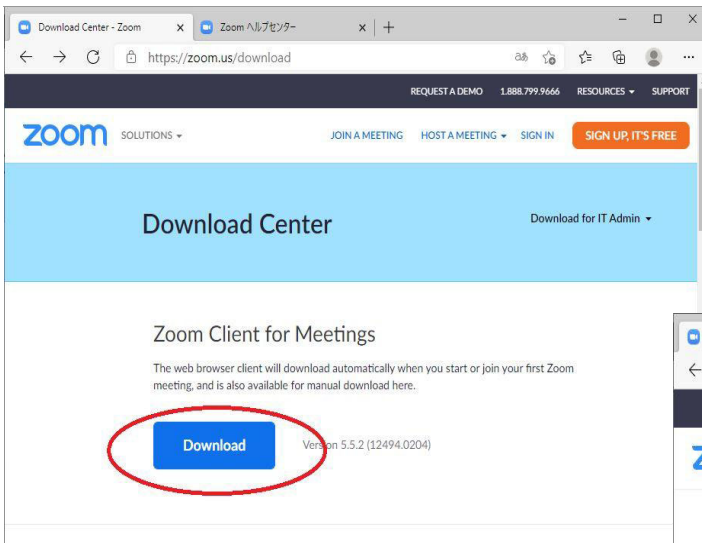


# Basic Instruction For All Attendees

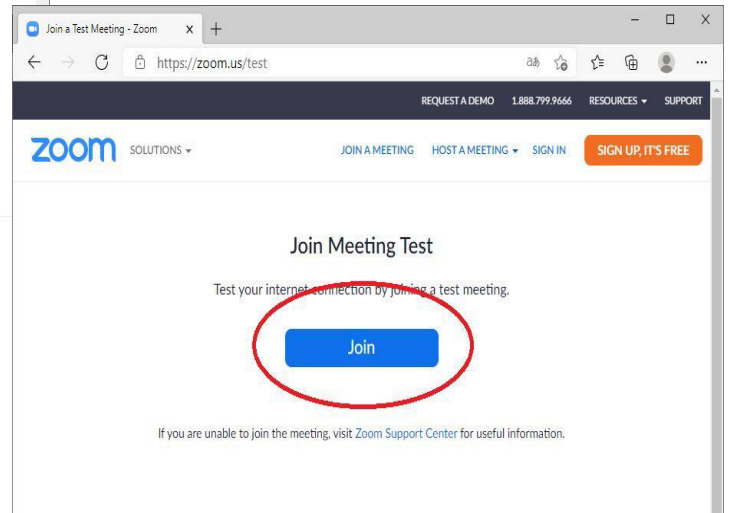
(1) Please download or update the latest Zoom client

<https://zoom.us/download>



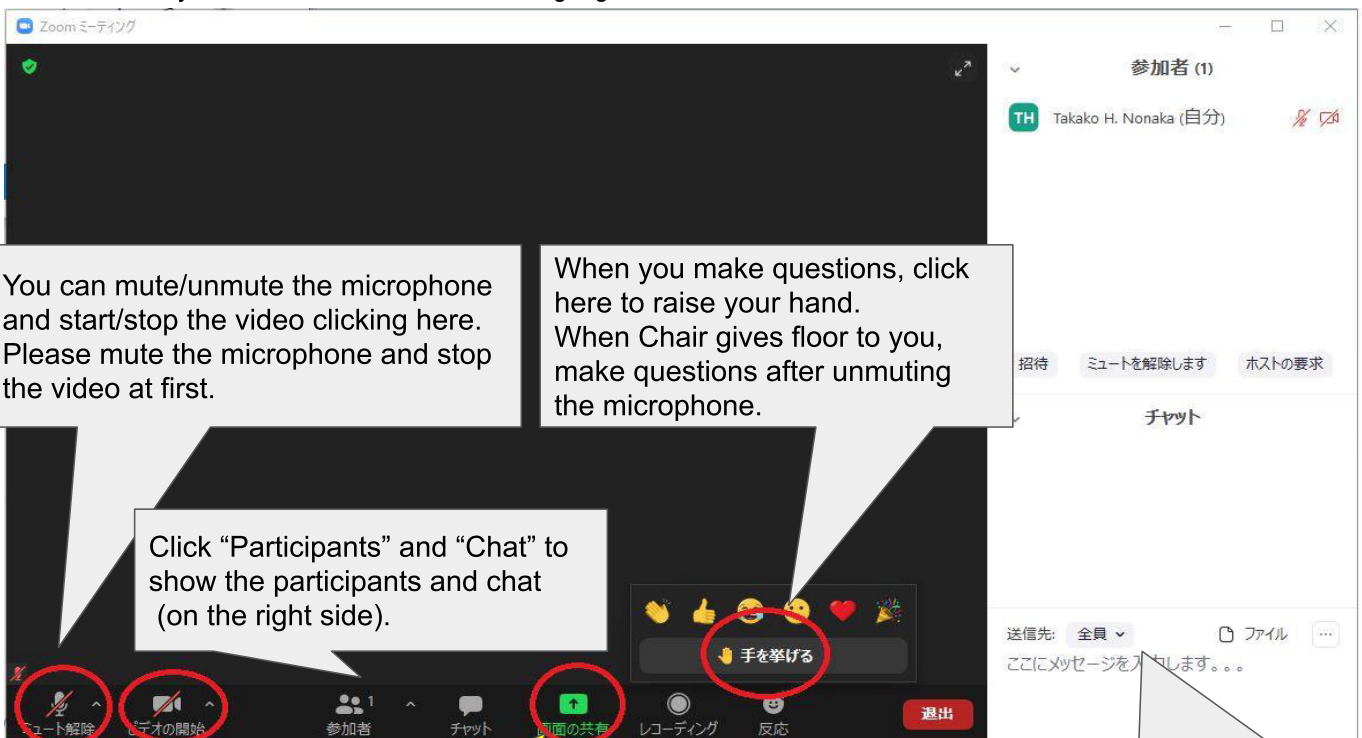
(2) Access to the Zoom Official Test Meeting

<https://zoom.us/test>



(3) Check to control your microphone and video, etc.

Menu icons and descriptions in the following sample images are shown in Japanese, but the layouts are same as in the other language.



"Share screen" is only for presenters.

Questions can also be made by inputting the message here in the Chat. Questions should be directed to "all."

(4) Click the “zoom” icon on the Program: <https://edas.info/p27924>, and access to each session room

The screenshot shows a web browser at <https://edas.info/p27924>. Below a table with session times (13:00-15:00) and names (OS-STM, RUI2, RBT, RET2), there is a list of sessions. Each session name is followed by a 'zoom' icon and an upward arrow. The 'zoom' icons for 'TEST-H1' and 'OS-AIP' are circled in red. Below the sessions, it says 'Chair: Tomio Goto (Nagoya Institute of Technology, Japan)'.

Time	Session Name	Zoom Icon	Room
13:00-15:00	TEST-H1	zoom ↑	h1
13:00-15:00	TEST-H2	zoom ↑	h2
	TEST-H3	zoom ↑	h3
	TEST-K	zoom ↑	k
	TEST-S1(POS)	↑	s1
	TEST-S2(DEMO!)	↑	s2
	TEST-T1(0)	zoom ↑	t1
	OS-AIP	zoom ↑	h1

Chair: Tomio Goto (Nagoya Institute of Technology, Japan)

(5) Join the meeting.

The screenshot shows the Zoom 'Start Meeting' page. A callout box points to the 'Join Meeting as an Attendee' button. Another callout box points to the 'ミーティングパスコードを入力' (Enter Meeting Passcode) dialog box. A yellow callout box contains the text: 'Passcode will be sent to the registrants by email. LifeTech 2021 allows the registrants only to attend the virtual sessions. Please take care of the passcode.' At the bottom, there are buttons for 'ミーティングに参加する' (Join Meeting) and 'キャンセル' (Cancel).

Click here to join the session.

You cannot start the meeting 865 4245 1688 because it is hosted by another user.

Join Meeting as an Attendee

If you are the host, switch account to start the meeting

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ミーティングパスコードを入力

ミーティングパスコード

Passcode will be sent to the registrants by email. LifeTech 2021 allows the registrants only to attend the virtual sessions. Please take care of the passcode.

ミーティングに参加する キャンセル

(6) Input your name by clicking “Details” and “Change name.”



The screenshot shows the Zoom meeting interface. At the top right, the participant list shows 'Takako H. Nonaka (自分)' with buttons for 'ミュート解除', '詳細', and '名前の変更'. A yellow callout box points to the '名前の変更' button. The callout box contains the following text:

Put the cursor on your account, and change your shown name by clicking “Details” and “Change name” as follows.

**Name: registration#\_Initial of given name. Family name (\_Affiliation)**  
Ex) e000\_T. Nonaka  
e000\_T. Nonaka\_Shonan-IT

At the bottom of the interface, there are buttons for '招待', 'ミュートを解除します', and 'ホストの要求'.

(7) Don't forget to click the "Exit" at the end of the session or when you want to move to another one.



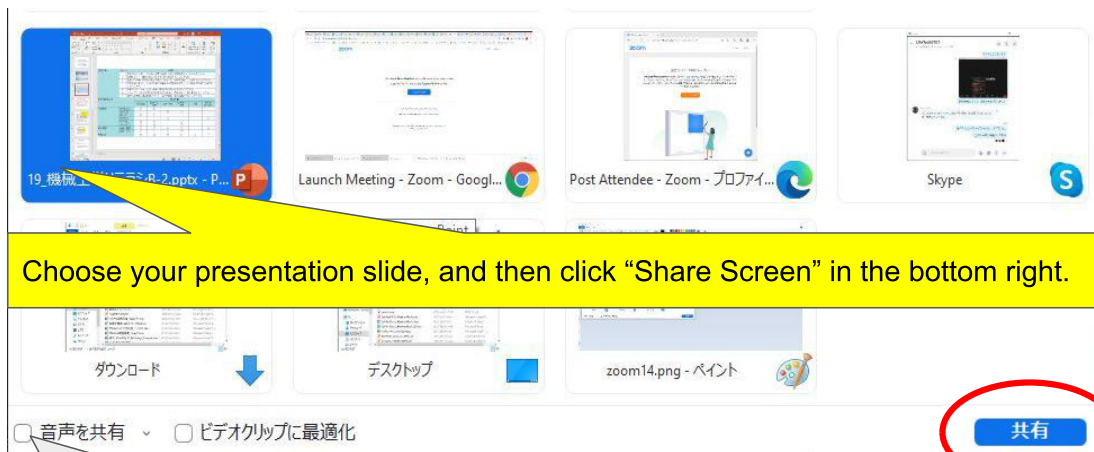
The screenshot shows the Zoom meeting interface with a focus on the bottom toolbar. The toolbar includes buttons for 'ミュート解除', 'ビデオの開始', '参加者', 'チャット', '画面の共有', 'リアクション', '詳細', and '退出'. A callout box points to the '退出' button. The callout box contains the following text:

**ミーティングを退出**

フィードバックを送信      キャンセル

# For Presenters

Open your presentation slide, and share your presentation file when it's your turn as follows.



If you need to share the audio contained in your file, check "Share audio" box.

When starting the presentation,

- Check the microphone status is "unmute."
- Confirm the chairperson or staff to make sure they can hear you.
- It is recommended to turn on the video.



Click the "Stop sharing" when your presentation and discussions are finished.

Test Session Rooms named "T\*" are open during **March 8th to March 11th for presenters**. Presenters can use the test rooms for confirmations and preparations by yourself. The session rooms of H1, H2, H3 and K, are open to confirm during the whole day of March 8th. The other time excluding the presentation sessions are also free to access for the presenters. Our staff will be in the session rooms at **11:00-12:00 and 15:00-16:00 on March 8th**, and you could check your presentations and operations with our staff if you need.

**Enjoy IEEE LifeTech 2021 hybrid sessions!**