

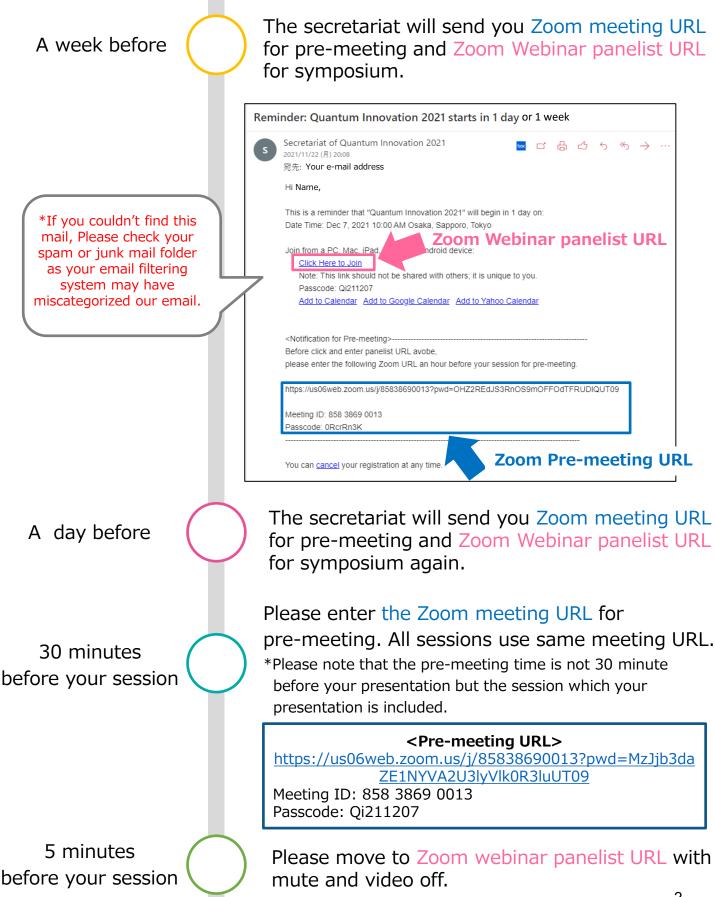
Presentation Guideline

♣ JCS JAPAN CONVENTION SERVICES, INC.

2021.11.25

Milestone







- Your presentation must be prepared in PowerPoint or Keynote.
- The preferred page set-up is landscape orientation and aspect is 16:9
- Use simple (Arial, Calibri) and large (14+) fonts.
- Please be sure the video includes the title of the paper and the names of the authors on first slide.
- Use a place as quiet as possible.
- Avoid areas that have echo or bad acoustics
- A good microphone close to mouth. Avoid, if possible, using default built-in microphone on computer.
- The video, audio, and animations in the presentation slides may have a time lag or frame drop depending on the Internet environment of the audience.
- Recommend a wired Internet connection. An unstable Internet connection will cause poor image quality, intermittent video/audio, and may affect the overall audience experience.

Installing the Zoom app



People who have already installed Zoom app, please skip to page 6.

 The Installer is available on the official website(https://zoom.us/). Click Download at the bottom of the homepage.



 Access the page above and download the app from Meeting Client.



* Be sure to use the latest version.

Compatible operating systems

MacOS X 10.7 or later Windows 7/9/8.1/10 Windows Vista SP1 or later Windows XP SP3 or later Ubuntu 12.04 or later Mint 17.1 or later Red Hat Enterprise Linux 6.4 or later Oracle Linux 6.4 or later CentOS 6.4 or later Fedora 21 or later OpenSUSE 13.2 or later ArchLinux (64-bit only)



③ Start the downloaded installer. Installation begins and will complete shortly.



④ Click Sign in.

(5) Register your email address(Sign up free)

lp Free	-
	Sign In with SSO
orgot? or	G Sign In with Google
i In	f Sign In with Facebook

6 An email will be sent to your email address to confirm activation. Click Activate Account.

zoom	Sign In
Hello	
Welcome to Zoom!	
To activate your account please click the button below to verify your email address:	
Activate Account	
Or paste this link into your browser:	
https://us04web.zoom.us/activate?code=	
Questions? Please visit our Support Center.	
Happy Zooming!	
Highly coording:	

⑦ Enter your login information and go to settings.
 *Skip the Invite Your Colleagues page.

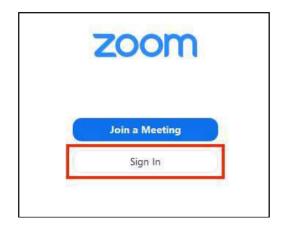
Once the Zoom update is installed, please restart your PC.

Update zoom app to the latest version

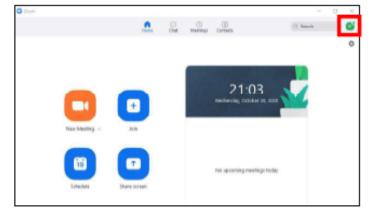


*People who start from page2 can skip this page

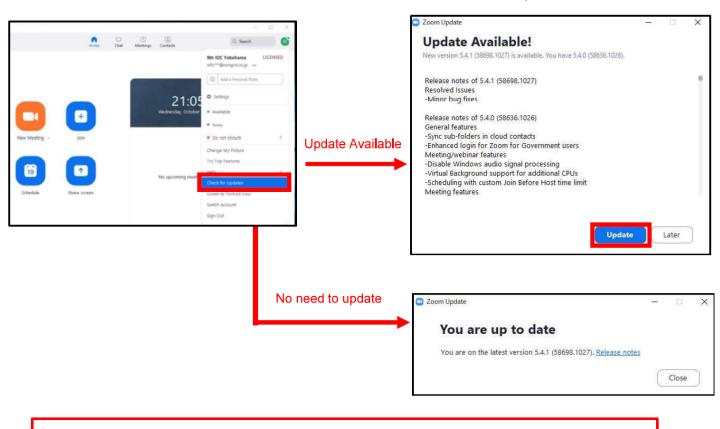
① Sigh in to Zoom app.



2 Click on the icon located in the upper right corner



- ③ Click on "Check for Updates.
- ④ If an update is available, click on Update



Once the Zoom update is installed, please restart your PC.

Prepare settings to join a presentation meeting



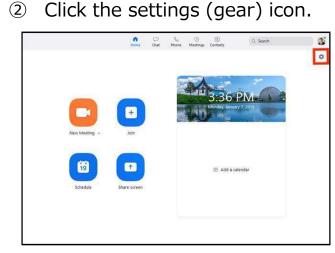
Before joining to the Zoom, sign in to Zoom and test the video and audio.

We recommend using a headset microphone

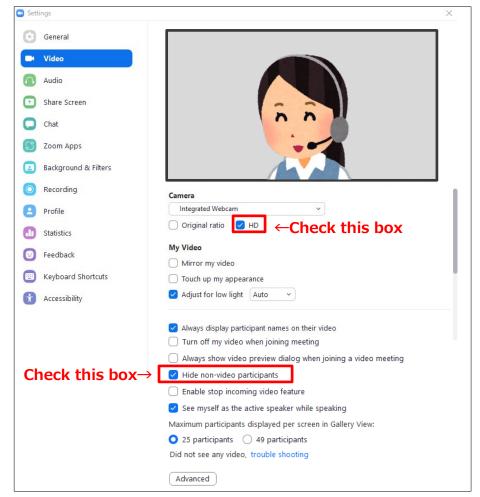
(2)

Sigh in to Zoom app. (1)

mail			٩	Sign In with SSO
assword	Forgot?	or	G	Sign In with Google
Keep me signed in	Sign In		f	Sign In with Facebook



Change the video settings (3)



*If you are using an external webcam, select the camera and change the setting. 7



④ Check the audio settings.

ttings	×
General	Speaker
Video	Test Speaker (Realtek High Definition ×
Audio	Output Level: Volume:
Share Screen	Use separate audio device to play ringtone simultaneously
Chat	Microphone
Background & Filters	Test Mic (Realtek High Definition Audio) ~
Recording	Volume:
Profile	Automatically adjust microphone volume
Statistics	Suppress background noise Low ~) ③ Select the default noise suppression level (low) to optimize for music
Feedback Keyboard Shortcuts	Ringtones Default ~
Accessibility	 Automatically join audio by computer when joining a meeting Mute my microphone when joining a meeting
	 Do not prompt the join audio dialog when I am using 3rd party audio Press and hold SPACE key to temporarily unmute yourself Sync buttons on headset
	Advanced

*Click Test speaker to check that you can hear the audio properly.

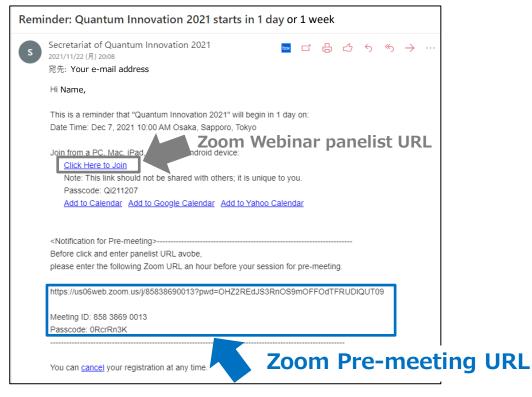
- *Click Test Mic to check that your microphone is working properly, and you can hear your voice.
- *Unclick the box Automatically adjust the microphone volume.

*Select low at Suppress background noise.

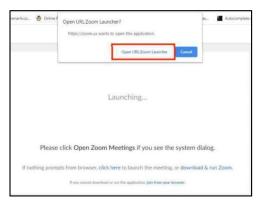
Join Pre-meeting



① Please find the e-mail from Secretariat which will be sent a week and a day before the symposium



- 2 Copy the URL and paste it on your browser or open Zoom app and enter the Meeting ID and Passcode.
- ③ When your browser starts up, Click "Open URL Zoom Launcher"



④ Just after you enter the Zoom, click "Join With Computer Audio"

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	Phone Call	Computer Audia	
	-		
	Join With C	omputer Audio	
	(jast speaker	and Microphone	
utomatically ju	in audio by computer whe	n joining a meeting	

Join Zoom webinar as a panelist



① After the pre-meeting, find this mail again.

Reminder: Quantum Innovation 2021 starts in 1 day or 1 week	
Secretariat of Quantum Innovation 2021 2021/11/22 (月) 20:08 宛先: Your e-mail address	
Hi Name,	
This is a reminder that "Quantum Innovation 2021" will begin in 1 day on: Date Time: Dec 7, 2021 10:00 AM Osaka, Sapporo, Tokyo Join from a PC. Mac. iPad. Click Here to Join Note: This link should not be shared with others; it is unique to you. Passcode: Qi211207 Add to Calendar Add to Google Calendar Add to Yahoo Calendar	t URI
<notification for="" pre-meeting=""> Before click and enter panelist URL avobe,</notification>	
please enter the following Zoom URL an hour before your session for pre-meeting.	
https://us06web.zoom.us/j/85838690013?pwd=OHZ2REdJS3RnOS9mOFFOdTFRUDIQUT09 Meeting ID: 858 3869 0013 Passcode: 0RcrRn3K	
You can <u>cancel</u> your registration at any time. Zoom Pre-meeting U	RL

- ② Click "<u>Click Here to Join</u>".
- ③ When your browser starts up, Click "Open URL Zoom Launcher"

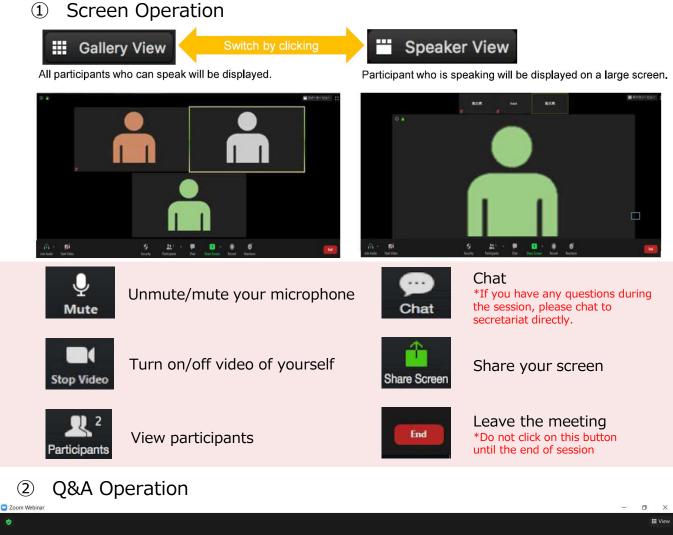
erik.co.,	😨 Online F	Open URL/Zoom Launcher? Rs. Autocom https://zoom.us wants to open this application. Open URL/Zoom Launcher Crewel	plete (
		Launching	
	Please	click Open Zoom Meetings if you see the system dialog.	
If not	hing promp	pts from browser, click here to launch the meeting, or download & run Zoom.	

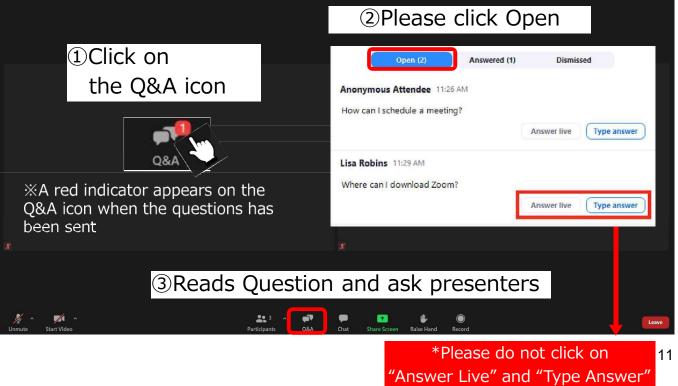
④ Just after you enter the Zoom, click "Join With Computer Audio"



Join Zoom webinar as a panelist







Contact information



Secretariat of Quantum Innovation 2021 Email:quantum2021@convention.co.jp weekdays: 10:00-17:00(GMT+9)