

## Guide for Presenter

Enter the Zoom meeting using the announced session URL or by the meeting ID and password in 10 minutes before the session starts.

Input the paper ID at the beginning of your participant panel name. If your paper ID is 001 and your name is Pacific Center, the participant panel name should be “001 Pacific Center”. The room host assign you to be able to share your screen.

Check your audio status to see whether your microphone and video are available. Please let the microphone be mute and video off except for your presentation.

In your presentation, share the screen of the presentation slide following step.

- Open the presentation file before sharing your screen.
- Click “Share Screen” in Zoom window.
- Choose “Desktop” or “PPT window”.
- Start presentation.
- Turn on your microphone and video and start your presentation.
- After ending your presentation, turn off the screen sharing, microphone and video.

Each presentation time is 18 minutes, of 12 minutes for talk, 4 minutes for Q&A and 2 minutes for chair and presenter switch. Please cooperate to keep the announced presentation time.

The lounge (Room E) can be used for further discussion.

Real name  
Session ID for chair  
Paper ID for presenter

Mute/Unmute microphone  
Off/On your video

Participants  
Chat  
Screen share

Raise your hand

## Guide for Up load of your presentation

Live presentation is strongly recommended for author to discuss each other. However, if presenter cannot attend the conference on time, you can up-load your presentation video which will be steamed on your behalf.

Please prepare and upload your presentation No Later Than Oct. 7, 2020 to following site and e-mail us that you upload video.

Dropbox file request: <https://www.dropbox.com/request/BhvURickFcZ XK8q8dusQ>

We highly encourage you to include an audio/video presentation of your work both to allow you the opportunity to explain your work and get more exposure to the audience. There are several video conferencing tools available to easily record a presentation, such as Zoom, WebEx, Skype, Google Meet, etc.

In this method, you can show your face via webcam (if you'd like) and display your slides as you talk. You can use any meeting software as long as you get a good quality recording and your final file is in the MP4 format. Presentation lengths not to exceed 10 min. Please use the following naming convention: pID.mp4, pID.pptx where ID is your paper number.

You can also use the two step method covered below :

Create Voice Over Power point :

<https://support.office.com/en-us/article/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c>

<https://support.microsoft.com/ja-jp/office/powerpoint-プレゼンテーションの音声の追加または削除-c3b2a9fd-2547-41d9-9182-3dfaa58f1316?ui=ja-jp&rs=ja-jp&ad=jp#OfficeVersion=Windows>

Convert to MP4:

<https://support.microsoft.com/en-us/office/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83?ui=en-us&rs=en-us&ad=us>

<https://support.microsoft.com/ja-jp/office/プレゼンテーションをビデオに変換する-c140551f-cb37-4818-b5d4-3e30815c3e83?ui=ja-jp&rs=ja-jp&ad=jp>

Please use the following naming convention: pID.pptx, pID.pdf, pID.mp4, where ID is your paper number.