

Zoom Poster session how to

Poster session consists of two parts.

- (1) [Introduction] Chairperson introduces papers in the session and show URL for interactive sessions.
- (2) [Interactive session] Each presenter opens their own meeting for discussion. This requires Zoom basic account. Presenter is requested to prepare the presentation material as a single page landscape PDF file and send it to the secretariat together with the URL of the Meeting for the interactive session by July 1, 2020. Alternative material can be used for the interactive session.

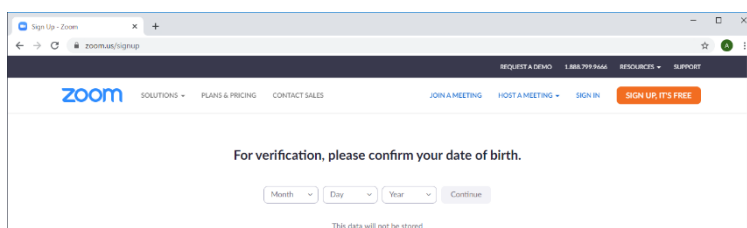
Preparation

[1-1] Install Zoom application from https://zoom.us/download#client_4meeting. Application is preferred though one could [use Zoom on modern web browsers](#). It is strongly recommended to [test your client application](#) in advance if you are new to Zoom. See [getting started with Zoom](#) for more information.

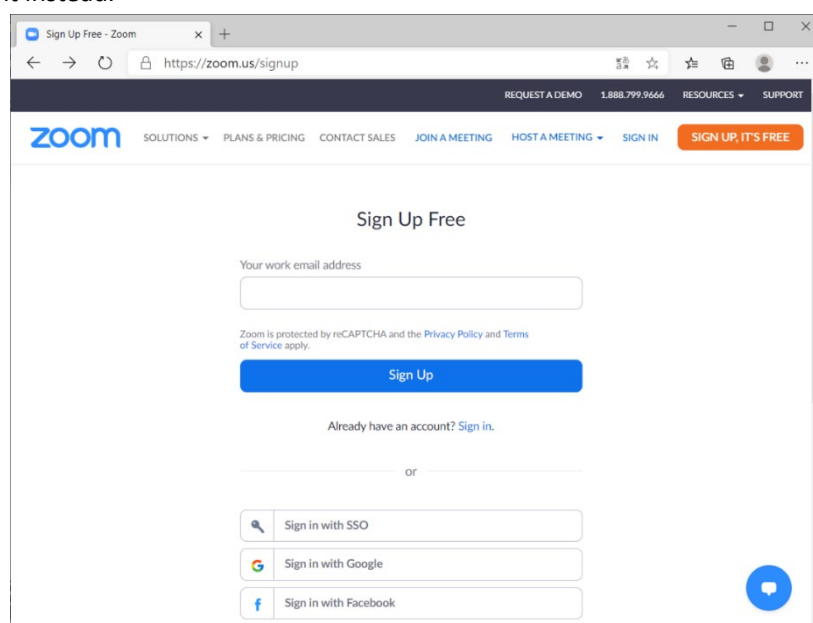
[1-2] It is highly recommended to use a headset or at least an earphone. If both are unavailable, turn off either microphone or speaker.

[2] Presentations of poster session are done using meetings hosted by presenters. Please sign up for Zoom basic (free of charge) account, if you do not have a Zoom account of any kind.

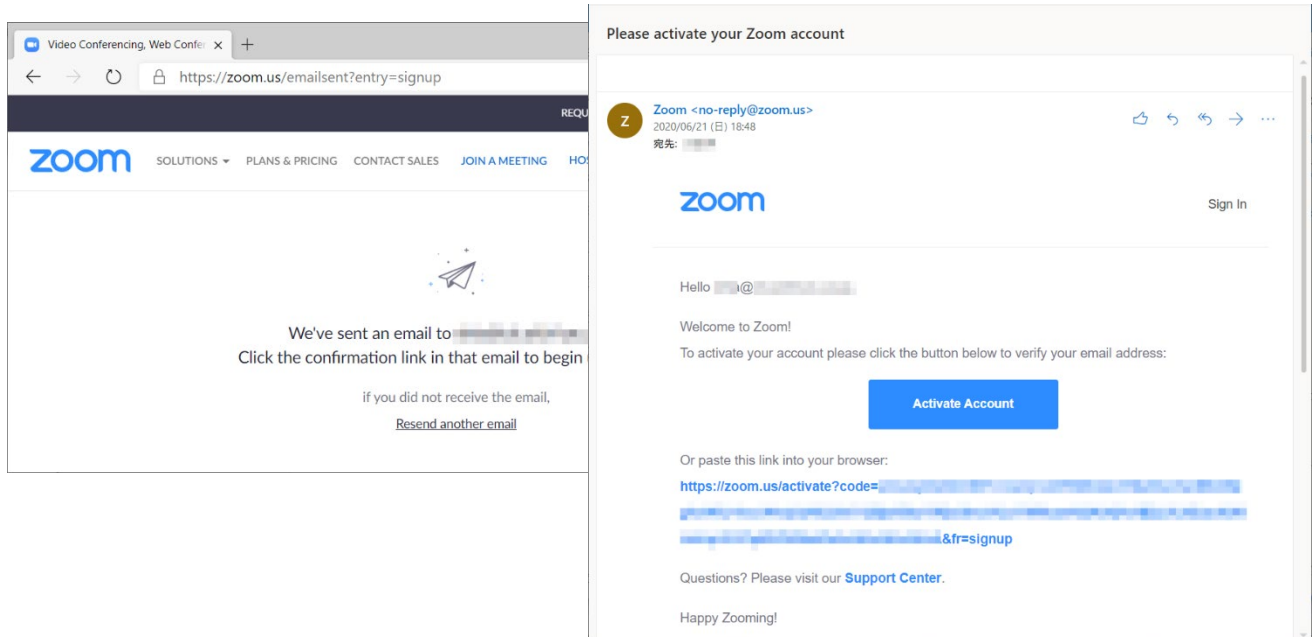
[2-1] Access Zoom signup page at <https://zoom.us/signup>. Input your birthday and click “Continue.”

A screenshot of a web browser showing the Zoom signup page. The page has a dark blue header with the Zoom logo and navigation links. The main content area is white and contains the text "For verification, please confirm your date of birth." Below this text are three dropdown menus for "Month", "Day", and "Year", followed by a "Continue" button. A small note at the bottom states "This data will not be stored".

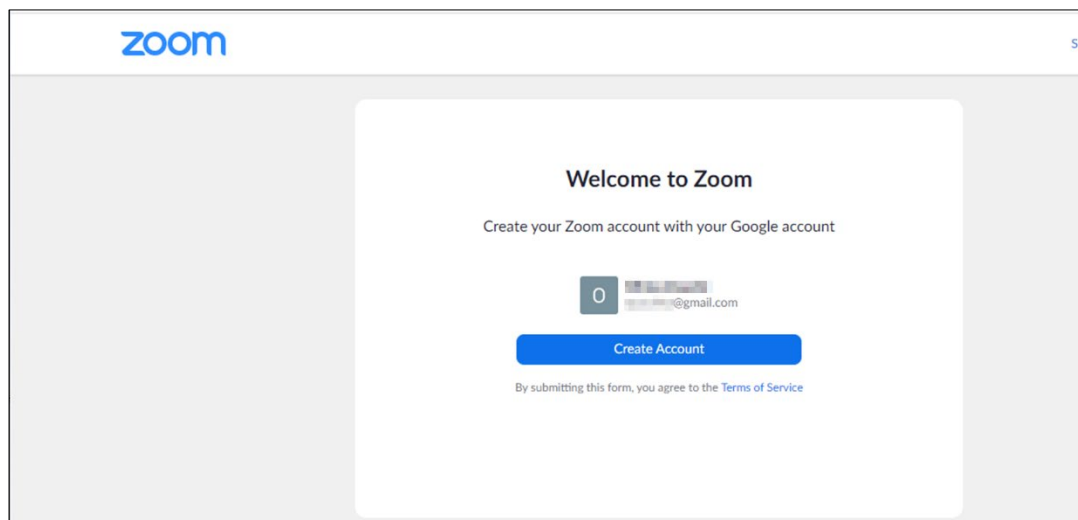
[2-2] Sign up is done using your e-mail. Input e-mail address and click “Sign Up” button. You can also use your Google or Facebook account instead.

A screenshot of a web browser showing the Zoom "Sign Up Free" page. The page has a dark blue header with the Zoom logo and navigation links. The main content area is white and contains the heading "Sign Up Free". Below the heading is a text input field for "Your work email address". Underneath the field is a line of small text: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Below this is a blue "Sign Up" button. Further down, it says "Already have an account? Sign in." followed by "OR". At the bottom, there are three buttons for "Sign in with SSO", "Sign in with Google", and "Sign in with Facebook". A blue chat bubble icon is in the bottom right corner.

[2-3] If you choose your e-mail, you will receive a mail to activate the account. Click the “Activate Account” button or open URL in the mail.



If you choose Google or Facebook, then click “Create Account” button and you are requested to sign in the Google/Facebook account.

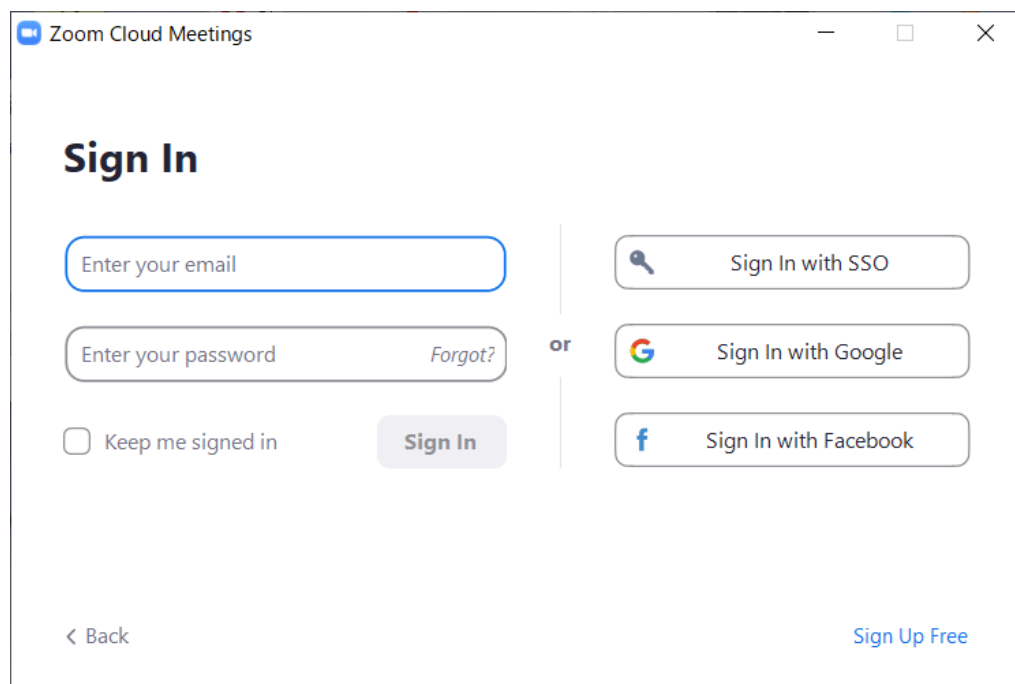



[3] Schedule your meeting.

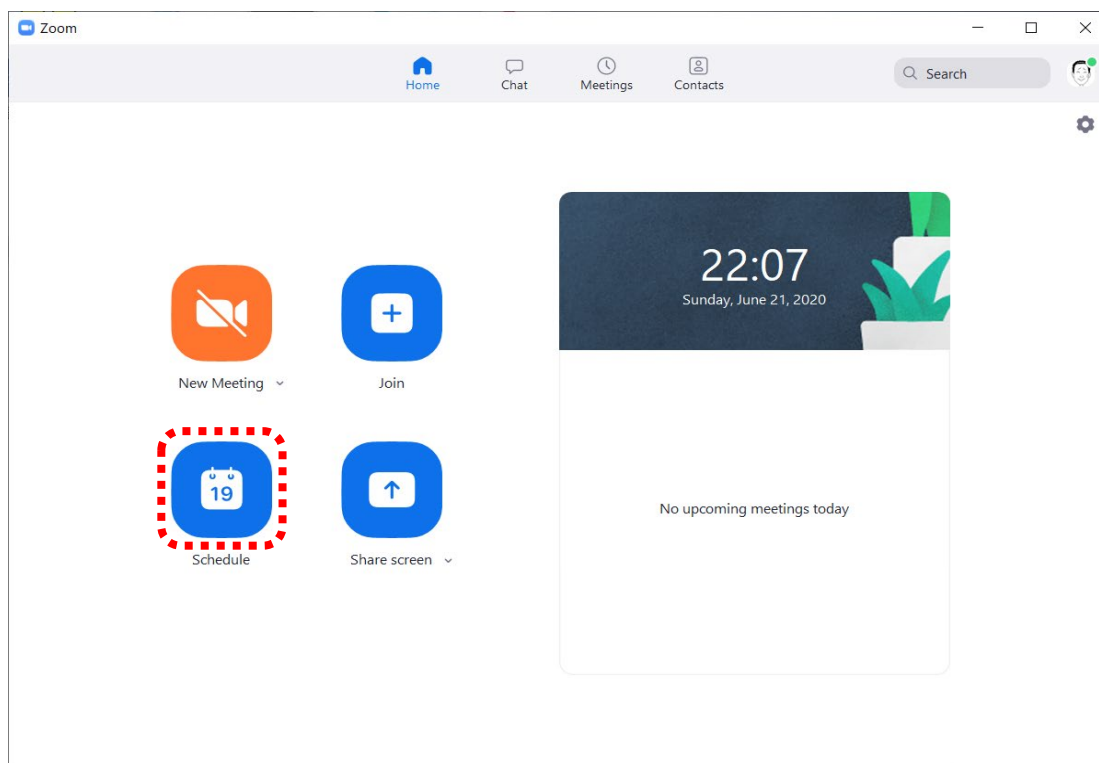
[3-1] Launch Zoom application and Click “Sign In” button.



[3-2] Sign in with your e-mail address, Google or Facebook account.



[3-3] Schedule your meeting by clicking “Schedule” button .



[3-4] Set up the meeting.

- (1) Topic: Poster ID and your name. Poster ID can be found at which can be found at <http://tsys.jp/itc-cscc/2020/program/>
- (2) Start: Date and time of your session. Time can be chosen from 0, 15, 30, 45 min. Be sure to choose the right time zone.

Session name	Start time of the session	Start time of Zoom meeting
P1 Computers	Jul 3, 2020 16:20(JST)	Jul 3, 2020 16:15(JST)
P2 Circuit and systems I	Jul 4, 2020 11:40(JST)	Jul 4, 2020 11:30(JST)
P3 Communications	Jul 4, 2020 13:30(JST)	Jul 4, 2020 13:30(JST)
P4 Circuit and systems II	Jul 5, 2020 13:40(JST)	Jul 5, 2020 13:30(JST)

- (3) Duration: 1hour. Ignore the notice to upgrade the plan.

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
[Upgrade now](#) to enjoy unlimited group meetings.
☐ Do not show this message again

- (4) Meeting ID: generate automatically
- (5) ~~Password: As provided by the Organizing Committee~~ You do not have to supply a new password.
- (6) Calendar: Other Calendars
- (7) Advanced Options: Uncheck “Enable Waiting Room”
- (8) Click “Schedule” button.

Schedule meeting

×

Schedule Meeting

Topic

P6-9 Dohkan Ohta (1)

Start: Jul 4, 2020 (2) 13:00 (2)

Duration: 0 hour (3) 30 minutes (3)

☐ Recurring meeting Time Zone: Osaka, Sapporo, Tok... (2)

Meeting ID

(4) ☒ Generate Automatically ☐ Personal Meeting ID

Password

☒ Require meeting password ?

Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

Calendar

☐ Outlook ☐ Google Calendar (6) ☒ Other Calendars

Advanced Options (7)

☐ Enable Waiting Room

☐ Enable join before host

☐ Mute participants upon entry

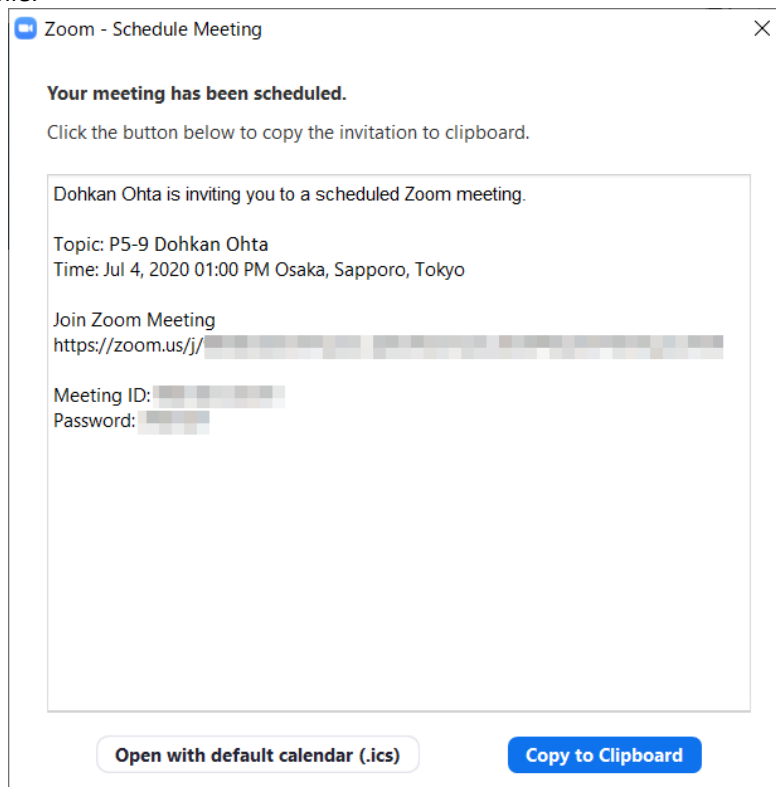
☐ Automatically record meeting on the local computer

(8)

Schedule

Cancel

[3-5] After successful scheduling, copy the invitation to the meeting by clicking “Copy to Clipboard” button and paste it to a text file.





Meeting invitation looks like this.

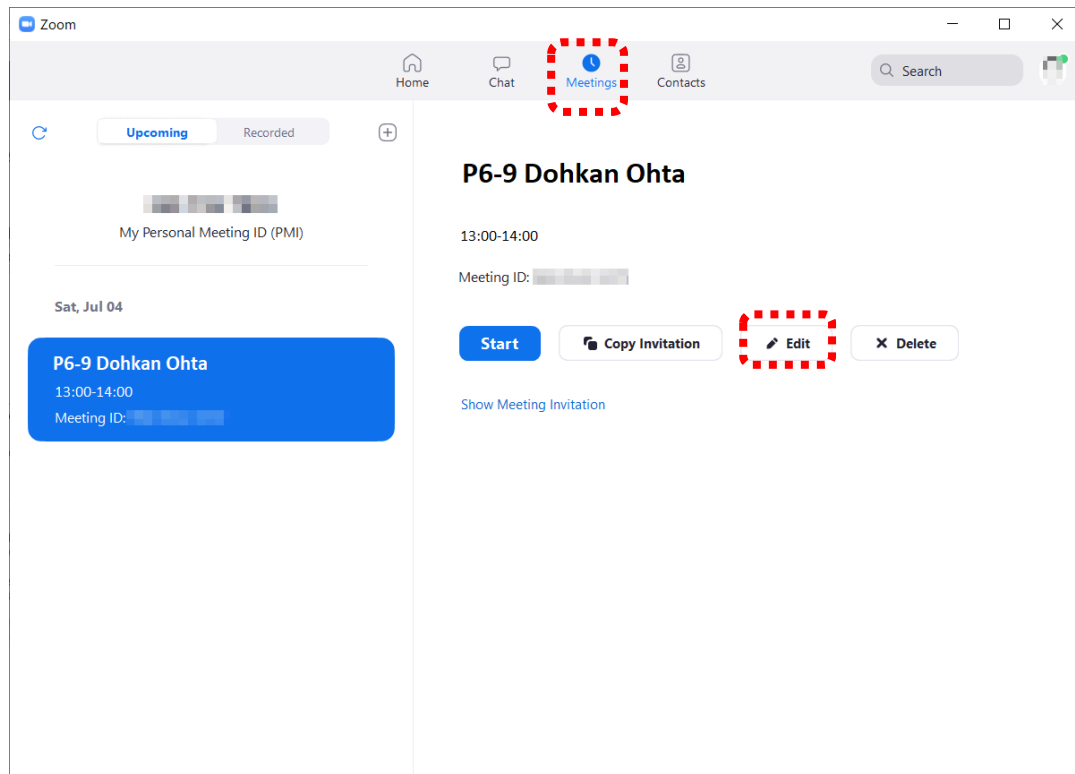
Dohkan Ohta is inviting you to a scheduled Zoom meeting.

Topic: P6-9 Dohkan Ohta
Time: Jul 4, 2020 01:00 PM Osaka, Sapporo, Tokyo

Join Zoom Meeting
<https://zoom.us/j/12345678901?pwd=xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx>

Meeting ID: 123 4567 8901
Password: XXXXXX

[3-6] Setting of meeting can be verified and modified by clicking “Meetings” button  , select the meeting and Edit button  .



[4] **IMPORTANT** Prepare your presentation material as a **single page landscape PDF** file. Send your meeting invitation and presentation material to http://tsys.jp/itc-cscc/cgi/add_file.cgi by July 1, 2020. You will need your paper ID (1xxx) and password.

Attending the poster session

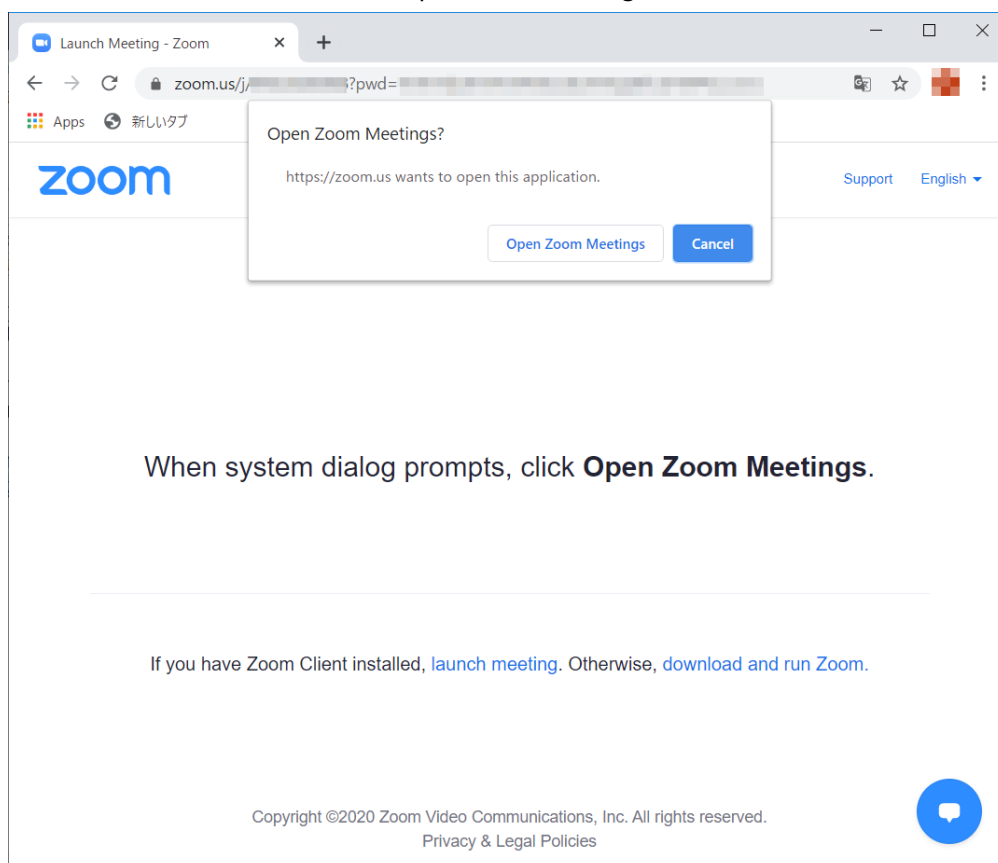
[1] Speakers are requested to attend the session by joining Zoom meeting at least **5 minutes before the session starts.**

Session URL is available in the Session Table and/or the Session Schedule in

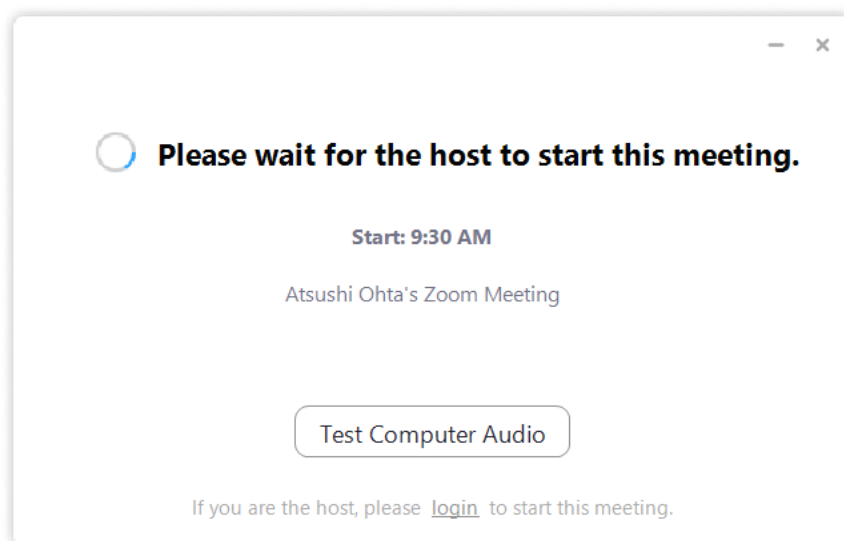
https://tsys.jp/itc-cscc/cgi/online_archive.cgi

This site opens at 0:00, July 3. You are requested your Registration ID(5xxx) and password.

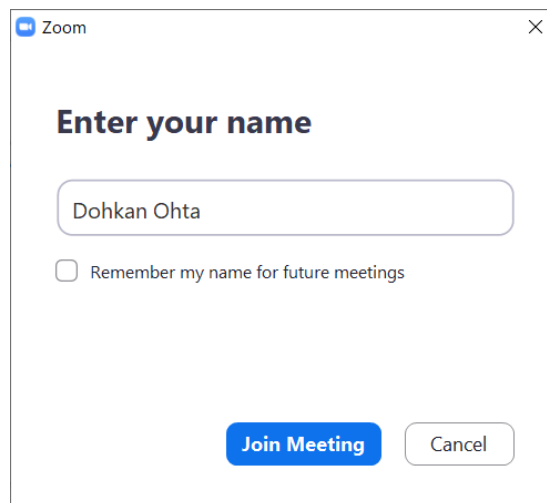
[2] Open the session URL with a browser. Click “Open Zoom Meetings” if asked.



[3] If the meeting is not ready, wait a while.

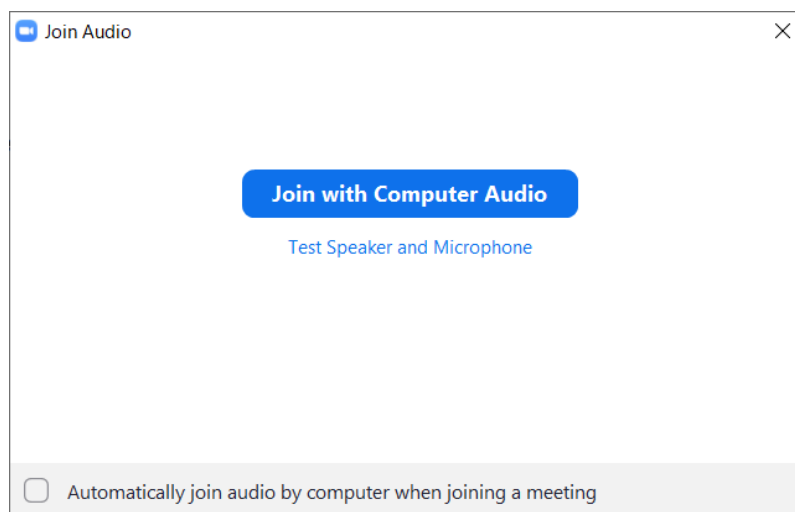


[4] If you do not have a Zoom account, your name is asked. You can change your name later.



A Zoom dialog box titled "Enter your name". It features a text input field containing "Dohkan Ohta". Below the input field is a checkbox labeled "Remember my name for future meetings". At the bottom, there are two buttons: "Join Meeting" (blue) and "Cancel" (white with a grey border).

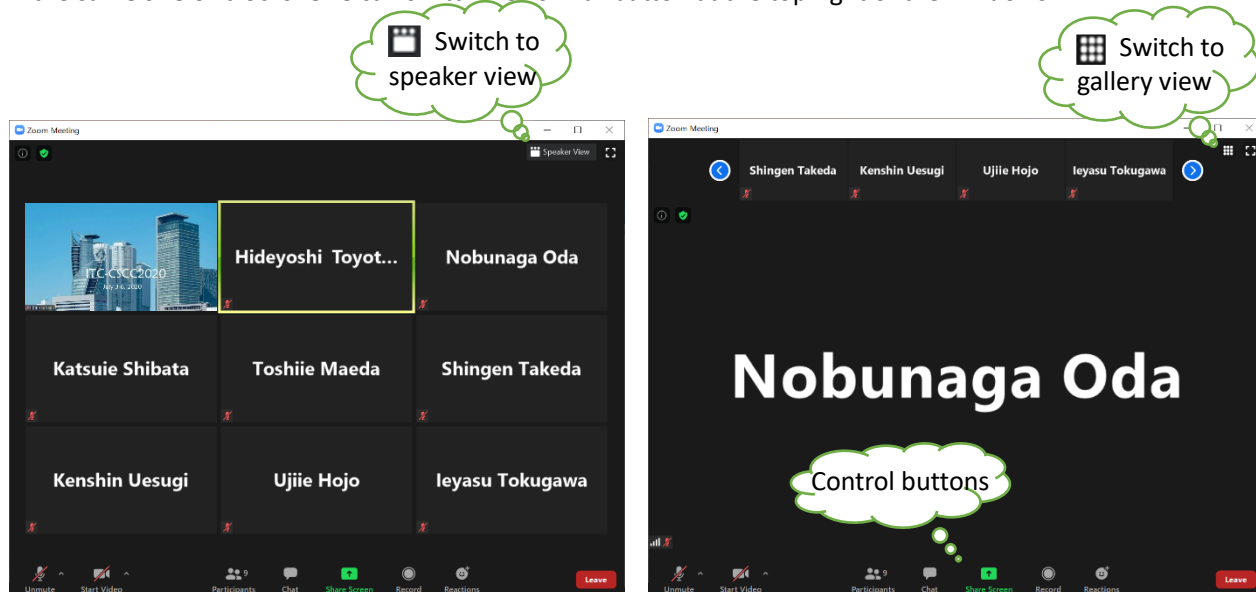
[5] Click "Join with Computer Audio"










A Zoom dialog box titled "Join Audio". It features a prominent blue button labeled "Join with Computer Audio". Below this button is a link that says "Test Speaker and Microphone". At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting".



[6] Zoom meeting window opens.

There are two modes of view. Speaker view shows a talking person on the large window. Gallery view shows persons in the same size of blocks. One can switch views with button at the top right of the windows.




There are control buttons at the bottom of the window.


	Mute/unmute the microphone. Unmute to talk.		Start/stop the video. Start to send video on your webcam.
	Show/hide participant list pane		Show/hide chat pane
	Start showing your screen		Make reactions (applause 🙌 / like 👍)
	Leave the meeting		

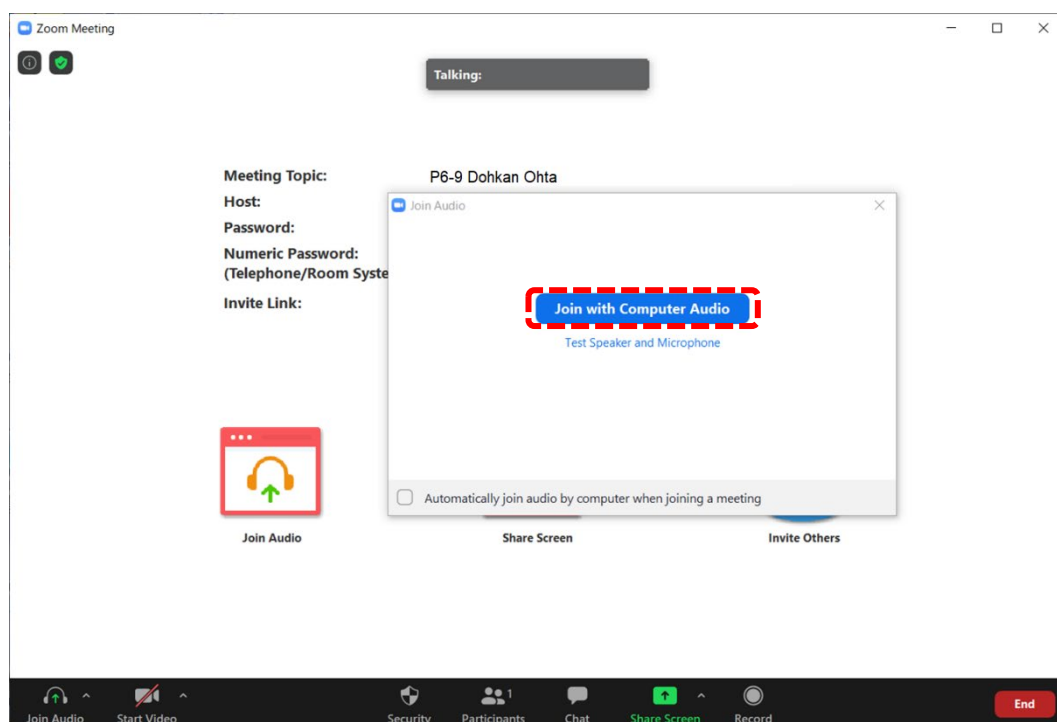
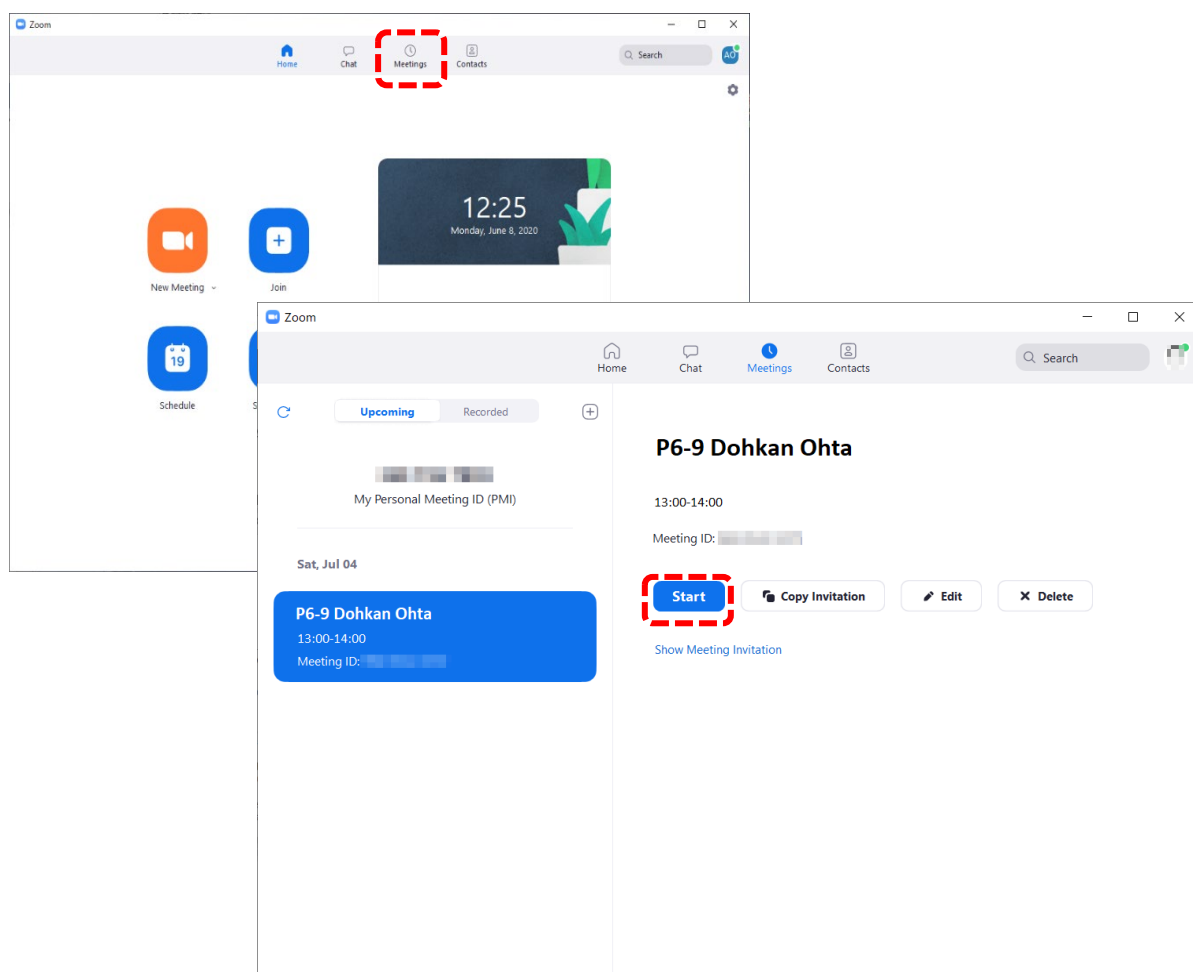
[7] At the beginning of the session, chairperson will call your names. When you are called, unmute  to turn on the microphone, reply to check whether you can be heard, and mute  again.


[8] First part is brief introduction. Chairperson will introduce your posters.

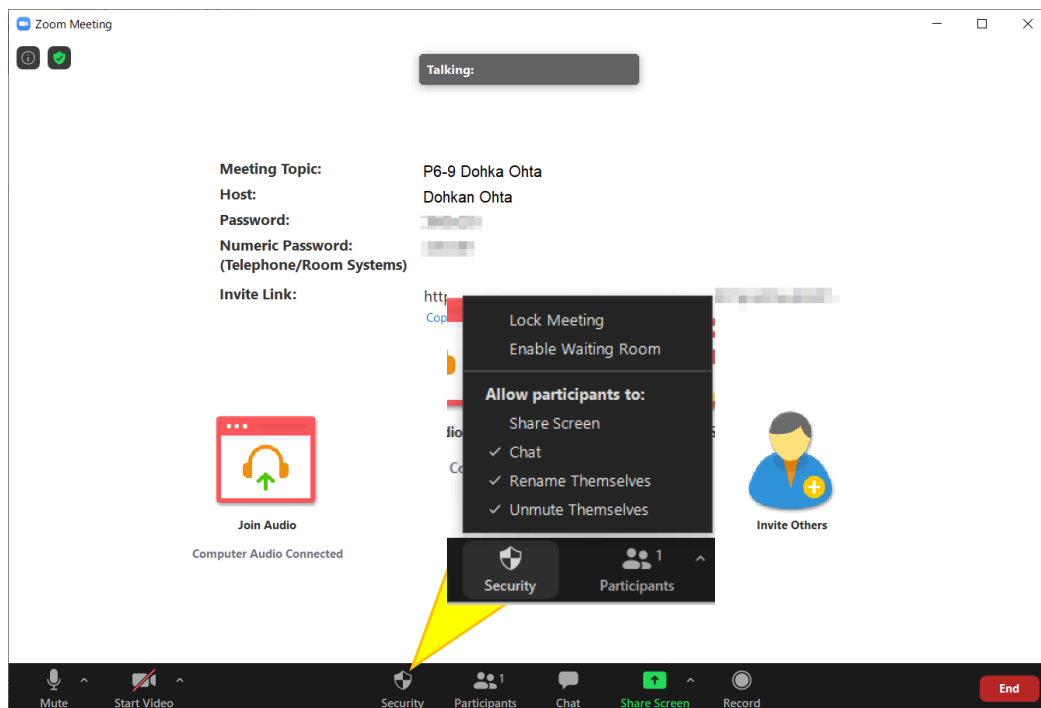
[9] After the first part finishes, leave the meeting by clicking Leave button .


[10] Open your presentation file for the interactive session before participating to the session.

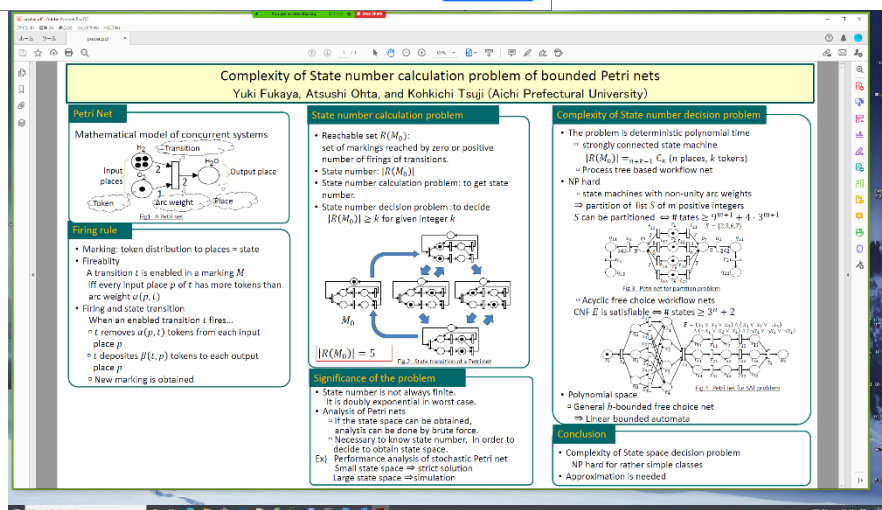
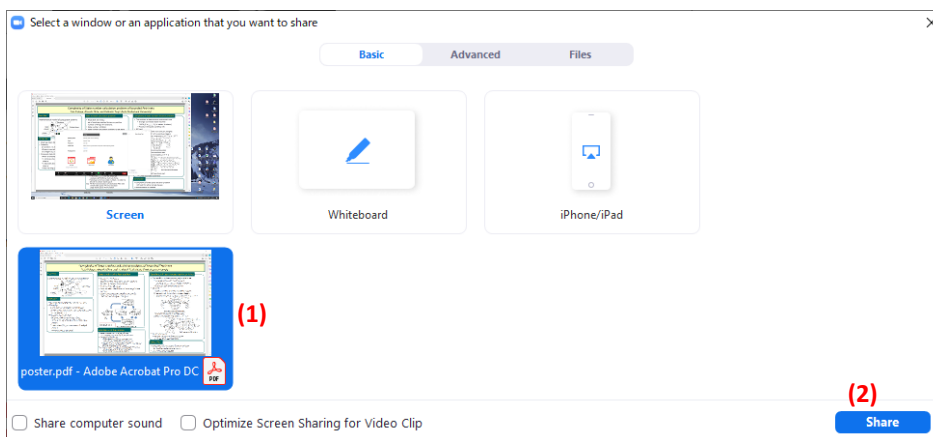
[11] Start your own meeting. After launching Zoom client application, Click “Meetings” button  , select the meeting and Start button. Click “Join with Computer Audio” button.



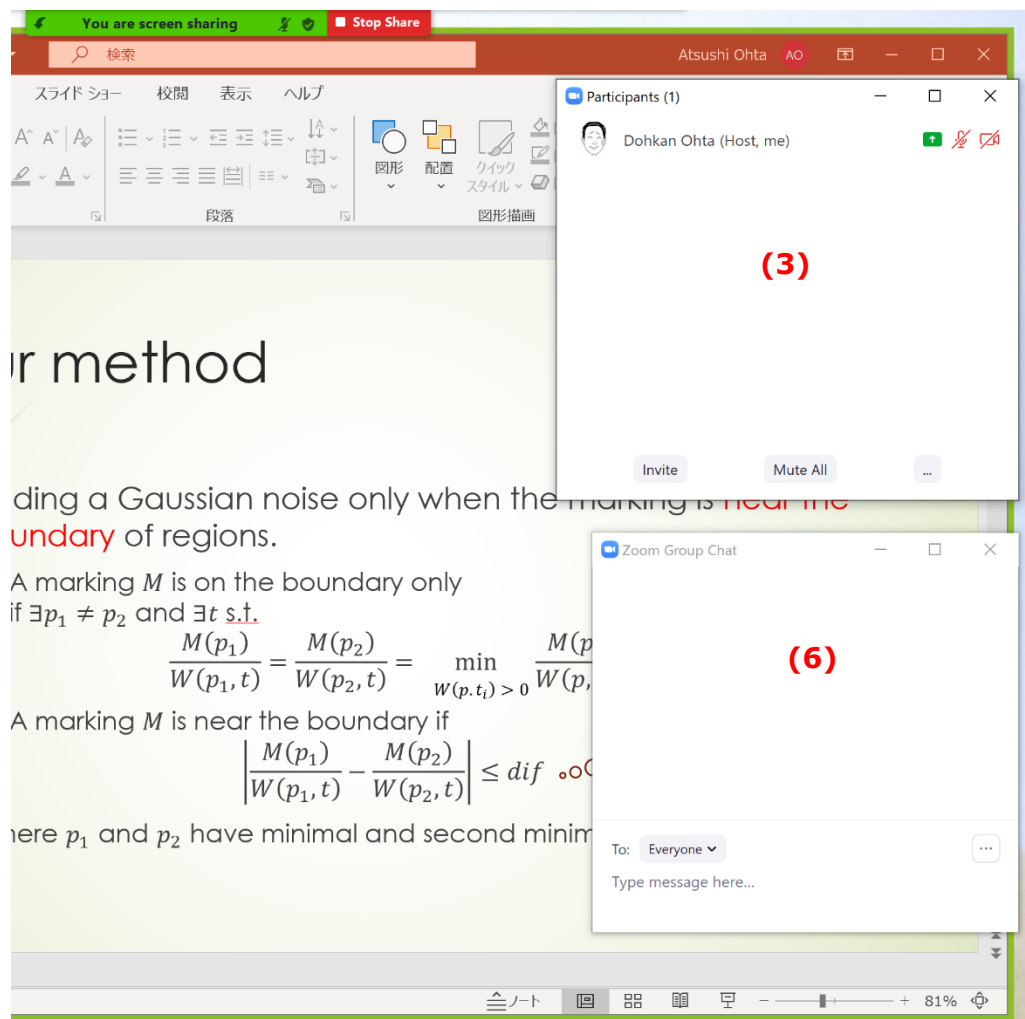
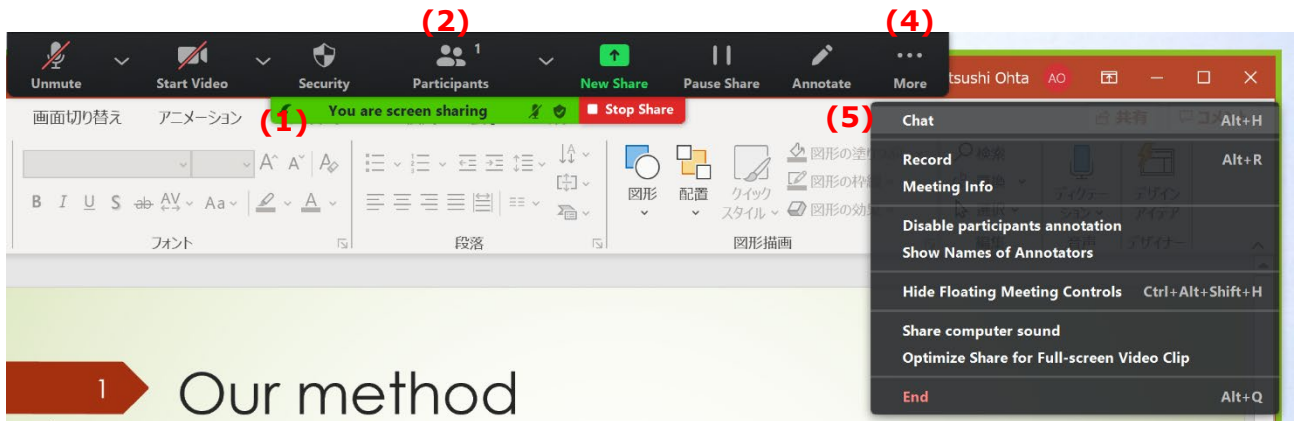
[12] Click “Security” button  and be sure that “Enable Waiting Room” is not checked, “Chat” is enabled and Unmute Themselves is also enabled.



[13] Click “Share Screen” button  and select your presentation file, and click “Share” button. Green border is attached to the shared window.



[14] Point “You are screen sharing” button (1) and show control menu(2). Click “Participants” button(3) to show participant pane (4) and “More” button(4) and “Chat” menu(5) to show chat pane(6). Now you are ready for your session. When someone joins to your session, it is shown in the participant pane.



[15] When your session is over, then click “Stop share” button (Stop Share) and then click “End” button (End) of the Zoom meeting window.

[16] If your account is free basic one, your session lasts 40 minutes after you have two guests joining at once. Warning message to “upgrade your account” appears after 30 minutes. You can click “OK” button and nothing happens. A countdown clock is displayed both in your and participants’ screens. After 40 minutes passed, a warning message appears, and your session is over. You can restart your meeting with the same setting again: click meeting button and select the same meeting. It would be a better way to end your meeting when no guests are joining and start it again.