

# Instructions of participating in, presenting a paper, and chairing a session of STSS/ISOFIC/ISSNP2021 in online

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## Instruction of online participation

Each session is not recorded.

### Preparation:

Please install Zoom application software in your PC, etc.

For the installation, please access to the Web site of Zoom.

### Access to session:

Please access to the Zoom address corresponding to the session you will participate in.

In each day, there are two or three parallel sessions depending on time.

Please see the symposium program for the sessions and papers.

The symposium program can be downloaded from the symposium Web site.

<https://stssisoficissnp2021.webnode.jp>

Please take care the [session periods are indicated in JST \(Japanese Standard Time\)](#) and consider the time difference between Japan and your country.

The zoom addresses of the session rooms are listed in the following pages (Pages 3 – 5).

### In sessions:

1. As to the indication of participant name,  
“Full name” @ “Abbreviation of affiliation name”  
(Ex.: Akio Gofuku@OU)  
is preferable for identifying the participants by presenters, session chairpersons, and other participants.
2. The modes of video and audio should be “Video off” and “Audio mute” in listening to presentations.
3. When you ask a question, please change the modes of video and audio to “Video on” and “Audio on”.  
After the discussion related to your question, please do not forget to return the modes to “Video off” and “Audio mute”.  
You can also ask a question by using the Chat function of Zoom.

## Zoom addresses of session rooms

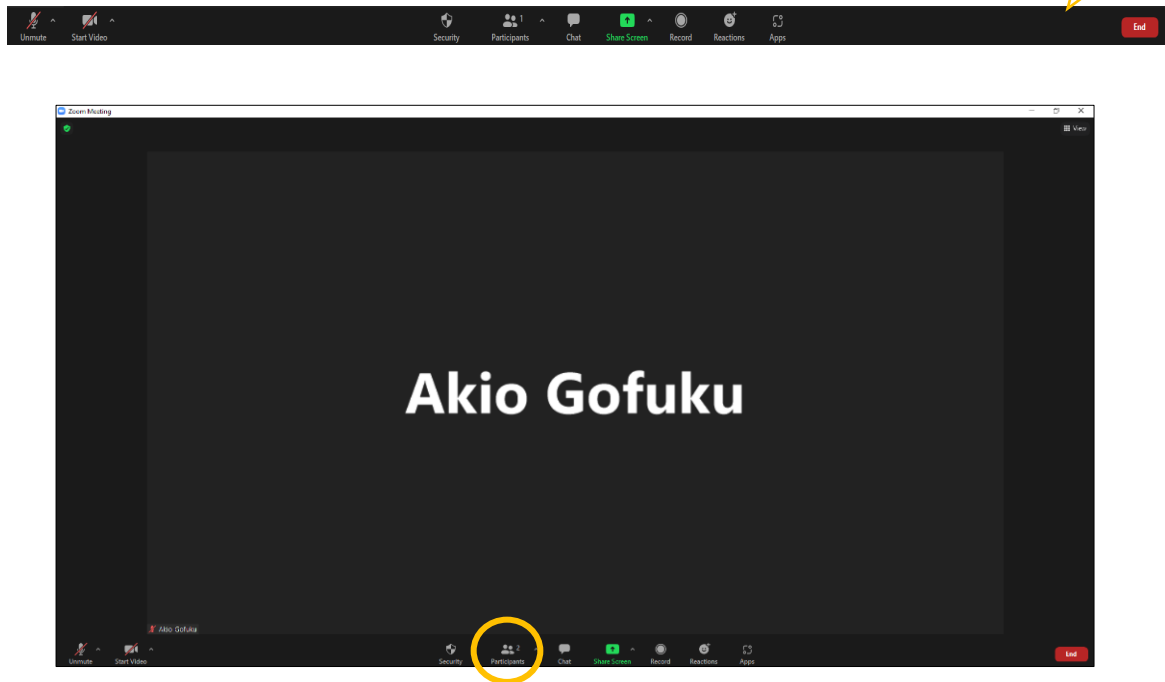
Zoom addresses of session rooms will be announced to only the participants who made the registration.

## Basic instruction for using Zoom

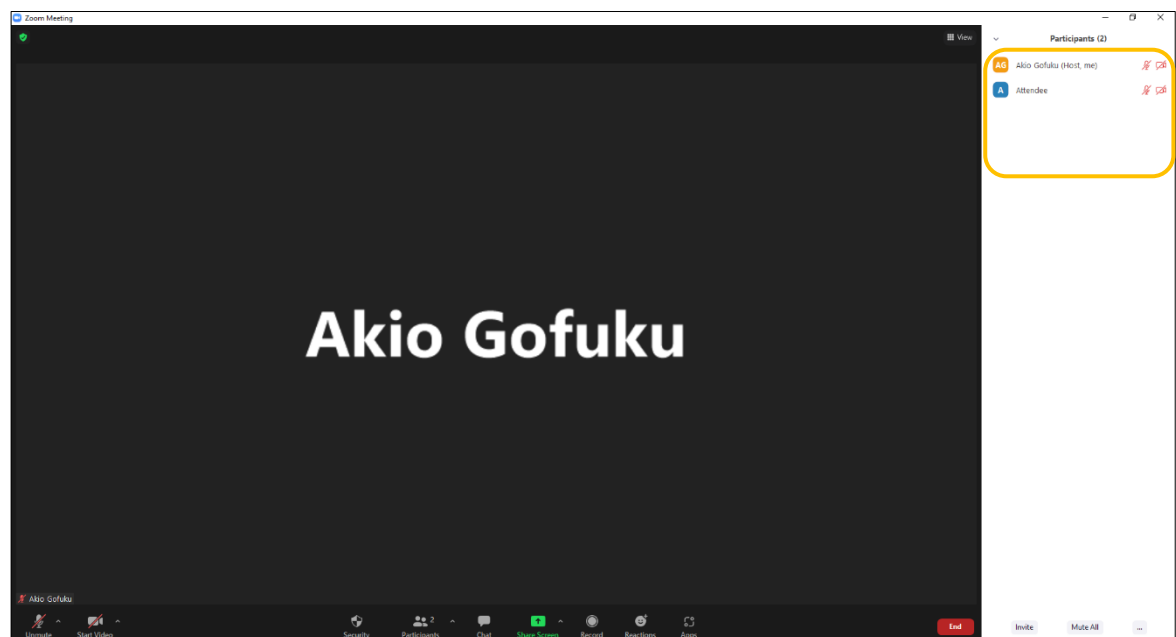
Changing name:

Please click the “Participants” icon in the Zoom meeting control menu.

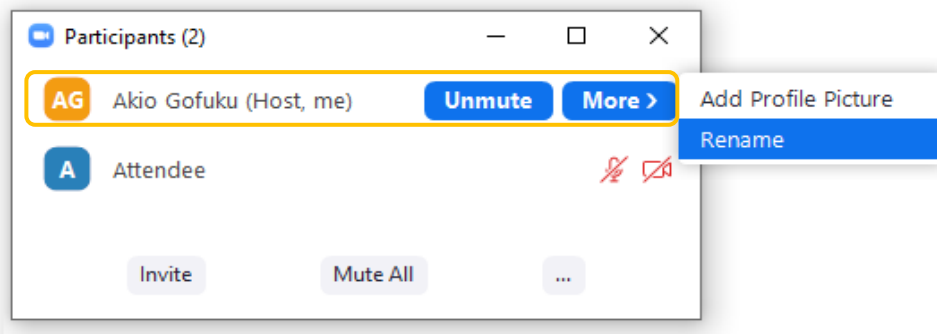
Zoom control menu



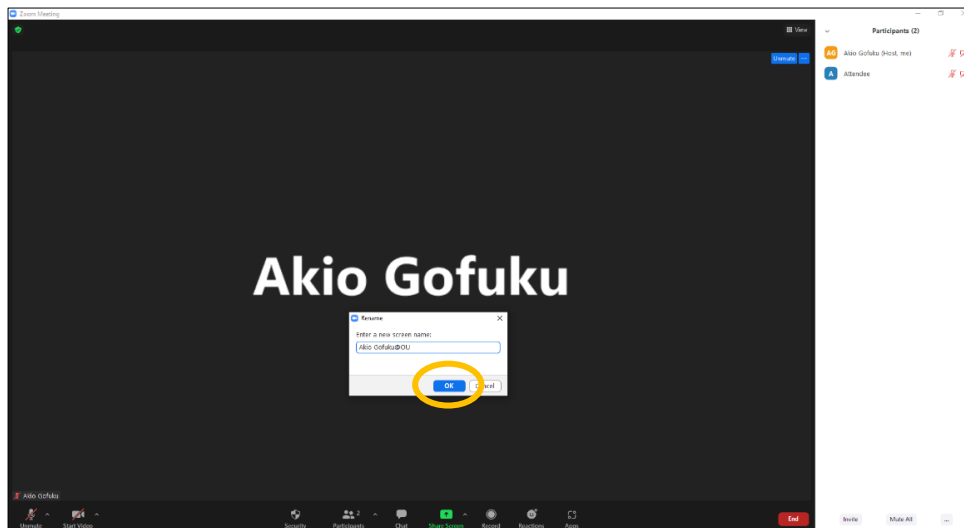
Then, the Participants window will pop up, and your name will appear on the top of the list.



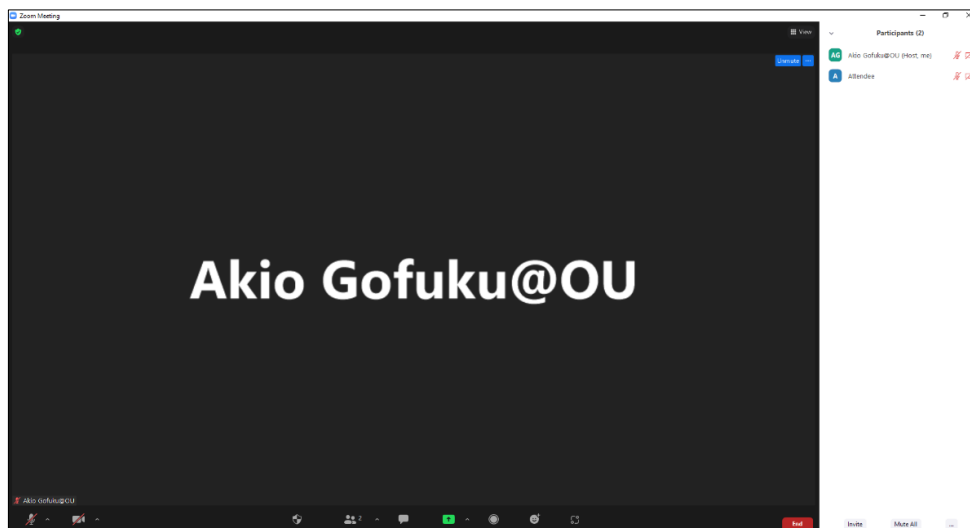
To change your name, please click “More” option in the row of your name and then select “Rename”.




Then, a small dialogue will appear to input a new name. Please input a desired name in the dialogue and click “Ok”.

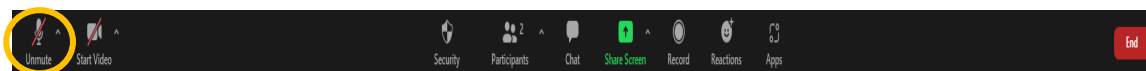


The new name should now appear to all participants.




## Changing audio mode:

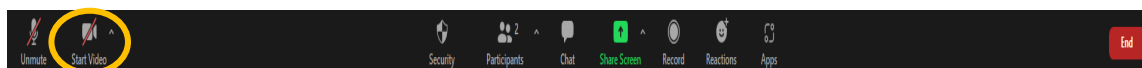
To turn on or mute the microphone, just click the “mic” icon  from the zoom control menu.



When the microphone is “on”, the mode will be changed to “Mute” by clicking the icon. When the mode is “muted”, the mode will be changed to “unmute” by clicking the icon. You can also simply press and hold the **space bar** to temporarily unmute your mic


## Changing video mode:

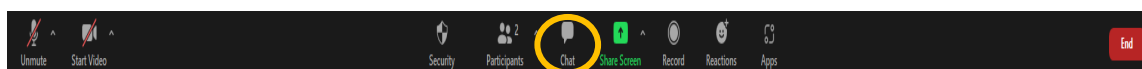
To start or stop your camera, just click the “Camera” icon  from the zoom control menu.



When the camera is “On”, you can stop the video by clicking the icon. When the camera is “Off”, you can start your video by clicking the same icon.

## Using chat box:

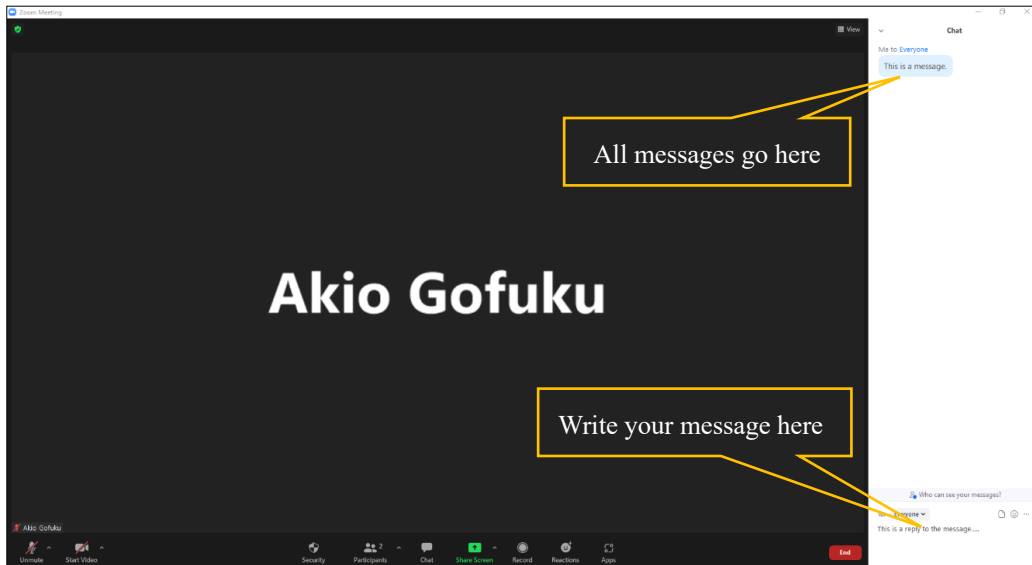
A chat function is provided in Zoom meeting to send instant messages to the participants. To use the chat box, click the “Chat”  icon.



Then, chat box to communicate with participants will open and all messages sent by participants will appear.

You can send a message to all participants of the current session.

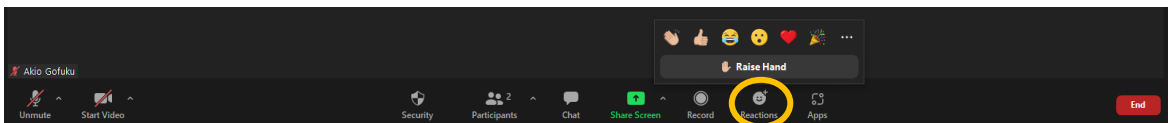
You can also send a message to a specific participant.



### Asking permission to talk:

If you want to talk or ask a question, you can raise your hand. The host can give you permission to unmute your mic and start to talk.

To raise your hand, just click on “Reaction” icon and the “Raise Hand”



### Sharing contents:

To share your presentation or any file on your desktop, you can click on the “Share Screen” icon. Then select the file or screen that you want to share in the zoom meeting.

