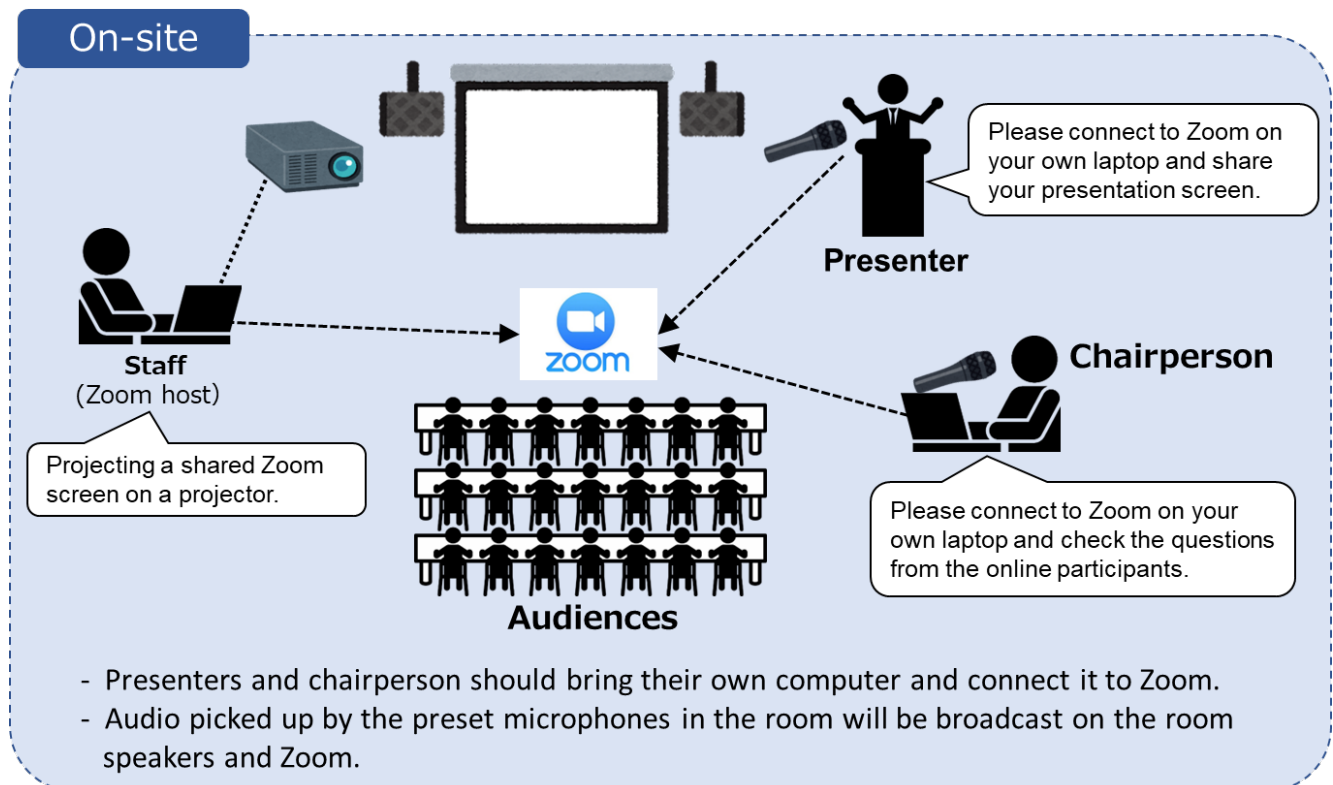# Instructions for OHJG-2023 participants (Ver. 1.0)

All sessions will be conducted in a hybrid format using Zoom meetings. This manual provides only minimal information on presenters and audience members. For more information on how to use Zoom, see the official website.

- https://support.zoom.us/

- Presenters and chairperson should bring their own computer and connect it to Zoom.
- Audio picked up by the preset microphones in the room will be broadcast on the room speakers and Zoom.

1. Instructions for All the Presenters (on-site only)

● Presenters can use your own laptop PC.

● Presenters must check the wired/wireless internet connection in the scheduled session room before the session. Presentations are made using Zoom on your laptop with sharing presentation slides. The screen shared on Zoom is projected onto a screen in the room.

● When you make a presentation, you must use a preset microphone. Microphone audio is shared on the online side. Please mute the microphones on your laptop PC.

● Pointing devices in the presentation software should be used for both in-person and online presentations. When using PowerPoint, for example, the pointing device (laser/arrow) in the full-screen slide show can be changed by the shortcut key " Ctrl+L ". Do not use a physical laser pointer because it is invisible via Zoom.

2. Instructions for the Chairperson (on-site only)

● Please note that the chairperson will participate on-site in principle.

● Audio picked up by the preset microphone is shared on the online side.

- Please connect to Zoom on your own computer. Also, you should check the questions from the online participants.
- In Q&A time, you can designate in-person attendees who wish to ask a question when they raise their hands physically. After that, you may designate virtual attendees who wish to ask a question when they raise their hands virtually with Zoom. At the same time, please check text-based questions in Chat of Zoom as well.

3. Instructions for Audience (on-site participation)
- To prevent feedback, please do not allow anyone other than the speaker and chairperson to connect to Zoom in the classroom. Please do not allow audio shared on Zoom to be output from your laptop or other devices.
- If you wish to make a question or comment during the Q&A time, please raise your hand physically in the session room. After the session chair designates you, please talk with the preset microphone so that online participants can hear you.
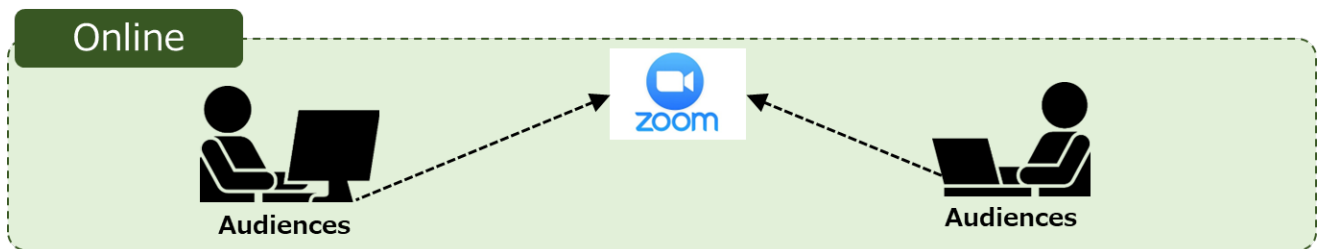
4. Instructions for Audience (for online participation)
- Please arrive at your room using the respective Zoom meeting link, if you are virtual attendees.
- Please mute your microphone and turn off your camera during the session.
- If you wish to make a question or comment during the Q&A time, please raise your hand virtually by clicking the "raise hand" button in Zoom. After the session chair designates you, please talk with switch on your microphone.