

# SSDM2020 Online Presenter's Manual

1. Important points (p2)
2. Preparation (P3–10)
3. Start session (P11)
4. Presentation (P12–15)
5. Ending (P16)

# Important points

- **Be sure to try Audio test** when you connect to Zoom.
- When presentations are going on over Zoom, **be sure to mute EventHub's audio.**
- There's roughly a 20-second gap between the audio/image streaming over EventHub and Zoom.
- We will prepare a connection testing website that will remain open during the conference.

# Tools used in SSDM2020

- EventHub
  - This is an online event platform we adopted as the system to administrate this conference
  - It features video streaming, question-posting, company/participant list, inter-attendee messaging, and online talk functions
- Zoom
  - Online meeting tool we adopted for presentations in this conference <https://zoom.us/>
  - Zoom's test meeting website <https://zoom.us/test>
- Slido
  - This is a chat-based tool featured in EventHub meant for posting questions <https://www.sli.do/>

# Advance preparations

- Device/software and accessories

- Windows, Mac, Linux, Android, iOS (including smartphones/tablets)
- Web browser (Google Chrome recommended), Zoom app (see note below), earphone and microphone (headset recommended), and a camera are required

Note: Install dedicated software. (You can start up Zoom from web browsers, but they are more likely to cause troubles such as not properly showing images. )

- Network connection

- It's preferable that you use hardwired or high-speed Wi-Fi internet connection.
- Web proxies and streaming service usage limitations may prohibit you from connecting to the tools. Please check in advance.

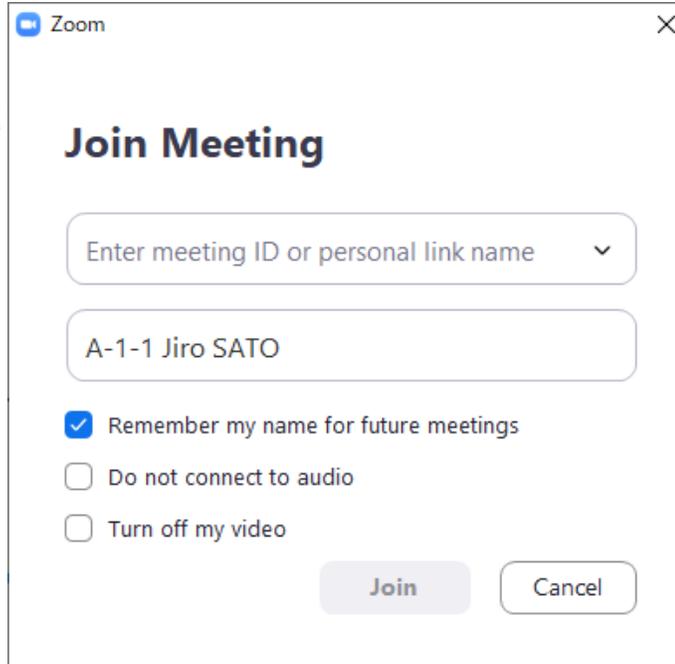
# Preparing presentation tool (Zoom) (1)

- ① Access the designated Zoom meeting (**you can access from 15 minutes before the session starts**)
- ② Your username should be in the order of the presentation ID and your first and last name. (Example: A-1-1 Taro YAMADA)

## Connection test on the day of session

AM session presentation=> 8:00–8:45

PM session presentation=> 13:00–13:45



Zoom

### Join Meeting

Enter meeting ID or personal link name ▼

A-1-1 Jiro SATO

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel



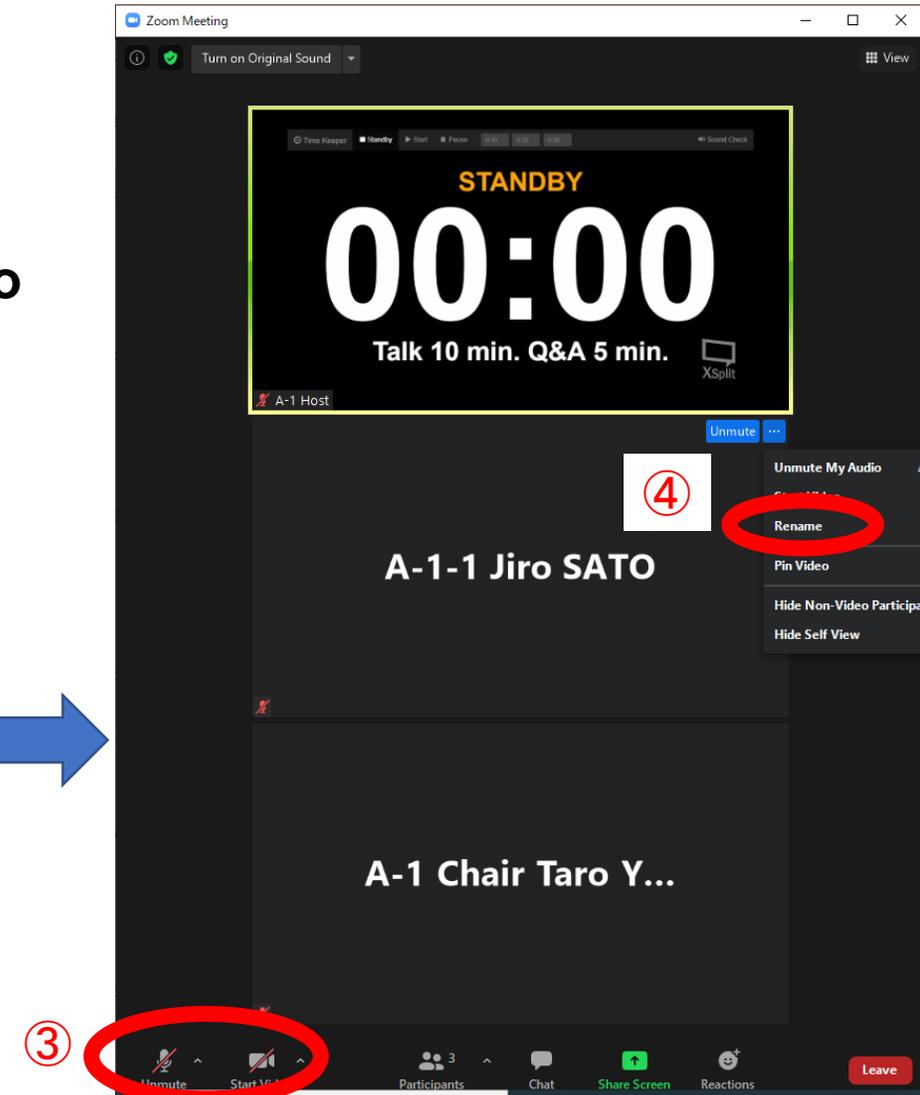

Enter meeting passcode

Meeting Passcode

Join Meeting Cancel

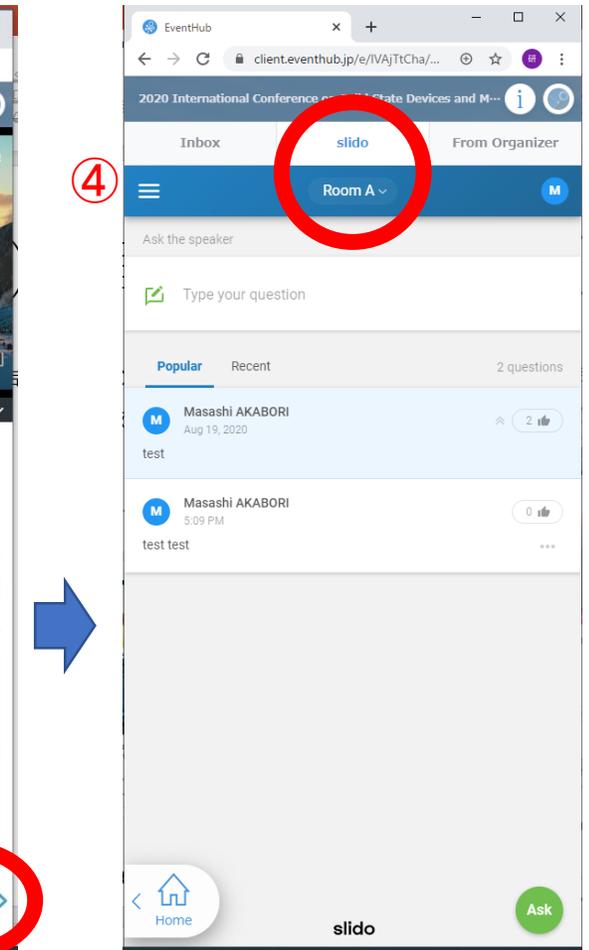
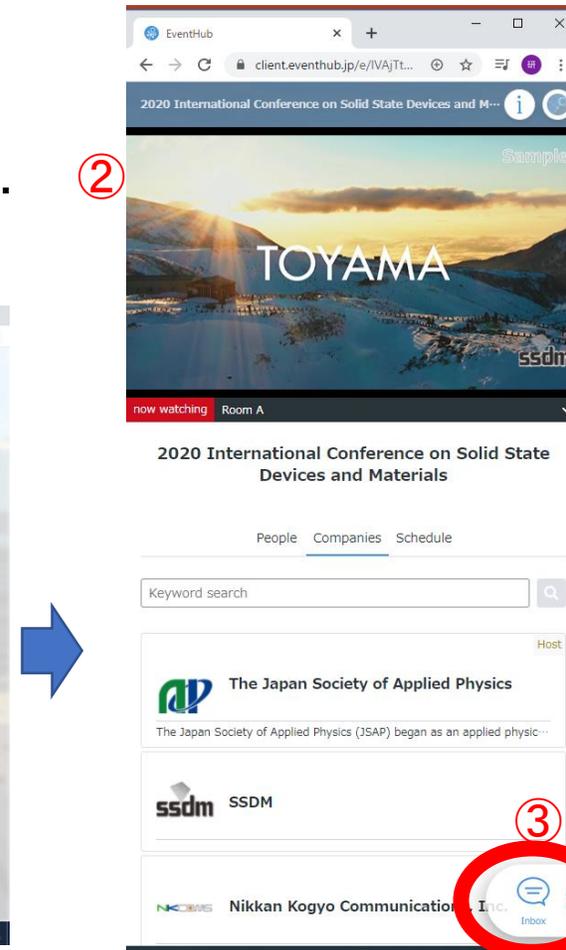
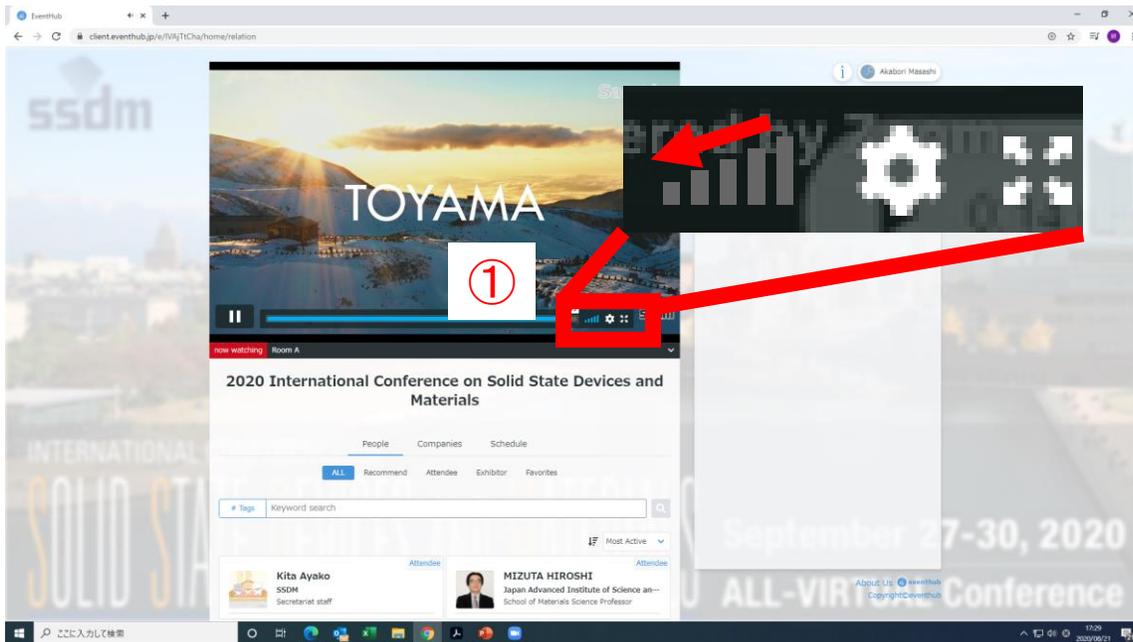
# Preparing presentation tool (Zoom) (2)

- ① Audio test
- ② Join with the computer audio
- ③ Mute the microphone and turn off the video
- ④ If your username is not in the order of session ID and your first and last name, change it. (Example: A-1-1 Taro YAMADA)



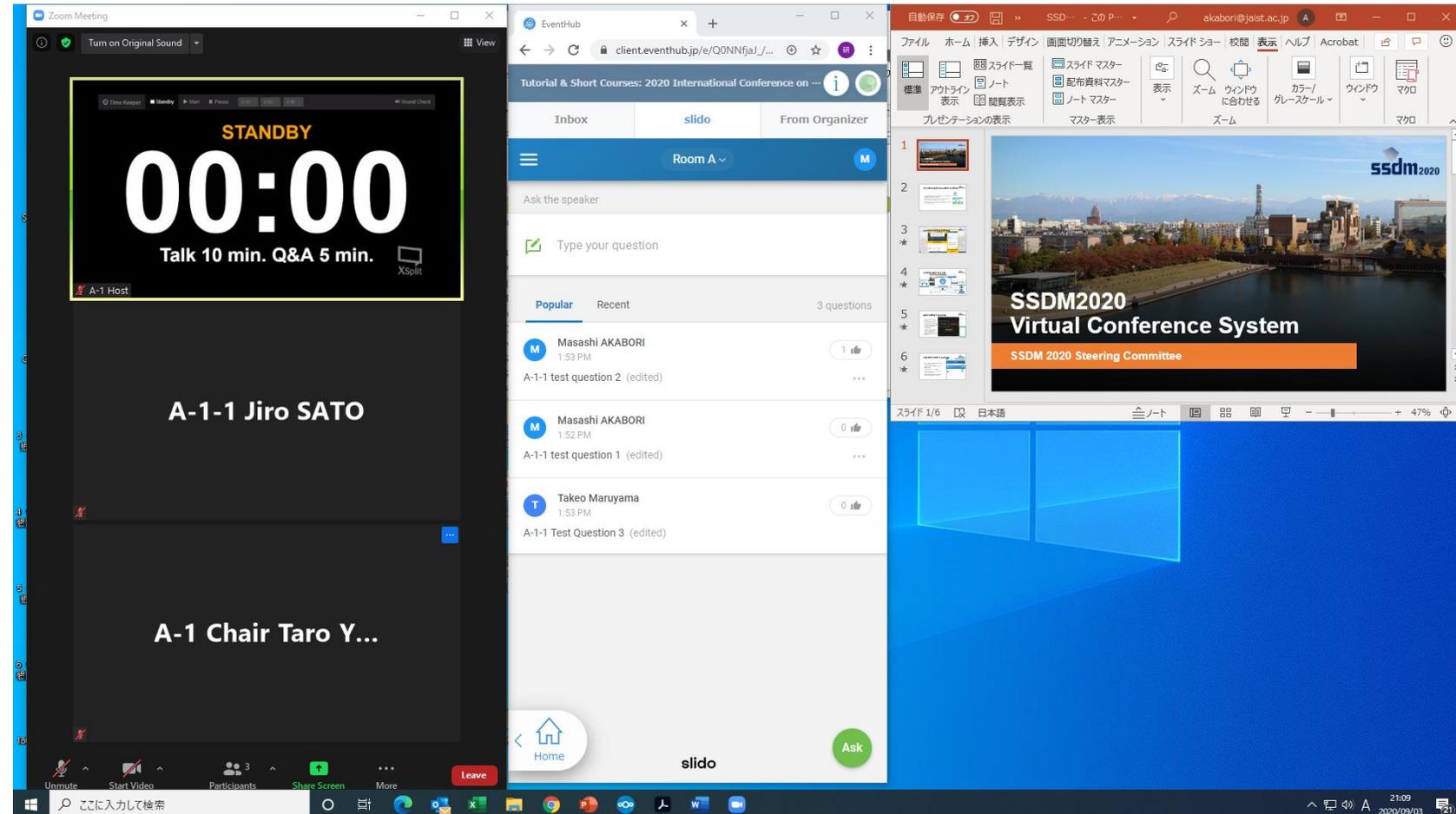
# Preparing Q&A tool (EventHub-Slido) (2)

- ① When you are accessing SSDM2020 Online (EventHub) and are connected to Zoom, **be sure to mute EventHub's audio.**
- ② Minimize your browser width.
- ③ Click "Inbox" and go to the interaction panel.
- ④ Select your presentation session on Slido.



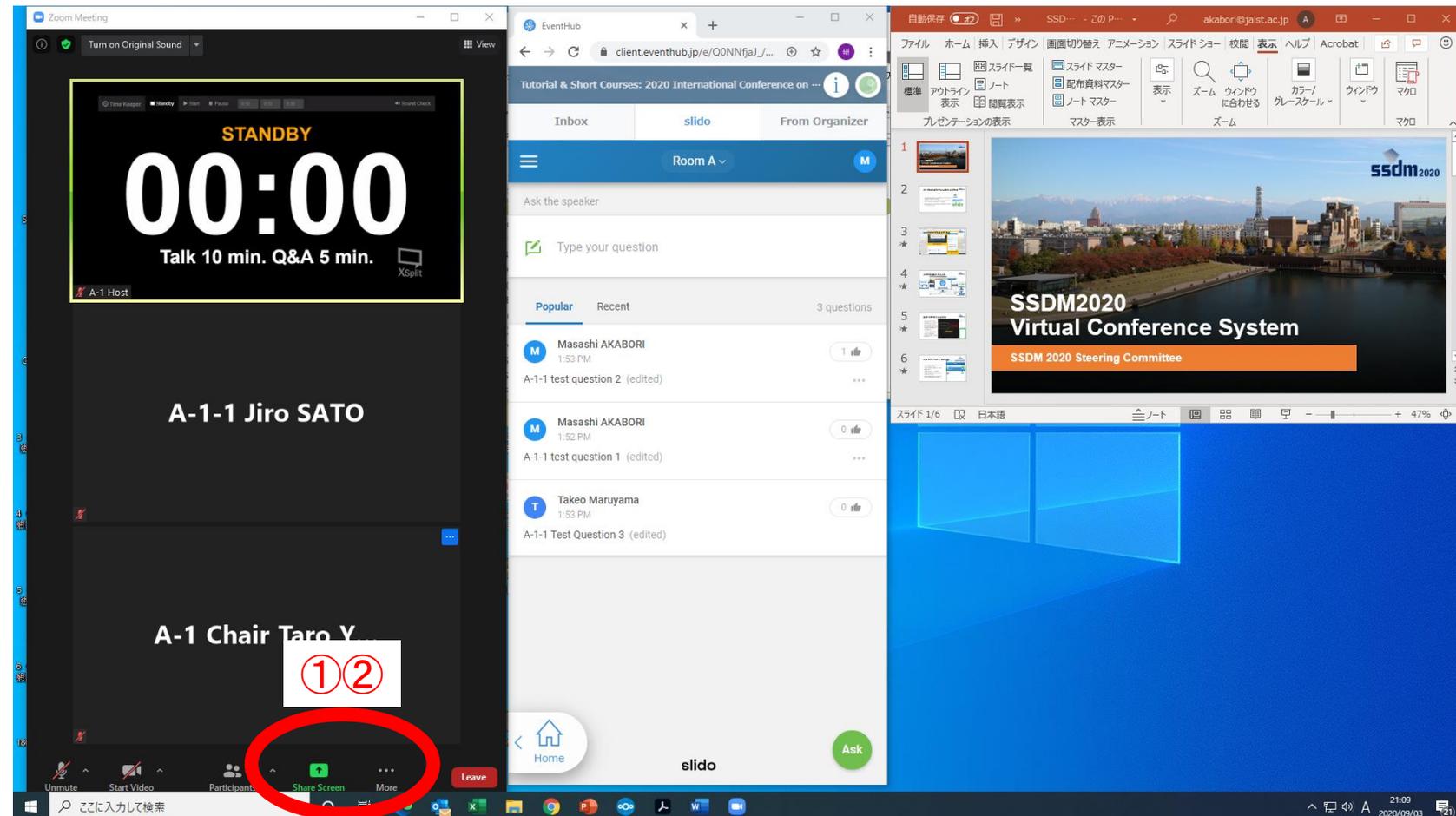
# Preparing presentation materials (e.g., PPT, PDF)

- ① Start up PowerPoint, Acrobat, etc.
- ② Check slideshow, full-screen mode and other functions.



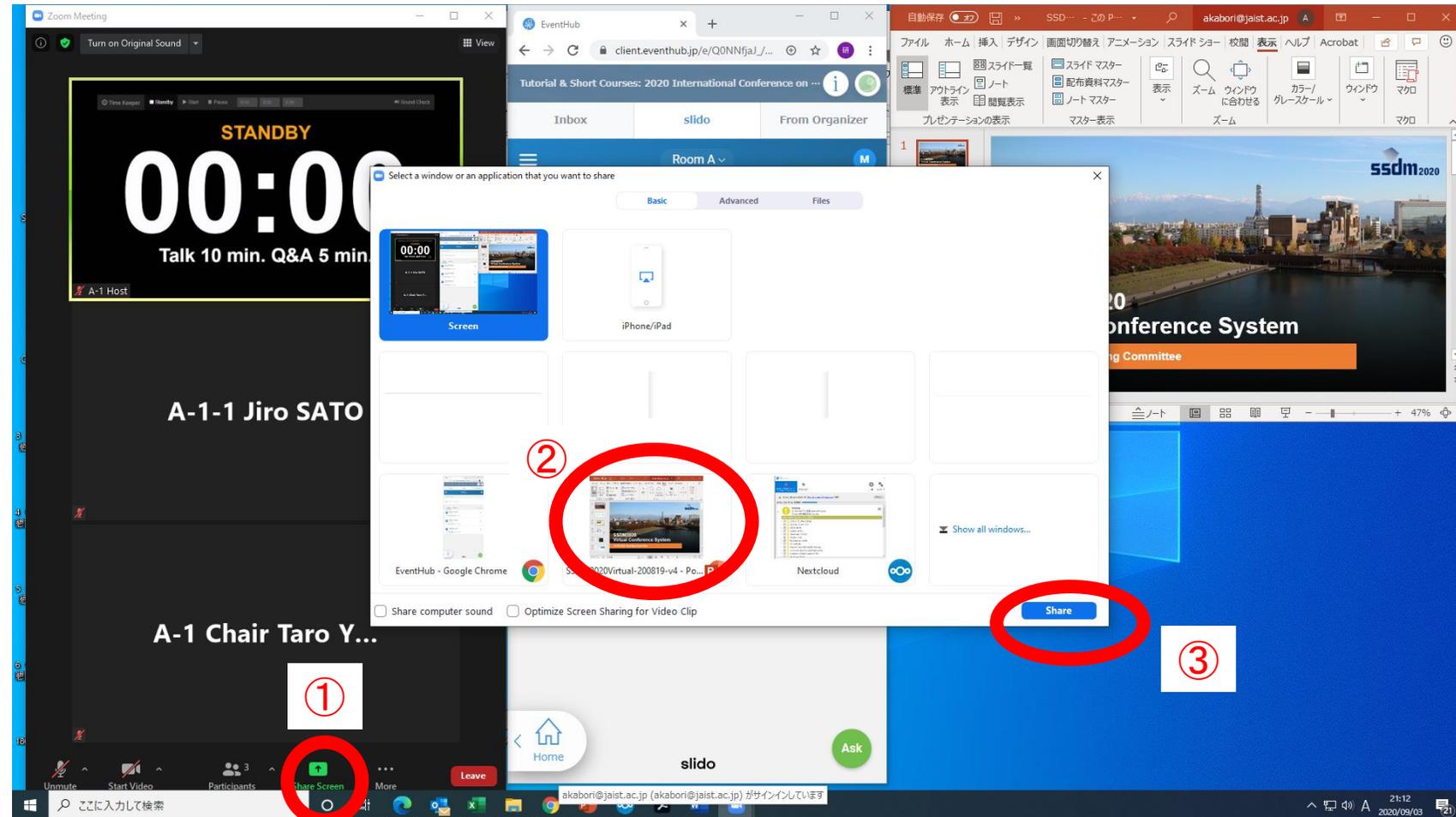
# Before session starts

- ① If you haven't checked screen-sharing in advance, you may do so now (up to one minute/person). After one minute, the host may forcibly terminate screen-share.
- ② If there's anything else you want to check with the host or chair, ask over **Zoom's chat function**. (If you turn on the microphone, Zoom's audio will always be streamed.)



# Screen-sharing before session starts

- ① Click “share screen.”
- ② Select presentation material screen.
- ③ Click “share.”
- ④ When the host messages you “OK,” stop screen-sharing.

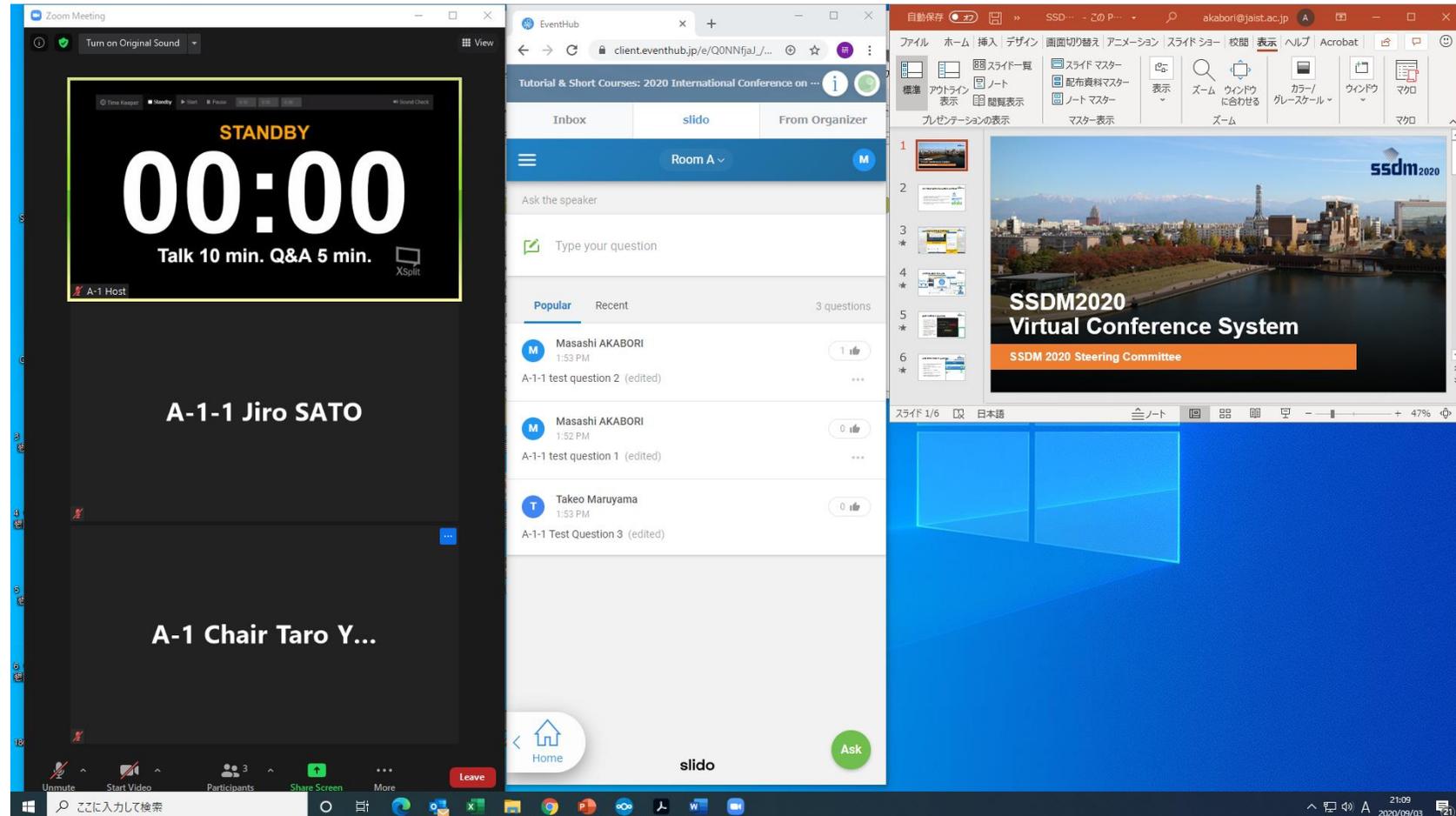


# Start session

- ① Once the chair starts the session, **wait until your turn to make a presentation.**
- ② Post questions to other presenters **via EventHub-Slido.**

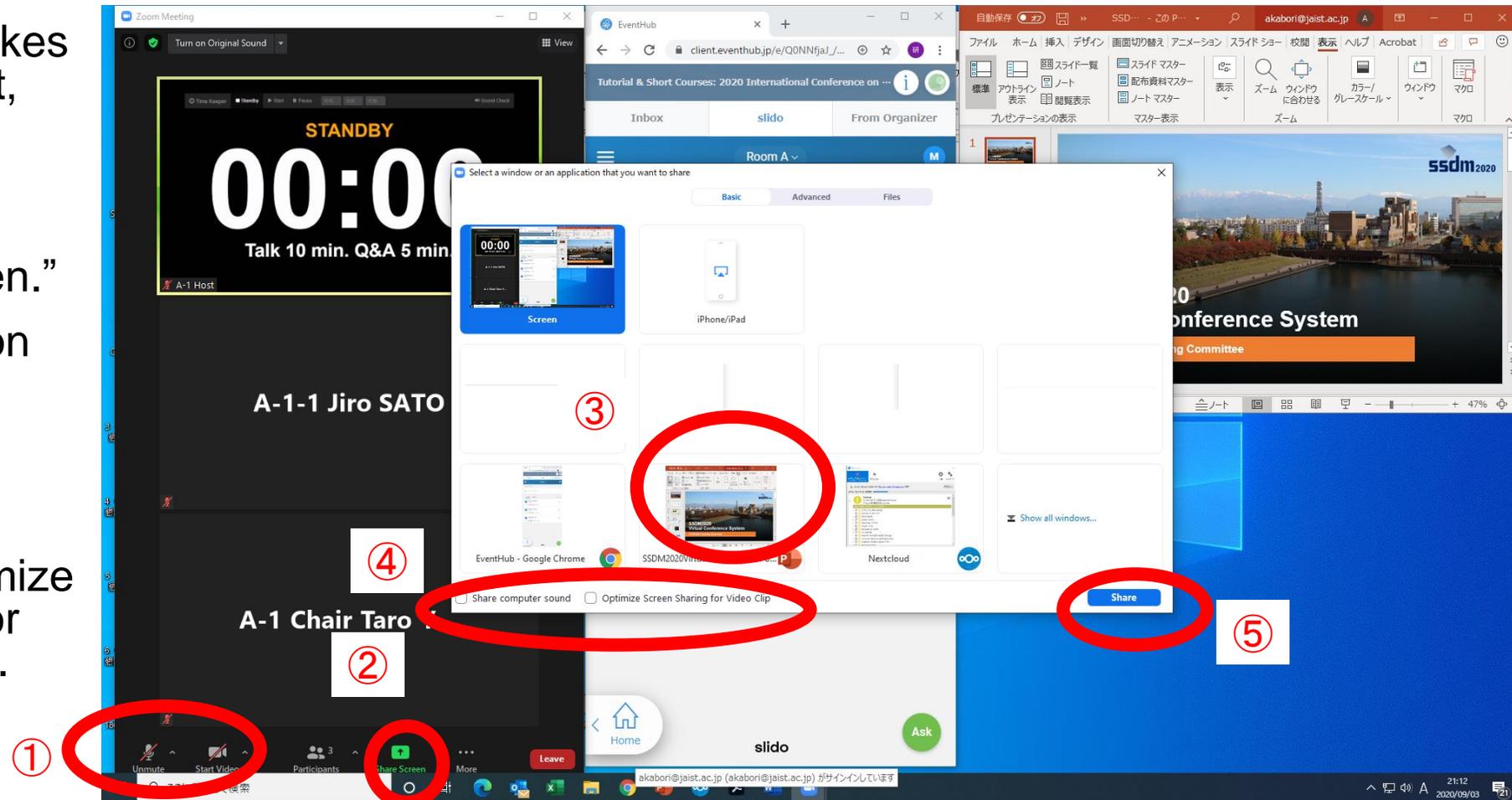
## Caution

**If you cannot connect to Zoom by the time your presentation starts, your presentation will be withdrawn.**



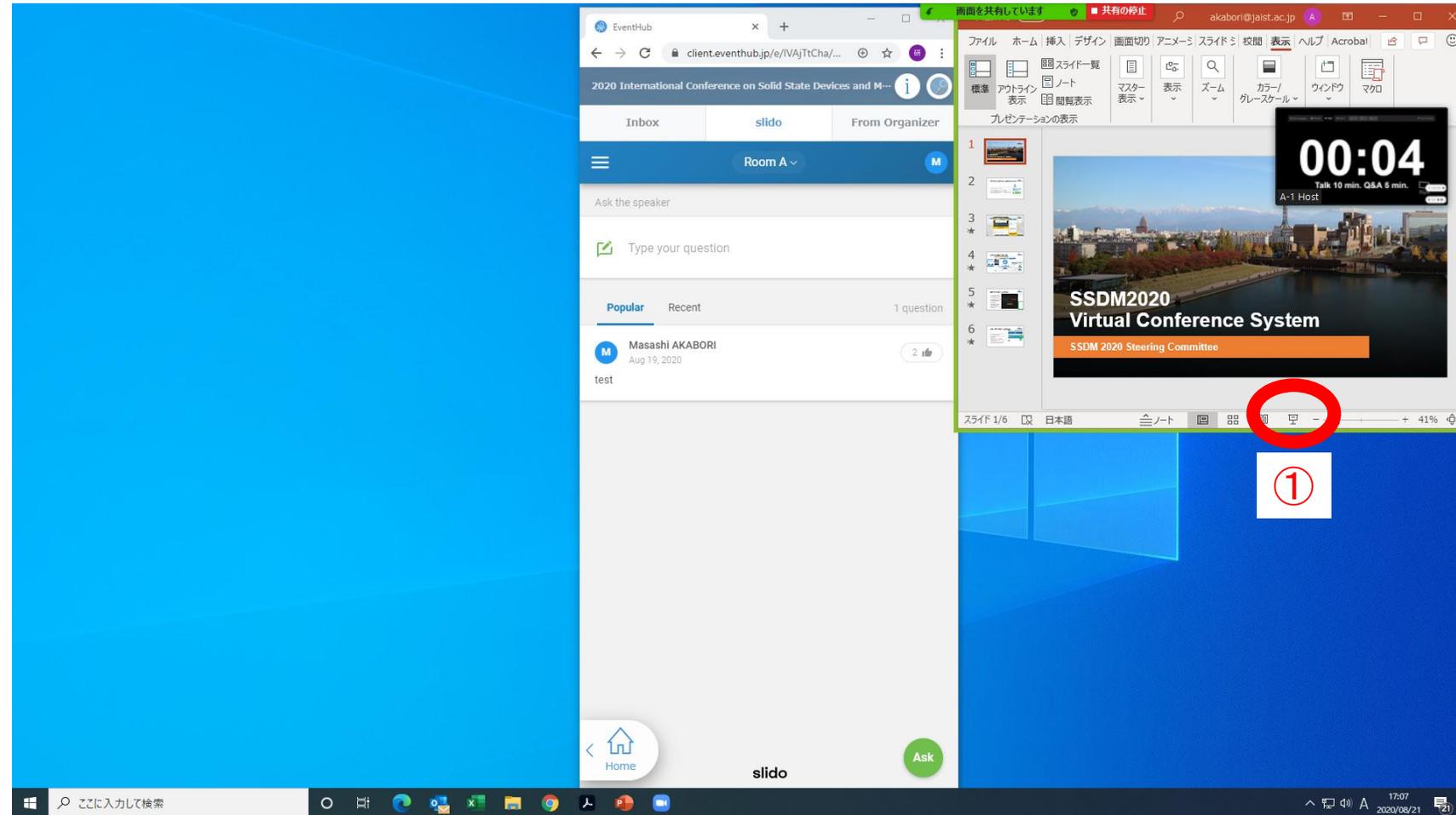
# Start presentation (1)

- ① After the chair makes an announcement, turn on your microphone and camera.
- ② Click “share screen.”
- ③ Select presentation material screen.
- ④ When playing a video, tick off the “Share computer sound” and “Optimize Screen Sharing for Video Clip” boxes.
- ⑤ Click “share.”



# Start presentation (2)

- ① For PPT files, use slideshow, and for PDF files, go to full-screen mode to start your presentation.



The screenshot shows a virtual conference environment. On the left, a Slido chat window is open, displaying a message from Masashi AKABORI dated August 19, 2020. The main area shows a presentation slide titled "SSDM2020 Virtual Conference System" with a timer at 00:04. The presentation toolbar at the bottom right includes icons for navigation and a "Full Screen" icon, which is circled in red. A circled "1" is placed below the red circle, corresponding to the instruction in the text.

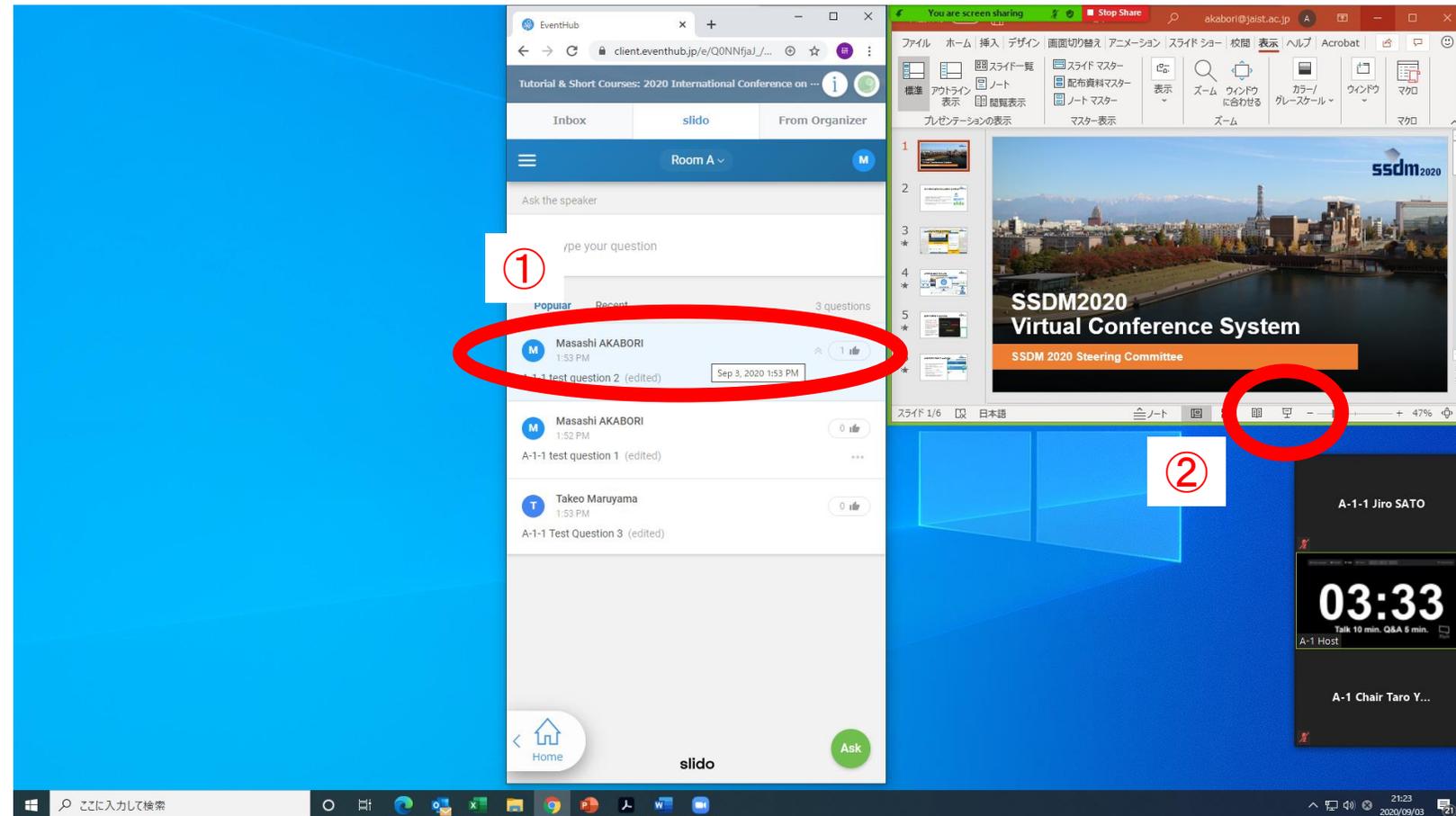
# Presentation

- ① A chat message might come in when there's a trouble. Set your cursor to "Sharing screen" and check "Details - Chat."
- ② If you wish to see Slido after the presentation, end slideshow. (Press Esc key)
- ③ Leave your microphone on.



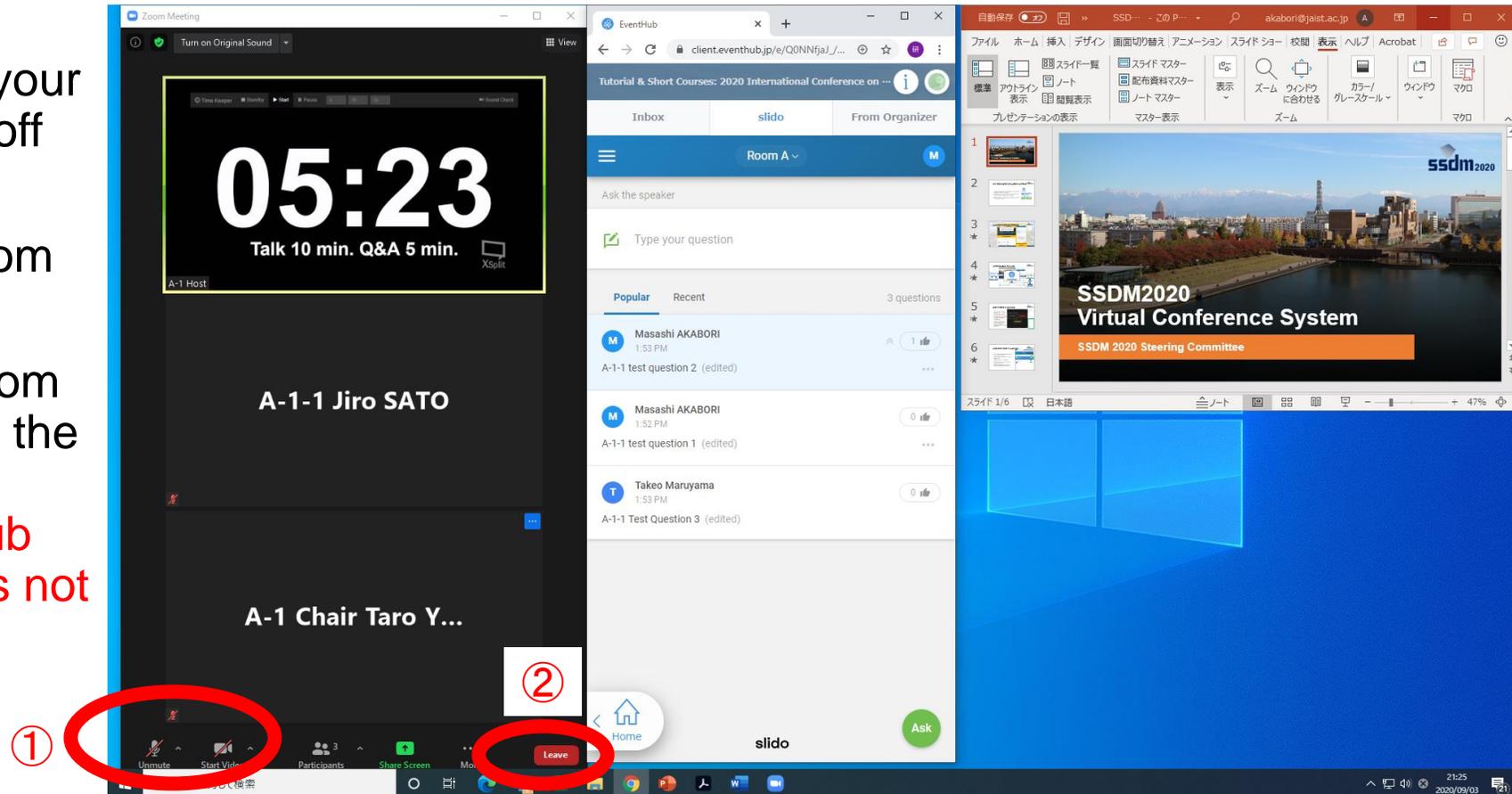
# Presentation Q&A

- ① The chair will read questions on behalf of the audience.
- ② The presenter **answers through audio** over Zoom. If necessary, share your presentation material again by setting it to slideshow mode.

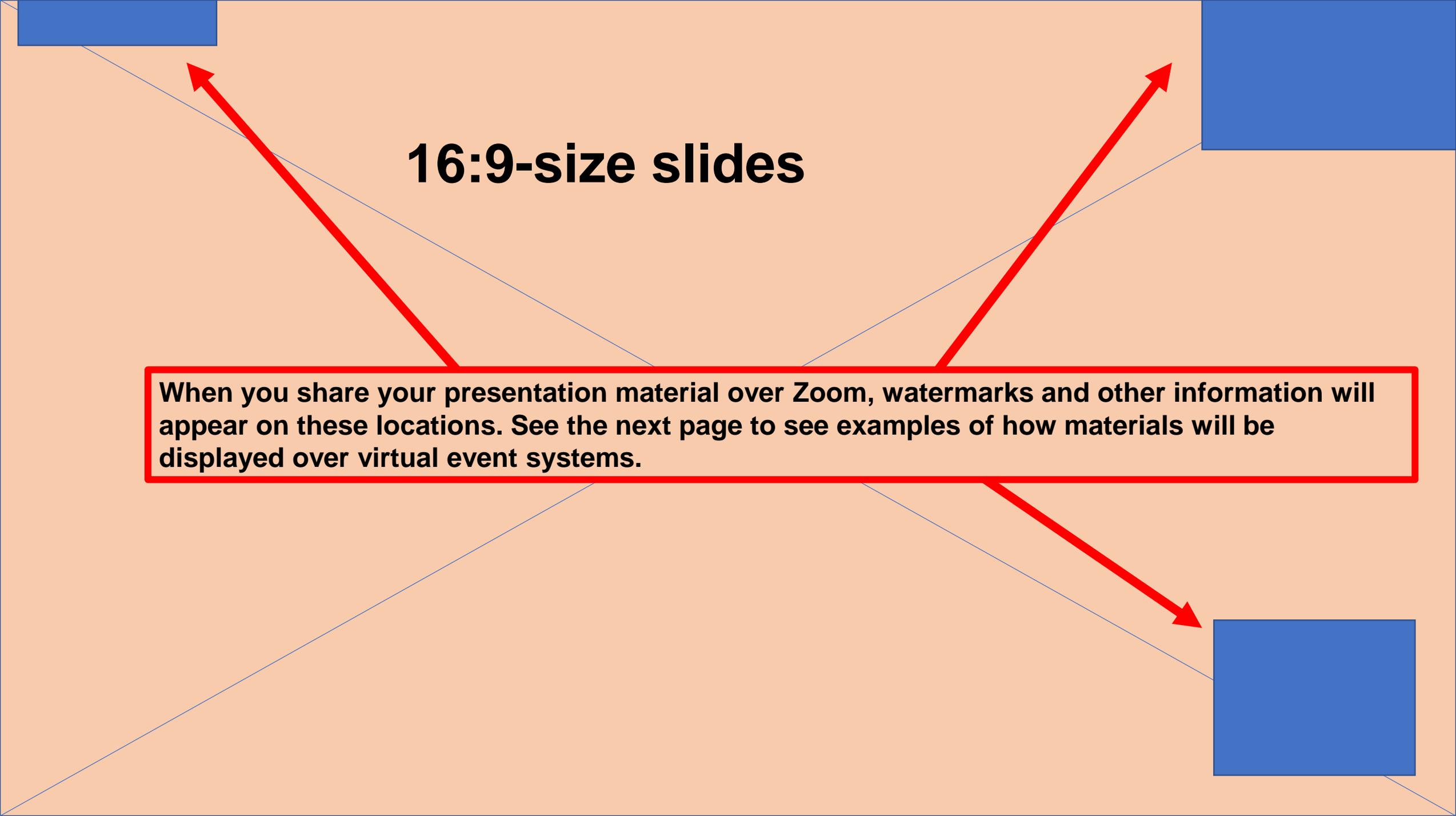


# Ending

- ① After the chair's announcement, stop screen-sharing, mute your microphone, and turn off your camera.
- ② You may leave the Zoom meeting.
- ③ After you leave the Zoom meeting, you can view the session via EventHub (viewing over EventHub before leaving Zoom is not recommended).

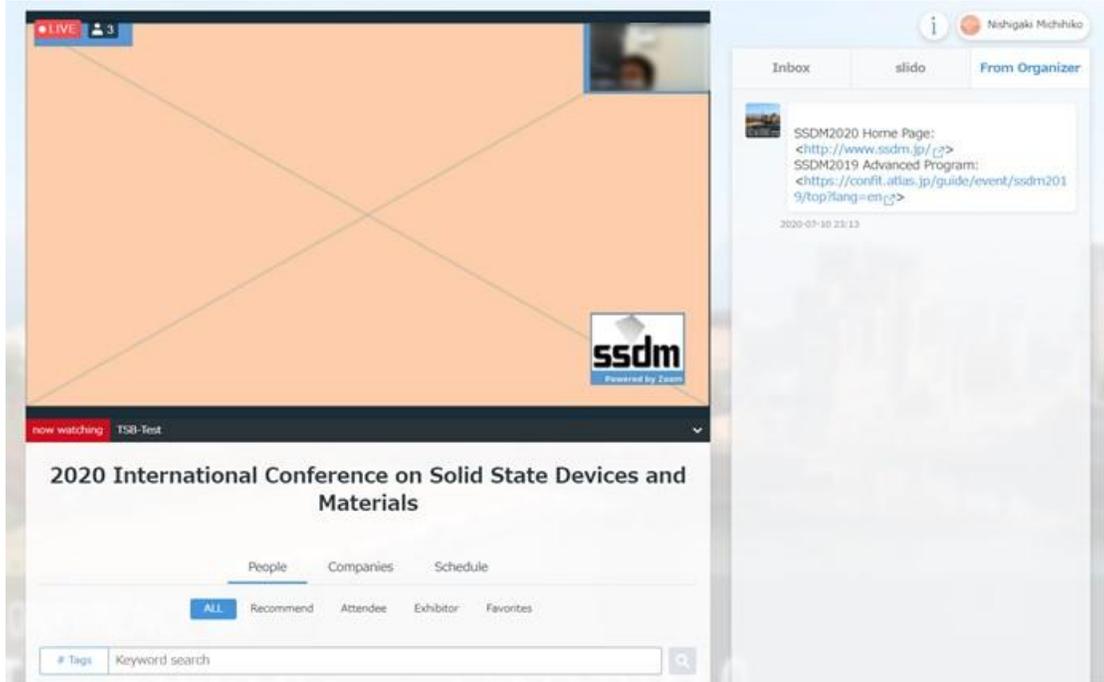


# 16:9-size slides

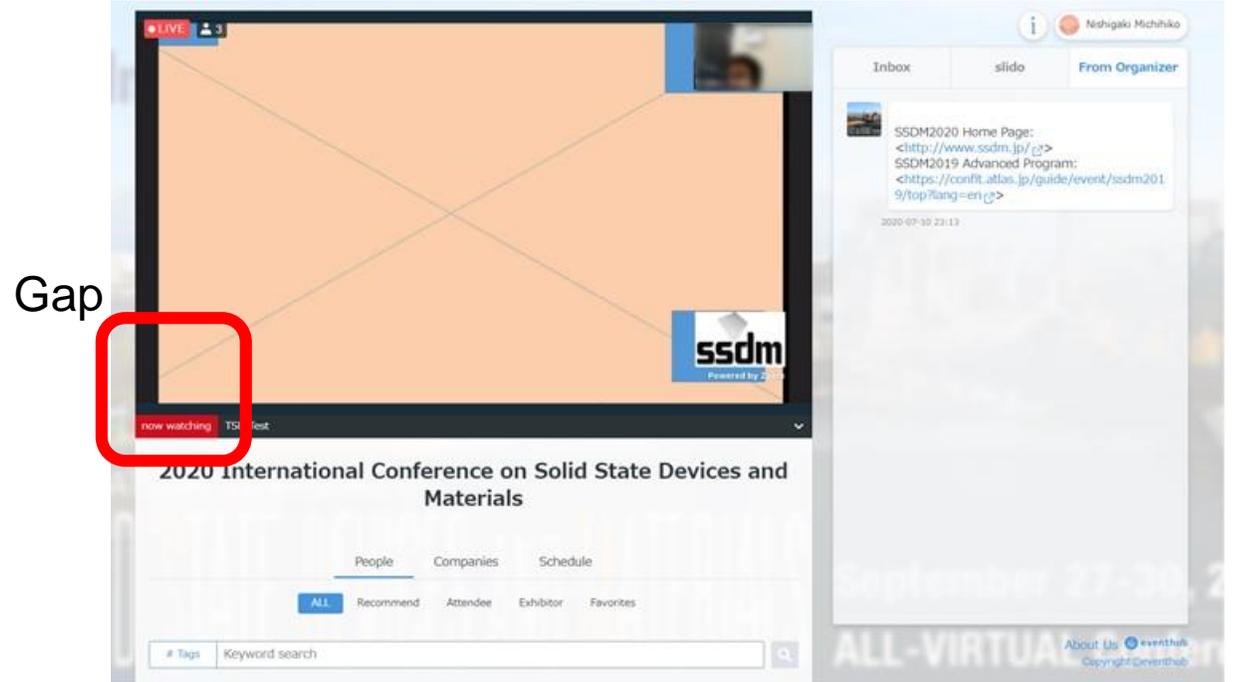
A diagram on a light orange background. At the top center, the text '16:9-size slides' is written in bold black font. Below this text is a horizontal red-bordered box containing the text: 'When you share your presentation material over Zoom, watermarks and other information will appear on these locations. See the next page to see examples of how materials will be displayed over virtual event systems.' Four red arrows originate from the corners of this box and point towards four blue rectangular areas: one in the top-left, one in the top-right, one in the bottom-right, and one in the bottom-left. Light blue diagonal lines also connect the corners of the central box to the corners of the slide area.

**When you share your presentation material over Zoom, watermarks and other information will appear on these locations. See the next page to see examples of how materials will be displayed over virtual event systems.**

## Screen-sharing in Zoom app

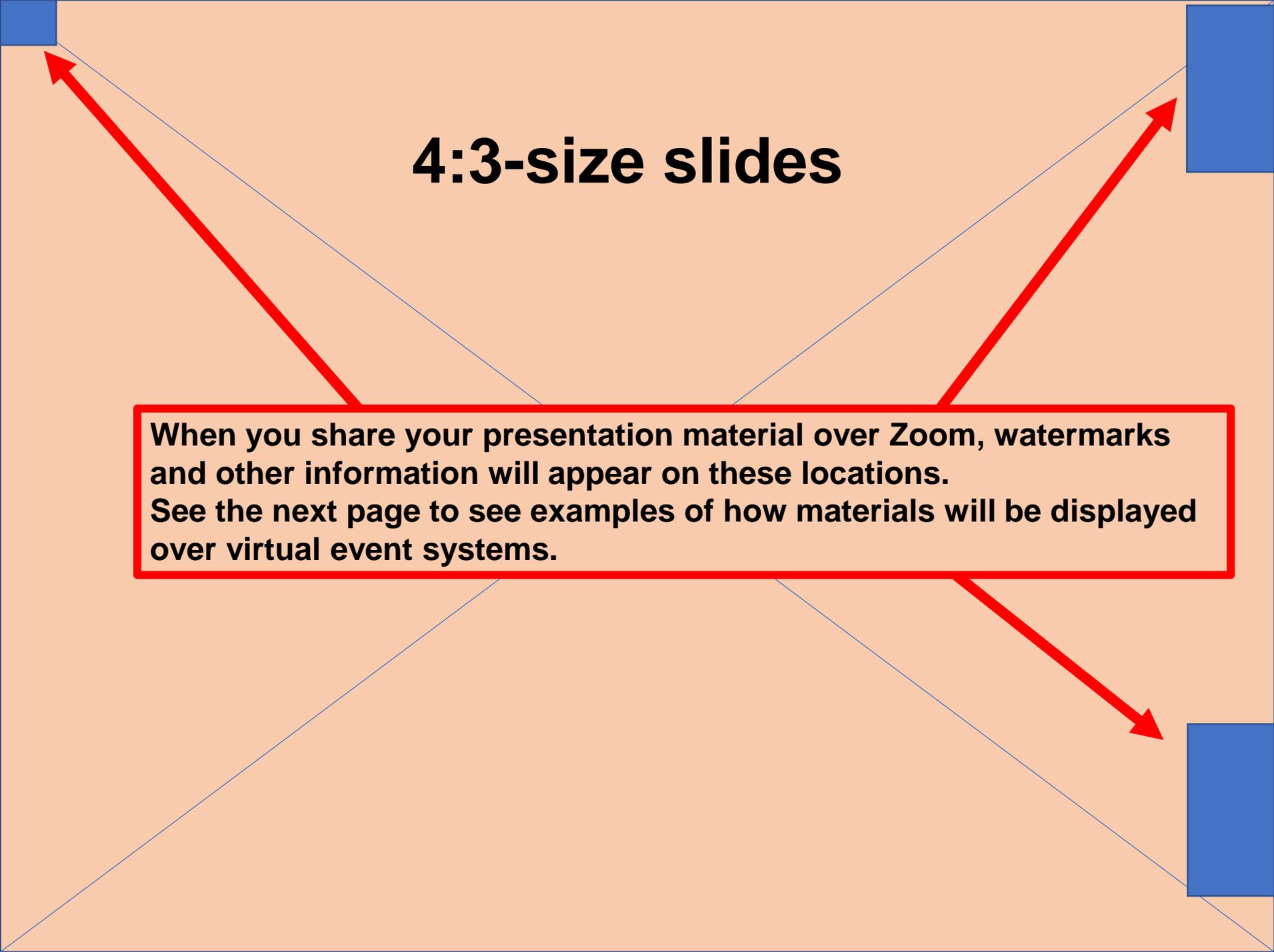


## Screen-sharing in Zoom's web browser edition



When you use Zoom on your web browser, gaps may appear in the presentation material you screen-shared. The extent of the gaps will differ depending on your operating environment. We recommend you to share your screen with the Zoom app.

# 4:3-size slides

A diagram of a 4:3 slide with a light orange background. The slide is divided into four quadrants by thin blue diagonal lines. In each of the four corners, there is a blue rectangular area representing a watermark location. A red-bordered box is centered in the lower half of the slide, containing text. Three red arrows point from the corners of this box to the blue watermark areas: one from the top-left corner to the top-left blue area, one from the top-right corner to the top-right blue area, and one from the bottom-right corner to the bottom-right blue area.

**When you share your presentation material over Zoom, watermarks and other information will appear on these locations. See the next page to see examples of how materials will be displayed over virtual event systems.**

## Screen-sharing in Zoom app



## Screen-sharing in Zoom's web browser edition



When you use Zoom on your web browser, gaps may appear in the presentation material you screen-shared. The extent of the gaps will differ depending on your operating environment. We recommend you to share your screen with the Zoom app.