

SSDM2020 Online Chair's Manual

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Chair's job

- Run session with Zoom
 - Announce start/end of session
 - Announce start/end of presentation
 - Read questions on behalf of audience and discuss with speaker
 - Troubleshooting
- Discuss using Slido
 - Review questions from audience
 - Highlight questions to read on behalf of audience

Important points

- Do not delay more than 15min when there is a next session after your session.
- Q&A sessions cannot be done properly if Slido's room is not accurate.
=> Always check that you've selected the room (session) that you are moderating.
- To post questions on Slido, it's required for the presentation ID to come at the top.
=> The host deletes questions that lack a presentation ID or feature incorrect presentation IDs.
- Be sure to try Audio test when you connect to Zoom.
- If the speaker cannot connect to Zoom, the presentation will be withdrawn.

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
 - Note that you will not use this tool as chair

Tools to use as chair

- 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 Q&A tool (Slido) (1)

- ① Access Slido admin mode on your browser (**during the conference, 15 minutes before the session you're moderating starts**)

Practice period (until Sep. 26)

<https://accounts.sli.do/invitations-link?key=2dc751acd1465c2b244ecb3ee5d29f3d74845f18a7a2cd1756bdbce82b55ded>

During conference (Sep. 27–30)

<https://accounts.sli.do/invitations-link?key=a88e6e66a7bf47ff7d8704c20946c6ad9dad39f0c61077f658ad4a0ad37ec97e>

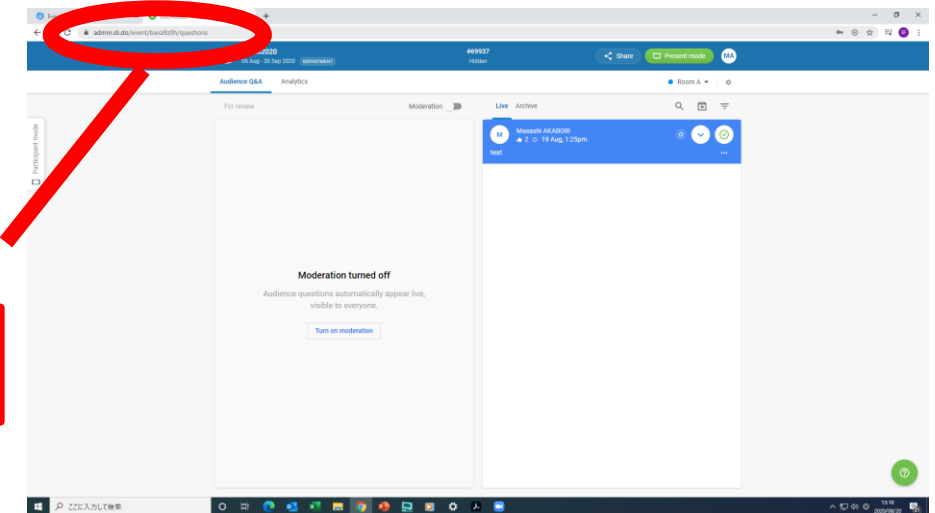
Register your account and password when you access the link for the first time, and then log in.

When accessing the link for the second time and beyond that, log in with the account and password you registered.

The following URLs will appear:

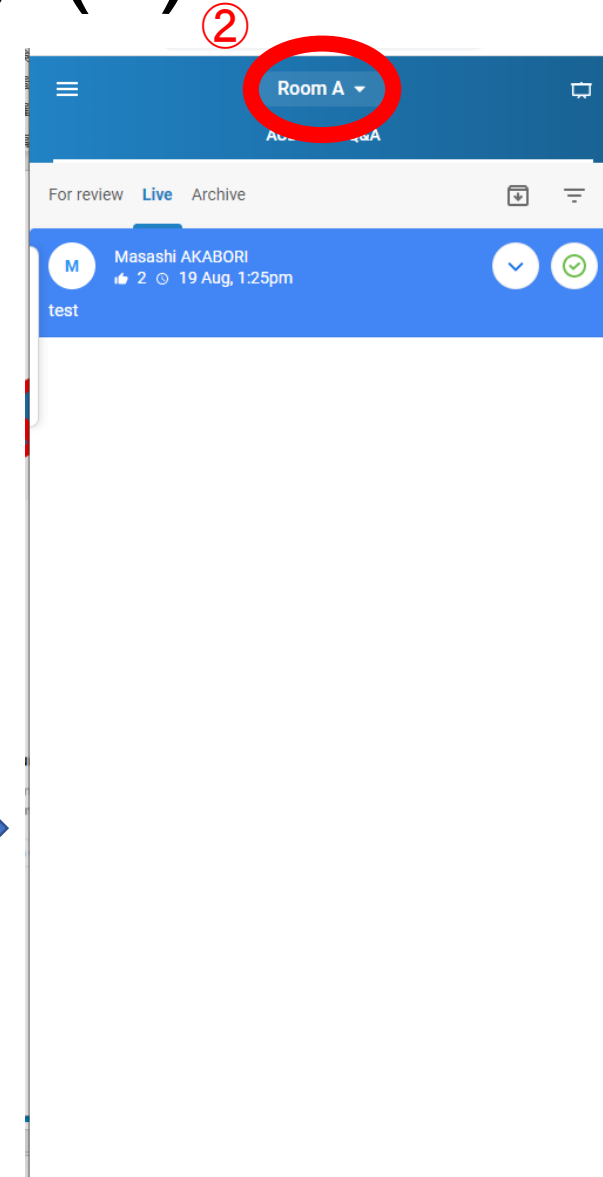
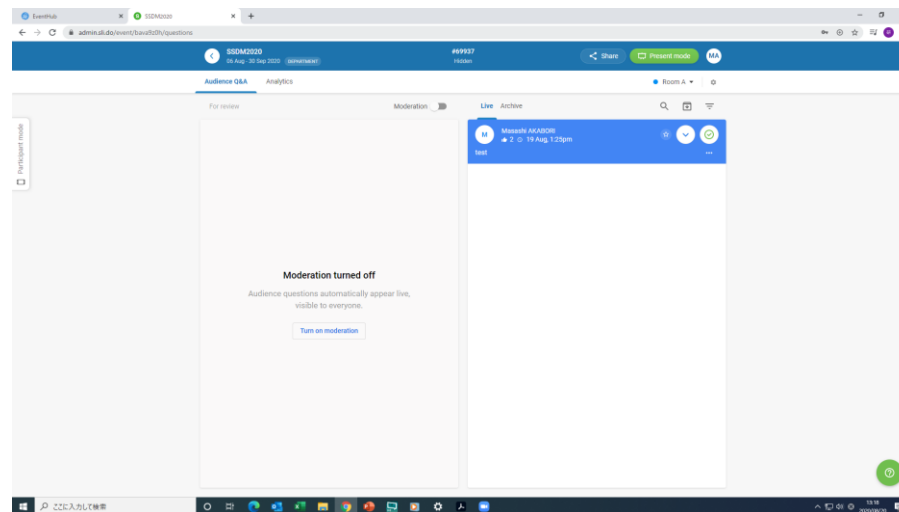
Practice period <https://admin.sli.do/event/bava9z0h/questions>

During conference <https://admin.sli.do/event/bava9z0h/questions>



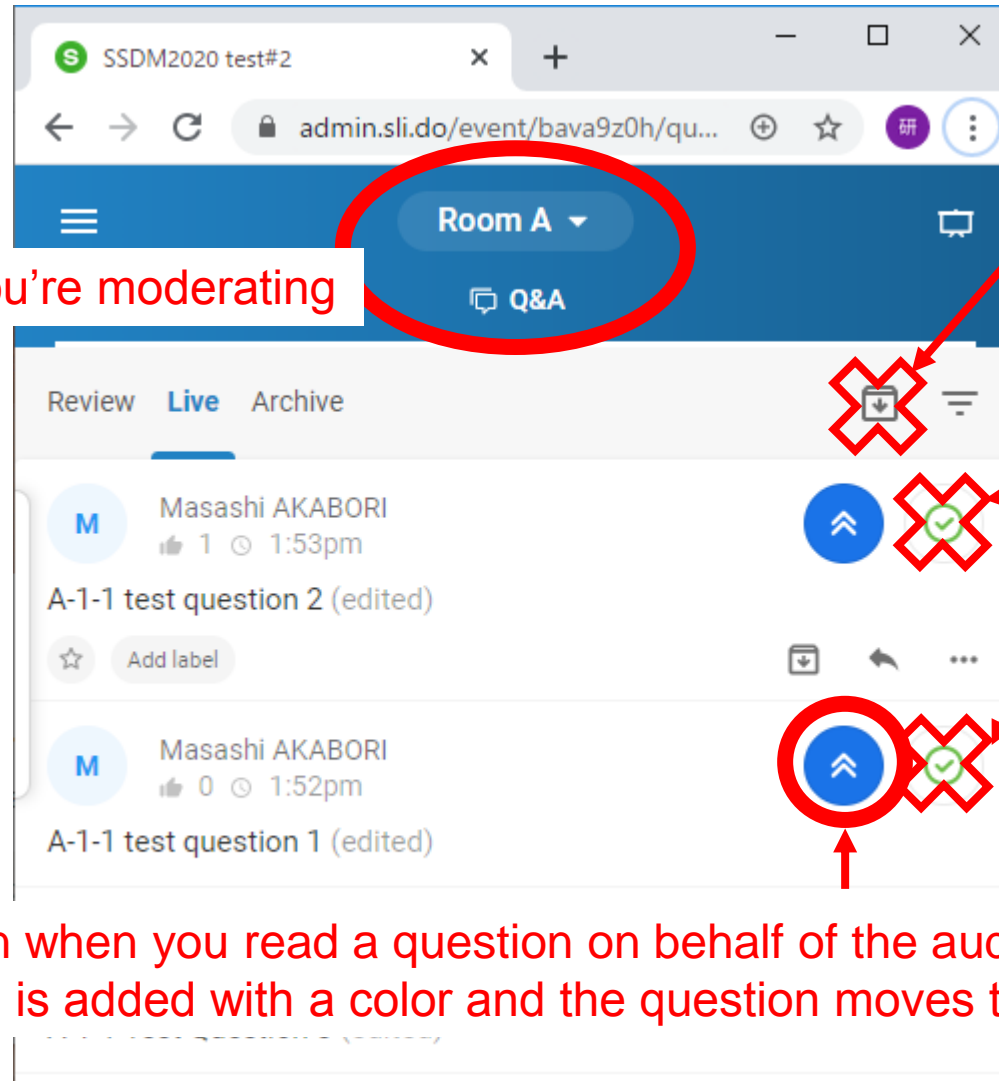
Preparing Q&A tool (Slido) (2)

- ① Minimize your browser width.
- ② Click the drop-down button and choose the session (venue) you're moderating.



Slido admin mode

Check the venue you're moderating



Don't click!

Don't click!

Click this button!

Click on the highlight button when you read a question on behalf of the audience.
=> The question's background is added with a color and the question moves to the top.



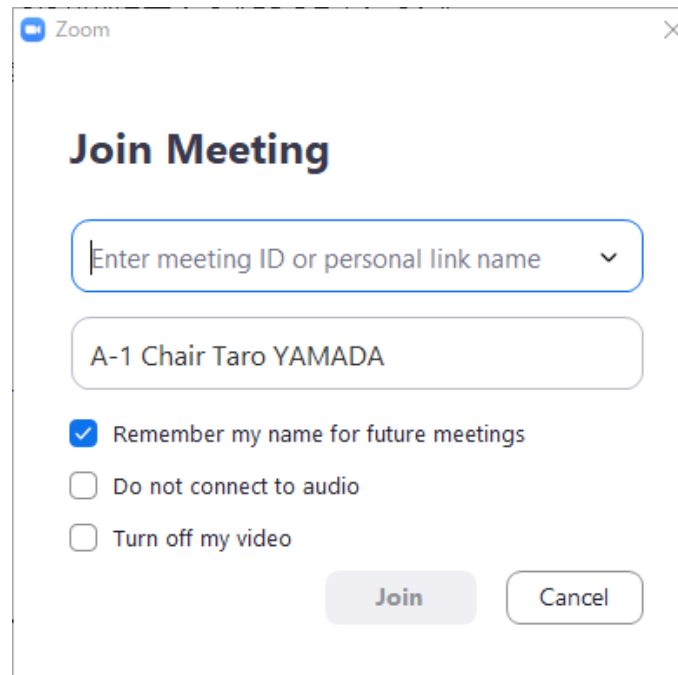
Preparing presentation tool (Zoom) (1)

- ① Access the designated Zoom meeting (**during the conference, 15 minutes before the session you're moderating starts**)
- ② Your username should be in the order of session ID, "Chair," and your first and last name. (Example: A-1 Chair 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 Chair Taro YAMADA

☒ Remember my name for future meetings

☐ Do not connect to audio

☐ Turn off my video

Join Cancel



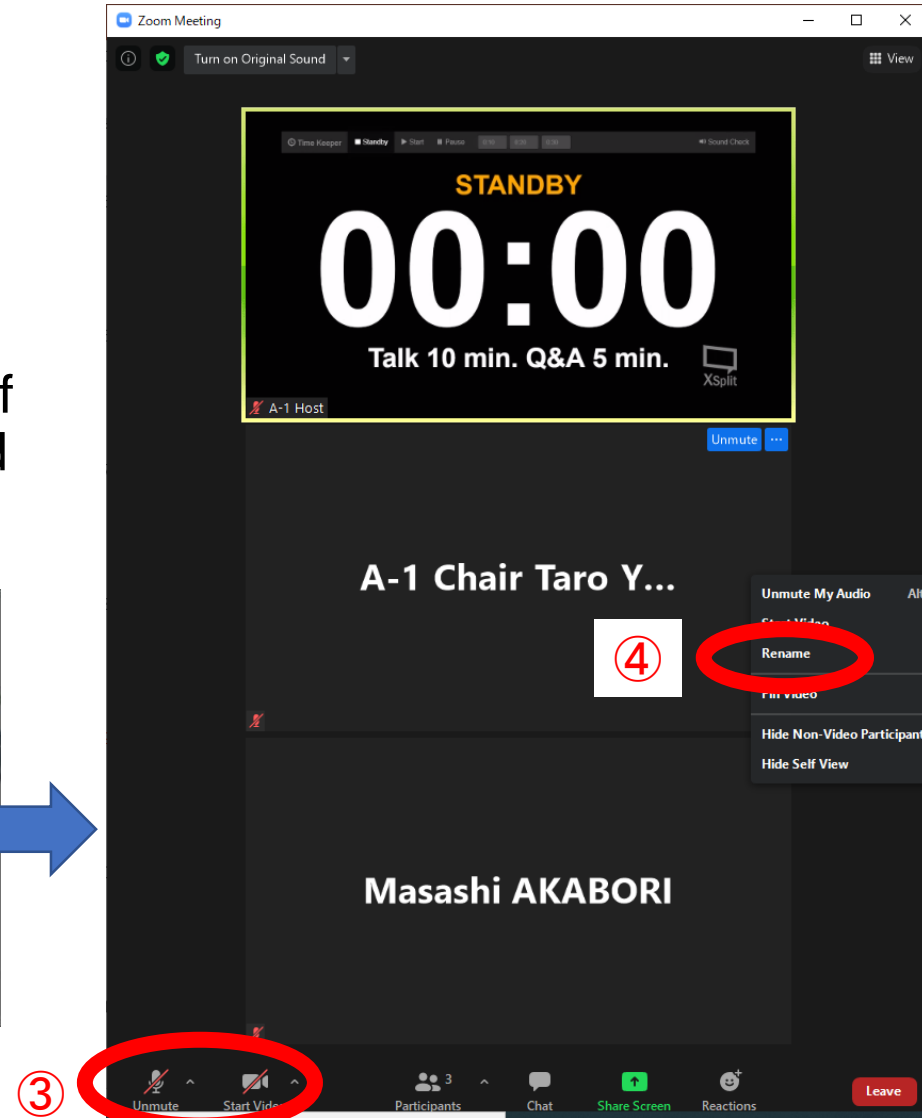
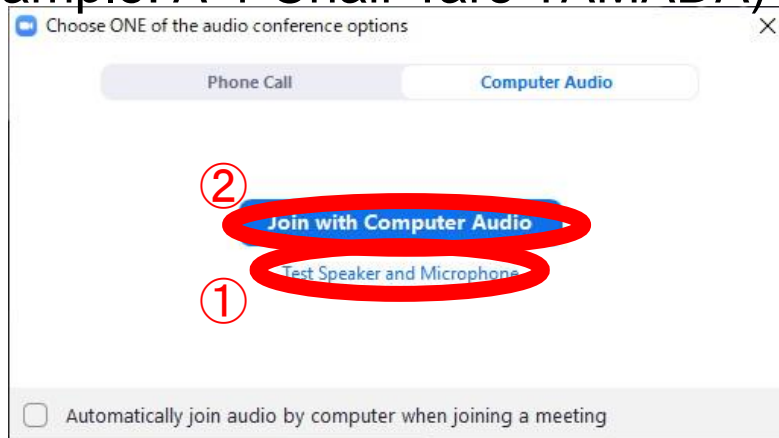
Enter meeting passcode

Meeting Passcode

Join Meeting Cancel

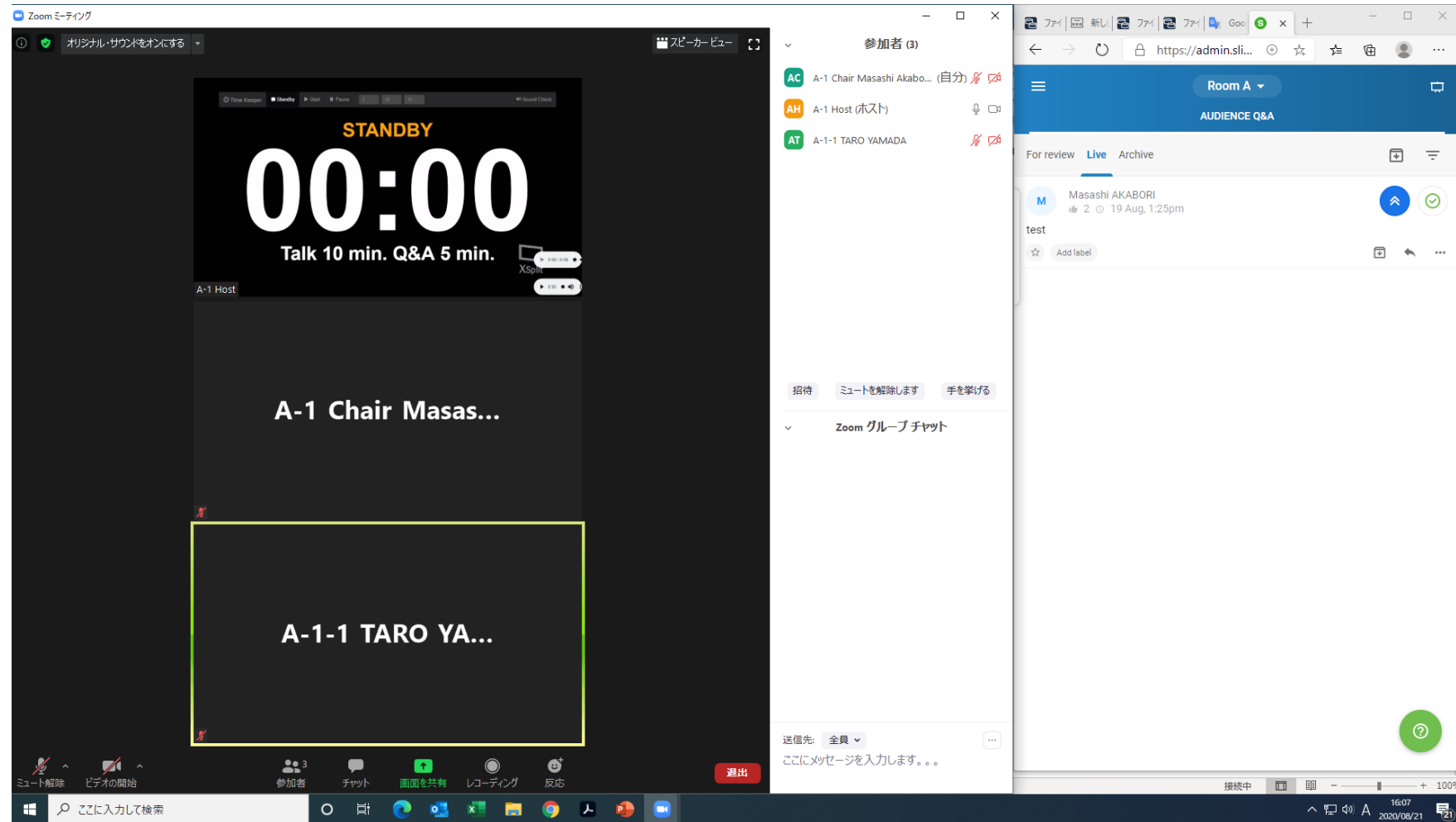
Preparing presentation tool (Zoom) (2)

- 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, “Chair,” and your first and last name, change it.
(Example: A-1 Chair Taro YAMADA)



Example of chair's user screen

- Zoom and Slido placed side by side

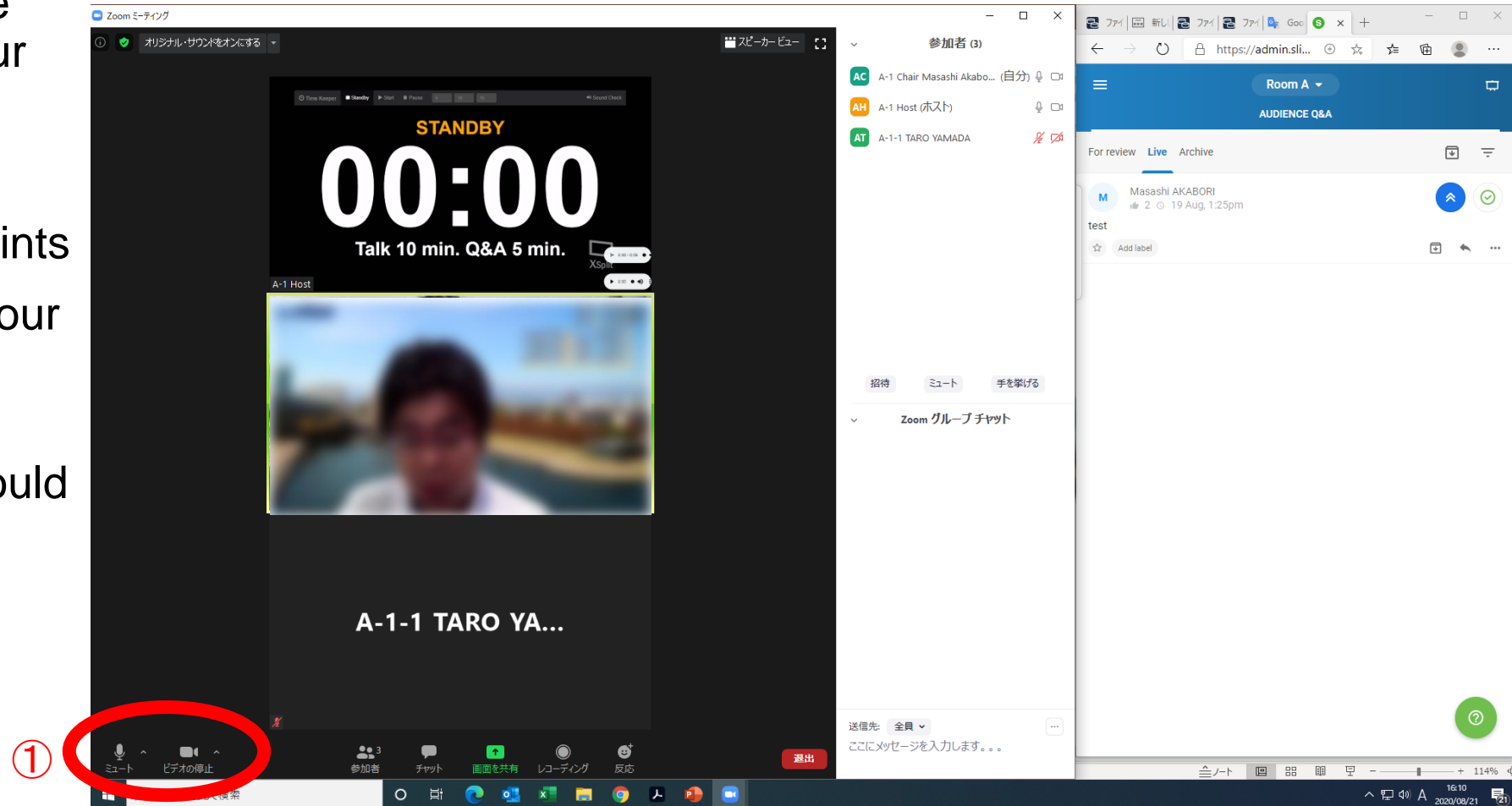


Start session

- ① Turn on your microphone and video, and make your announcement.

Note: Announce important points
Match your Slido room with your session!

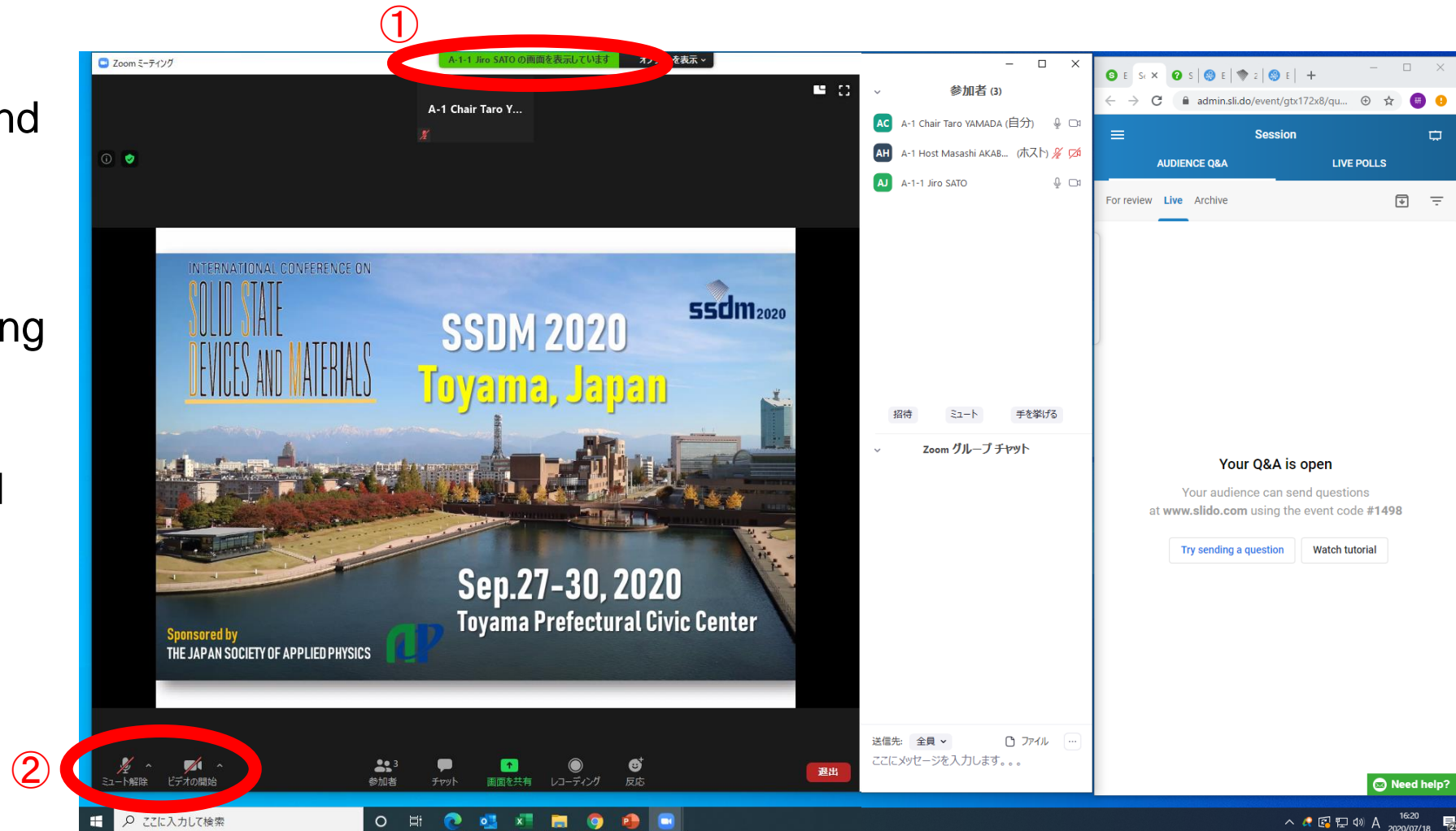
When posting questions on Slido, the presentation ID should come first!



The screenshot shows a Zoom meeting window. The main display area shows a 'STANDBY' screen with a large '00:00' timer and the text 'Talk 10 min. Q&A 5 min.'. Below the timer is a video feed of a person labeled 'A-1 Host'. At the bottom of the video feed, the name 'A-1-1 TARO YA...' is visible. To the right of the video feed is a list of participants: 'A-1 Chair Masashi Akabori (自分)', 'A-1 Host (ホスト)', and 'A-1-1 TARO YAMADA'. At the bottom of the Zoom window, there is a toolbar with several icons. A red circle highlights the 'ミュート' (Mute) and 'ビデオの停止' (Stop Video) buttons. To the right of the Zoom window, there is a Slido interface showing a 'Room A' and 'AUDIENCE Q&A' section. The Slido interface includes a search bar, a list of questions, and a 'test' button. The bottom of the Slido interface shows a '送信先' (Send to) dropdown menu set to '全員' (All) and a text input field with the placeholder 'ここにメッセージを入力します...'.

Start presentation

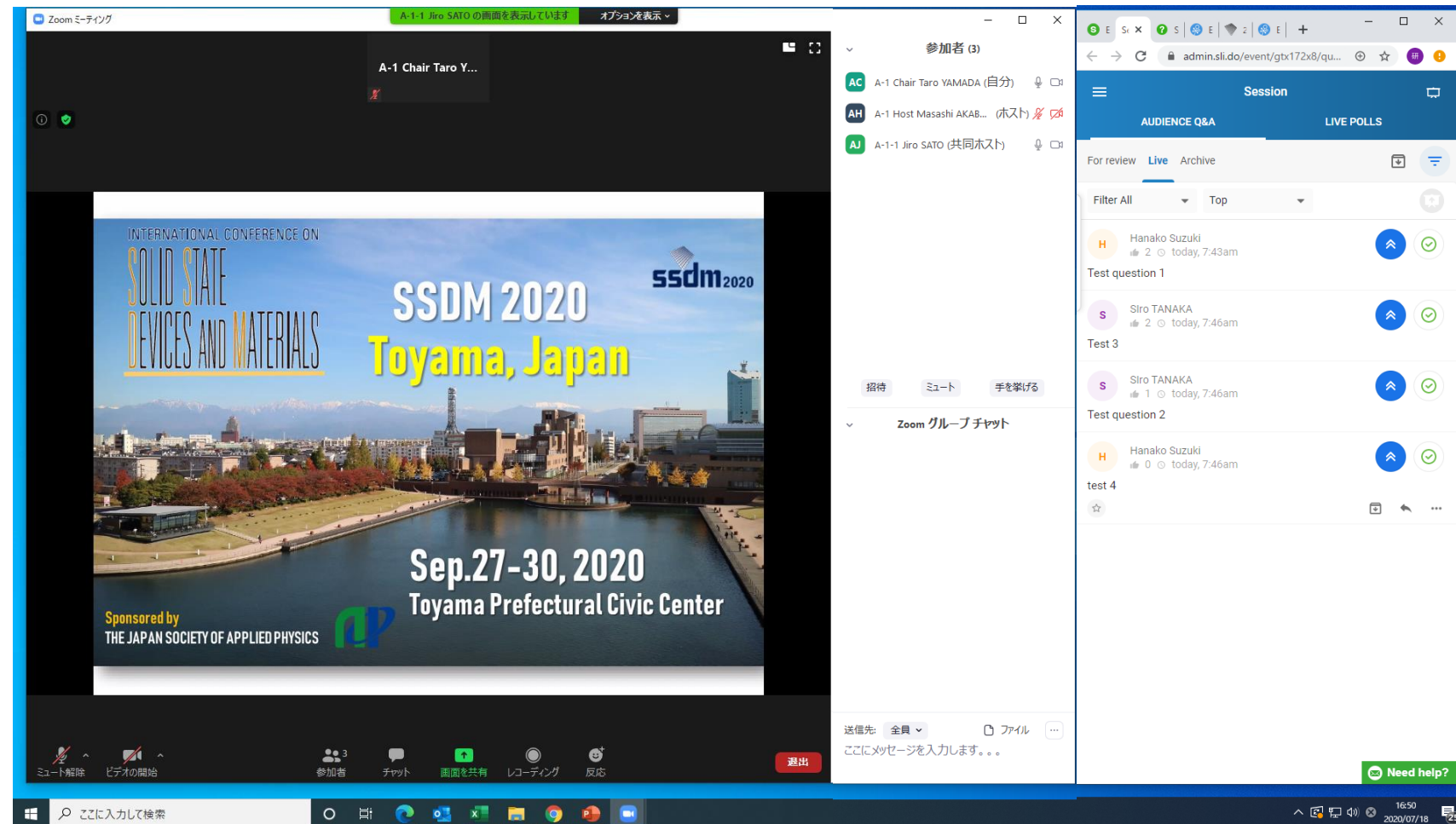
- ① Introduce the presentation title and speaker.
- ② Check that the speaker's screen-sharing is functioning properly.
- ③ The chair's microphone should be **muted** and the video should be **turned off**, too.



The screenshot displays a Zoom meeting in progress. The main window shows a presentation slide for the 'INTERNATIONAL CONFERENCE ON SOLID STATE DEVICES AND MATERIALS' (SSDM 2020) held in Toyama, Japan, from September 27-30, 2020, at the Toyama Prefectural Civic Center. The slide is sponsored by The Japan Society of Applied Physics. The Zoom interface includes a top bar with a status message 'A-1-1 Jiro SATO の画面を表示しています' circled in red. A participant list on the right shows three participants: A-1 Chair Taro YAMADA (自分), A-1 Host Masashi AKAB... (ホスト), and A-1-1 Jiro SATO. The bottom toolbar shows 'ミュート解除' and 'ビデオの開始' buttons circled in red. A Slido Q&A interface is visible on the far right, indicating that the audience Q&A is open.

Presentation

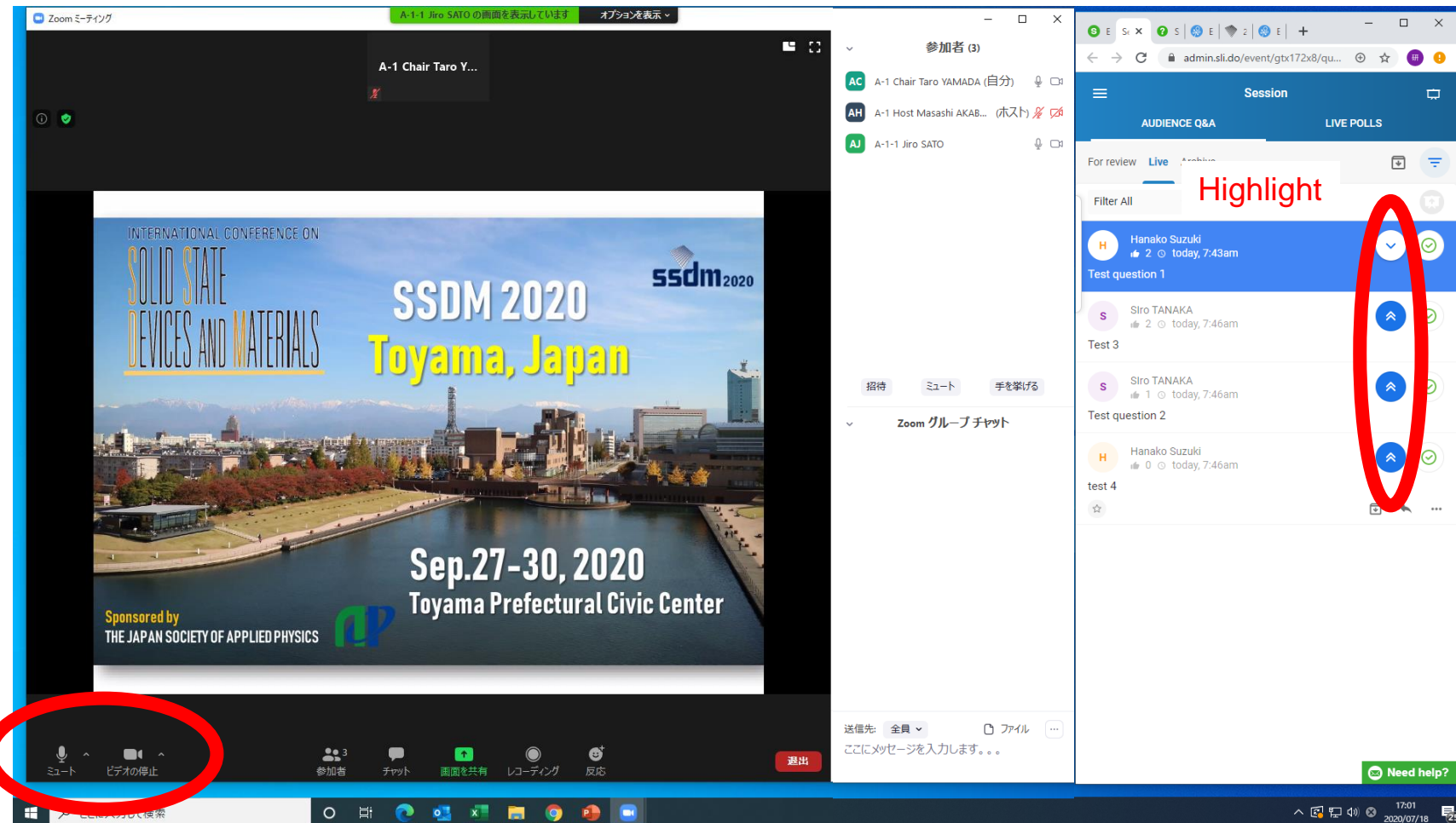
- ① If there's a trouble, turn on your microphone and notify the speaker.
- ② If the time limit is exceeded, notify the speaker and end the presentation swiftly.



The screenshot displays a Zoom meeting in progress. The main window shows a presentation slide for the 'INTERNATIONAL CONFERENCE ON SOLID STATE DEVICES AND MATERIALS' (SSDM 2020) held in Toyama, Japan, from September 27-30, 2020, at the Toyama Prefectural Civic Center. The slide is sponsored by The Japan Society of Applied Physics. The Zoom interface includes a participant list on the right with three participants: A-1 Chair Taro YAMADA (self), A-1 Host Masashi AKABANE (host), and A-1-1 Jiro SATO (co-host). The bottom of the screen shows Zoom controls like mute, video, chat, and a red '退出' (Exit) button. On the far right, a sidebar shows session details and an 'AUDIENCE Q&A' section with a list of questions and answers.

Presentation Q&A

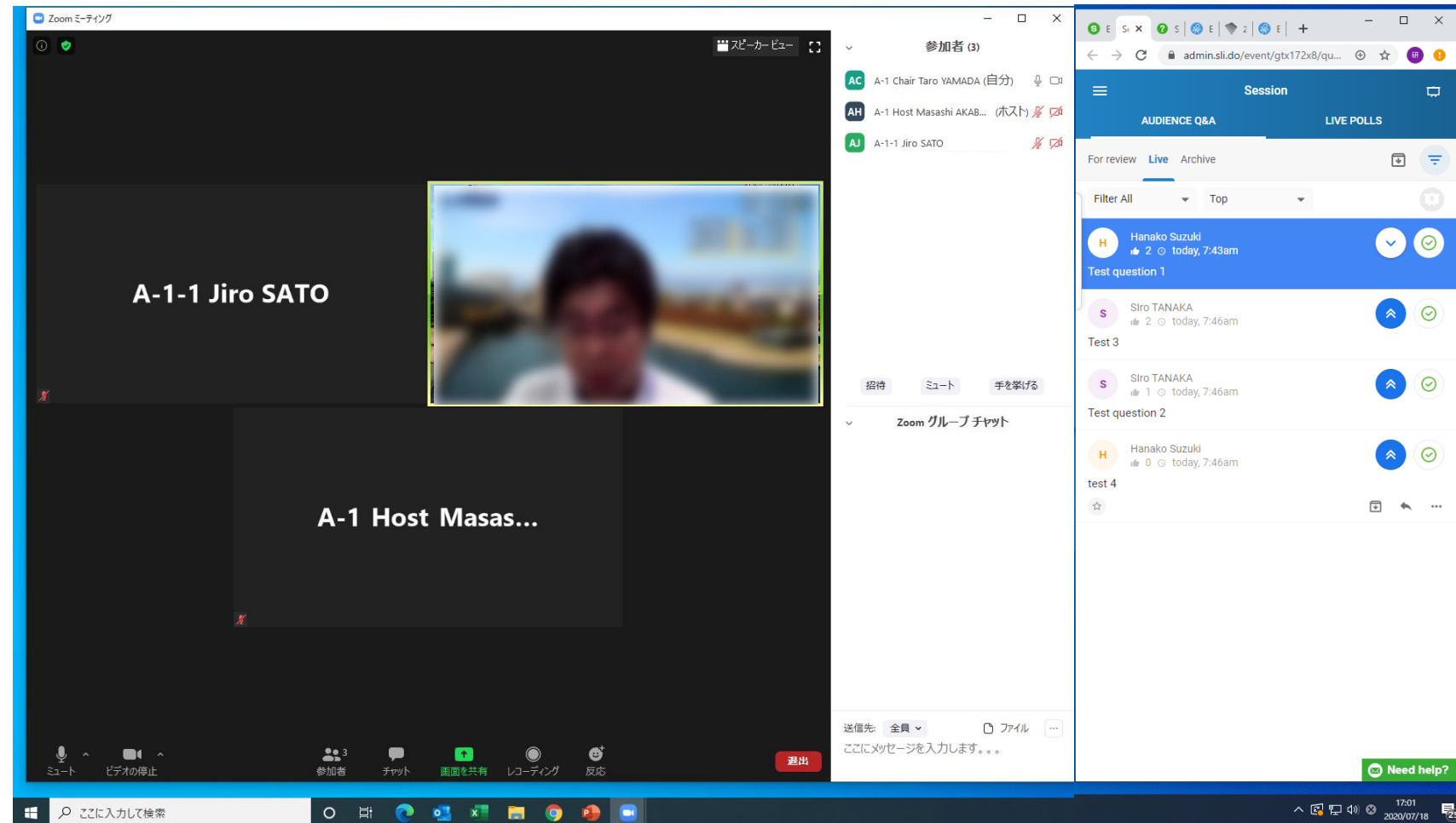
- ① Turn on the chair's microphone.
- ② Highlight the question you are going to read (the question will appear at the top) on the audience's behalf, and then read it.
- ③ Have the speaker answer over Zoom.
- ④ Repeat steps 2 to 3 until the chair or host announces the end of the presentation.



The screenshot displays a Zoom meeting interface. The main window shows a presentation slide for "SSDM 2020 Toyama, Japan" held from Sep.27-30, 2020 at the Toyama Prefectural Civic Center. The slide is sponsored by THE JAPAN SOCIETY OF APPLIED PHYSICS. The Zoom toolbar at the bottom is visible, with a red circle highlighting the "Microphone" icon, which is labeled with a red "①". To the right, the "Session" sidebar is open, showing a list of questions. A red circle highlights the "Highlight" button in the sidebar, which is labeled with a red "②". The sidebar also shows a list of questions, including "Test question 1" and "Test question 2".

End presentation

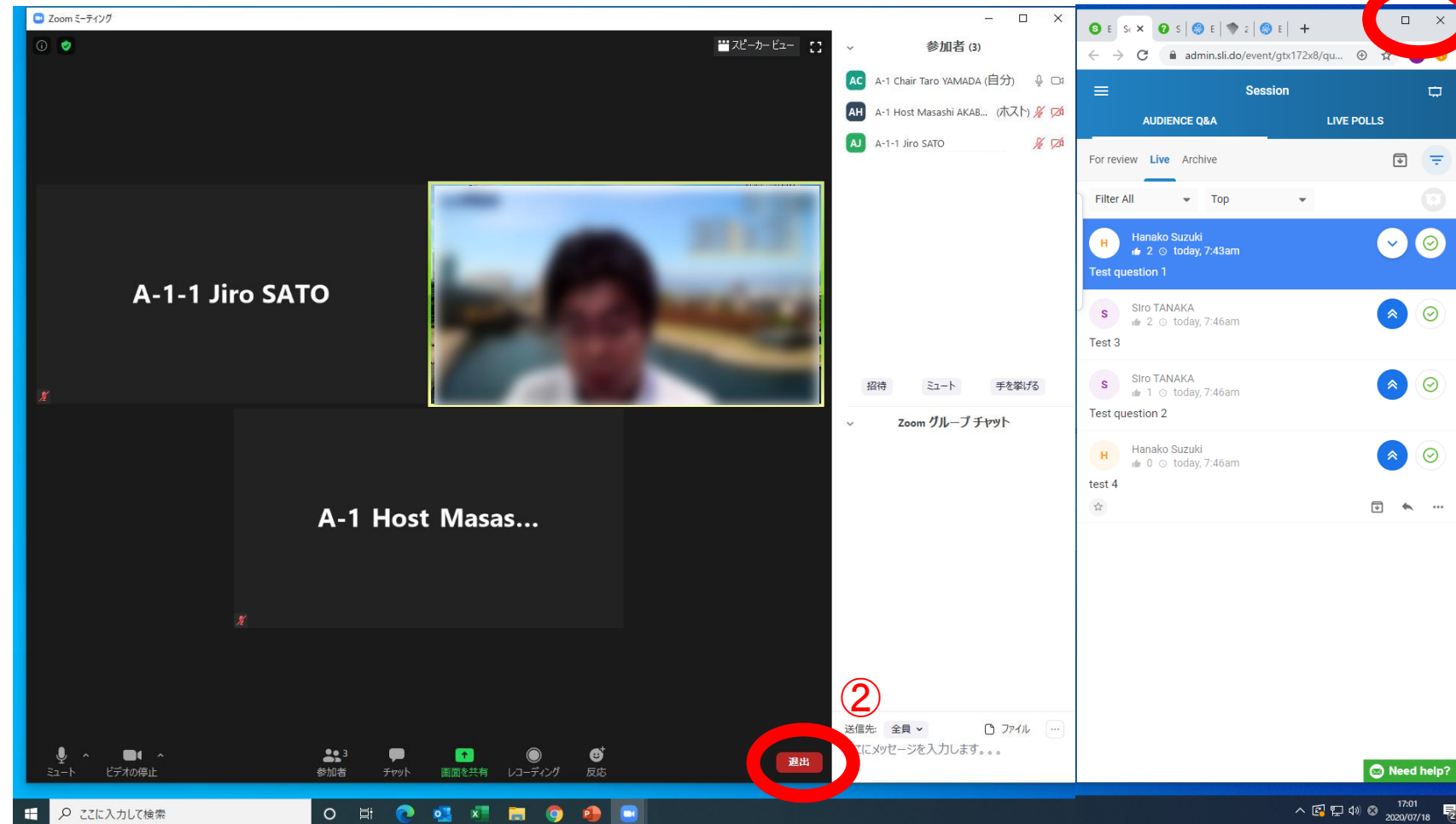
- ① Announce the end of the presentation.



The screenshot displays a Zoom meeting interface. The main window shows a presentation slide with the title "A-1-1 Jiro SATO" and a video feed of a person. Below the video feed, the text "A-1 Host Masas..." is visible. The right sidebar shows a list of participants: "A-1 Chair Taro YAMADA (自分)", "A-1 Host Masashi AKAB...", and "A-1-1 Jiro SATO". The bottom of the screen shows the Zoom toolbar with icons for mute, video, chat, and other controls. The Windows taskbar is visible at the very bottom.

End session

- ① Announce the end of the session.
- ② The Chair **leaves Zoom**, too.
- ③ Close the browser and **end Slido**.



The screenshot shows a Zoom meeting window on the left and a Slido session window on the right. In the Zoom window, the main screen displays 'A-1-1 Jiro SATO' and a video feed of a person. The bottom toolbar shows a red '退出' (Exit) button circled in red, with a circled '2' next to it. The Slido window on the right shows a 'Session' page with 'AUDIENCE Q&A' and 'LIVE POLLS' tabs. The browser's address bar shows 'admin.sli.do/event/gtx172x8/qu...'. A circled '3' is in the top right corner of the Slido window, indicating the step to close the browser.

(Reference) Slido admin mode

Help desk: <https://help.sli.do/>

Audience questions: <https://help.sli.do/650200-Audience-Questions>

Highlight questions: <https://help.sli.do/650028-Manage-audience-questions#highlight-questions>

Starred questions: <https://help.sli.do/609717-What-are-starred-questions>

Change the order of questions: <https://help.sli.do/771784-Change-the-order-of-Audience-QA#admin-mode>