Basic Instruction For All Attendees
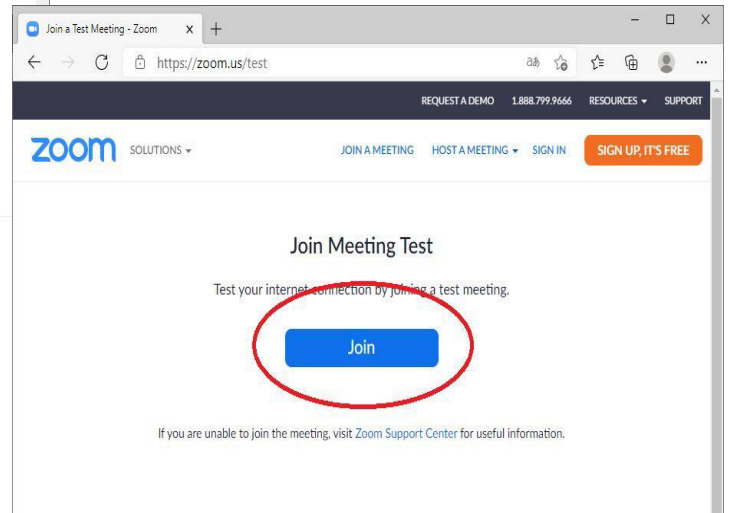
(1) Please download or update the latest Zoom client
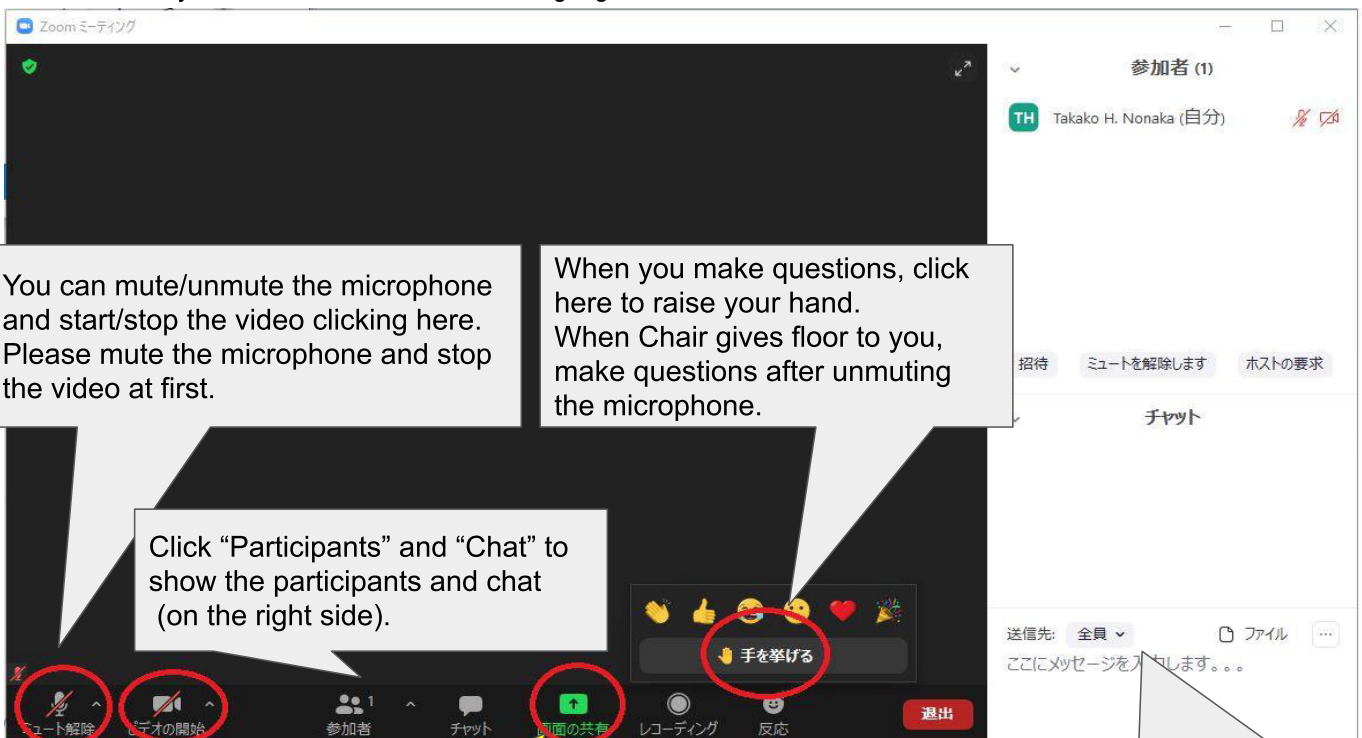https://zoom.us/download
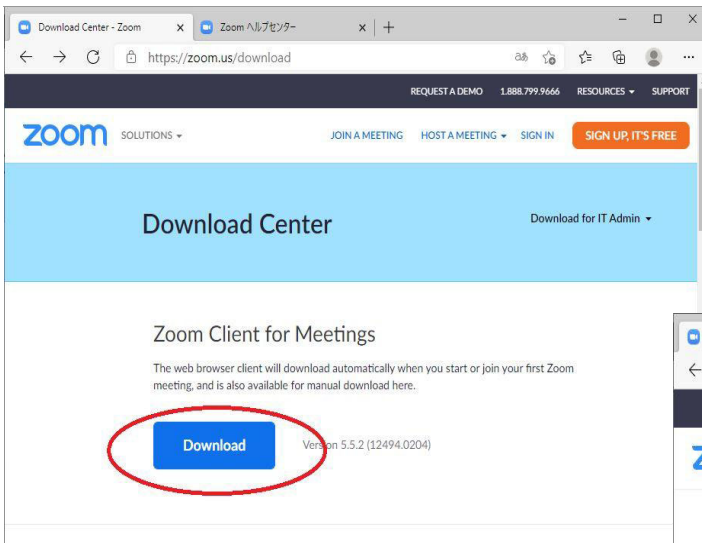
(2) Access to the Zoom Official Test Meeting
https://zoom.us/test

(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.

You can mute/unmute the microphone and start/stop the video clicking here. Please mute the microphone and stop the video at first.

When you make questions, click here to raise your hand. When Chair gives floor to you, make questions after unmuting the microphone.

Click "Participants" and "Chat" to show the participants and chat (on the right side).

"Shear 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

(5) Join the meeting.

Click here to join the session.

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.

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

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

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

For Presenters

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

Choose your presentation slide, and then click "Share Screen" in the bottom right.
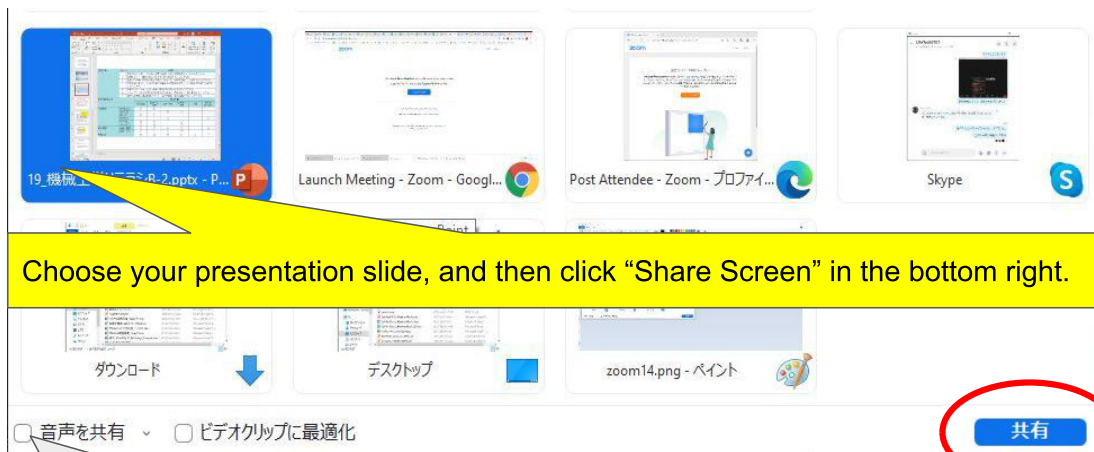
If you need to share the audio contained in your file, check "Share audio" box.

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!