

SSDM2021

Session Chair's Manual

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Chair's job

Run session using Zoom

- ☐ Announce start/end of session
- ☐ Announce start/end of presentation
- ☐ In Q&A, choose a person to ask the question
(Read questions on their behalf if necessary)
- ☐ Discuss with speaker
- ☐ Troubleshooting

The timekeeping is taken care of by the host (conference staff)

If the next session will start after your session without a break, make sure your session gets **no more than 15 minutes behind schedule**.

If the speaker cannot connect to Zoom, his/her presentation will be **withdrawn**.

Key points

- Test the audio settings every time you connect to Zoom.
- Your Zoom username should be set in the order of session ID, “Chair,” and your full name.

(Example: A-1 Chair Taro YAMADA)

Session ID Name

- Check that you can connect to Zoom meeting of your session during the following timeframes:

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.

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.

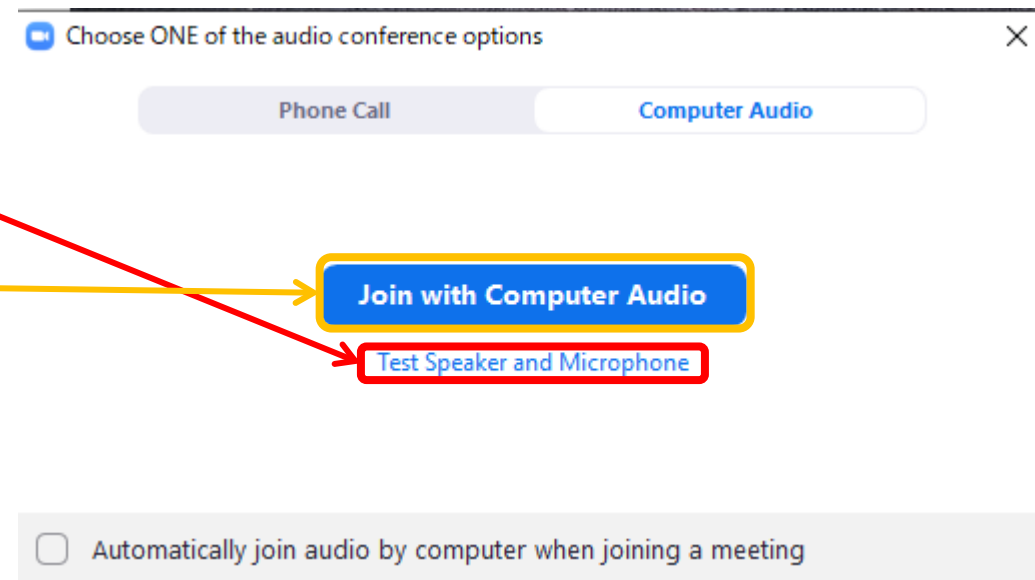
(You can start up Zoom from web browsers, but they are more likely to cause issues.)

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



Choose ONE of the audio conference options

Phone Call Computer Audio

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

The image shows a Zoom dialog box for selecting audio options. It has a title bar with a close button. Below the title bar, there are two buttons: 'Phone Call' and 'Computer Audio'. The 'Computer Audio' button is highlighted with a blue border. Below these buttons, there are two more buttons: 'Join with Computer Audio' and 'Test Speaker and Microphone'. The 'Join with Computer Audio' button is highlighted with a yellow border, and the 'Test Speaker and Microphone' button is highlighted with a red border. At the bottom of the dialog box, there is a checkbox labeled 'Automatically join audio by computer when joining a meeting'.

Preparing after entering Zoom meeting

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

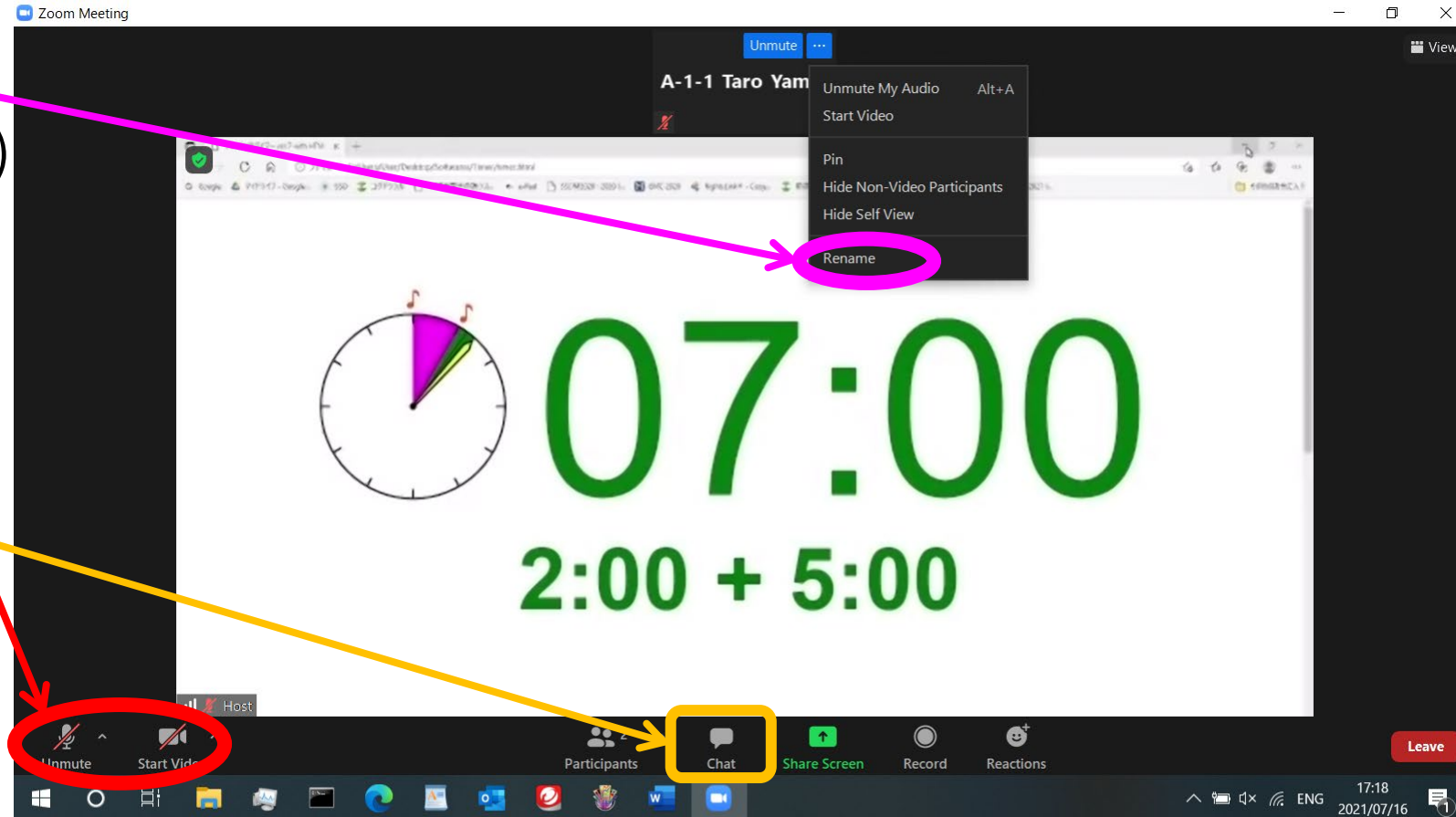
- ❑ Change your username
(Example: A-1 Chair Taro YAMADA)

Session ID Name

- ❑ Check your microphone and camera

The **chat function** is available for contacting the host or speaker.

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



Preparing before session starts

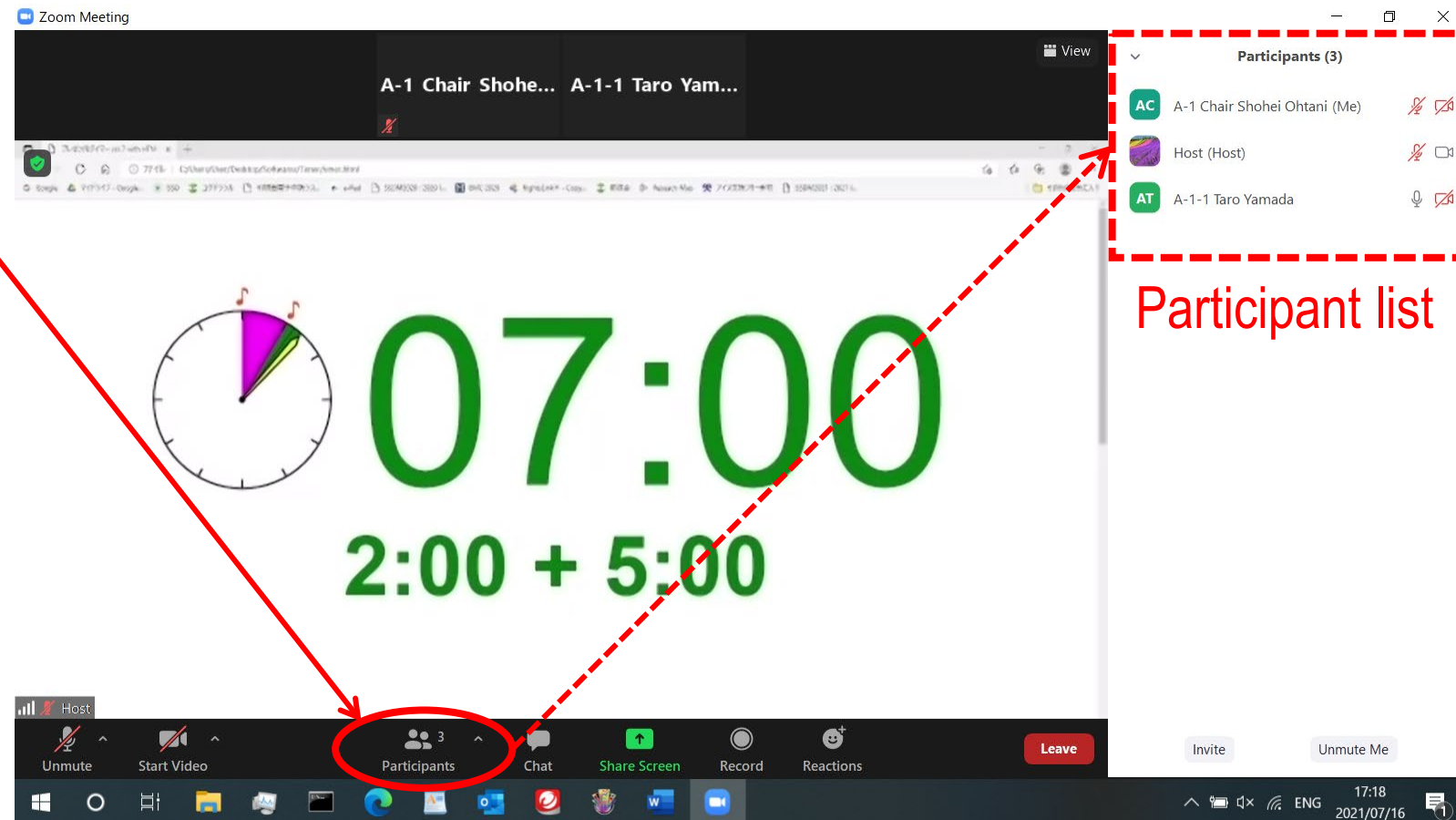
Take the following steps to run the session smoothly:

❑ Check attendance of speaker(s)

Click “participants” to display participant list. Check if the scheduled presenters are there.

The speaker is indicated by a combination of his/her presentation ID and name.

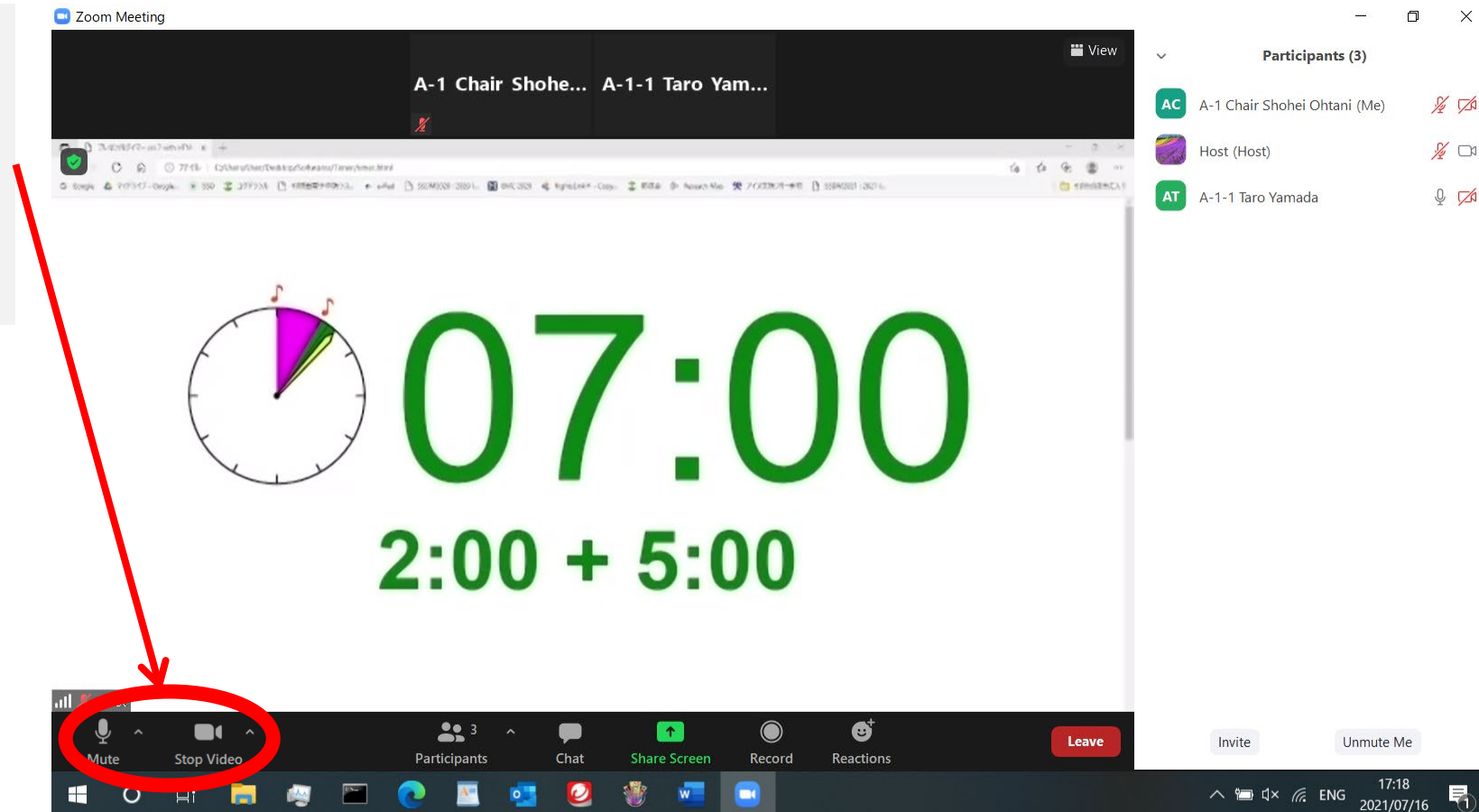
❑ Help speaker’s screen-sharing (If needed:) Tell the speaker to check that his/her screen is shared. (One minute maximum per speaker)



Starting the session

During the session, the host will assign you as a co-host.

When the time comes, **turn on your microphone/camera** and announce that the session is starting.



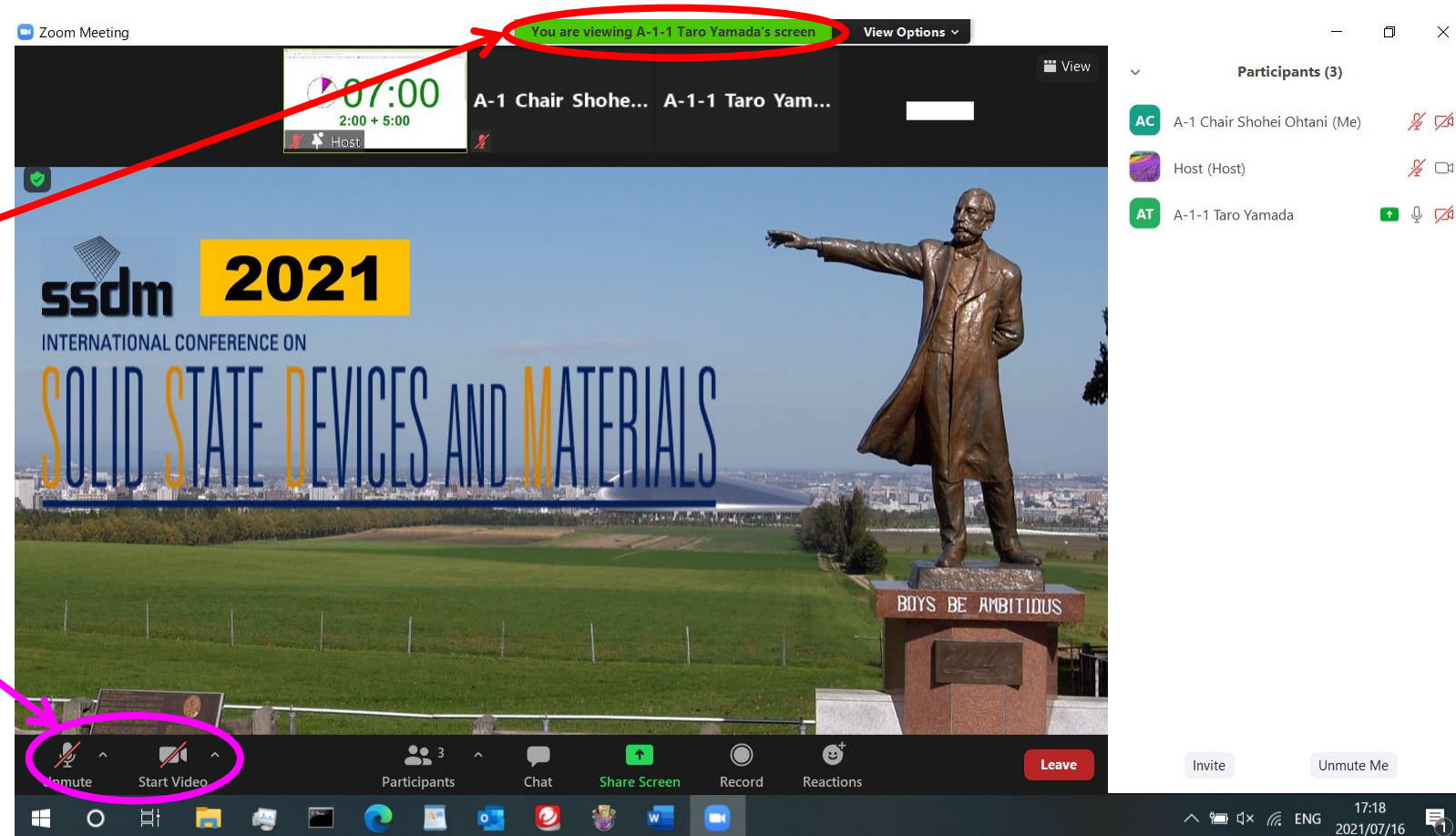
The screenshot shows a Zoom Meeting window. At the top, there are two tabs: "A-1 Chair Shohe..." and "A-1-1 Taro Yam...". Below the tabs, there is a large green clock face showing the time "07:00" and "2:00 + 5:00". To the right of the clock, there is a list of participants: "A-1 Chair Shohei Ohtani (Me)", "Host (Host)", and "A-1-1 Taro Yamada". At the bottom of the window, there is a toolbar with icons for "Mute", "Stop Video", "Participants", "Chat", "Share Screen", "Record", "Reactions", and "Leave". A red arrow points from the text "turn on your microphone/camera" to the "Mute" and "Stop Video" icons in the toolbar.

Start presentation

Tell the speaker to start presenting in the following order:

- (1) Introduce presentation title and speaker.
- (2) Check that the speaker's screen-sharing and audio are functioning properly. (Notify issues, if any, via audio.)
- (3) Once the presentation starts,
 - ☐ mute your microphone
 - ☐ turn off your camera

Note: If the time limit gets exceeded, notify the speaker and end the presentation swiftly.



Bell

The host (conference staff) is in charge of the timekeeping and will ring the bell as follows:

Invited speaker's presentation (25-min presentation & 5-min Q&A)

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 (2-min presentation & 5-min Q&A)

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

From Q&A to the end of presentation

Once the speaker ends his/her presentation, go on to the Q&A as follows:

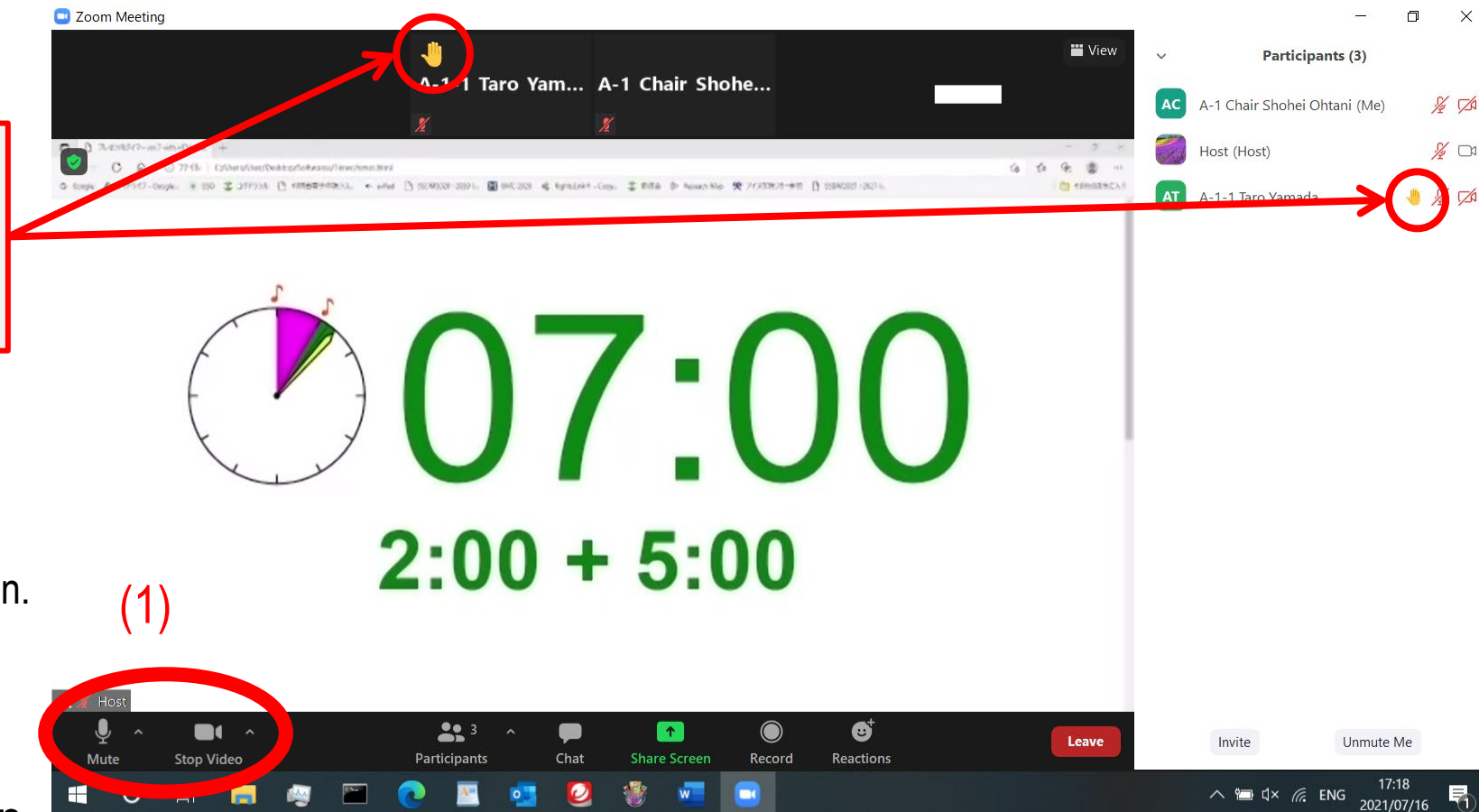
(1) Turn on your microphone.

(2) Choose somebody among those raising their hands and make them question/comment.

(3) Have the speaker answer via audio.

Note: Repeat steps 2 to 3 until you or the host announces the end of the presentation.

(4) Announce the end of the presentation. Tell the next speaker to start the presentation.

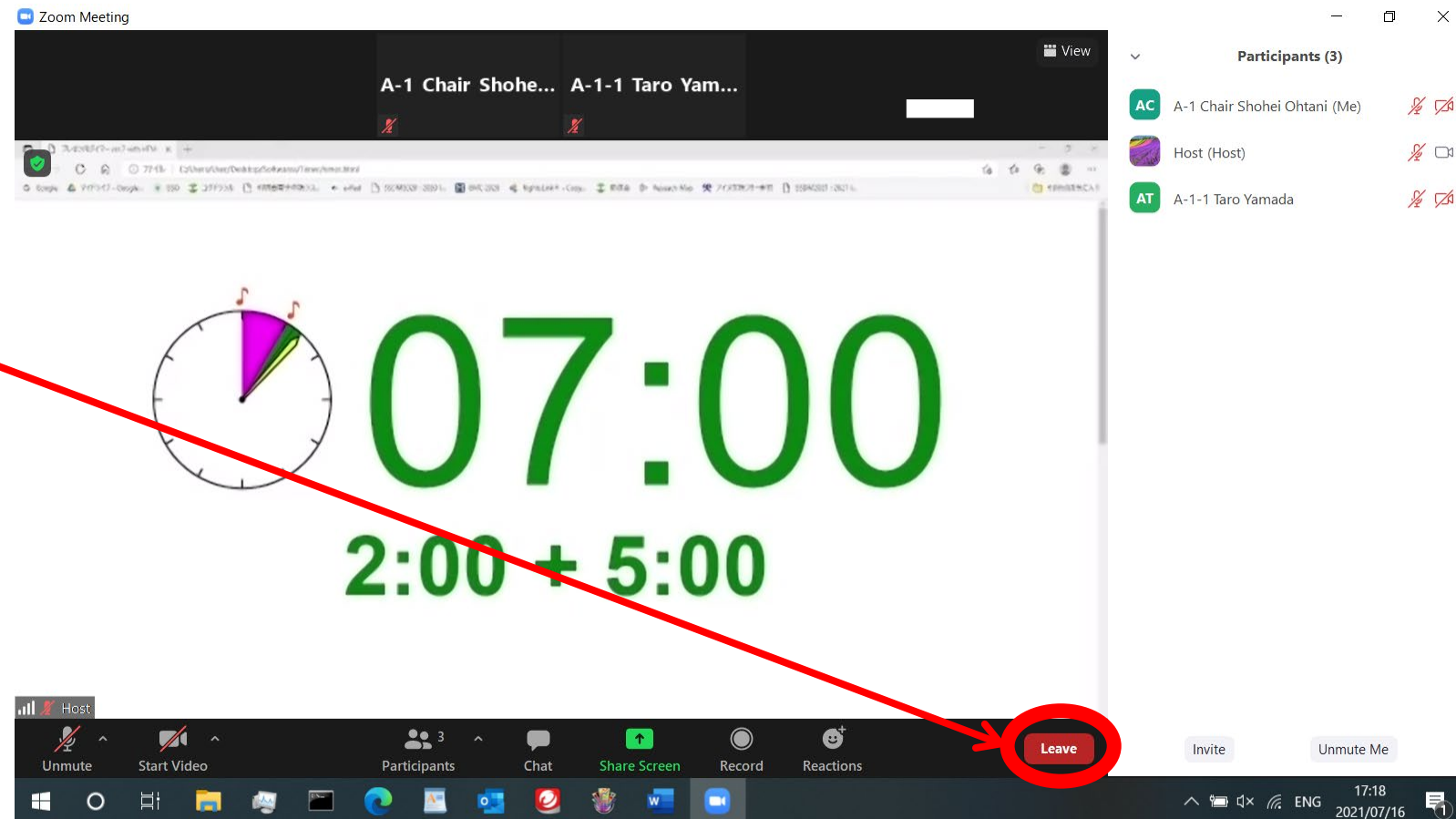


Ending the session

When all presentations are over,
announce the end of the session.

Log out of Zoom meeting.

Note: Please don't **let the session
go on far past** the scheduled
ending time.



The screenshot shows a Zoom meeting window. At the top, there are participant names: "A-1 Chair Shohe..." and "A-1-1 Taro Yam...". Below this is a large green clock face showing "07:00" and "2:00 + 5:00". A red arrow points from the text "Log out of Zoom meeting." to the "Leave" button in the bottom right corner of the Zoom window. The bottom of the window shows the Zoom toolbar with buttons for "Unmute", "Start Video", "Participants", "Chat", "Share Screen", "Record", "Reactions", and "Leave". The "Leave" button is circled in red. The bottom of the screen shows the Windows taskbar with the date and time "17:18 2021/07/16".