

COOL Chips 26 Zoom Usage Guide

COOL Chips 26 Organizing Committee

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General Information

- We offer online participation options complimentary to those who have registered for COOL Chips 26
- You can find Zoom FAQ below;
 - English: <https://support.zoom.us/hc/en-us/articles/206175806>
 - Japanese: <https://support.zoom.us/hc/ja/articles/206175806-Top-Questions>
- If you face any trouble for Zoom, check Zoom FAQ or contact COOL Chips 26 Organizing Committee.
 - E-mail (in English or Japanese): cool_26_master@coolchips.org
 - Zoom Chat: To “COOL Chips 26 Organizing Committee”



For Attendees

- How to join the conference
- How to make your questions

How to join the conference (1/4)

Join the conference from the Zoom webinar URL from Whova.

Schedule

Day1: April 19th (Wed) 13:00~17:50 JST

Day2: April 20th (Thu) 9:30~17:40 JST

Day3: April 21st (Fri) 9:30~17:20 JST

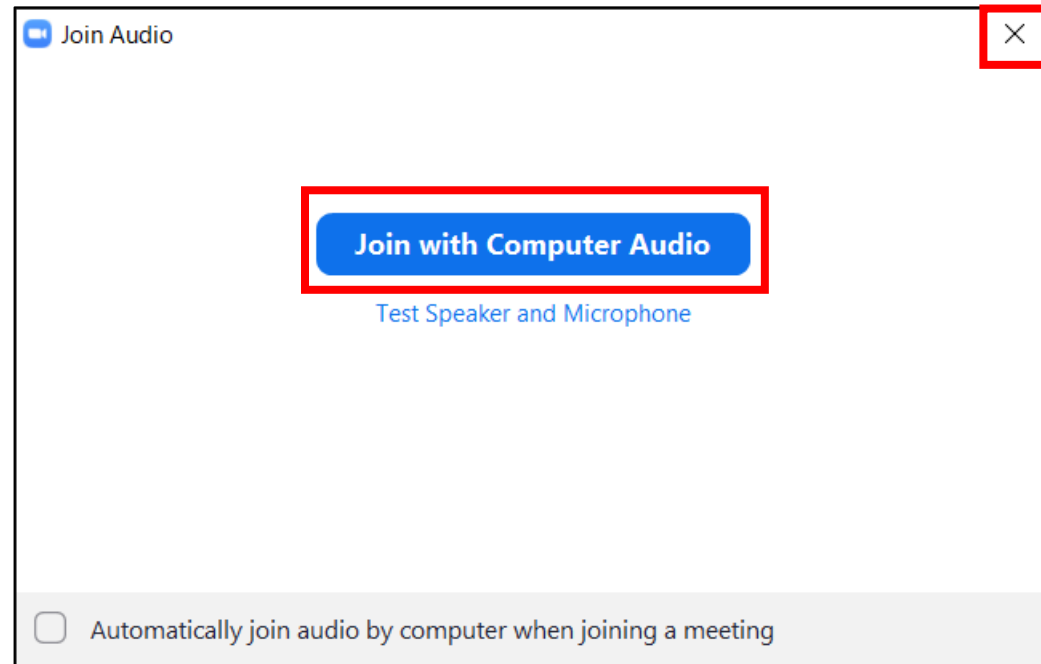
- The Zoom webinar will open 30min before the opening everyday.

How to join the conference (2/4)

- You will be redirected to Zoom client, or required to install the Zoom client before joining the conference.
 - We recommend Zoom desktop (not web) client.
- Enter the same name you entered at the registration, then click “Join Webinar”.

How to join the conference (3/4)

- Use “Computer audio” for the attendance.
Telephone audio is not available for COOL Chips 26.



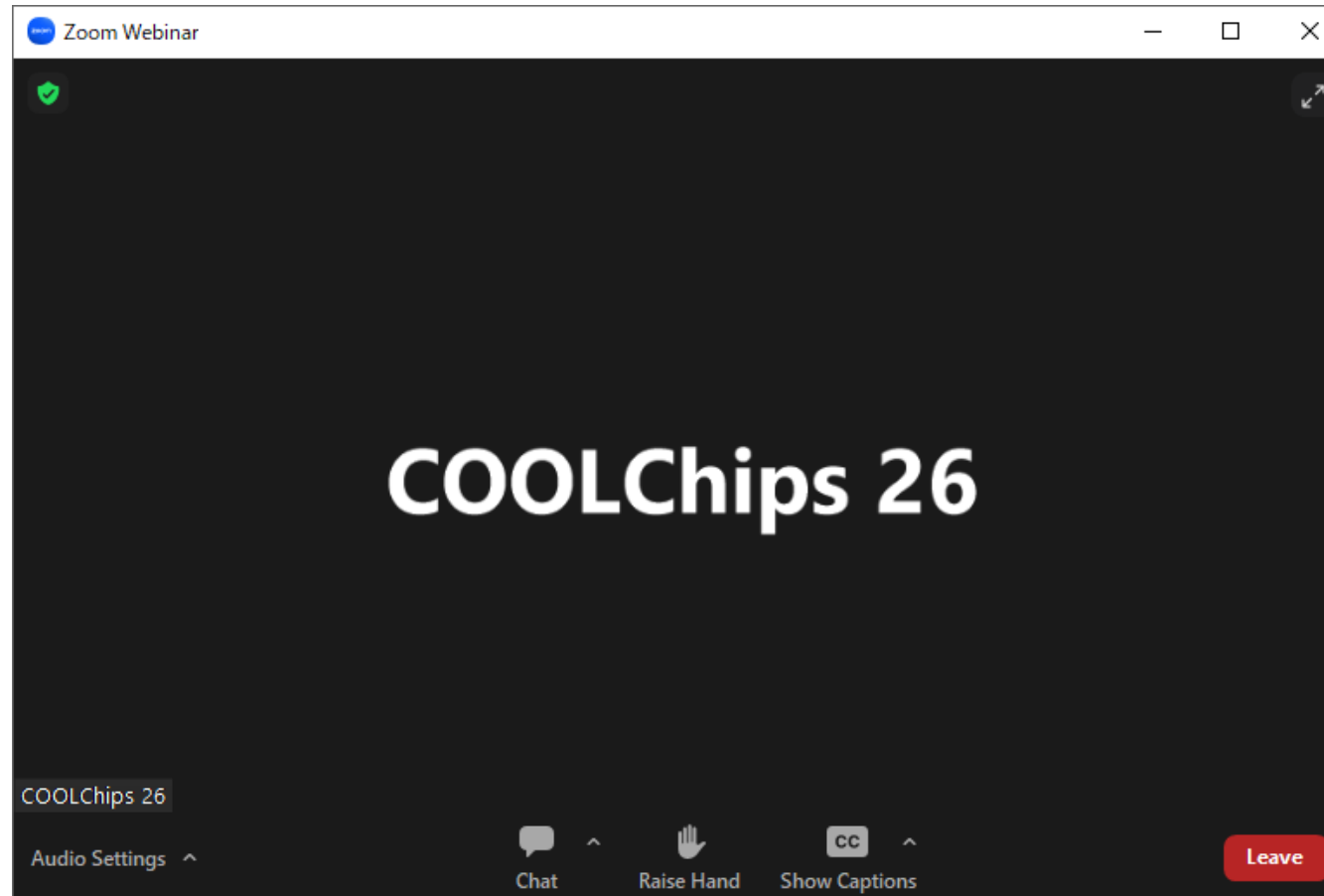
Close this window if you attend “on-site”

[For “on-site” attendees]

- Do not use “Computer audio” because the sound howls in the hall.

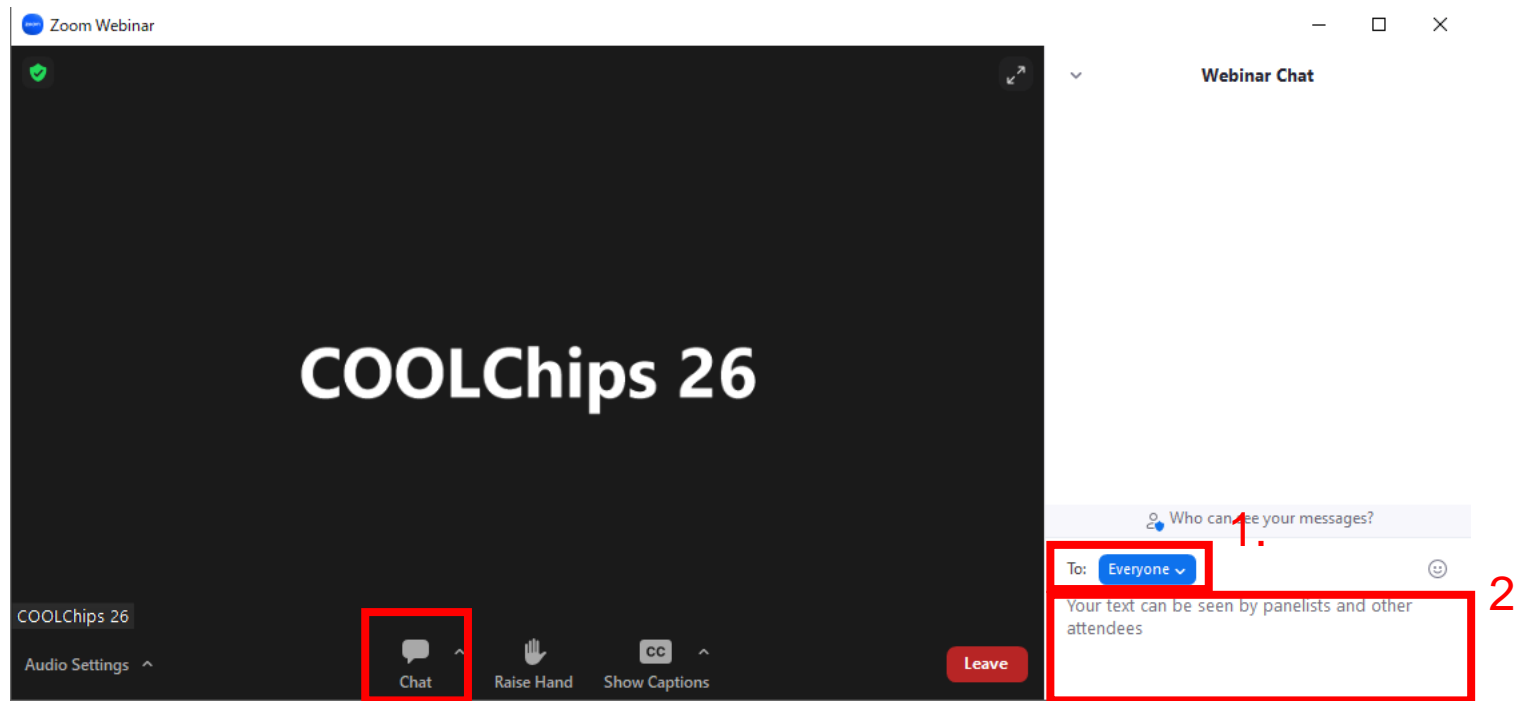
How to join the conference (4/4)

- Now you have joined COOL Chips 26.
- Your microphone is disabled during the conference.



How to make your questions

- You can use “Chat” when you have any questions or comments.
 1. Confirm the “To: “ listed in the “Chat” box is “Everyone”.
 2. Write down your question or comment into the “Chat” box and send it



Click “Chat” to open chat box.

3. The session chair will pick up and read questions/comments from the chat ⌘

For Speakers

Including;

Keynote Presentations

Invited Presentations

Panel Discussion (Moderator and Panelists)

Regular Paper Presentations

Panel Discussion

- How to join as speaker
- How to start presentation
- How to back to an attendee

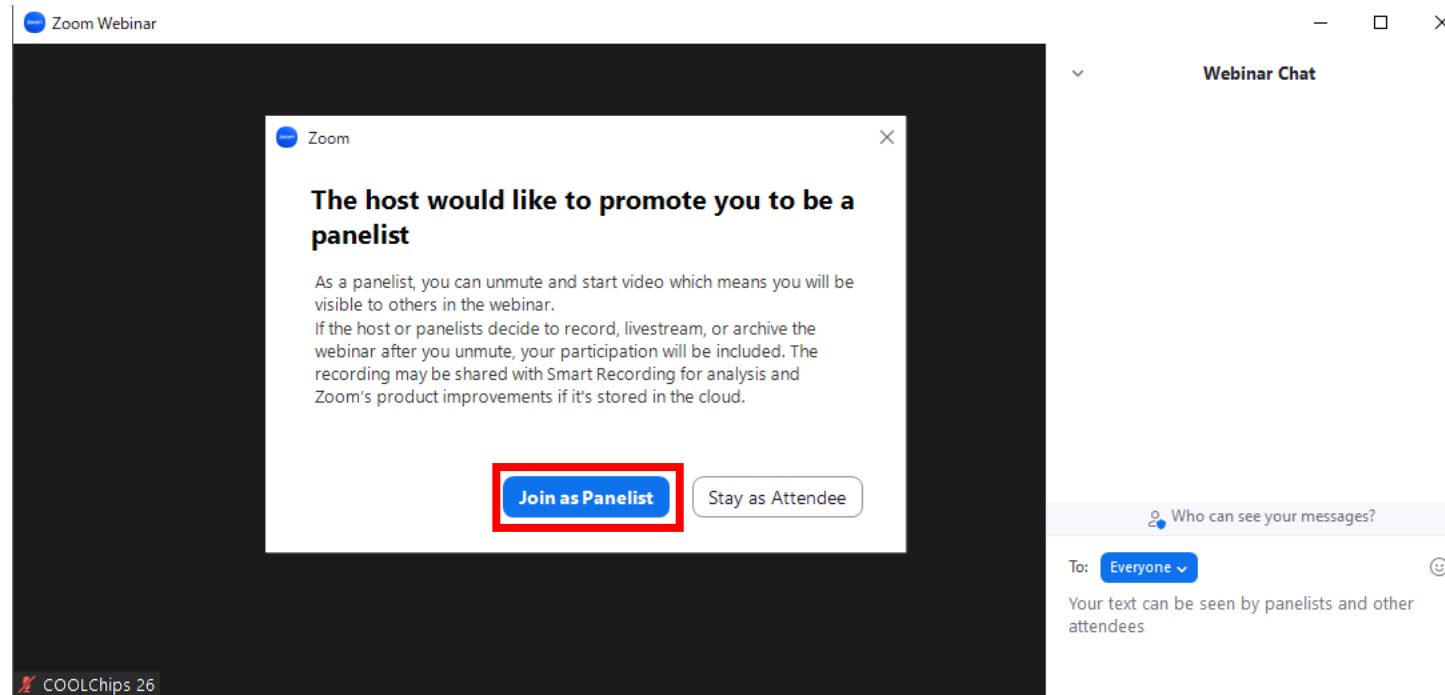
How to join as speaker (1/2)

If you will join the conference by Zoom (not on-site), please join Zoom at least 10min before starting your session

1. Join the conference as an attendee.
 - ✓ When attending Zoom webinar, please enter the name you entered in registration so that the COOL CHIPS organizing committee can find you.

How to join as speaker (2/2)

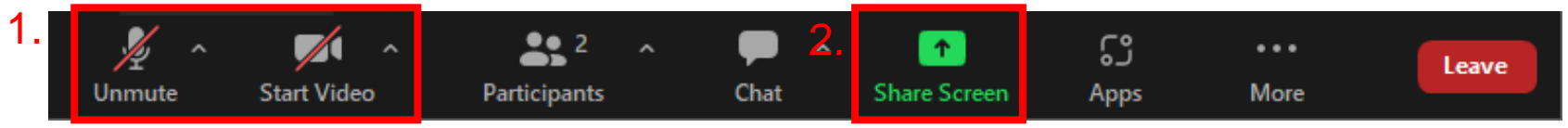
3. The COOL CHIPS organizing committee request you to be a “Panelist” before the session. When the following window pops up, please click “Join as Panelist.”



4. After you become “Panelist”, you can unmute by yourself.

How to start presentation

1. Unmute your microphone.
If possible, turn on your camera by clicking “Start Video”.
2. Share your slides by clicking “Share Screen”.



If you use movie in your presentation, don't forget to enable “Share sound” option.



If you use MS PowerPoint with multi-display environment, confirm how to share NOT presenter-tool screen but presentation screen. The following page may help you to confirm it.

<https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation>

How to back to an attendee

1. After finishing your presentation, turn off sharing your screen.
2. Mute your microphone and turn off your camera by yourself.
(A conference staff also may mute you.)
3. After finishing the session, your “Panelist” role will be removed.