COOL Chips 25 Zoom Usage Guide

COOL Chips 25 Organizing Committee

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General Information (1/2)

- COOL Chips 25 will be held as hybrid conference. (Zoom and on-site)

- 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

- "Breakout Room" feature is used for poster session. It requires Zoom client version 5.2 or higher.
  - We recommend a desktop client on PC. Web client and smartphone apps do not support some features.
  - You can check your client version and update as written below; https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version

General Information (2/2)

- If you face any trouble for Zoom, check Zoom FAQ or contact COOL Chips 25 Organizing Committee.
  - E-mail (in English or Japanese): cool_25_master@coolchips.org
  - Zoom Chat: To "COOL Chips 25 Organizing Committee"
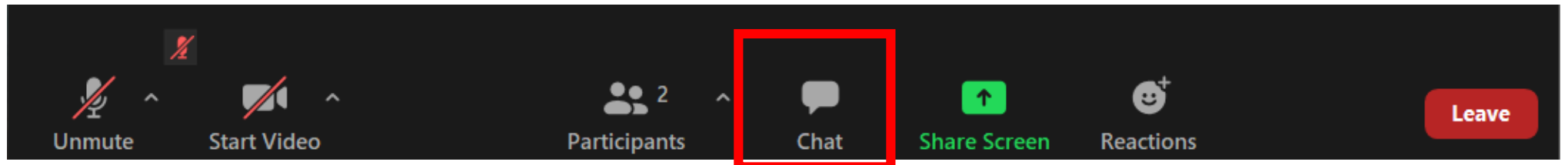
For Attendees

- How to join the conference
- How to make your questions
- Poster session and Breakout Rooms

How to join the conference (1/4)

Join the conference from the Zoom meeting URL from Whova.

Schedule

Day1:   April 20th (Wed) 9:00~17:20 JST

Day2:   April 21st (Thu) 9:00~17:00 JST

Day3:   April 22nd (Fri)   9:00~16:20 JST

• The conference will open 30min before the opening everyday.

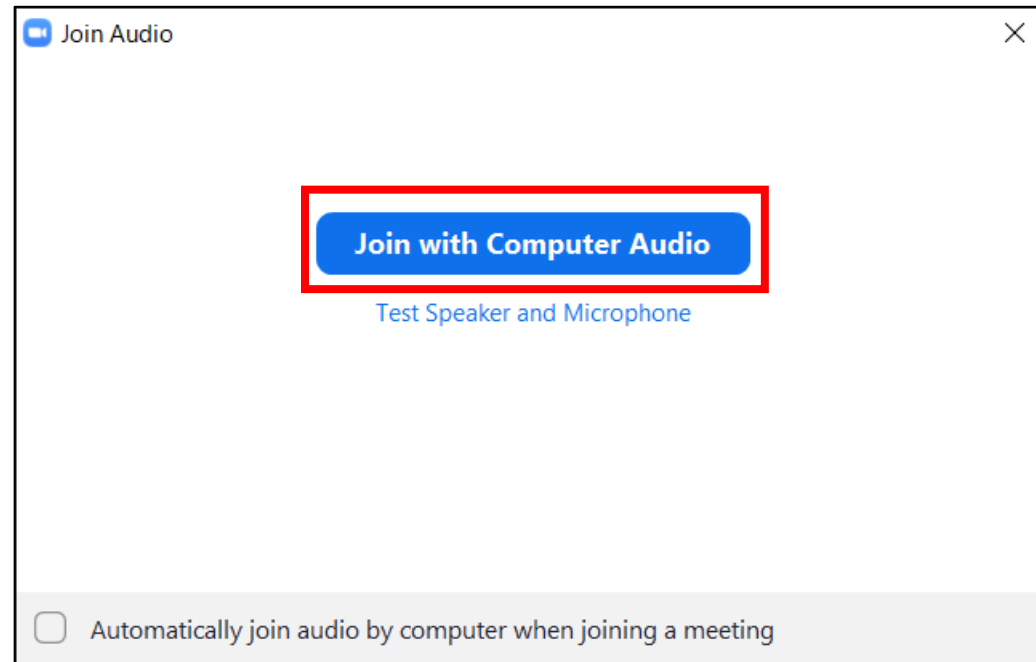# How to join the conference (2/4)

- 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 your name as below, then click "Join Meeting".

Your Role in COOL25	ZOOM name
Keynote Speaker / Invited Lecturer	[Invited] <YOURNAME> / <ORGANIZATION>
Regular Paper Speaker	[Paper] <YOURNAME> / <ORGANIZATION>
Poster Presenter	[Poster] <YOURNAME> / <ORGANIZATION>
Session Chair, Panel Organizer	[Chair] <YOURNAME> / <ORGANIZATION>
Others	<YOURNAME> / <ORGANIZATION>

e.g. If you are John Smith of COOL25 as a regular paper speaker,
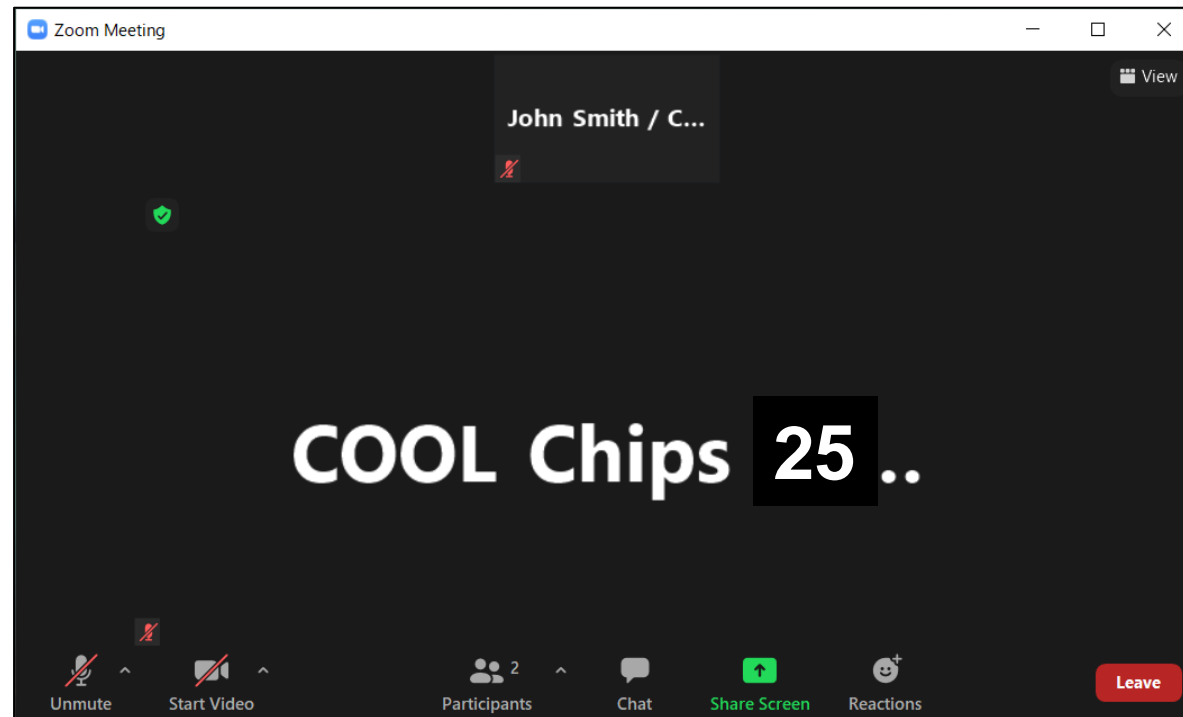   "[Paper] John Smith / COOL25"

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How to join the conference (3/4)

- Use "Computer audio" for the attendance.
 Telephone audio is not available for COOL Chips 25.

How to join the conference (4/4)

- Now you have joined COOL Chips 25.

- Your microphone is muted in default.
 Only the chairs and the conference staffs can unmute you.

Change name

- You can change your name after joining the conference if necessary.

1. Click "participants" to show participants list.
2. Move cursor onto your name, then click "More".
3. Click "Rename" to show rename window.
4. Change your name as "<name> / <organization>" (e.g. John Smith / COOL25)
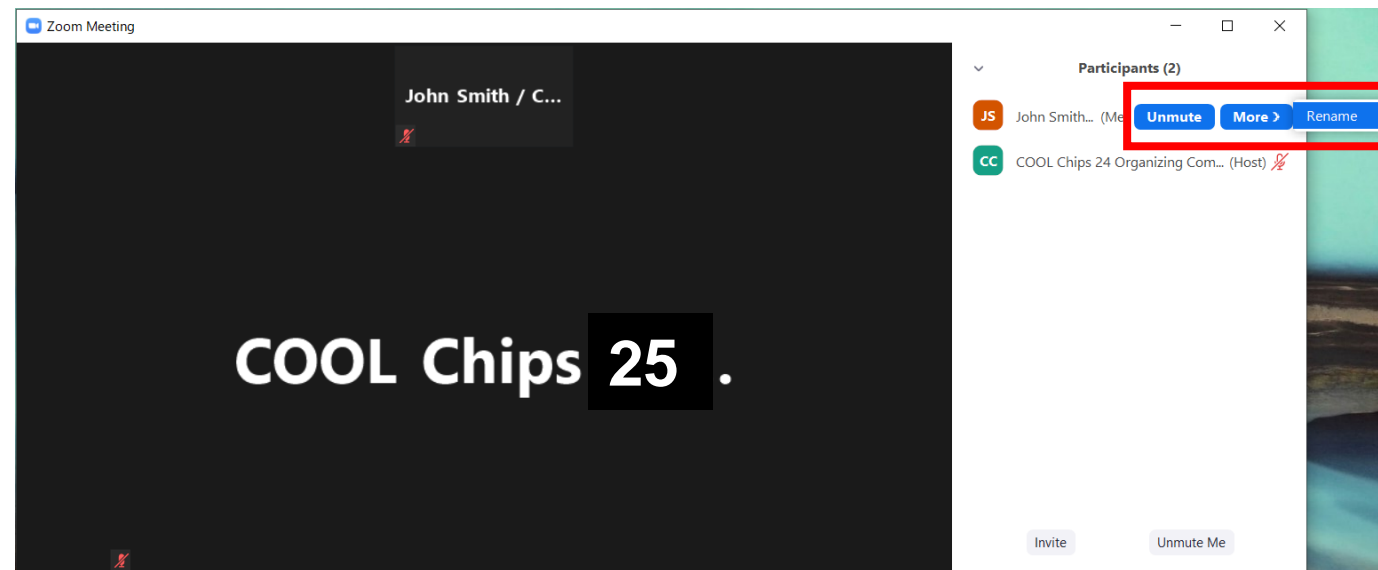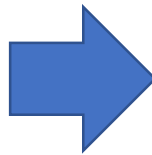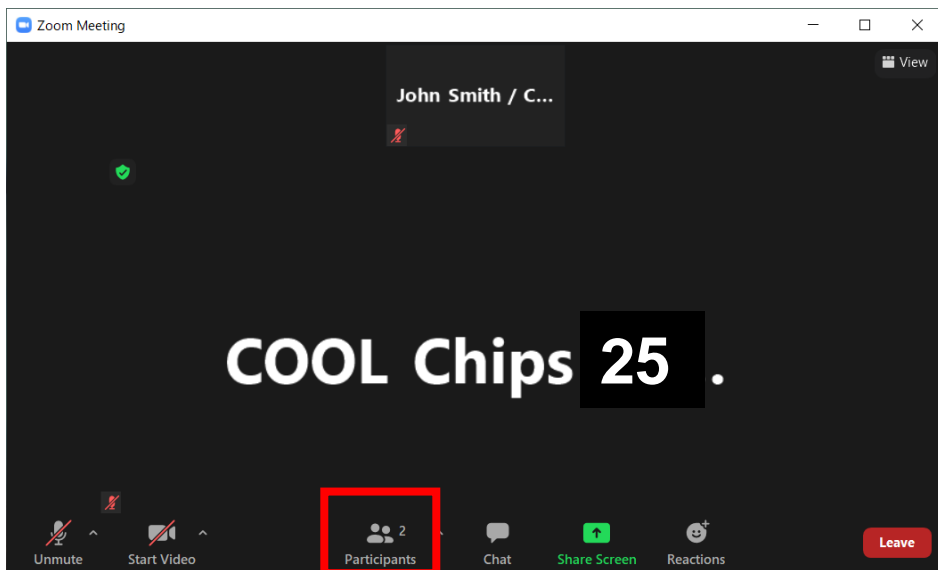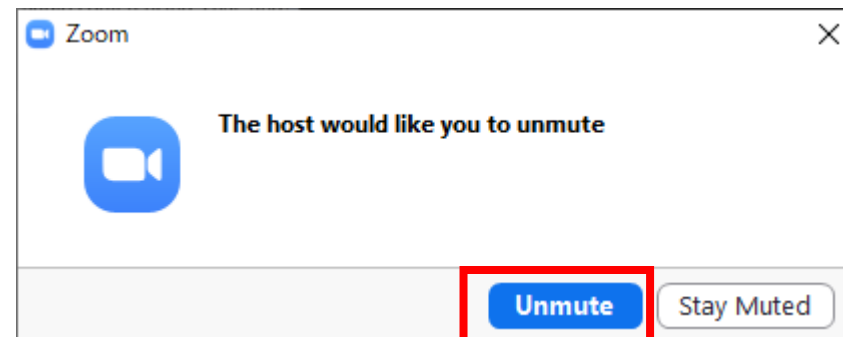
How to make your questions

1. Raise your hand by using "Reaction".
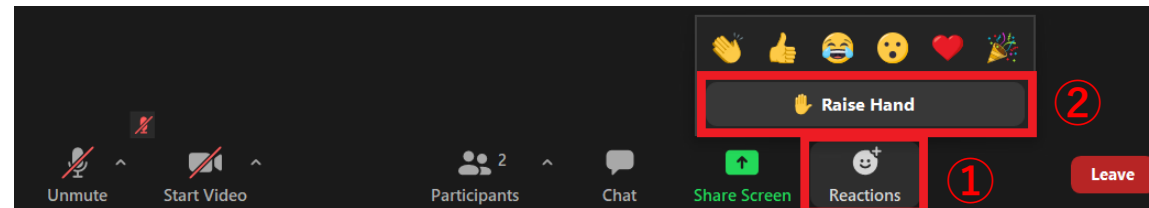
2. You will get unmute request from the chairs.

3. Click "Unmute", then talk your question.

Note:
Use "Chat" if you have any trouble to speak.

Keep "Unmute" while your QA conversation. Once you mute yourself, you cannot unmute without additional unmute request from Chairs.
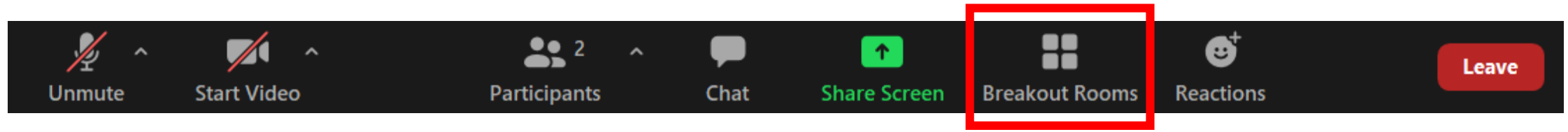
Poster Session and Breakout Room

- Poster session will be held by Zoom "Breakout Rooms" feature.
- "Breakout Rooms" are available whole days in the conference for both Poster session and networking.
  - Room name "Poster *"   For Poster discussion
  - Room name "Free Room *"   For networking
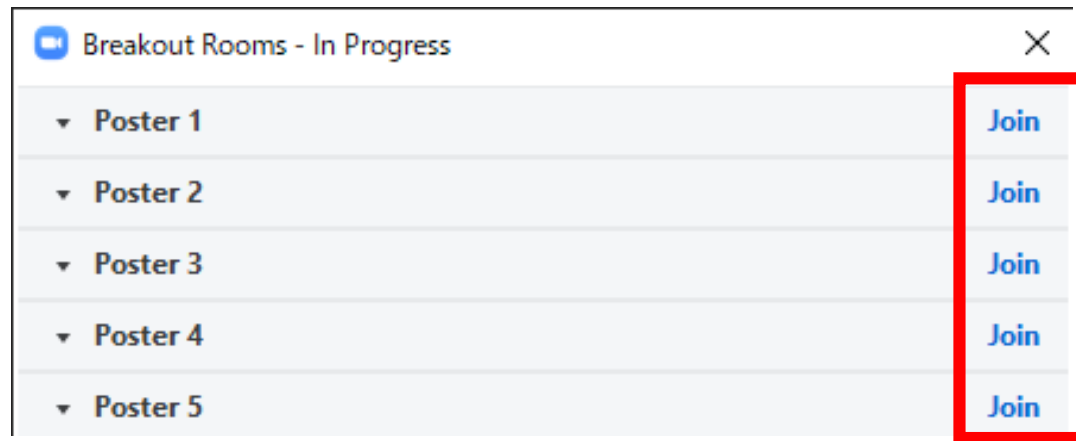- Conference staff will send broadcast message for the start of the next session.

Broadcast message example
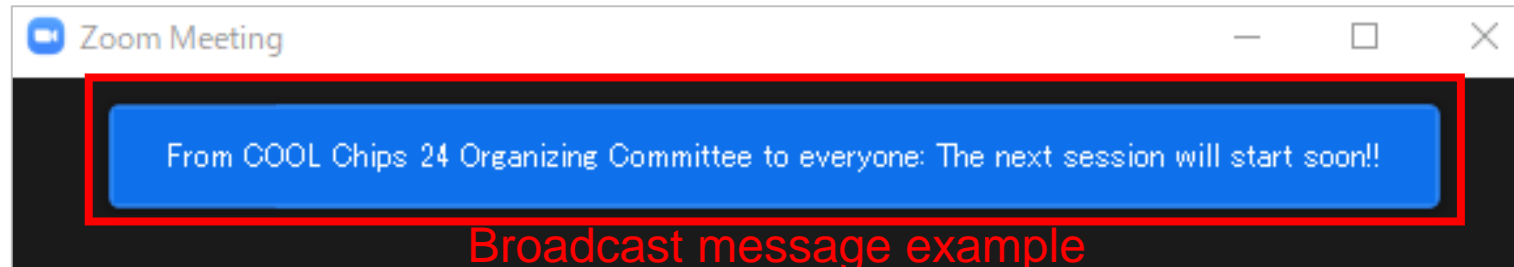
- You also can make questions on Whova by text chatting style. Refer the announcement from Whova regarding this feature.

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How to join Breakout Room

1. Select room from "Breakout Rooms" button.

①

2. Click "Join" of the room you want to enter.

②

Room select
- Poster 1
- Poster 2
- Poster 3
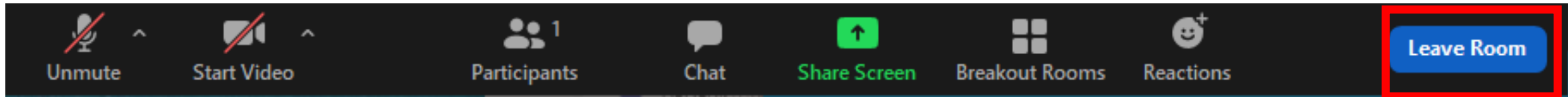   :
- Free Room 1
- Free Room 2
    :

For poster discussion
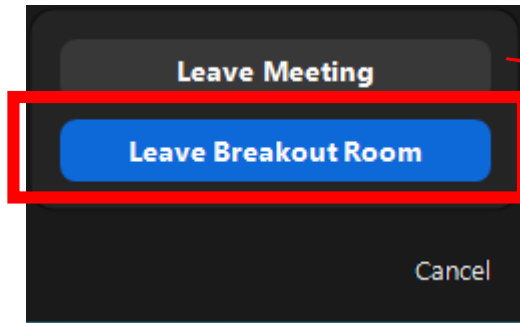
Anyone can use freely

3. In Breakout Room, you can unmute and share screen by yourself.

How to go back to main room

1. Click "Leave" button.

①

2. Click "Leave Breakout Room" button.

②

Do not click "Leave Meating".
It makes you to leave COOL25 conference.

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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
so that the session chairs will check your facilities.

1. Join the conference as a attendee.

2. Confirm your name in "Participants" list includes your attendance type as below so that the chairs can find you.

Your Role in COOL25	ZOOM name
Keynote Speaker / Invited Lecturer	[Invited] <YOURNAME> / <ORGANIZATION>
Regular Paper Speaker	[Paper] <YOURNAME> / <ORGANIZATION>
Poster Presenter	[Poster] <YOURNAME> / <ORGANIZATION>
Session Chairs, Panel Organizer	[Chair] <YOURNAME> / <ORGANIZATION>
Others	<YOURNAME> / <ORGANIZATION>

You can change your name even after joining the Zoom meeting.
See "Change name" in the previous page.
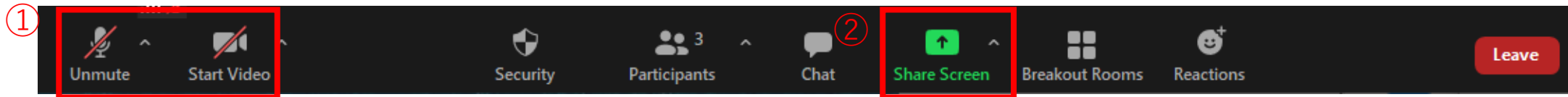
How to join as speaker (2/2)

3. Your role will be changed as "Co-host" before the session. You can confirm your Zoom role in "Participants" list.
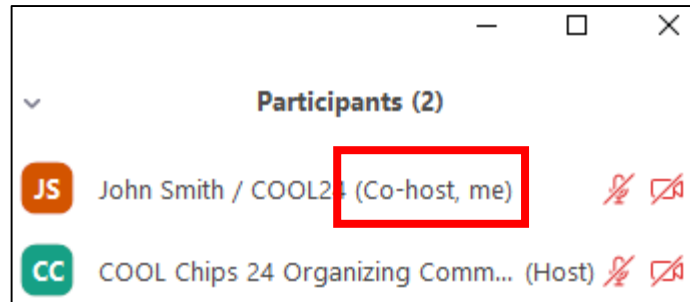
4. After you become "Co-host", you can unmute by yourself.

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

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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 Co-host role will be removed.