



Research Result Presentation Meeting for the Fiscal Year 2020

Inter-University Research Program
Institute for Cosmic Ray Research
The University of Tokyo

Zoom Instructions for Participants

A. Notes for Audiences

1. **Mute your microphone and turn off your camera before joining the meeting.**
 - It prevents sending noise of keyboard inputs and mouse clicks
2. **Display your name and affiliation in the alphabetical letters.**
 - Ex : Taro Yamada (U-TOKYO)
 - Presenters have*on top of their names.
e.g.: *Taro Yamada(U-Tokyo)
3. **If you have any questions in the Q&A sessions, click the “raise hand” button. Unmute your microphone when the chair person asks you to speak.**



4. **When speaking, make sure to change the speaker setting to earphones or external speakers.**
 - If you use the PC's built-in speakers, the microphone will pick up the sound and feedback is more likely to occur.
 - After you finish speaking, mute the microphone again.
5. **Handling of received images and materials**
 - As a general rule, saving (including screen captures), recording, or redistribution of received image or presentation materials is prohibited without the permission of the presenter or organizer. If necessary, please obtain permission from all parties involved in advance.

B. Notes for Presenters

1. Join the room at least 10 minutes before the scheduled presentation time.
2. Display your name and affiliation in the alphabetical letters. To indicate you are a presenter, prefix your name with*
 - Ex: *Taro Yamada(U-Tokyo)
3. The chair person or the host will share meeting progress via chat function. If you plan to join the meeting in the middle, first check the chat messages.
 - Chat messages before your participation are not viewable.
4. Turn on your microphone and camera when the chair person asks you to speak.
5. Upon giving presentation, make sure to change the speaker setting to earphones or external speakers.
 - If you use the PC's built-in speakers, the microphone will pick up the sound and feedback is more likely to occur.
 - After you finish speaking, mute the microphone again.
6. Before starting the presentation, be sure the audio and screen are shared with audience.
7. When connecting to multiple monitors for screen sharing, make sure that the presenter view is not visible to audience.
 - Pay attention to the selection of the screen to be shared, the setting of the presentation mode in PowerPoint, etc.
8. When playing a video, be sure to enable "Share computer audio" function.
9. ICRR timekeeper screen displays the elapsed time for your presentation.
 - The host fixes ICRR timekeeper's thumbnails, but they may not be reflected on some devices with small screens, such as iPads, or depending on the settings. Please manage your presentation time by yourself.
 - Bells will not ring due to Zoom's limited function.
10. Copyright Considerations
 - Indicate clearly the source of images and references.
 - Online presentation at the conference is consider as retransmission by automatic public transmission.
11. Handling of received images and materials
 - As a general rule, saving (including screen captures), recording, or redistribution of received image or presentation materials is prohibited without the permission of the presenter or organizer. If necessary, please obtain permission from all parties involved in advance.

