

# DPS2022: 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.](#)

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

*Speaker: program number\_name (affiliation)*

*e.g.) P-1\_John Smith (Univ. of DPS)*

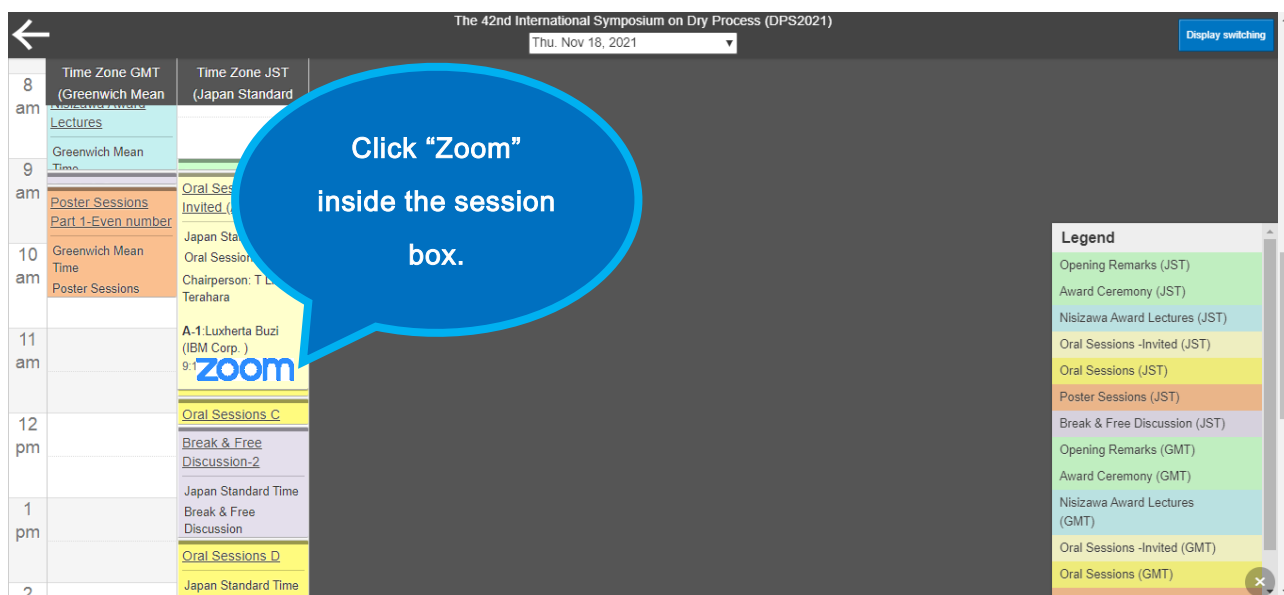
- c. A wired connection is preferable for more stable internet access. If you use a wireless network, please check the signal strength.
- d. Using a headset/earphones and a high-quality external microphone is strongly recommended to minimize noise and avoid howling.
- e.

## 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.**

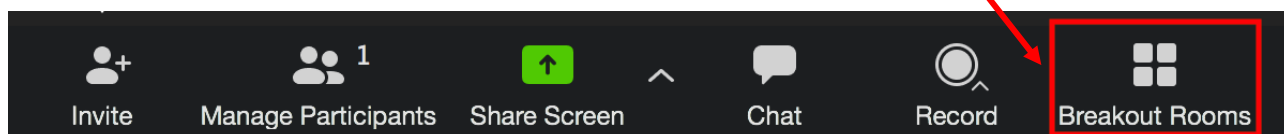
[http://www.dry-process.org/2022/participant\\_portal.html](http://www.dry-process.org/2022/participant_portal.html)

The screenshot shows the DPS2022 website. On the left, a navigation menu lists various options, with 'Timetable' circled in red. A blue callout bubble points to this menu item with the text 'Click date of the session'. The main banner area displays the event title 'DPS2022 43rd International Symposium on Dry Process' and the dates 'November 24(Thu.) – 25(Fri.), 2022'. The right sidebar contains a search bar, the current time in GMT (4:59 AM), and the time in Tokyo (13:59).



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.



- Speakers are highly recommended to enter to the session room 10 minutes before the session starts before your presentation time.
- Each speaker is required to be present in their allocated Zoom meeting room during their presentation (core) time to answer questions from participants.

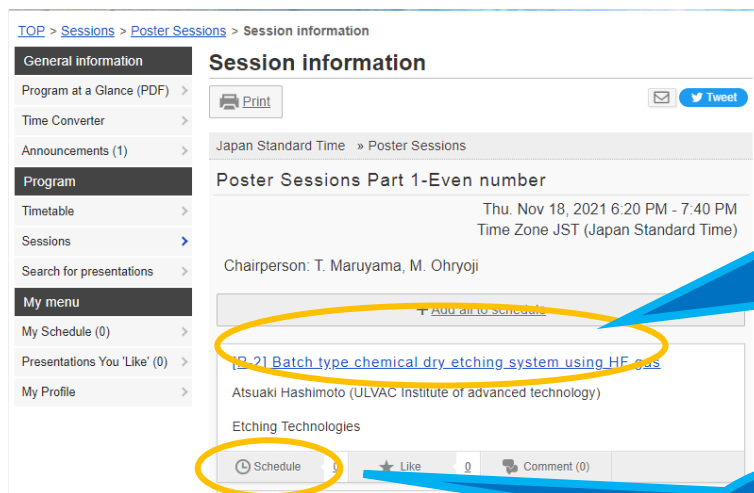
Presentation time (Core time)

- Speakers of an even presentation number: 18:40 – 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 check "Abstract (PDF)", "e-poster" and "short presentation video" if you uploaded. It is available from 17 Nov. to 2 Dec

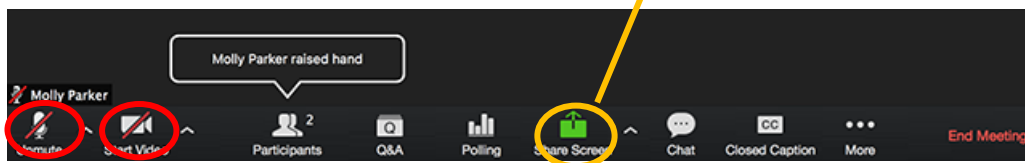




### 3. Session

#### Starting the session

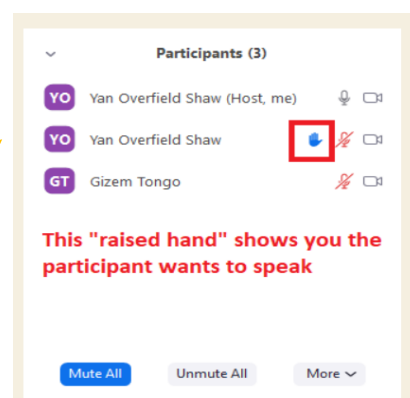
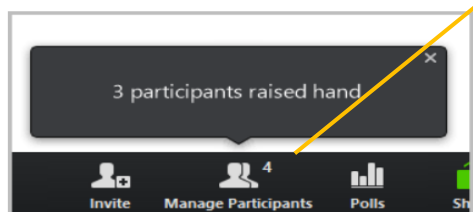
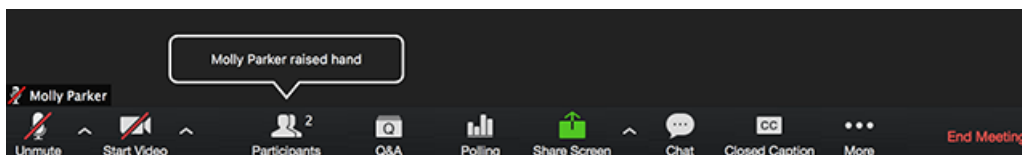
- Turn on the video and microphone when your entered.
- Please share your screen for your e-poster (the poster image).



#### 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.

- When a participant has a question, he/she will use the "Raise Hand" button.
- "<Name> raised hand" will be displayed on the screen.
- You can see who are raising their hands among the participants. Click "Manage Participants" to view the list.
- 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.

*Zoom 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>