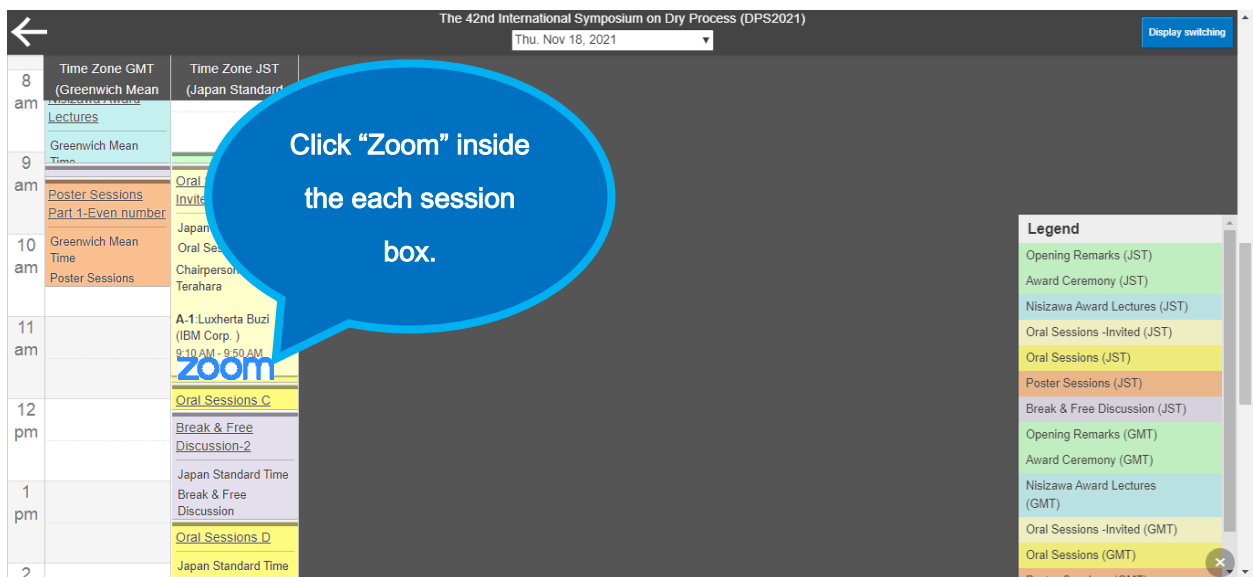
- c. A wired connection is preferable for more stable internet access. If you use a wireless connection, please check the signal strength.
- d. Using a headset/earphones and a high-quality external microphone is strongly recommended to minimize noise and avoid howling.

## 2. Entering Session Room

**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/2022/participant\\_portal.html](http://www.dry-process.org/2022/participant_portal.html)

The screenshot displays the 'conffit' website interface for the 'DPS2022 43rd International Symposium on Dry Process'. The left-hand navigation menu includes options like 'General information', 'Program at a Glance (PDF)', 'Time Converter', 'Appointments (4)', 'Timetable', 'Program', 'Sessions', 'Search for presentations', 'My menu', 'My Schedule (0)', 'Presentations You 'Like' (0)', and 'My Profile'. The 'Timetable' item is highlighted with a red circle, and a blue arrow points from it to the dates 'Thu. Nov 24, 2022' and 'Fri. Nov 25, 2022' listed below. A blue speech bubble with the text 'Click date of the session' points to these dates. The main banner area features the event title and dates over a scenic image of Osaka. On the right, there is a search bar for presentations, a clock showing the current time in GMT (4:59 AM) and Tokyo (13:59), and a date display for Friday, November 4, 2022.



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

### 3. Sessions

#### <Oral Sessions>

- The session room will open 10 minutes before the session starts.
  - a. Please note that your microphone and video are turned off by the host; you cannot use them unless you get permission from the host or chair.
  - b. When you want to ask a question or speak up, click "Raise Hand" (\*) to call the attention of the Chair and get permission to use a microphone.
  - c. When the Chair permits you to speak, please unmute your microphone, turn on your video, state your name, and start talking.
  - d. You cannot share your screen during the session.

#### <Poster Sessions>

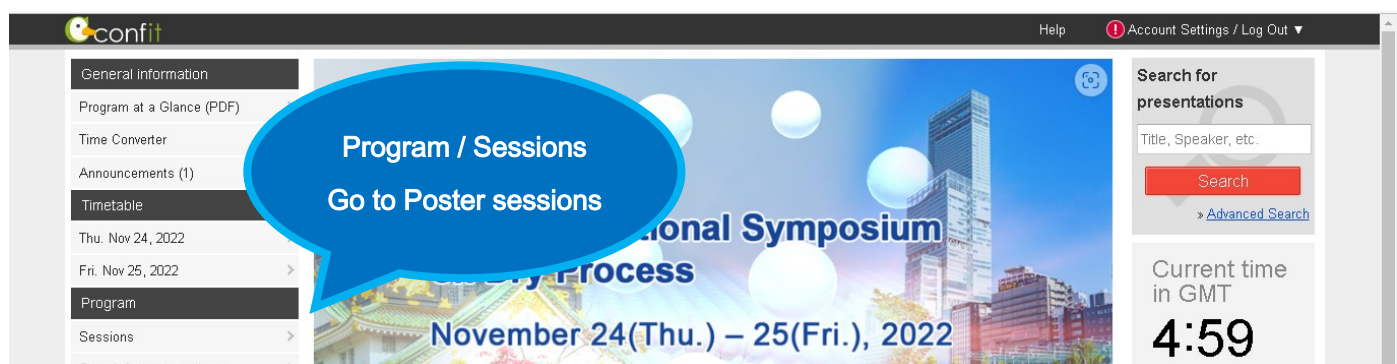
Presentation time (Core time)

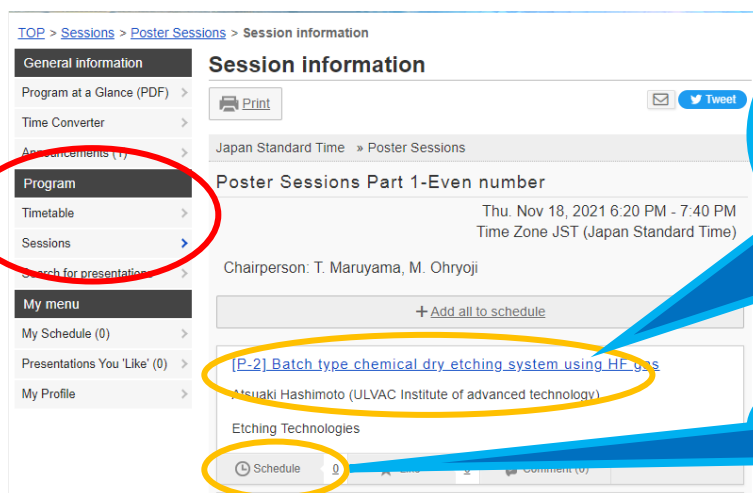
-Speakers of an even presentation number: 18:40 – 20:00 JST, Nov. 24, 2022

-Speakers of an odd presentation number: 8:30 – 9:50 JST, Nov. 25, 2022

#### Before the poster sessions

**You can view "Abstract (PDF)", "e-poster" and "short presentation video" if provided by a presenter. It is available from 17 Nov. to 2 Dec.**

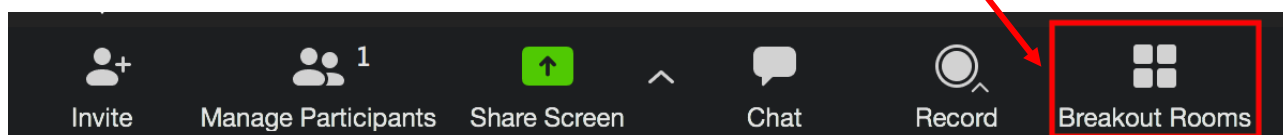




Click your title for check  
"e-poster" and "short  
presentation video" here  
if the presenter uploaded.

Click "Abstract PDF"  
to check the abstract here

**After entered Zoom meeting room of the poster sessions, please find the Breakout Room (poster presentation number) and enter.**

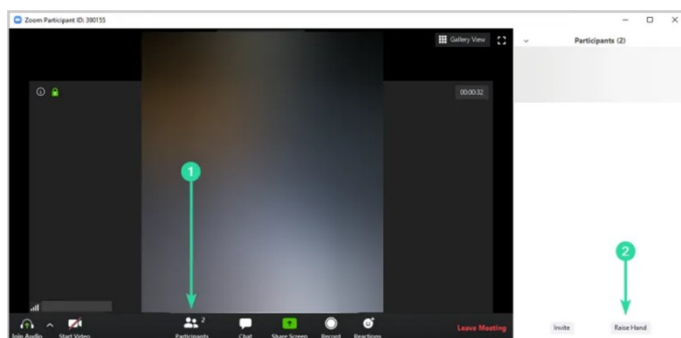


- The session room will open 10 minutes before the session starts.
  - a. Please note that your microphone and video are turned off by the host; you cannot use them unless you get permission from the presenter.
  - b. When you want to ask a question or speak up, click "Raise Hand" (\*) to call the attention of the presenter and get permission to use a microphone.
  - c. When the presenter permits you to speak, please unmute your microphone, turn on your video, state your name, and start talking.
  - d. You cannot share your screen during the session.

### (\*) How to Raise Hand on Windows PC and Mac

Step 1: Click the 'Participants' button at the bottom of the screen.

Step 2: Select the 'Raise Hand' option.



#### 4. Break & Free Discussion

We set up "Free discussion time" to use the break time and so on, so please join us. Please enter Zoom Breakout Room in Oral Sessions meeting room from "Timetable" or the left menu "Zoom Links" in Program.

#### 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>

#### 5. Warning

- a. Only those who registered for DPS2022 can attend the sessions. Sharing the Zoom links with others, posting them on SNS, or viewing a session with unregistered people is strictly prohibited.
- b. Taking a screen-shot or video/audio recording of any session is strictly prohibited.

#### 6. Disclaimers

- a. The host will NOT provide any technical support for your Zoom link or your communication devices, including your microphone and camera.
- b. Audio/video quality depends on many factors, including network connections. Interruption of audio/video connection during the conference is beyond the control of the Organizer.