STECH2021

- Guideline for audience -
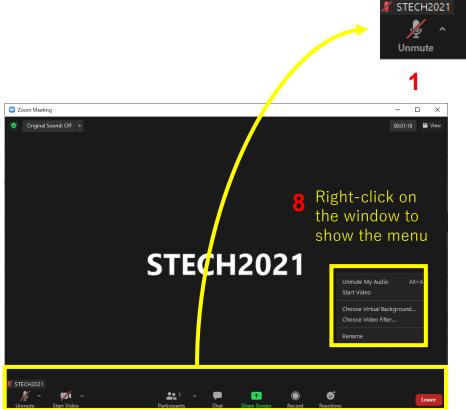
Ver. 1 （Nov. 1st, 2021）

Outline of the symposium

- In the conference, Zoom meeting is used for technical live session.

- Each presentation will be given in real time.

- Q&A session is held in live.

- Audience can ask questions by rising your hand or typing in chat in a Zoom.

- Audience can also watch each Presentation Video on demand. The Video will be available two days after the symposium.

Zoom main window

1. Join Audio or Unmute / Mute : Mute your microphone expect when speaking.
2. Start Video / Stop Video : Turns your camera off.
3. Participants : See who's currently in the meeting and invite others.
4. Chat : Access the chat window to chat with other participants.
5. Share Screen : Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
6. Reactions : Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participant panel.
7. Leave : Leave the meeting while it continues for the other participants.
8. Rename : Change your screen name displayed.

Visit the official site for more information.

https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting

Session Process

Time	SCENE	Chairperson	Speaker	Audience
-5	Audience enter the room	—	—	Enter the room
-01	—	Session general information announce +Q&A confirmation	—	—
0	technical session start 1st presentation start	—	Unmute and start speaking (turn on your camera if possible)	—
15	Live Q&A session	Designate and moderate the questions	Answer the question by oral	Type your questions to the chat box or Click the "raise-hand" button
19	1st presentation end	—	—	—

Repeat

1. Presentation(Audience)

- We kindly ask you please turn the microphone and camera OFF during presentation.

- During the presentation, you can write the questions via Chat BOX.

2. Q&A session(Audience)

- If you want to ask questions to the speaker by direct conversation, please click the "raise-hand" button in the zoom meeting after presentation, then wait for the chair to call you.

- Please identify yourself (name & affiliation) when asking questions.

- The "chat" function will be used during Q&A. By clicking "Chat" icon the chat window will appear.

- If you have any questions, please type your questions to the chat box in the zoom during or after each presentation.

Emergency response and contact information

If there are connectivity issues or any other troubles during the session, please contact below.

STECH2021 Office for technical session
stech2021@jsme.or.jp