

# Zoom Webinar Operations Manual for LIVE Sessions

1st Int'l Symposium on Kampo Medicine  
by the Japan Society for Oriental  
Medicine (JSOM)



## **Prohibited**

Recording by any means (photographing, taking screenshots, audiotaping, videotaping, saving / making hard copies of screen images on any storage media) is strictly prohibited.

Posting any content from presentations on websites or social media is also strictly prohibited.

## **Precautions during the presentation**

- If you have any questions on presentations, please write your questions using the Q&A feature. The chair will choose questions from the Q&A box for the presenter to answer.
- Due to the limited time, not all questions may be answered.

## ◆ Network Environment and Equipment

### Digital Device

PCs, smartphones, and tablets that can connect to the Internet

### Network Environment

A wired LAN, or a stable wi-fi connection

### Audio Devices: Headsets/Earphones and Microphone

Wired type audio devices are recommended because built-in speaker and microphone easily pick up noises and environmental sounds to causes howling.

However, you don't need to prepare wired type audio devices, if you do not have any inconvenience to/from your surroundings.



### Video Devices: Cameras

Please prepare an external WEB camera or a digital device equipped with a built-in camera.

## ◆ Installation of the Zoom Application

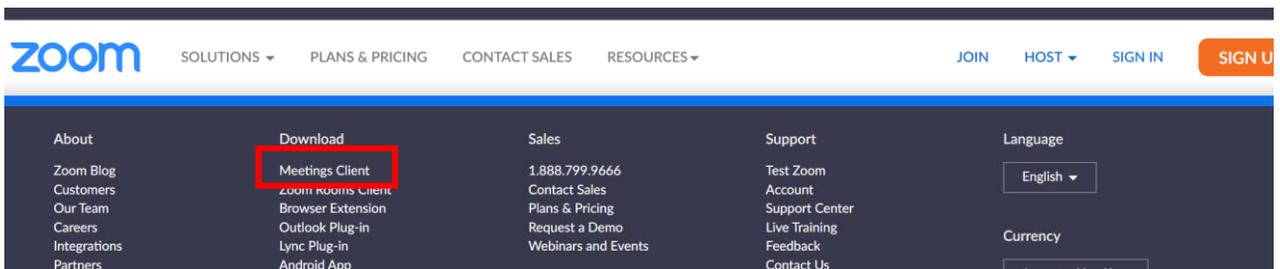
Please download the Zoom Application (free of charge) before the conference to facilitate smooth participation during the period.

Zoom Official Homepage: <https://zoom.us/>

The Zoom application allows you to test audio and video functionalities from the setting screen, so it is recommended for you to check the operation before participating the conference.

If you already have the Zoom application installed, please make sure you have the latest version of the application. If older versions, some features may not be available.

To install the latest application, click "Meeting Client" under "Download" at the bottom of the Zoom official website and proceed to the Download Center.



## Please check followings if you are using Zoom for the first time!

When using the built-in microphone /camera of a personal devices, you may face a problem in audio / visual functions.

### ◆ Windows

Select "Privacy" from the settings screen and check the camera and microphone settings. Set the "Allow apps to access camera (microphone)" setting to "On".

### ◆ Mac (Mac OS 10.15 Catalina or later)

Select "Security & Privacy" from System Preferences, then select "Privacy". Click "Camera" and allow the Zoom application displayed on the right (do the same for the microphone). If you can't get permission, click the lock at the bottom of the window and enter your Mac password to get permission.

### ◆ Others

There are cases where the audio is connected, but the video is not functioned (your face cannot be seen by other participants). In this case, there is a possibility that the Internet security software may be blocking your access to the camera. Please check if the access to the camera is controlled from the setting screen of the Internet security software.

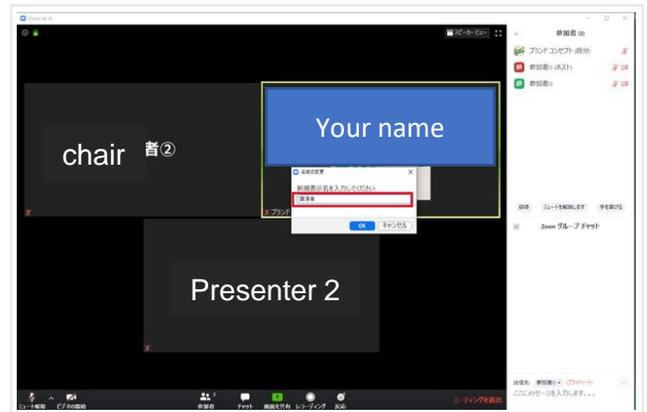
# Preparing for the online conference (for speakers)

## For chairs and presenters

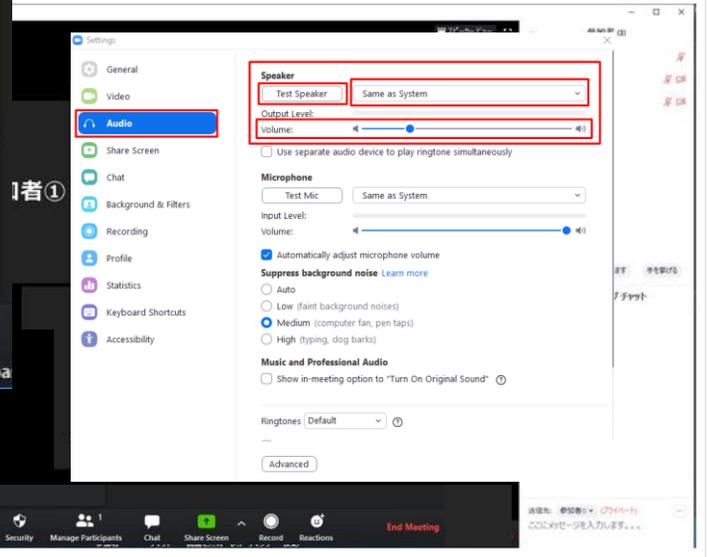
### (1) Changing your display name

- Right-click on your image and select "Rename".
- Change your display name to your "Given Name Family name Affiliation" in English. (ex: Taro Suzuki ABC university)

(1)



(4)



### (2) Checking the speakers and microphones

- Click on "Test Speakers & Microphone" from the arrow mark and follow the prompts.

### (3) Volume adjustment

- You can adjust the speaker volume and the microphone output by selecting "Audio Settings" from the arrow mark.

### (4) Audio Mute

- Only panelists will be able to see the Mute and Video buttons.
- You can switch the audio to mute by clicking the Mute button.
- Turning the microphone to Mute will prevent noise and howling.

Please mute your microphone unless you are speaking.

# How to participate as attendees

You can find the zoom link in the symposium site (please login from with your e-mail address and password that you entered upon your registration)

Login to Symposium Site: <https://jsom-1st-international-symposium.com/en/convention>

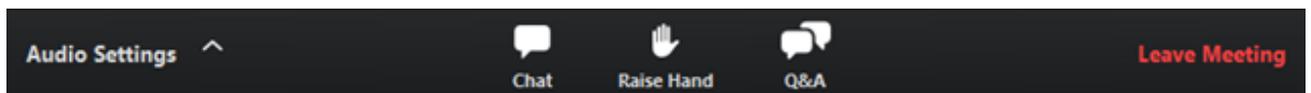
\*If you access the URL for attendees before the start of the webinar, you will not be able to enter until the host starts the webinar.

## How to enter the zoom webinar

1. Once you login to the Symposium site, please click each symposium's webinar link on the Symposium Site.
3. Attendees cannot use video or microphones or rename.

## Questions and Answers

1. When you have a question, click the Q&A button, type in your question, and submit it.
2. The chair will choose a question from the Q&A box.
3. The presenter will answer the questions orally.
4. Due to limited time, it may not be possible to answer all questions.



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## Explanation of main operation buttons

### (1) Chat button

Unavailable for attendees at symposium.

It will be used only for communication between panelists.

### (2) Raise Hand button

It will only be used under special circumstances.

(For example, to call a presenter **who joined the webinar as a general attendee accidentally.**)

### (3) Q&A button

You can ask the presenter questions.

If you have a question, click this button, type in your question, and submit it.

\*If you interfere with the webinar, such as asking unnecessary questions or repeatedly clicking the Raise Hand button, you may be forced to leave the webinar.

# How to participate as panelists (Chair, Presenter)

## How to participate as a panelist

- (1) You receive a panelist invitation email from Zoom or [jsom-contact@soubun.org](mailto:jsom-contact@soubun.org) on August 25, 2022 (JST)
- (2) Click URL in the invitation email and enter the zoom webinar. chairs and presenters must enter the channel from the panelist's URL in the invitation email.

\*If you would like to listen to the other symposium, please access the Symposium Site and then click the zoom webinar link of the symposium you want to attend (See page 4.)

**Sent from Zoom;**

**Subject: Panelist for X:XX-X:XX Session No. Symposium Title**

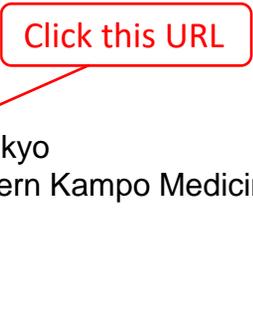
Hello XXXXXX,

You are invited to a Zoom webinar.

Date Time: Aug 26, 2022 08:50 AM Osaka, Sapporo, Tokyo  
Topic: 8:50-10:30 Opening Remarks & SX-XX The Modern Kampo Medicine in Pediatrics

Join from a PC, Mac, iPad, iPhone or Android device:  
Click Here to [Join](#)

Note: This link should not be shared with others; it is unique to you.  
Passcode: XXXXX



OR

**Sent from [jsom-contact@soubun.org](mailto:jsom-contact@soubun.org);**

**Subject: Zoom Webinar Link for the 1st International Symposium on Kampo Medicine**

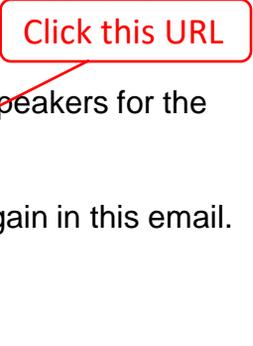
Dear XXXX,

We would like to express our sincere appreciation for your cooperation in the 1st International Symposium on Kampo Medicine organized by Soubun. [Click this URL](#)

2 days ago, we sent the panelist invitation email to each speakers for the upcoming symposium from the Zoom system.

In case, we also provide the webinar link and passcode again in this email. For your participation, please click the link below.

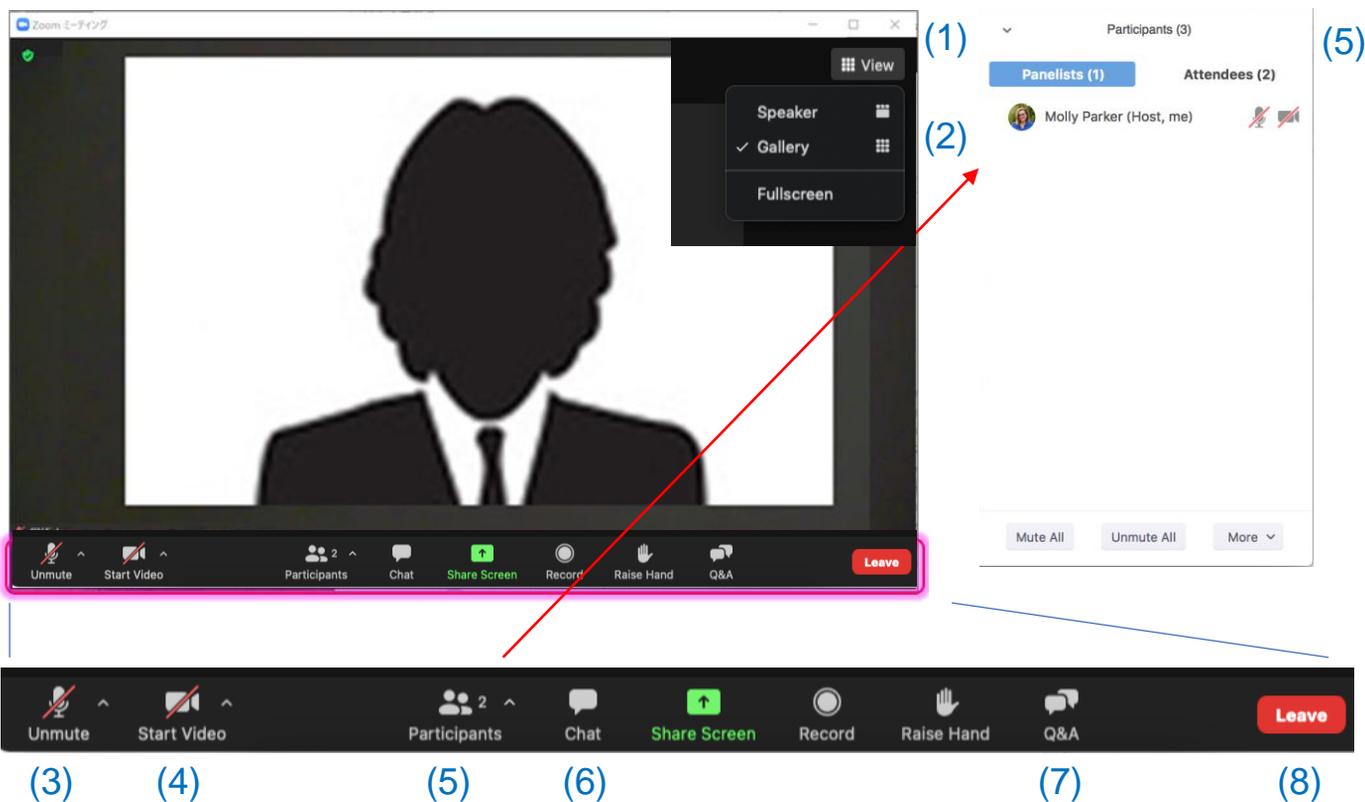
Session: @ {session}  
Zoom Link: @ {Zoom Link}  
Passcode: @ {Passcode}



\*The panelist's URL is different for each panelist, so please click the URL in the invitation email you received. This link should not be shared with others; it is unique to you.

# Operation manual for Chairs (during the conference)

1. Enter the channel **as a panelist 30 minutes before** the start of your symposium.
2. Change your name to [Given Name Family name Affiliation].
3. Turn on the microphone and video.
4. Make sure that **all presenters** have entered the webinar **as panelists**.  
If the presenter has not entered **15 minutes before** the start of symposium, **call out to him/her to press the raise hand button**.  
(The host will change him/her to a panelist.)
5. When the start time comes, start the symposium (introduce a presenter, ask the staff to start presentation video)
6. When the symposium is finished, click "Leave" to leave the webinar.



## Explanation of main operation buttons

- (1) **View button**: You can change the zoom view.
  - Speaker View: Only the speaker will be enlarged.
  - Gallery view: All panelists will be displayed (up to 50).
- (2) **Fullscreen button**: You can set the Zoom window to full-screen mode. (Press ESC to cancel.)
- (3) **Mute button**: You can turn the microphone on/off.
- (4) **Video button**: You can turn the video on/off.
- (5) **Participants button**: You can see the list of panelists and attendees.
- (6) **Chat button**: You can use it for communication between panelists.
- (7) **Q&A button**: You can view the questions from the attendees.  
The chair will choose a question from the Q&A. Please answer it orally.
- (8) **Exit button**: You can leave the webinar.  
Please press this button when your program is finished.

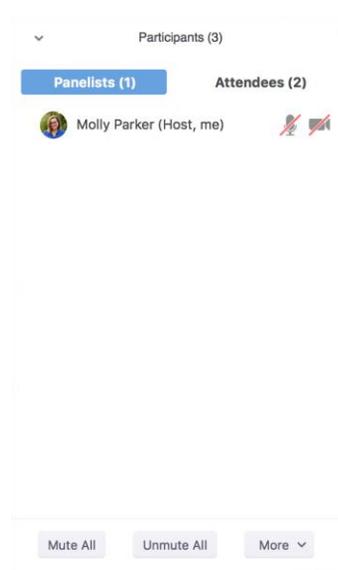
# Operation manual for Speakers

1. Enter the channel **as a panelist 30 minutes before** the start of your symposium.
2. Change your display name to [Given Name Family Name Affiliation] in English.
3. When the chair ask to start the presentation, **the staff will start playing your presentation video**. Leave your microphone on mute until instructed by the chair.
4. After the presentation video is finished, the chair will proceed next presenter's video or may proceed Q&A time for your presentation. If the latter, please answer the question orally after the chair picks up any question.
6. When the symposium is finished, click "Leave" to leave the channel.

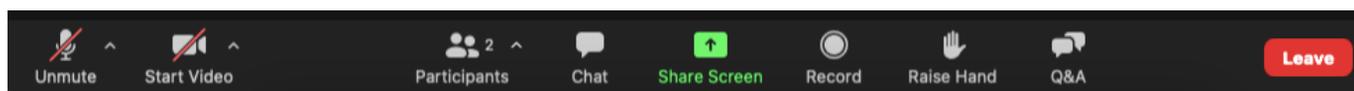


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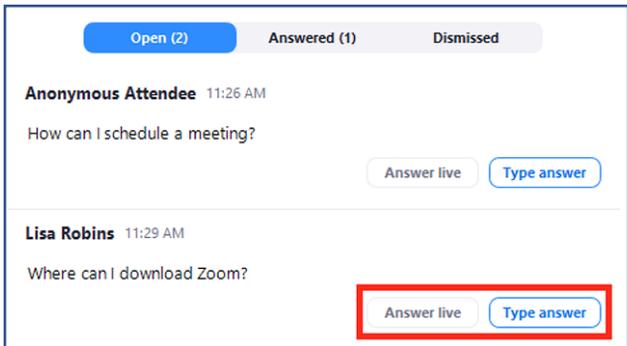
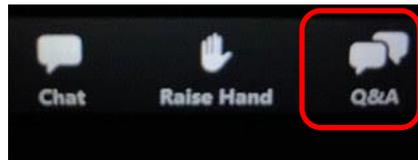
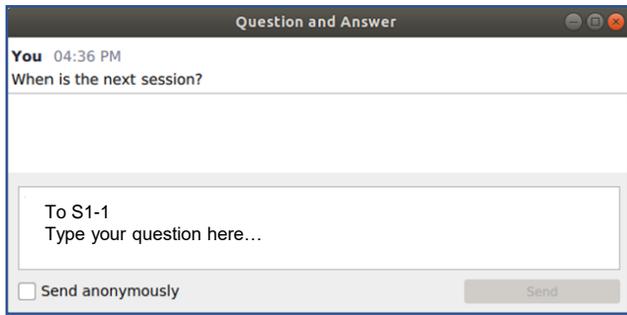
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The chair will choose a question from the Q&A. Please answer it orally.
- (8) **Exit button**: You can leave the webinar.

Please press this button when your program is finished.

# Question and Answer



1. When you have a question, click the "Q&A" button and type your question. At the beginning of the question, please write the presentation number or presenter's name you want to ask.
2. The chair and presenter will click "Q&A" to open the Q&A box. The chair will select a question and click "Answer live" .
3. The presenter will answer the question orally.
4. After the presenter finishes answering, the chair will click "Done" and move the question to "Answered".

# Common problems and solutions

Q1: I cannot enter the Zoom webinar.

A1: You may not be able to enter the Zoom webinar due to security reasons of your organization. Please try to access from another network.

Q2: I can't hear any audio.

A2: The following factors may be the cause.

- a) The computer is not joining in the audio.  
Try reconnecting to the Zoom webinar and select "Join Computer Audio".
- b) The headphone switch is not turned on.  
Check your headphone switch.
- c) The Bluetooth connection to the external device is not established.  
Check the Bluetooth connection from the settings of your PC.

Q3: No sound when sharing PPT or video.

A3: Check the "Share computer sound" checkbox on the screen to select a file to share.

