

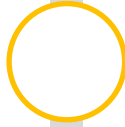


**QUANTUM
INNOVATION
2021**

Presentation Guideline

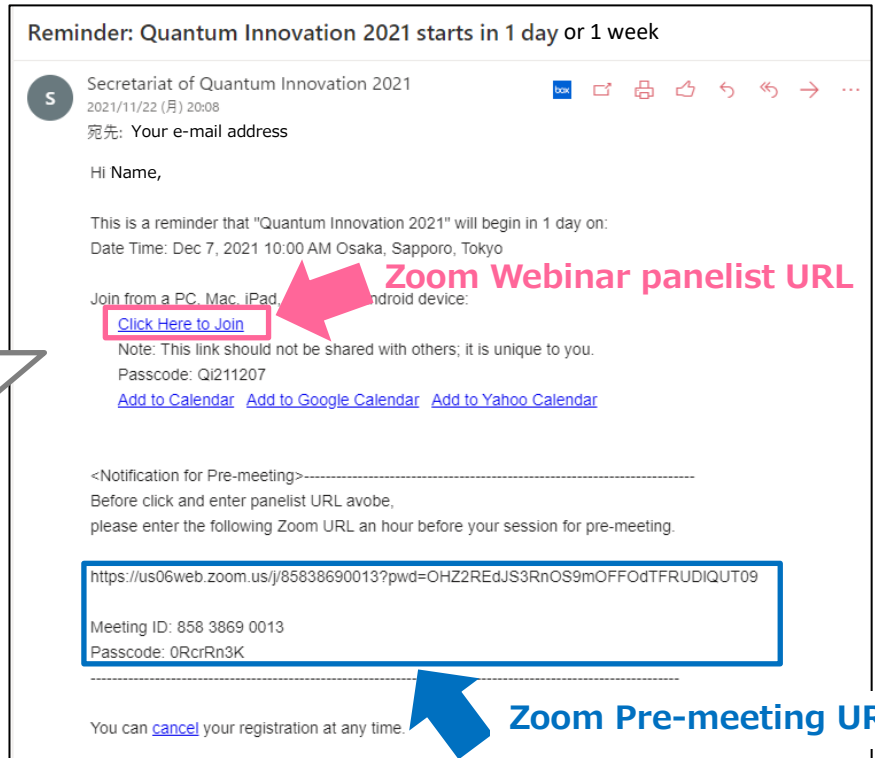
2021.11.25

A week before



The secretariat will send you **Zoom meeting URL** for pre-meeting and **Zoom Webinar panelist URL** for symposium.

*If you couldn't find this mail, Please check your spam or junk mail folder as your email filtering system may have miscategorized our email.

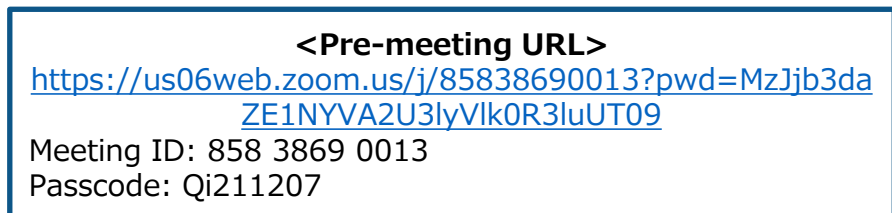


A day before



The secretariat will send you **Zoom meeting URL** for pre-meeting and **Zoom Webinar panelist URL** for symposium again.

Please enter **the Zoom meeting URL** for pre-meeting. All sessions use same meeting URL.
*Please note that the pre-meeting time is not 30 minute before your presentation but the session which your presentation is included.



5 minutes



before your session

Please move to **Zoom webinar panelist URL** with mute and video off.

- 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.

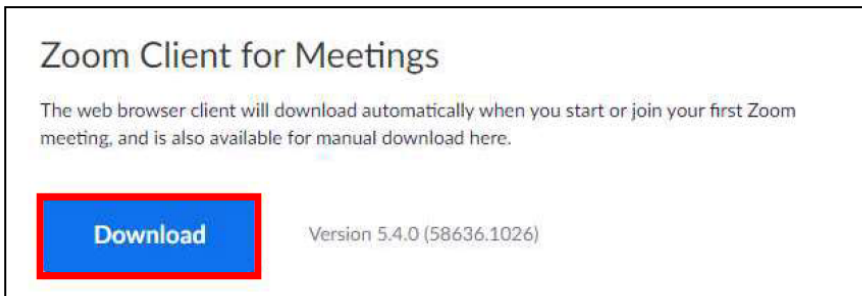
Installing the Zoom app

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

- ① The Installer is available on the official website(<https://zoom.us/>). Click Download at the bottom of the homepage.



- ② Access the page above and download the app from Meeting Client.



*** Be sure to use the latest version.**

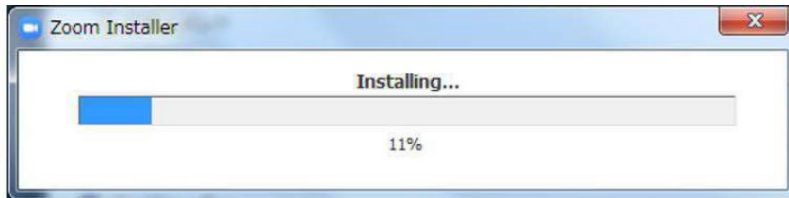
Compatible operating systems

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

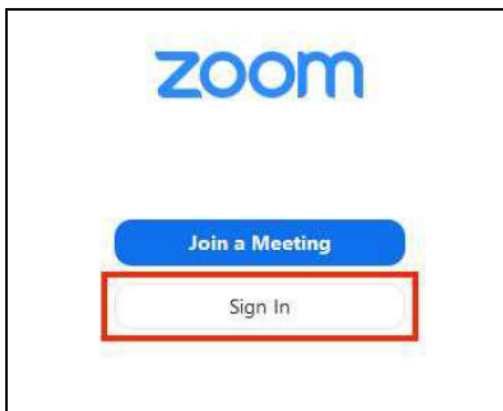
Red Hat Enterprise Linux 6.4 or later
Oracle Linux 6.4 or later
CentOS 6.4 or later
Fedora 21 or later
OpenSUSE 13.2 or later
ArchLinux (64-bit only)

Installing the Zoom app

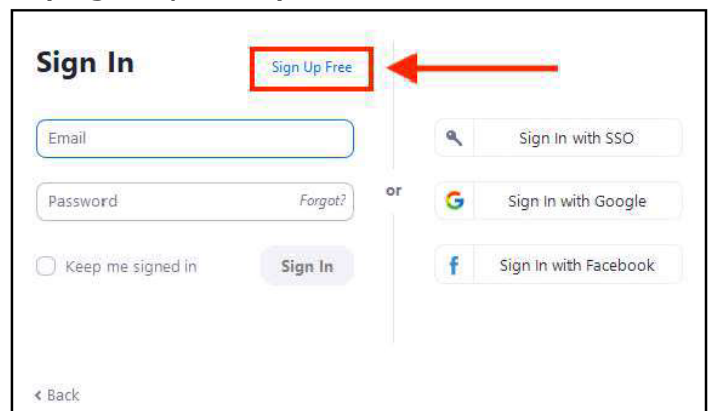
- ③ Start the downloaded installer. Installation begins and will complete shortly.



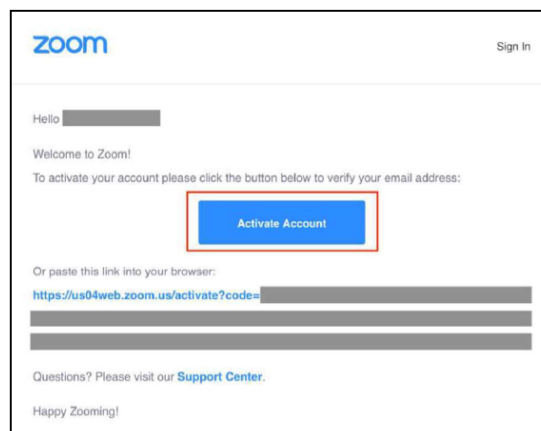
- ④ Click Sign in.



- ⑤ Register your email address (Sign up free)



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



- 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.

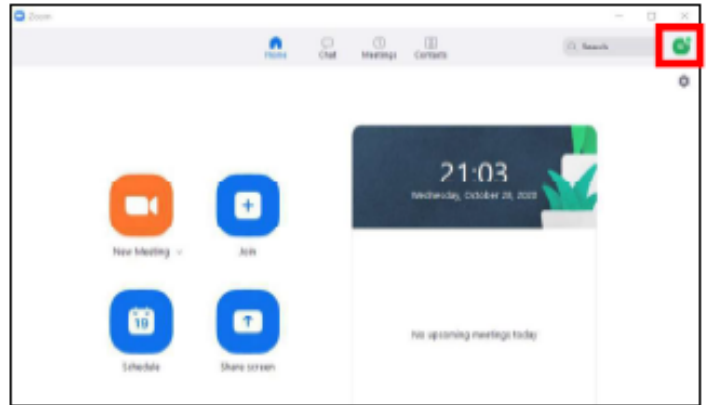
Update zoom app to the latest version

***People who start from page2 can skip this page**

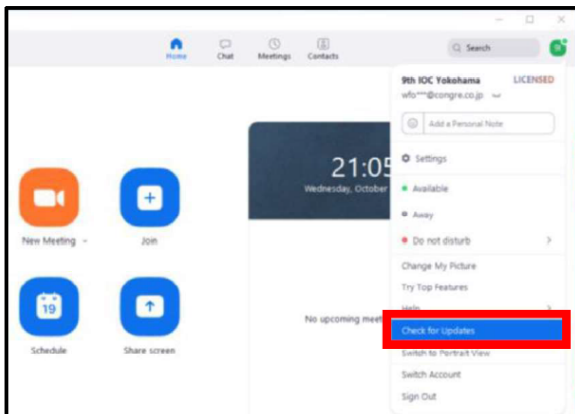
① Sign in to Zoom app.



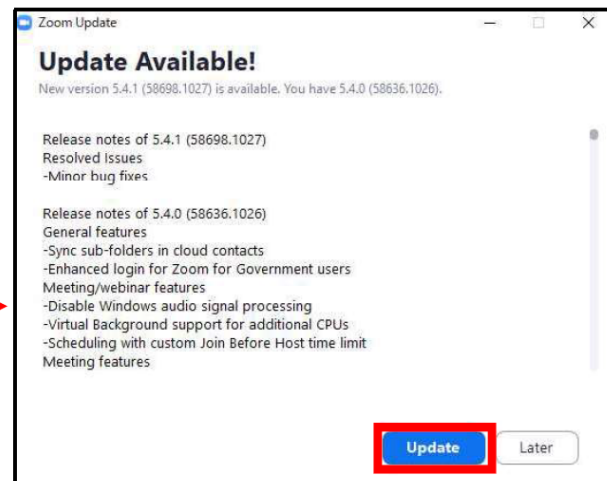
② Click on the icon located in the upper right corner



③ Click on "Check for Updates."



④ If an update is available, click on Update



No need to update



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

Prepare settings to join a presentation meeting

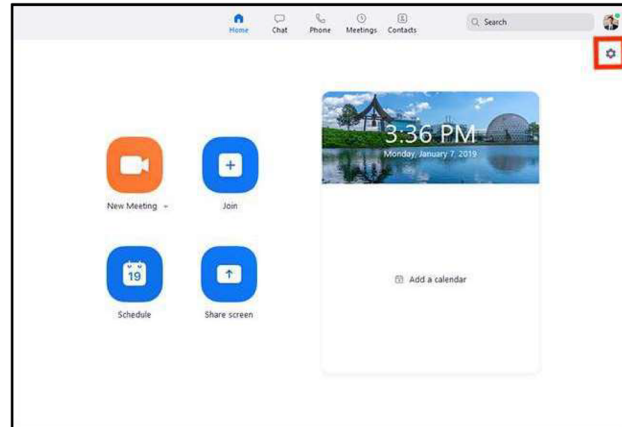
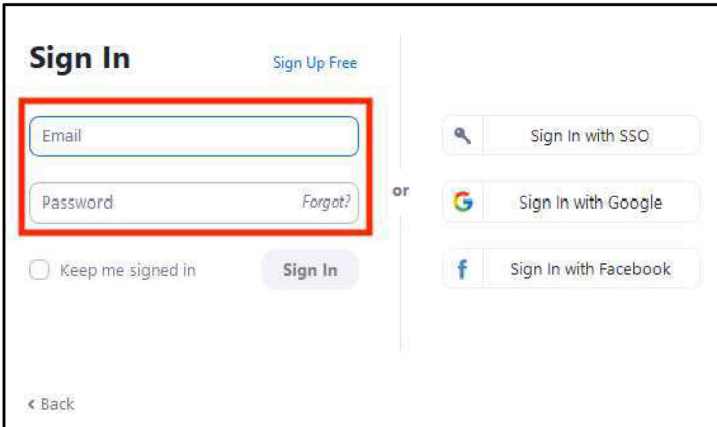


Before joining to the Zoom, sign in to Zoom and test the video and audio.

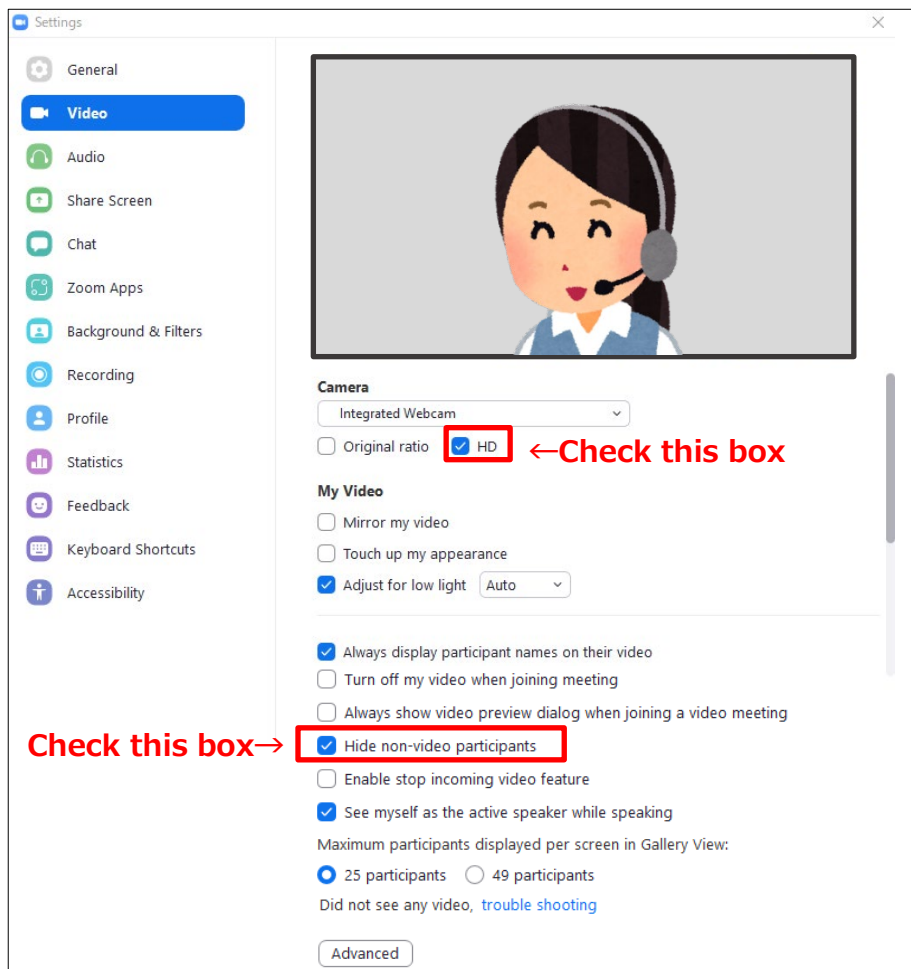
We recommend using a headset microphone

① Sign in to Zoom app.

② Click the settings (gear) icon.



③ Change the video settings

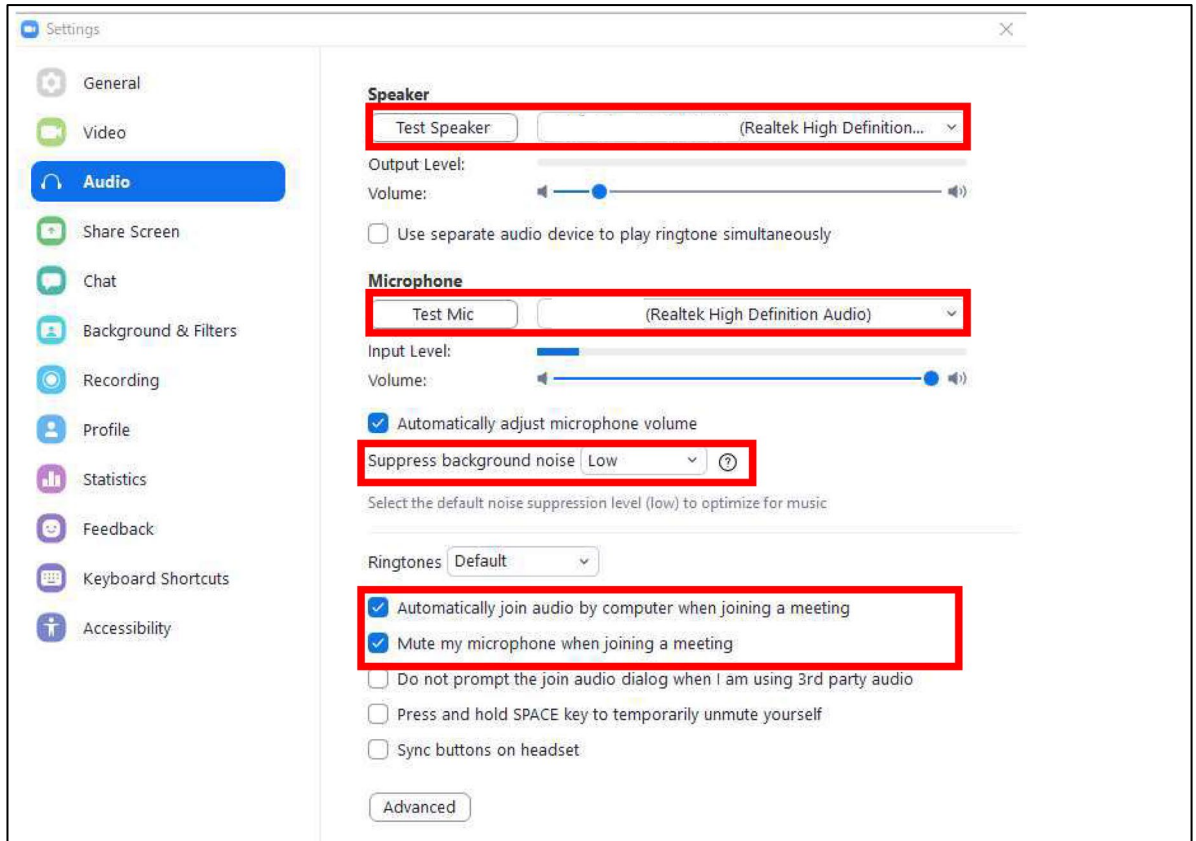


*If you are using an external webcam, select the camera and change the setting. 7

Prepare settings to join a presentation meeting



④ Check the audio settings.



*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.

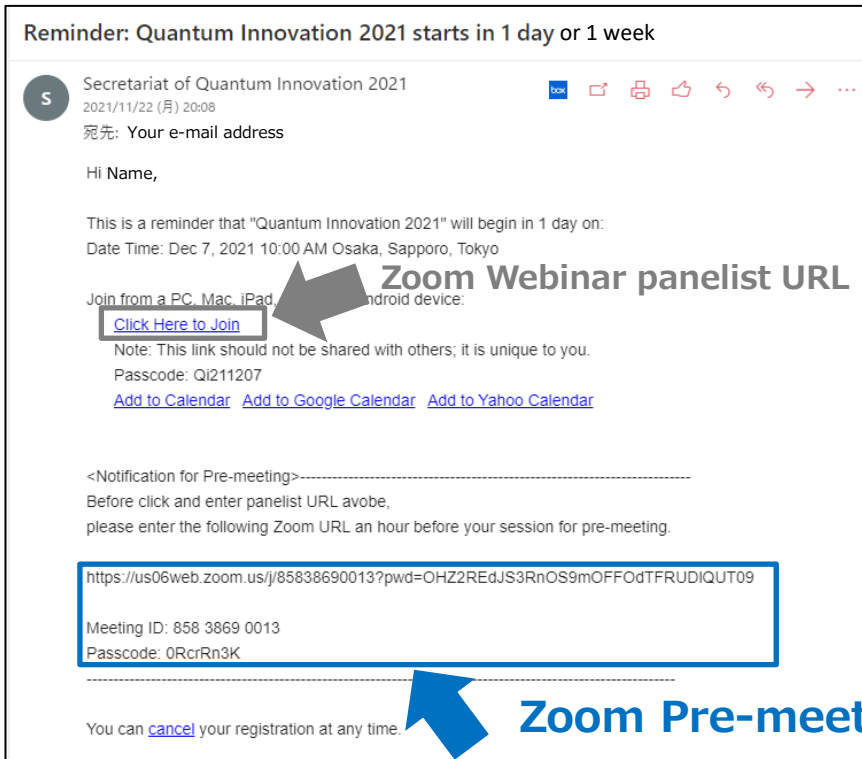
*Unclick the box Automatically adjust the microphone volume.

*Select low at Suppress background noise.

Join Pre-meeting

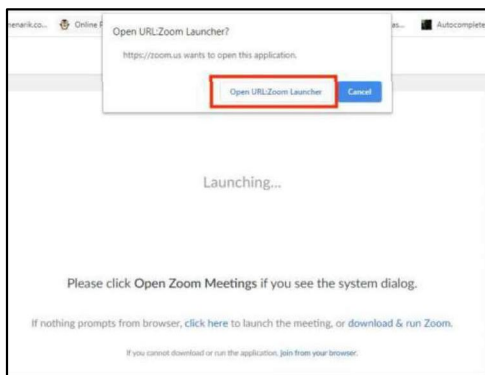


- ① Please find the e-mail from Secretariat which will be sent a week and a day before the symposium

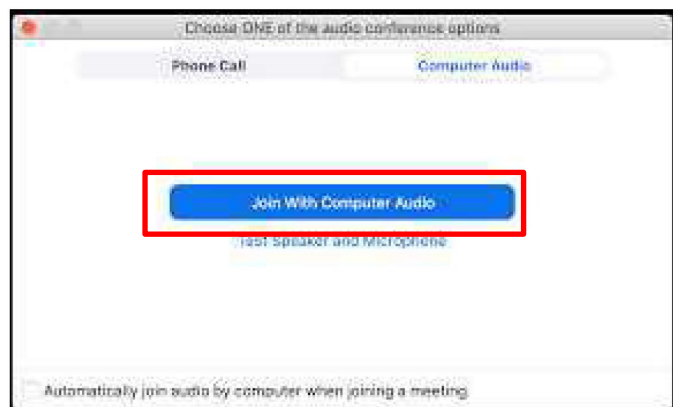


- ② Copy the URL and paste it on your browser or open Zoom app and enter the Meeting ID and Passcode.

- ③ When your browser starts up, Click "Open URL Zoom Launcher"



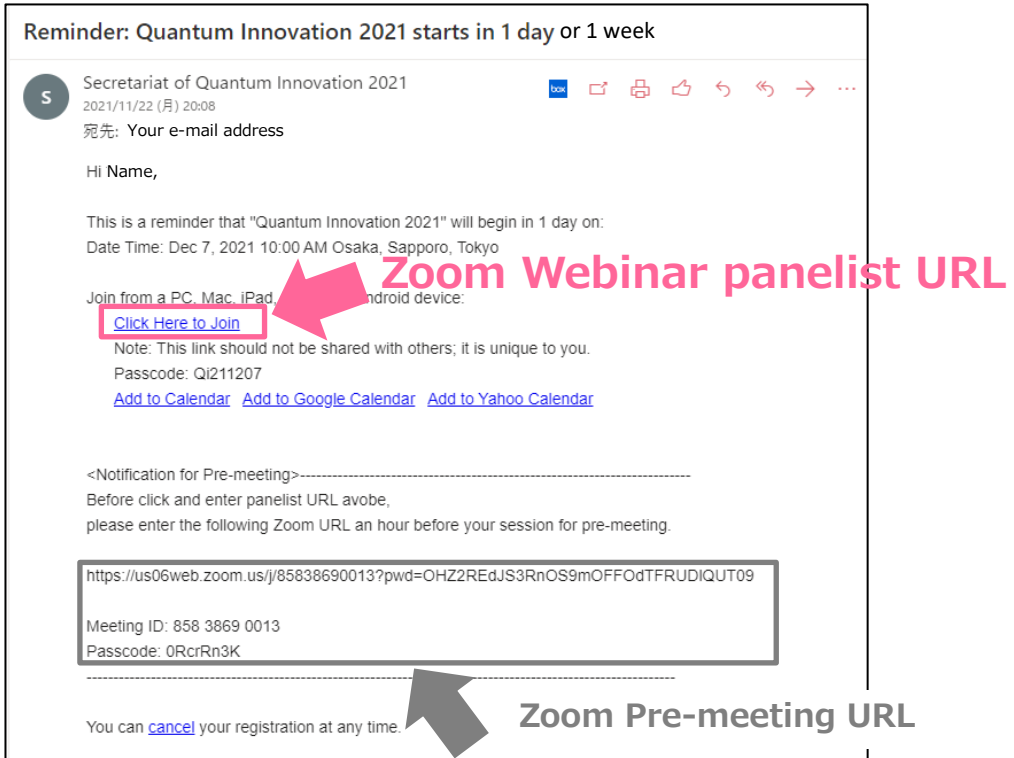
- ④ Just after you enter the Zoom, click "Join With Computer Audio"



Join Zoom webinar as a panelist

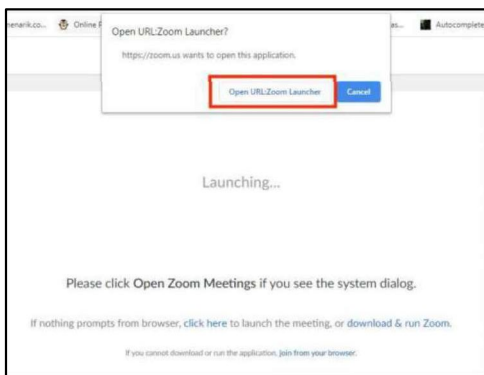


① After the pre-meeting, find this mail again.

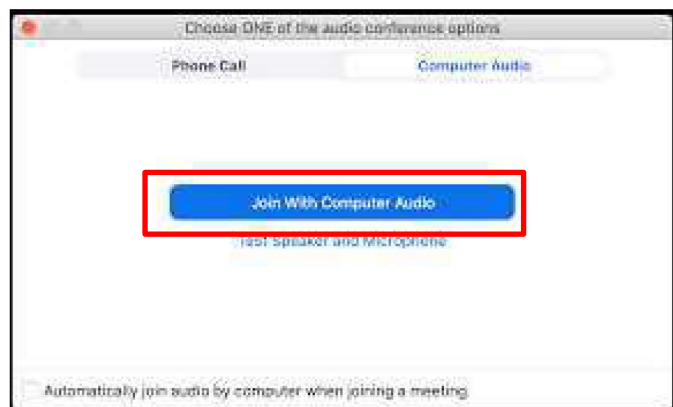


② Click "[Click Here to Join](#)".

③ When your browser starts up, Click "Open URL Zoom Launcher"



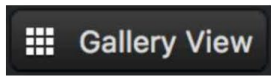
④ Just after you enter the Zoom, click "Join With Computer Audio"



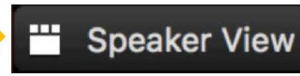
Join Zoom webinar as a panelist



① Screen Operation

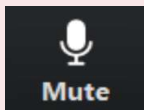


Switch by clicking

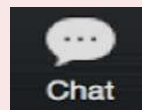


All participants who can speak will be displayed.

Participant who is speaking will be displayed on a large screen.



Unmute/mute your microphone



Chat

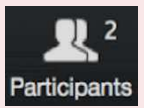
*If you have any questions during the session, please chat to secretariat directly.



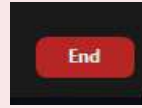
Turn on/off video of yourself



Share your screen



View participants



Leave the meeting

*Do not click on this button until the end of session

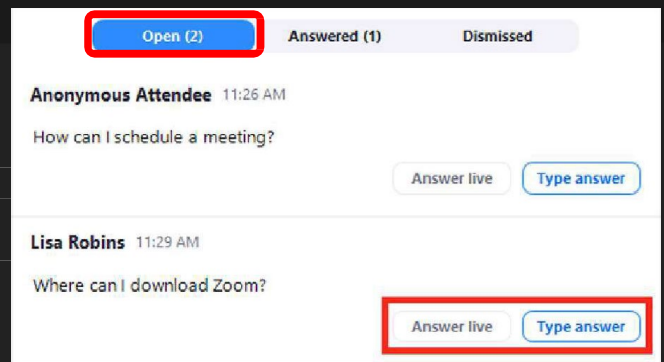
② Q&A Operation

① Click on the Q&A icon

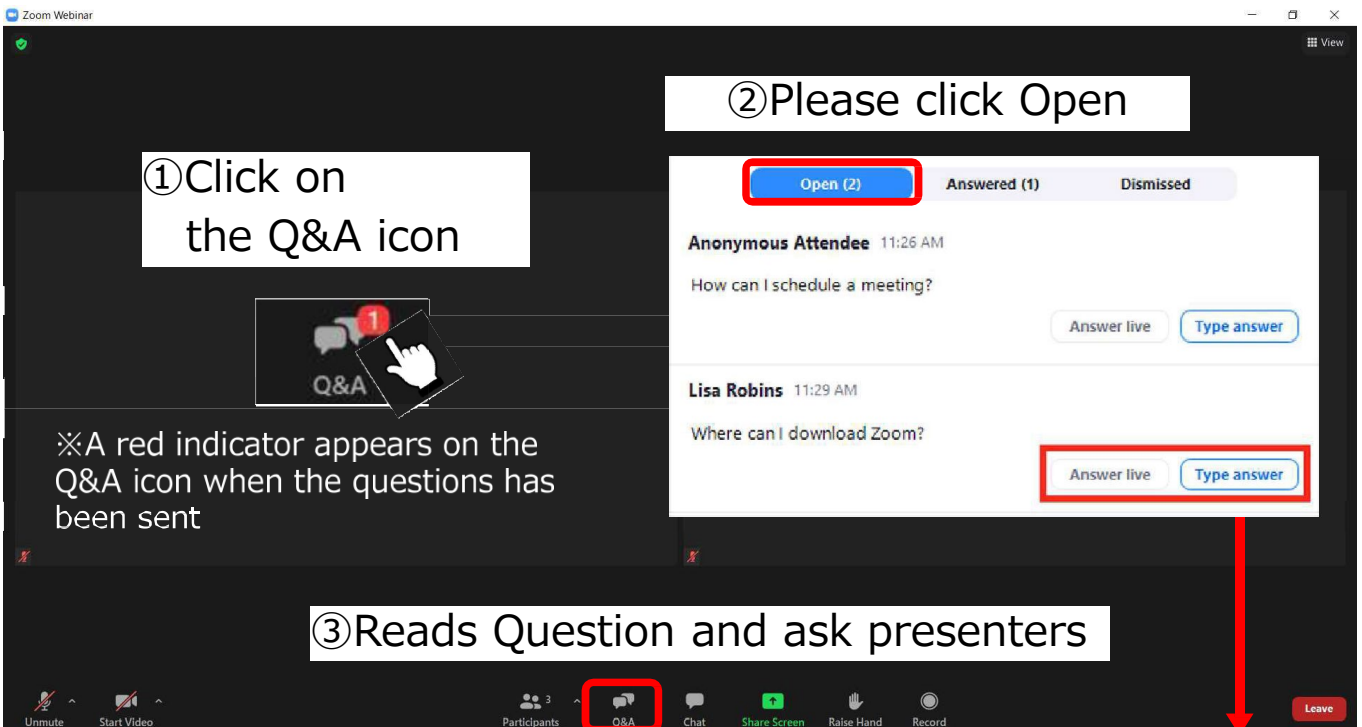


※A red indicator appears on the Q&A icon when the questions has been sent

② Please click Open



③ Reads Question and ask presenters



*Please do not click on "Answer Live" and "Type Answer"

Contact information



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