



Guideline for Online Workshop via Zoom in EAVW21

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Version: In the case of using Zoom application (not web-browser), we recommend to update it into the latest version (5.5.2 on 24 Feb 2021)

Policy:

- No live streaming
- No record audio/video
- No distribution of the Zoom link to 3rd party
- No screenshot (*without Group Photo session)

*All the presentation files will be uploaded on the web-site
after completing the workshop without any confidential information

Presentation:

- Except for presenters and when you ask a question, please MUTE your microphone
- Please launch VIDEO when you have an oral presentation (*refer “1” in figure 1)
- Raise your hands when you ask a question in Q&A time (*refer figure 2)
- Presentation time per each, via sharing screen (*refer “2” in figure 1)
 - Invited speaker : 20 min (15 min + Q&A 5 min)
 - General oral speaker : 13 min (10 min + Q&A 3 min)
 - Flash poster speaker : 2 min
- Time keeping via ringing with bell,
 - Invited speaker : 1st - 10 min; 2nd - 15 min; 3rd - 20 min
 - General oral speaker : 1st - 7 min; 2nd - 10 min; 3rd - 13 min
 - Flash poster speaker : 1st - 2 min.



Fig 1. Refer a zoom screen for microphone / video (1) and share screen (2).



Fig 2. Refer a zoom screen for raising your hand when you ask a question in Q&A.

Practice (if you would like to):

- We open Zoom online room every day in UTC 4:00 - 15:00, and thus if you would like to test sharing screen and presentation beforehand, you can do it whenever you are available (this room can work without an original host)
- If you would like to get support from LOC/SOC for the test, it is better to do it UTC 5:00-5:30 and 10:45-11:30.

URL to access the workshop via Zoom:

- Will be circulated only to the registered participants

Updated on February 24, 2021