Presentation Manual

（zoom Connection Test）

You can test the connection of the zoom online conference rooms, screen sharing, etc. before the holding period.

Period: January 8th (Friday) to 15th (Friday)

Number of rooms: 9 oral presentations, 1 poster, and 1 main lobby.

* You can enter the room 24 hours a day.
* In The Main Lobby, the venue staff is waiting for visitors. (weekdays 12: 00-13: 00).
* Details such as information for entry to the test room will be notified to the registered participants by e-mail.

（Oral Presentation）

1. Entering the conference room

Please use the latest version of zoom. (version: 5.4.9 (as of January 13, 2021)) Especially for speakers, we recommend a wired connection as much as possible. The Laser Society of Japan will send an e-mail containing the meeting room number and passcode of each meeting room (zoom meeting) to those who have applied for participation. (Some of the screens may differ from the actual screen.) Each conference room listed in the e-mail is corresponding to the online conference room. If you know how to operate zoom well, please enter the each room directly. If you have any questions or concerns, please visit The Main Lobby. We will inform you of the information for entering each online conference room.

We will inform you the password required to view the proceedings around 8:00 am on January 18, 2021. A link to the lecture is also set on the proceedings page in our homepage.. （Please see the audience manual 1. "Entering the room from the top page of the website of the 41st Annual Meeting").


Dear Taro Taikai,

Thank you for participating in the 41st Annual Meeting of the Laser Society of Japan.

Please come to the meeting room with plenty of time on the day. You can enter the main lobby and meeting room with the following meeting room number (meeting ID) and passcode.
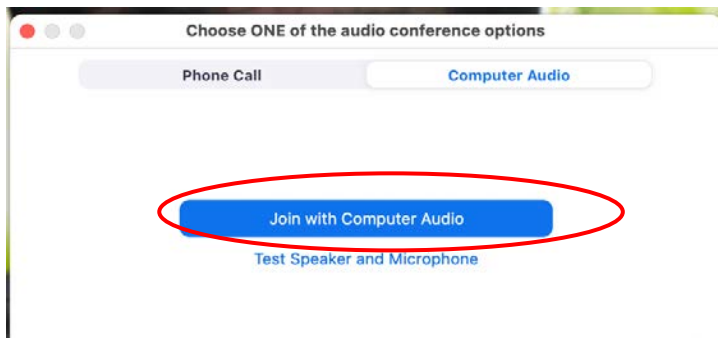
Main Robby: zoom room No. 81692995644   (Passcode XXXXXXXXX)

List of The Conference Room Numbers
・・・

Click the conference room number in the e-mail and the following screen will appear. Click "Allow."
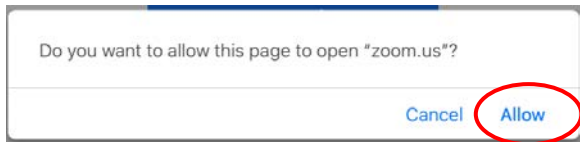
*If you use web the browser type of zoom to participate, Google Chrome is recommended as the browser. If you have installed the zoom app, we recommend to uninstall it.

Click "Join with Computer Audio" to proceed.

Perform "Test Speakers & Microphone..." on your computer when you enter the room. If there is no problem, "Speaker and microphone looks good" is displayed.
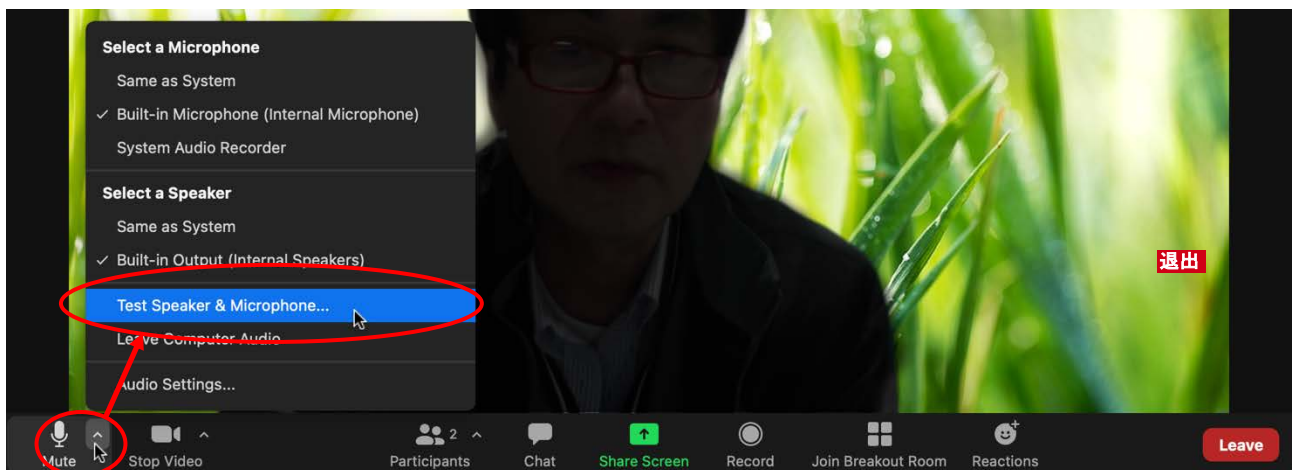

* Please visit with extra time before your presentation. At least by the time the previous speaker finishes the lecture.

2. Presentation

Make sure the audio is muted when you enter the online conference room. Keep it muted until you give your presentation.

Unmute only when you are nominated as chair and need to speak. To unmute, click the "Unmute" icon, or you can temporarily unmute while pressing the space bar.

==> Click to unmute ==>
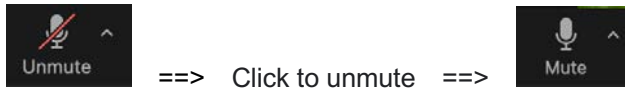
If you want to ask other speakers a question, please do not use the microphone suddenly. Please try to apply to the chair by the chat function. (See "5. Q & A" in this manual.)

When there is another participant using speakers in the same room, howling (echo that cannot be canceled) may occur if the microphone is switched on even on one of the other PCs. We recommend using a headset.

3. Audio Setting

If you can't hear the other participant's voice or your voice can't be heard by the other participants, please make sure that the appropriate speaker and microphone are selected in the audio settings. If it doesn't work even though the settings are correct, check that the voice setting is not muted and/or that the the headset is not switched off.

If you still cannot solve the problem, please come to The Main Lobby and check the connection.
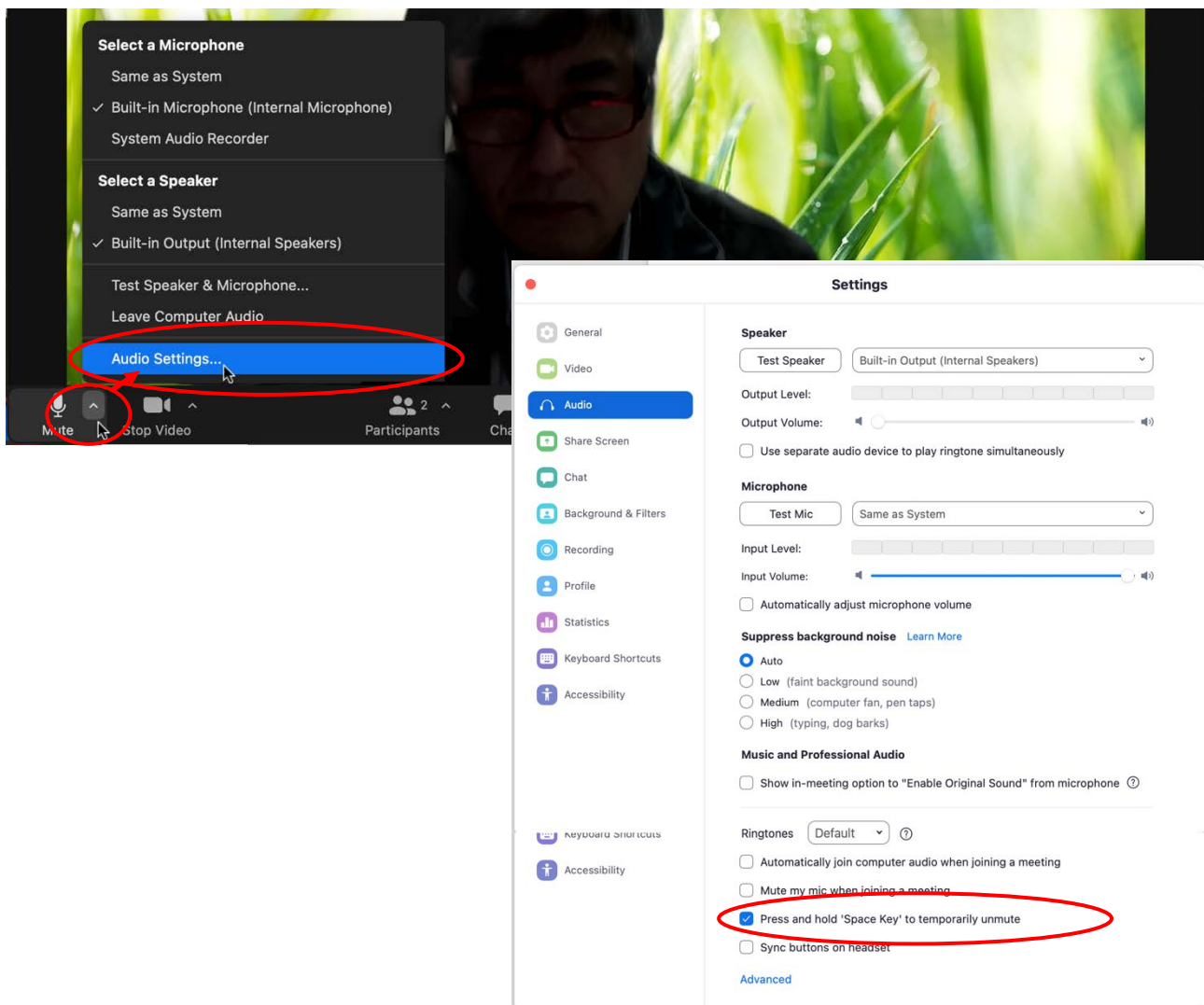
4. Participant's name

Clicking "Participants", a list of connected participants is displayed and you will see yourself in the list. You

can also see the status of the microphone and video. Hover your mouse cursor over yourself and click "More" to bring up "Rename.

   At this annual conference, participants should change their own names as follows to make them easier to understand for other participants.

   ・Speakes ・・・・・・・ *ex.* A01-18a-I-01: Taro Taikai   (Please specify the lecture number.)

   ・Session Chair ・・・・・・ (Chair) Jiro Taikai

   ・Audiences ・・・・・・・ Saburo Taikai (*Affiliation*)

   ・Ad Presenters ・・・・・・・・ Ad Presenter: Shiro Taikai (*Affiliation*)
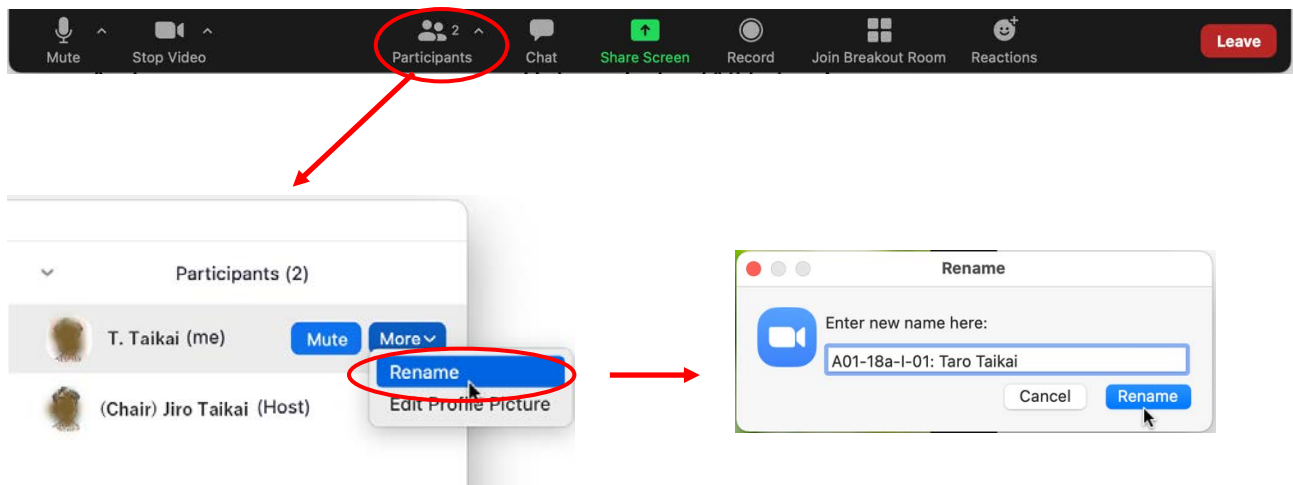
   *When rename is complete, please inform that to the chair and the venue staff using the chat function.

5. Communication and inquiry regarding the lecture

   If you have any questions about the lecture or other administrative communications, please contact the venue staff using the chat function.

   Click "Chat" to display the chat screen at the bottom right.
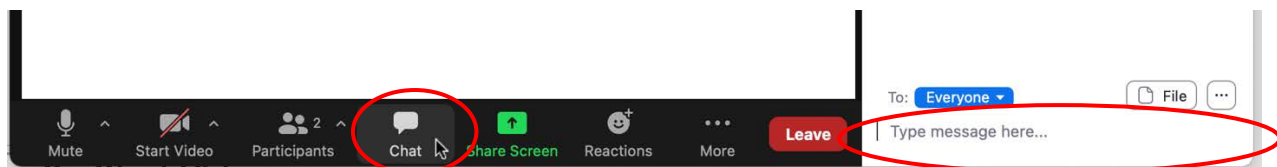

6. Start Video

   Speakers should switch on the video and microphone when own presentation order comes. Please do not send the video except at the time of presentation. You can know the attendees by clicking "Participants" (the same operation as in 4. above).
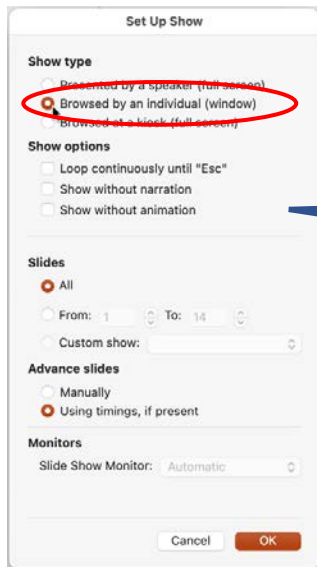
7. Screen Sharing

7.1. Preparing for Screen Sharing

For your presentation, the chair will give the speaker the authority to share the screen, please prepare materials to share on the screen in advance. From the zoom's main screen, select "zoom.us" ==> "Preferences..." ==> " Share Screen" and select "Maintain current size".

Besides, in PowerPoint, click in "Set Up Slide Show" to open "Set Up Show" window and please select "Browsed by an individual (window)". It makes presenter easier to understand the operation when sharing the screen.
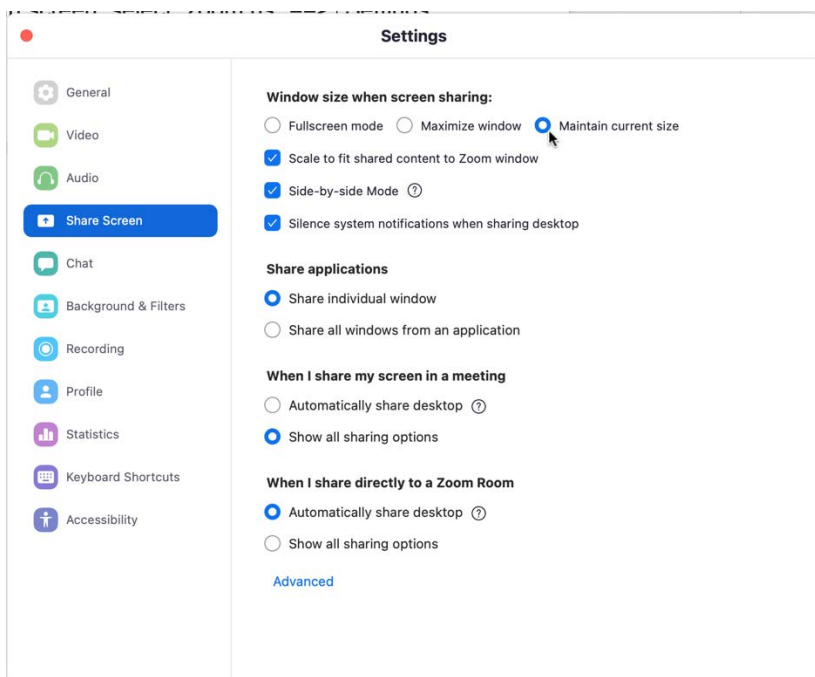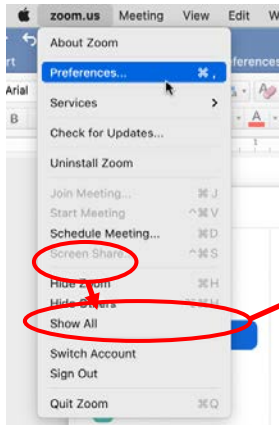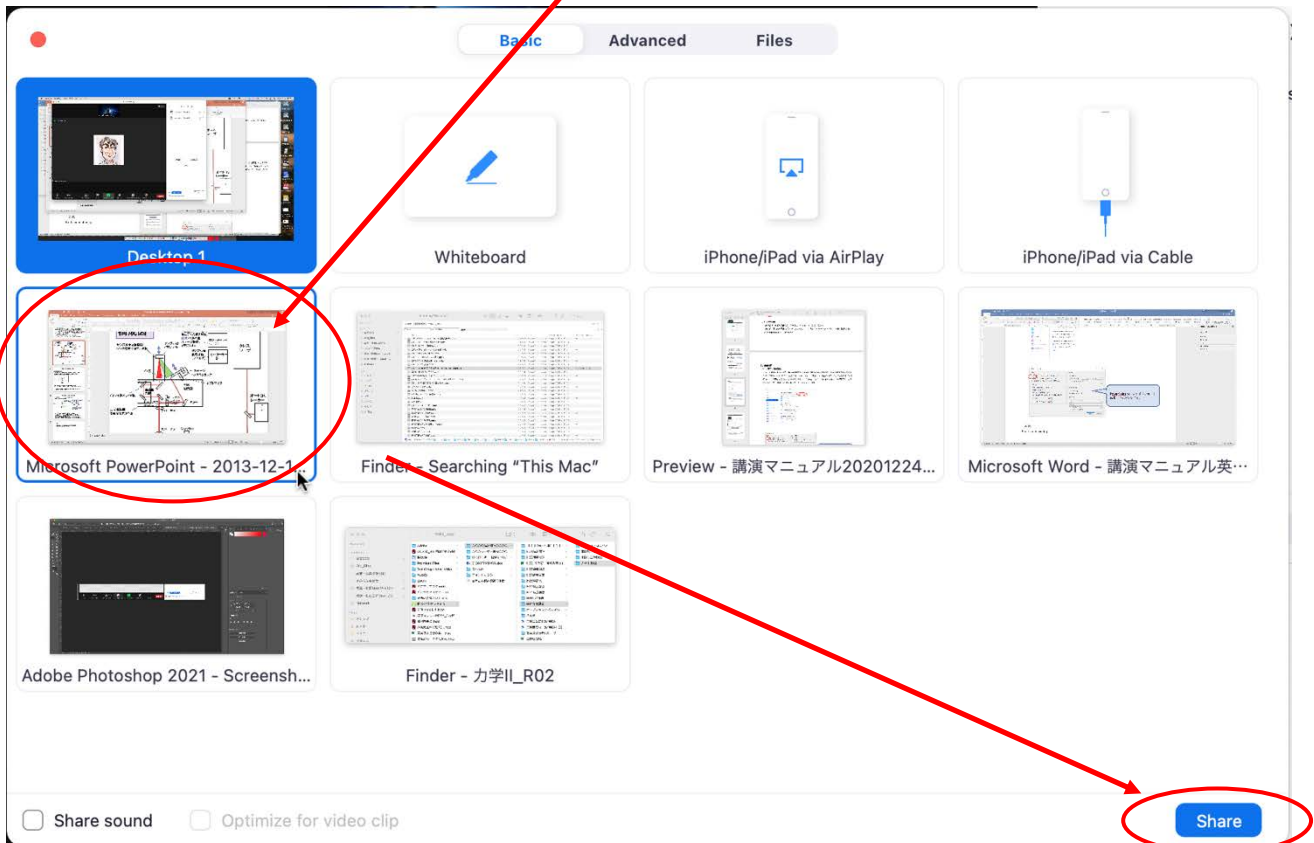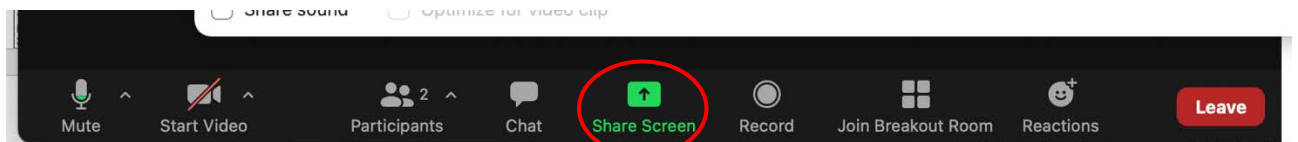
"Set Up Show" window of the PowerPoint.
(Click Set Up Slide Show")

7. 2. Start Screen sharing

When instructed by the chair, switch PowerPoint to slideshow and select the relevant windows in zoom's screen sharing. (See next page.) If the outer frame of the window becomes green, the window is displayed properly to the participants.

* If you use your PC with two screens, do not move the window to the other display after starting sharing. The outer frame will become yellow, and the sharing will be stopped.

When the presentation is over, click "Stop Share" at the top of the screen to stop sharing.
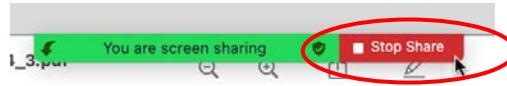
8. Audio Sharing During Video (Movie) Playback

If you check both "Share sound" and " Optimize for video clip" to hear the sound with the participants when playing the video.


* During video playback with sound, the speaker's voice sometimes may become choppy, and cause trouble, so please be sure to test and check in advance.

9. End of presentation

After the presentation, you can continue to listen to the session as an audience. If you would like to attend another session, please press the "Leave" button and exit from the room once. And then, using the conference room number and passcode, please enter to another session you want to watch. (You can also enter the rooms from the proceedings download page of each lecture in our HomePage. (Please see the audience Manual for details.)

10. Leaving from the room

Click "Leave" to leave the session room. If there is no other room you have to go to, please move to The Main Lobby. For re-entry, please use the conference room number and passcode, or enter from the download page of the proceedings of each lecture in our HomePage. (Please see the audience Manual for details.)
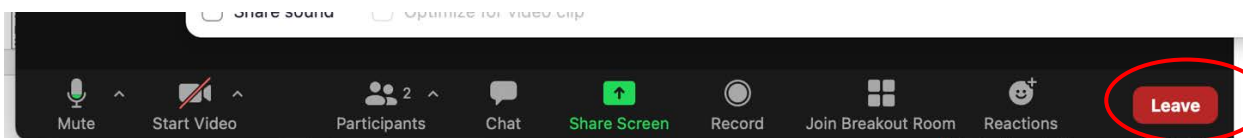
12. Notice
a) Securing of A Place

Please make sure to keep a place where you don't have to be interrupted by someone else or get a phone call. Also, be careful not to run out of battery during speaking because zoom meeting needs a lot of power.

b) Regular Check of Progress

When speaking for a long time, it is desirable to check the participants and chat regularly to see if the network is out of order and participants cannot hear your voice. Especially, please be careful when accepting questions during the presentation. If the network is slow, switching of images may be delayed significantly when sharing the screen, and the audio explanation and the screen contents may not be matched on the receiver side, so be careful.

c) Audio Mute Control

When communicating with voice such as Q & A, even if there is a problem on the speaker side, an echo will occur on the audience side. Keep muting the microphone while you are not speaking.

d) Sending Video Image

If your device is with a camera, we recommend to send a video image of your face so that the participants understand exactly what you're saying. However, when communication is unstable due to a narrow network bandwidth of participants, it is necessary to take flexible responses such as stopping the video transmission of the camera image and checking if the situation improves.

**e) Consideration for Shared Materials, etc**

Be careful not to use the copyrighted work of others without permission. In addition to clarifying the source as a citation, prior confirmation of the content based on the fact that online presentations at academic conferences are regarded as re-transmission by automatic public transmission is required.

If the speaker belonged to a company or university who has given permission in advance form the partner of contract research or joint research for the format and the audience, etc. of the conference, a new permission procedure become required when conference format is switched to online presentation. Speakers should be aware that online distribution may not be permitted, especially if the content violates the Export Trade Control Ordinance.

f) Screen Sharing

zoom allows you to share your PC screen with other participants at the time of presentation. Please start the application you want to use before starting sharing. At the online conference room of the Annual Meeting, Laser Society of Japan, the chair allows speakers to share screens just before the presentation. You can choose to share the desktop screen or only the window of a specific application. Please use it properly according to the situation.

Depending on the software you use, the mouse pointer may not be available to tell audience which part is being explained in the material. (the mouse pointer may not be displayed on the audiense's screen) In such case, you can draw temporarily on the screen. Please check "Annotate" function of zoom screen sharing in advance.
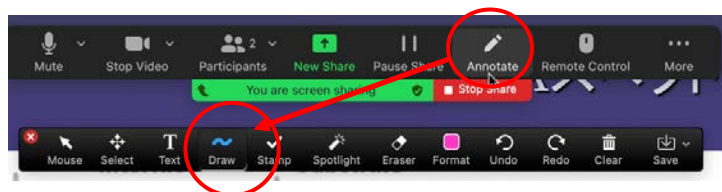
g) Pre-Sharing of Materials

Screen sharing has better resolution than sending projected images using a cam camera, but there are still problems such as being unable to read small characters. If possible, it is effective that the material is

shared on some download links in advance and tell the audience the URL using zoom's chat funtion. However, further confirmation is required for the above-mentioned precautions such as copyright.
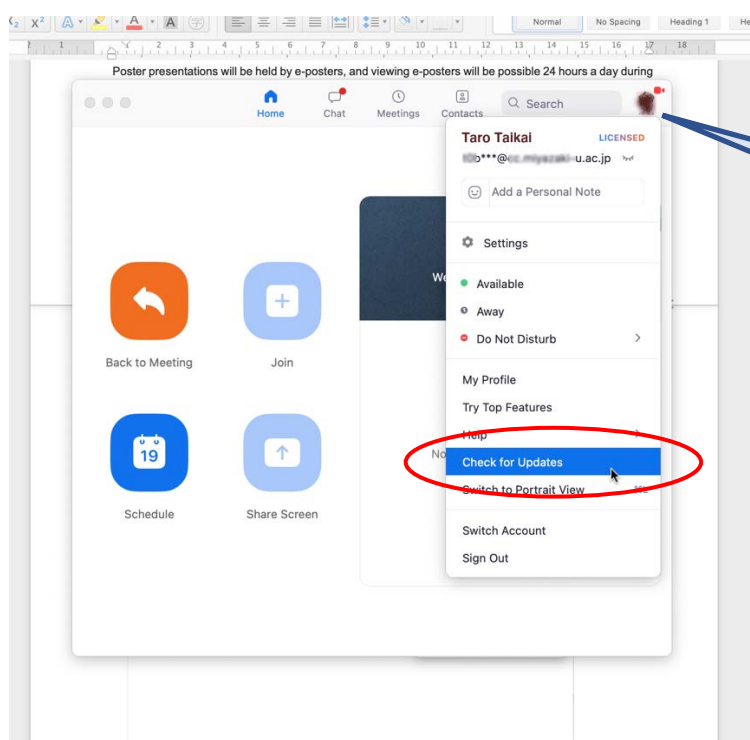
（Poster Sessions）

Poster presentations will be held by e-posters, and viewing e-posters will be possible 24 hours a day during the conference period. In the poster session held on the morning of the January, 19, a personal session will be held in the "Breakout Room" of zoom. Follow the steps below to enter the online conference room where the poster session is held.

1.　Check and Update zoom's Version

We will use the "Breakout Room" function of zoom, but in particular, the function of "Breakout Room" as been enhanced in the version upgrade after December, 2020, so be sure to use the latest version. (Participation is not possible using the version before September.) Please check for updates as follows and install the latest one. （Latest version:5.4.9 (January, 13, 2021))

2. Entering the Room and Preparing the Roster Rooms

The basic operation method of zoom and precautions are the same as the oral presentation. We have prepared one conference room called "Main Session" for the poster venue (Breakout Rooms of the number of posters will be set up in it), so in principle, please enter the room 15 minutes before the poster session starts with the same procedure as oral sessions. First of all, you will be connected to the "Main Session". After entering the room, please change your name as well as the oral presentation as explained above. (example: A01-19a-P-01: Taro Taikai) The venue staff (host) automatically assigns the authority of the co-host. (You

need to be a co-host to share screens and move participants.) The "Breakout Rooms" will open 10 minutes before the poster session begins. After that, you will be able to enter the "Breakout Rooms", so please enter the room to which your number is assigned and start to test screen sharing.
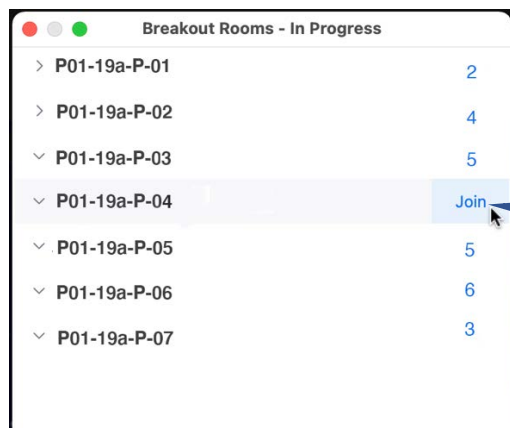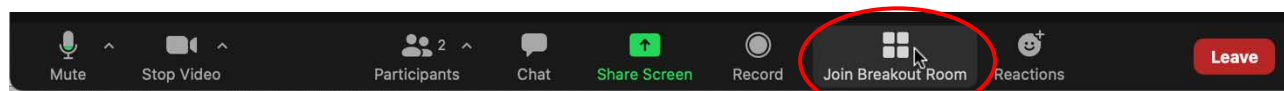
If you place the cursor on the number (number of participants) in each breakout room, it will change to the "Join" switch, so just click to enter

3. Poster Presentation

During the session, there will be sufficient academic discussions without time adjustment by chair. You can use and supplementary materials as well as the main poster (e-poster) for explanations and discussions.

4. Short Presentation

If there are not many visitors in each "Breakout Room", you may be asked to move to the "Main Session" and give a brief introduction of your research in a short presentation format. In that case, the venue staff (executive committee member) will ask you to use the announcement function by referring to the number of participants and the number of listeners in the "Main Session", so please move to the "Main Session". If you have any questions or answers regarding the short presentation, please use your own "Breakout Room".
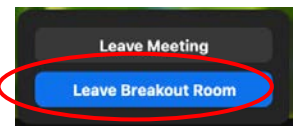
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5. About Wating Time

If visitors are interrupted and you have time, you can discuss with other poster presenters, but please wait in the "Main Session" as much as possible. However, especially, the speakers who are the subject of awards are requested to check the status of the visitors to their own breakout room so that the member of judging committee may visit at any time.

Chat messages cannot be exchanged across the "Breakout Rooms". The venue staff will contact you using the function of "Broadcast Message to All".
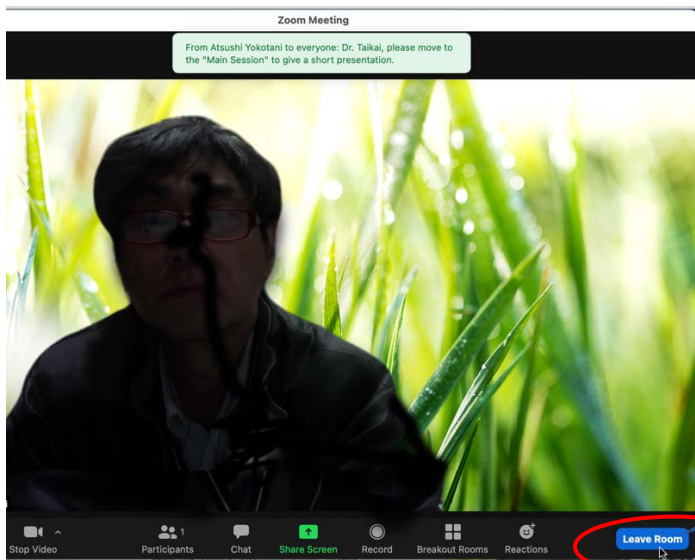
Click "Leave Room" to return to the "Main Session".

Acknowledgment: