

# SSDM2021

# Presenter's Manual

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# Key points

- **Test the audio settings** everytime you connect to Zoom.
- **Turn off your microphone and camera** when you are not presenting.
- Your Zoom username should be in the order of **your presentation ID and your full name.**
- If there's anything you wish to check with the host or the chair, use the **chat function.**
- **Check that you can connect to Zoom and share your screen** during the following timeframes:

} See page 7 of  
this manual

**On the day of the session you are presenting in** between

8:10–8:45 (for AM session)

13:00–13:45 (for PM session)

Note: You can also check your connection and screen-sharing before your session starts, but your time will be limited (1 minute per person).

**If you cannot connect to Zoom by the time your presentation starts, your presentation will be withdrawn.**

# Tools used for SSDM2021

SSDM2021 will use the following two tools:

- ◆ Confit: Online event platform used in this conference
- ◆ Zoom: Online meeting tool used to present in this conference

(Reference: Zoom's test meeting website <https://zoom.us/test>)

This manual primarily explains how to use Zoom.  
On how to use Confit, read the Audience's Manual.

First, check your [internet connection](#).

- We recommend hardwired or high-speed Wi-Fi internet connection

Note: Web proxies and streaming service usage limitations may prohibit you from connecting to the tools. Please check in advance.

# Advance preparations

You need the following device, software, and accessory:

- Windows, Mac, Linux, Android, iOS (Including smartphones/tablets)
- Web browser (Google Chrome/Firefox/Safari/Edge \*Latest ver. recommended)
- Zoom app (**See note**)
- Earphone and microphone (Headset recommended)
- Camera

**Note:** **Install** dedicated software to your device.

(You can start up Zoom from web browsers, but they are more likely to cause issues. )

# On the day of your presentation

- ➔  Test your connection in advance to check that you can connect to Zoom and share your screen
- Access the Zoom meeting  
(You can access from **15 minutes before** the session starts)
- Prepare to share your materials for the presentation (Until the session begins)
- Presentation/Q&A
- Leave the session

Preliminary Zoom connection test:

Note: See page 9 on how to share your screen.

Enter the Zoom session where you will present **on the day of your session** between:

8:10–8:45 (for **AM** sessions)

13:00–13:45 (for **PM** sessions)

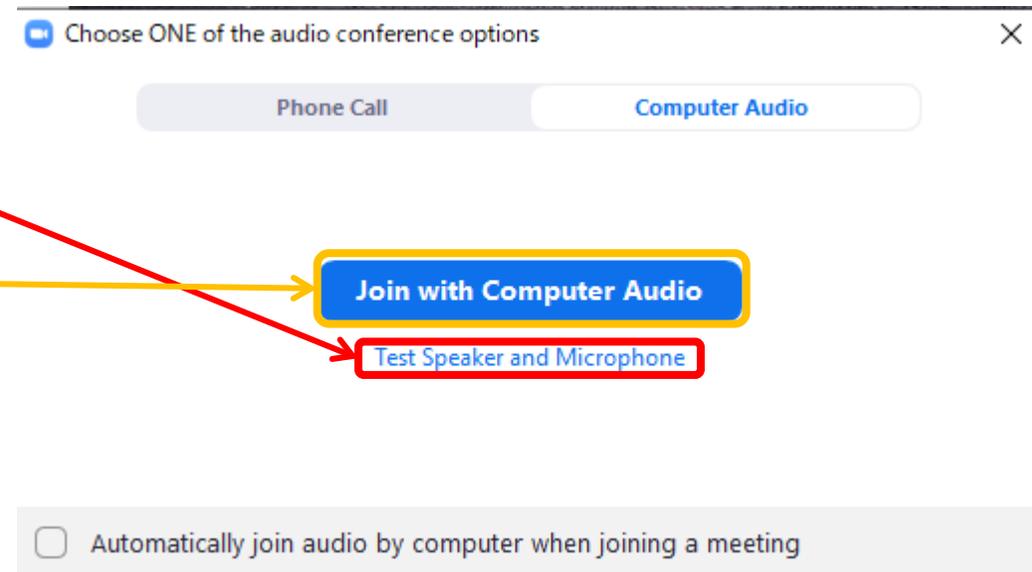
Tests for 1st session and 2nd session (in AM or PM) are held together.

# Setting audio when connecting to Zoom

Join the Zoom meeting of your session 15 minutes before it starts  
(See Audience's Manual)

(1) Audio test (Required)

(2) Join with computer audio



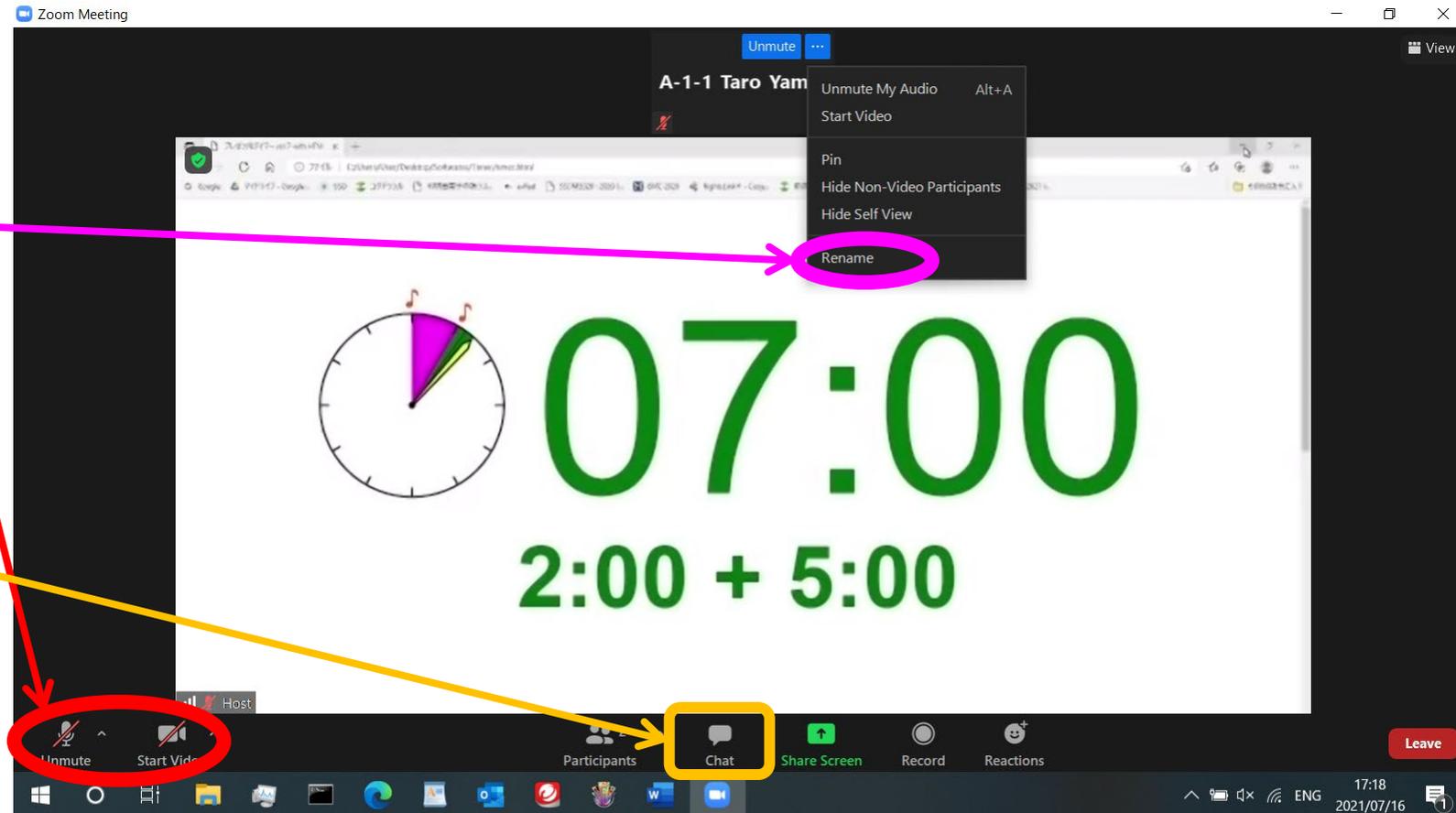
# Preparing after entering Zoom meeting

Once you enter your Zoom meeting, take the following steps:

- Mute your microphone
  - Turn off your camera
  - Change your username  
(Example: A-1-1 Taro YAMADA)
- |            |      |
|------------|------|
| Session ID | Name |
|------------|------|

If there's anything you wish to check with the host or chair, use the **chat function**.

(Other participants will hear you when you turn on the microphone)



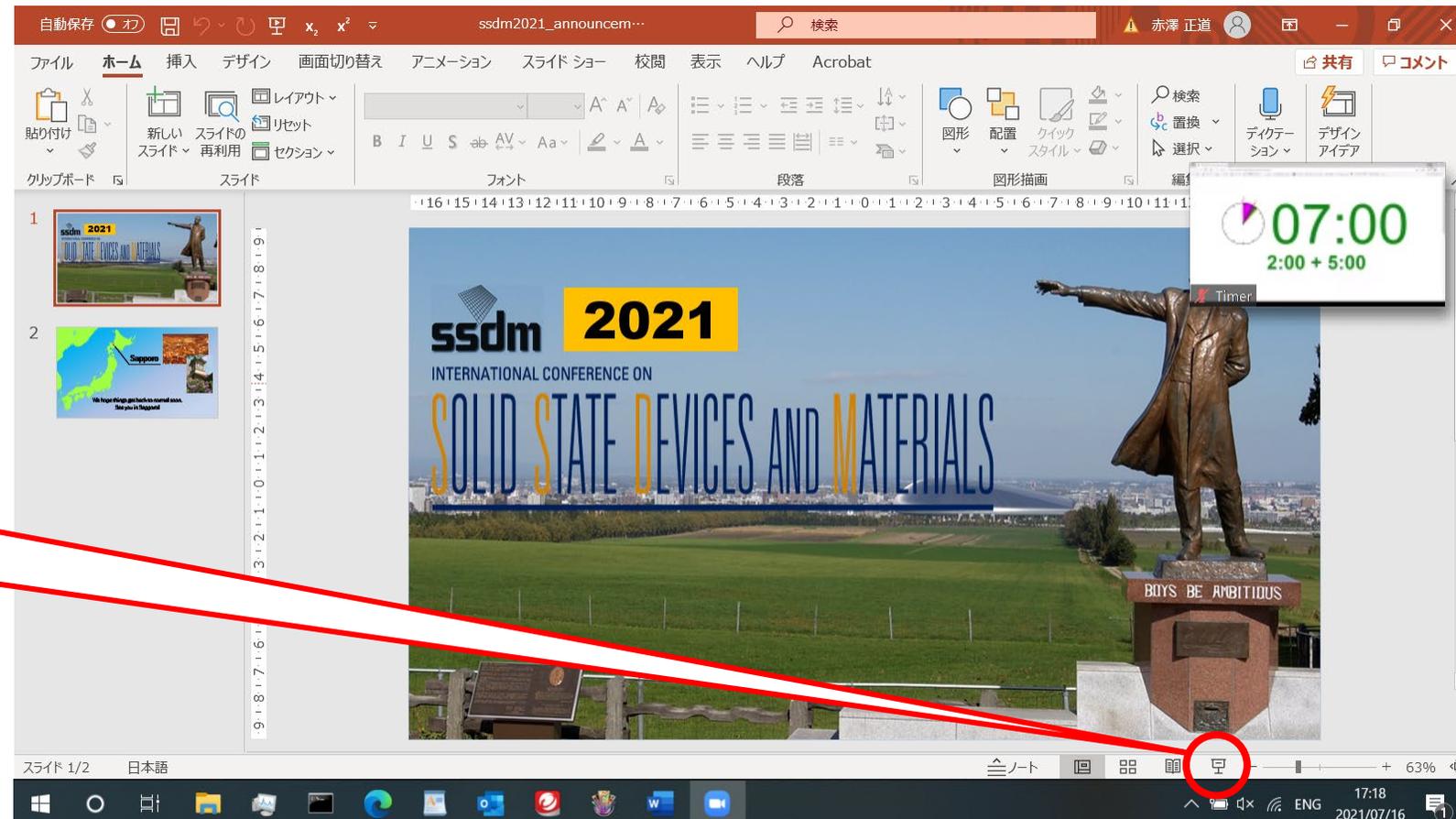
# Preparing presentation materials (e.g., PPT, PDF)

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

Check

Click here to start PowerPoint **slideshow**

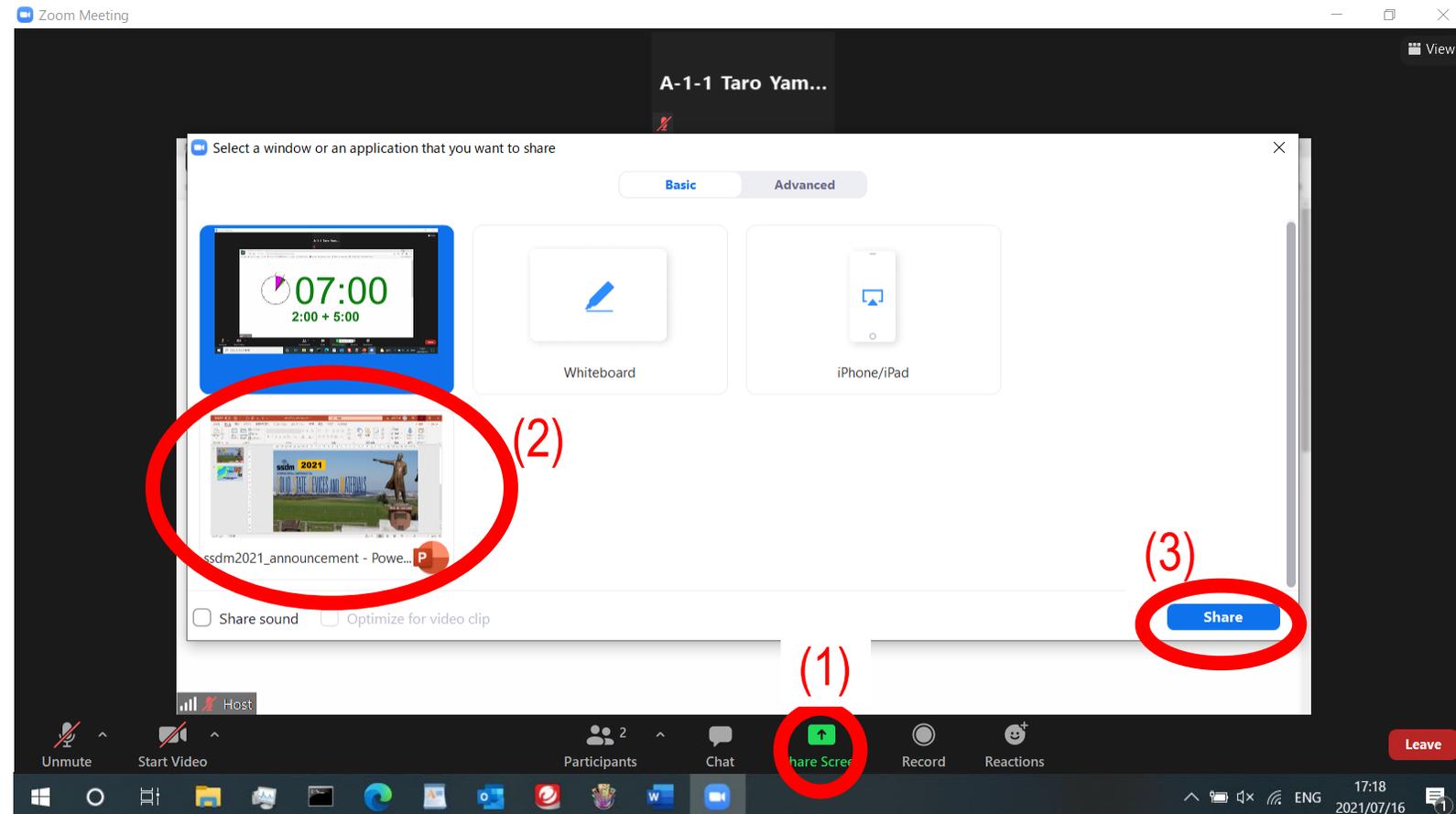
Note: For PDF files, start slide show with Ctrl+L



# Screen-sharing before session starts

Note: You can check your screen-sharing before your presentation, but the host may have to end it due to time constraints.

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



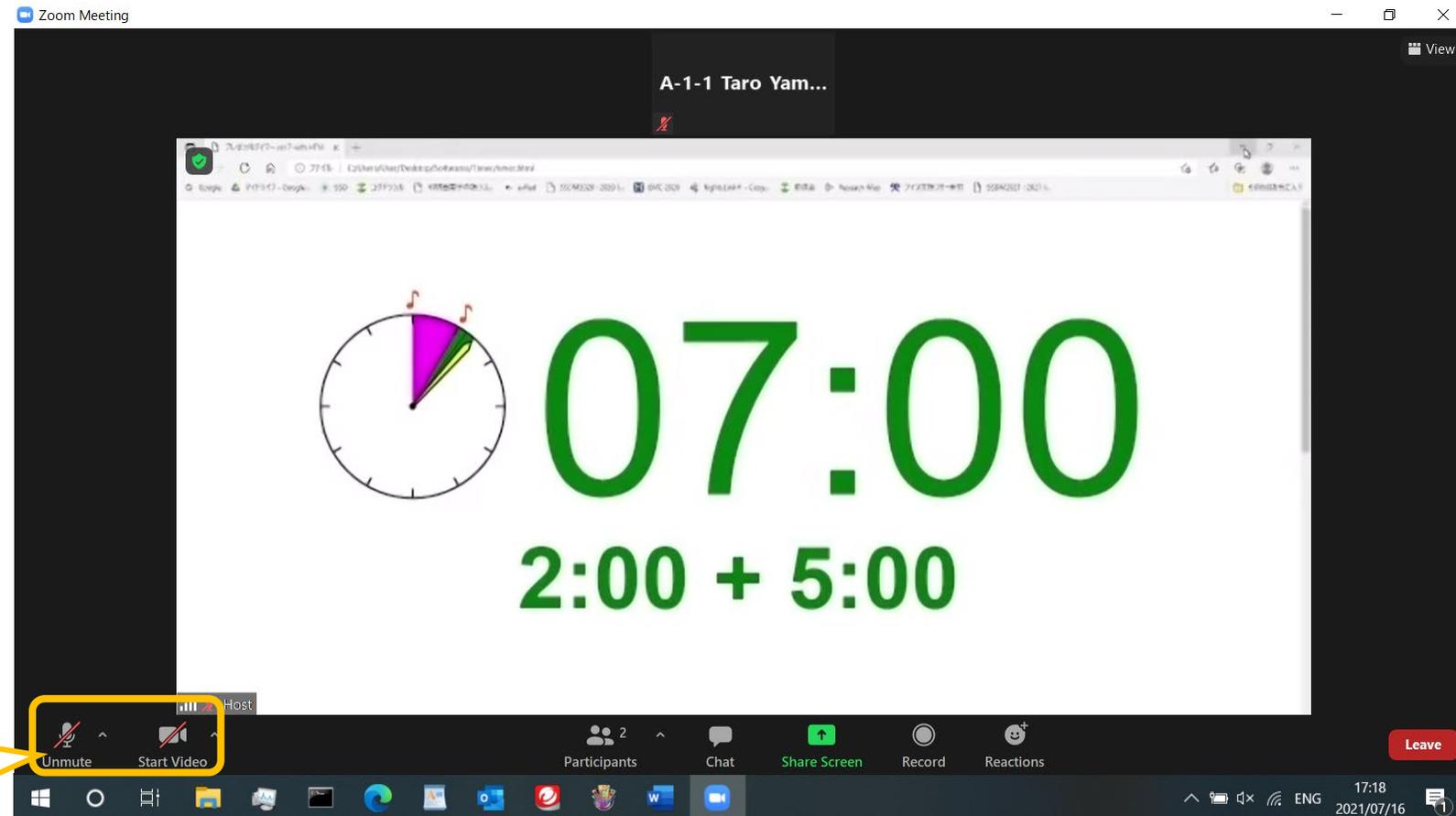
# After the session starts

Once the chair starts the session, wait until your turn to present.

## Caution

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

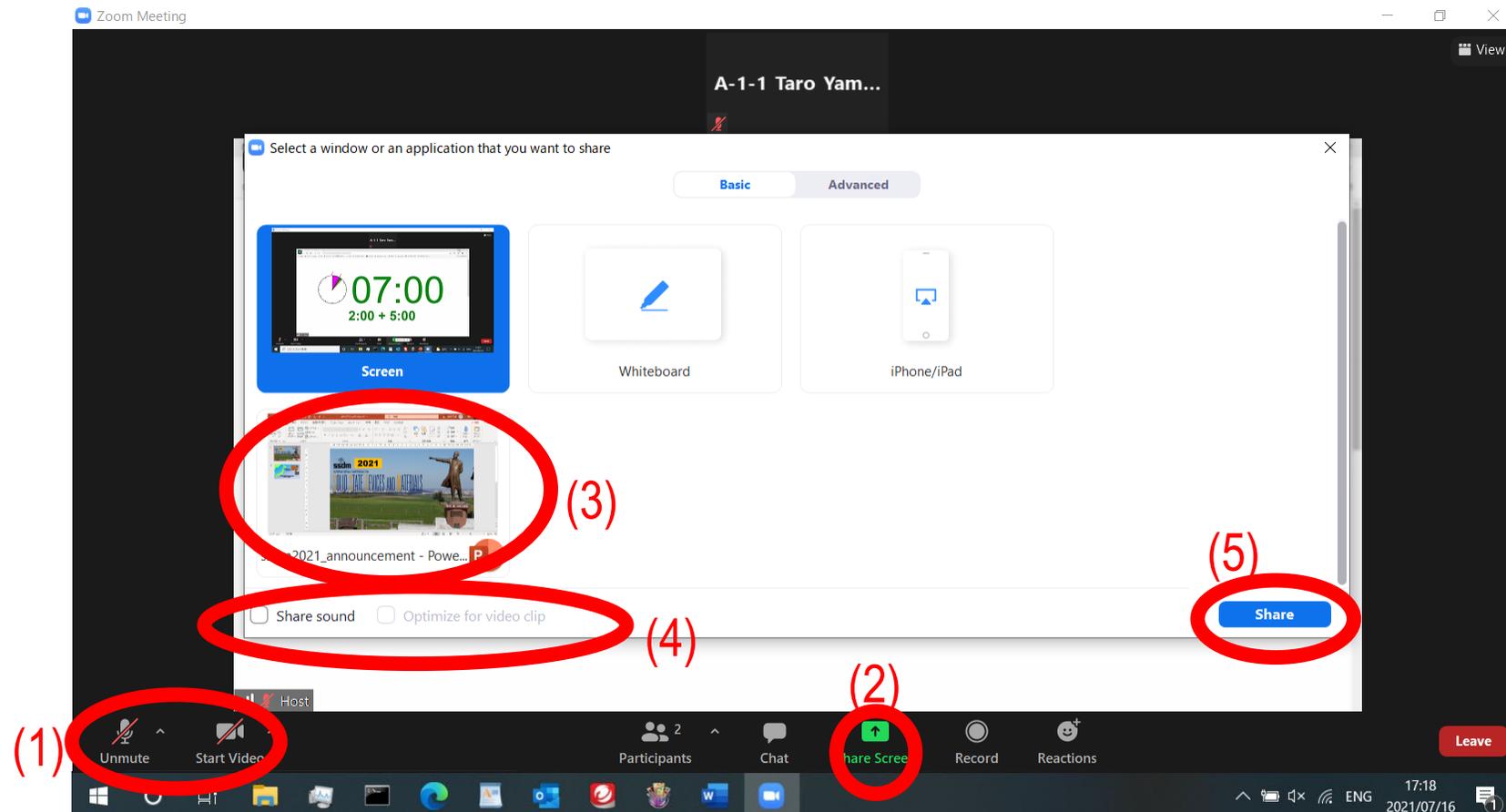
Turn off your microphone and camera while waiting for your turn.

A screenshot of a Zoom meeting interface. The main content area shows a clock with a purple and green segment, and large green text displaying "07:00" and "2:00 + 5:00". The Zoom control bar at the bottom includes buttons for "Unmute" (with a red slash over the microphone icon), "Start Video" (with a red slash over the camera icon), "Participants", "Chat", "Share Screen", "Record", "Reactions", and "Leave". The Windows taskbar is visible at the very bottom.

# Starting the presentation (1)

After the chair introduces you, **start presenting** as follows:

- (1) Turn on your microphone and camera.
- (2) Click “share screen.”
- (3) Select presentation material screen.
- (4) When playing a video, tick the “Share sound” and “Optimize for video clip” boxes.
- (5) Click “share.”



# Starting the presentation (2)

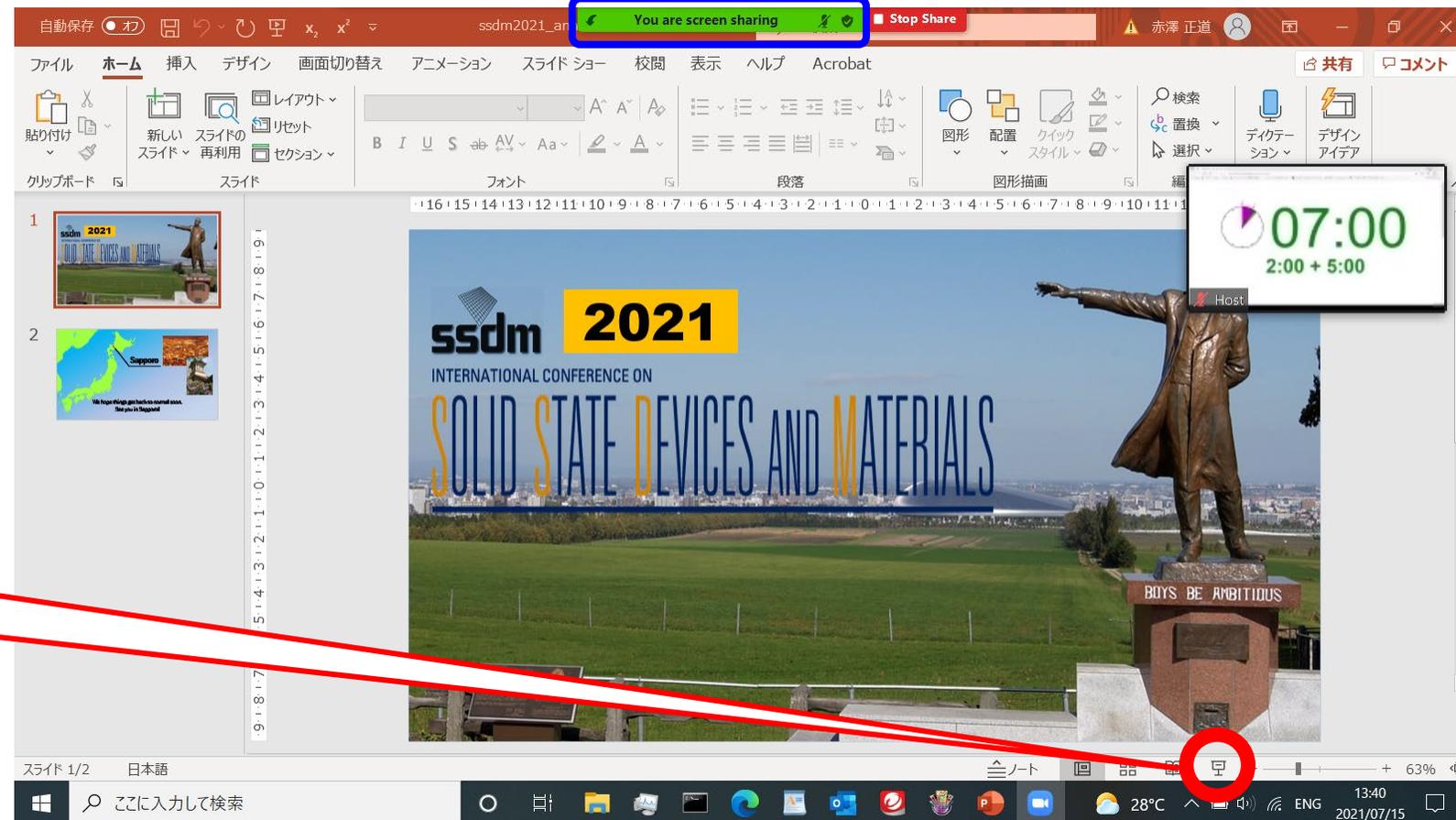
You might use the **chat** function to communicate when there's an issue. Set your cursor here and check "Details," then "Chat."



Start your presentation using the slideshow function for PowerPoint or by going full-screen for PDF files.

Click here to start PowerPoint **slideshow**

For PDF files, Ctrl+L.



# Bell

The host is in charge of the bell and will ring it as follows:

Invited speaker's presentation

First bell (1 sound) 20 minutes after the presentation starts; second bell (2 sounds) after 25 minutes; final bell (3 sounds) after 30 minutes; and after that, 3 bell sounds per minute

Regular speaker's short presentation

First bell (2 sounds) 2 minutes after the presentation starts(indicating the end of presentation); second bell (3 sounds) after 7 minutes(indicating the end of Q&A); and after that, 3 bell sounds per minute

# Presentation Q&A

When your presentation ends, the chair or audience will ask questions or make comments via audio.

- ❑ Keep your **microphone and camera on** during the Q&A
- ❑ **Respond** to the questions and comments **via audio**



# Ending the presentation

When the chair announces the end of the presentation, finish as follows.

- Stop screen-sharing
- Mute your microphone
- Turn off your camera

Log out of Zoom meeting when the session ends.

