

## Presentations by Zoom

# International Symposium “Global Collaboration on Data beyond Disciplines”

23 – 25 September 2020

Online Conference

### Presentations:

#### Online Presentations:

General presenters are principally allocated 20 minutes including questions and discussion time.

Keynote speakers are principally allocated 30 minutes including questions and discussion time.

Several sessions prepare “lightning talk” presentations for few minutes, depending on the session content.

There is no poster presentation in this conference, therefore, those who wants to make poster presentation could submit the poster content into the Extended Abstract.

All presentations will be made via the online Meeting Application (Zoom).

Detail of the link information on the Zoom meeting room for all sessions is available by reply mail when you registered from the Pre-Registration Form

"Pre-conference registration form".

<https://docs.google.com/forms/d/e/1FAIpQLSef94-LDLeNf6PX9GWuvb1H17KBWPEqHnyy6Aaje5UnJrhOIQ/viewform>

### Zoom meeting room:

#### Audio and Video control:

On entering the Zoom meeting room for each session, all delegates will be muted, and they should turn their video mode to "OFF". While, delegates can change these settings, it is advised that they stay muted and keep their video in the OFF mode throughout the time they are listening to the presentations to avoid causing disturbance and save bandwidth. Presenters should turn on the audio and video modes only when it is their turn to present. The buttons to turn on the audio and video mode will typically be at the bottom left corner of your screen; but muting and unmuting can also be done by clicking on the dots at the top right corner of your image. Muting and unmuting can also be done via your audio headset if you are using one.

#### Asking questions and discussions:

During question time and discussions, delegates should only turn "ON" the "microphone" (unmute themselves), when it is clear they have been given an opportunity to talk by the session chairs. This can happen in different ways – for example, it could be a quick question to be raised in the middle of the presentation or it may follow the directions of the session chairs. Delegates can raise their hand electronically. You can raise your hand by clicking on the icon labelled "Participants" at the bottom of your screen and then click the button "Raise Hand." You can

also use the "Chat Room", at the bottom of your screen, to send text messages to everyone or to an individual participant. The chatroom will be monitored by the conveners of the session.

**Sharing Screen:**

Presenters will be expected to share their screens with the rest of the audience. Sharing your screen is a straightforward process. Simply select "Share Screen" at the bottom of your screen, which will display various options for you to share. You will typically want to share your Desktop, as that is what you will be looking at. Once you have done so, select your Power Point slides or any other application you may wish to share and click "Share" at the bottom right corner. You can end screen sharing by selecting the relevant button at the top of your screen. If sharing external content with audio or video, such as YouTube clips, make sure you check the box "Share Computer Sound" at the bottom left corner of your screen.

**Full Screen Mode:**

Please note that you might not be able to see some of the options if you are in Full Screen mode. You can use the Escape key to leave the mode and use the double arrow sign, at the top right corner of your screen to enter full screen mode.

For those who are not familiar with screen sharing, we advise that they send their presentation files to the session conveners prior to the conference. Otherwise, you may send your presentation movie file to the conveners instead of an actual oral presentation.

**Video recording:**

All the sessions are planned to be recorded into the Zoom cloud. After the symposium has been completed, delegates can watch the session videos using the link information that will be provided by the Local Organizing Committee (LOC). The video watching period is set to be terminated by the end of October 2020.

Please feel free to contact the LOC and/or the session conveners, if you have any questions or issues you would like to raise.

**Contact Address:**

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