QCAV2021 Guidelines for Presenters and Chairs (Ver. 1)

1. Virtual conference portal and tools

Please access the following " Virtual conference portal".

<p style="text-align:center">https://www.tc-iaip.org/qcav/2021onlinevenue/home.html</p>

ID and password for portal login will be sent to <u>REGISTERED attendances</u> by May 7.

QCAV2021 online conference uses Zoom. You have to install **latest version of Zoom** for attending all session.

> Zoom Webinar : Opening Session, and Plenary Talk
> Zoom Meeting (Breakout room) : General Talk Session, and Award & Closing Session

Please note that only the limited operating procedures are shown in this manual. For detailed instructions on how to use Zoom, please refer to the official help center below.

<p style="text-align:center">https://support.zoom.us/hc/ja/ ， https://support.zoom.us/hc/fr/</p>

2. Plenary Talk

・ Zoom Webinar is used for Plenary Talk.
・ You can login the Zoom room from QCAV2021 Virtual conference portal.
・ Please join the session at least 20 minute in advance, please test your microphone once joined so that the session can start on time.
・ Total Presentation time is 60 minutes including Q&A.
・ The session chair will give you a reminder at 5 minutes before the presentation time ends.
・ We recommend that you turn on your video to engage the attendees during the session.
・ If you want to share a video clip with sound, please check "Share a sound" and "optimize for video clip" in the "Select a window or an application that you want to share" window.
・ When you arrive Zoom webinar room, please change your name immediately as

> Session chair : Chair-XXX
> Presenter : Presenter-XXX
> Audience (Participant) : XXX
> Staff : Staff-XXX
>> XXX: Your name in English

Zoom Webinar TIPS:

Zoom webinar is designed to allow the host and panelists to share screen (slides) and audio. The zoom webinar has the roles of host, panelist, and audience; please see Table 1 for the details of these roles. the speaker and chair join in the session as the role of panelist. See Zoom Roles in a Webinar.

https://support.zoom.us/hc/en-us/articles/360000252726-Roles-in-a-webinar

Table 1   Details of these roles in Zoom webinar

Role in Zoom webinar	Role in QCAV2021	Detail
Host	QCAV2021 staff	The **host** is the administrator of the conference room and is a member of the QCAV2021 staff. The **host** can change the **attendee** to a **panelist** or allow the viewer to speak (unmute).
Panelist	Session Chair, a presenter	Panelists will be able to share screen and audio. Chairpersons and presenters will participate as panelists during the session. Note that the role of all participants (except the **host**) is **attendee** when entering the meeting room. The change from **attendee** to **panelist** will be made by the host.
Attendee	Participants	**Attendee** can only view the content that has been shared. By using "The raise hand feature in webinar ", the **host** will give you permission to speak, and by unmuting you will be able to ask questions by voice.

After the presentations, a Q&A session will be held. The flow of the Q&A session is shown below.

(1) The participant who wants to ask a question selects "Raise Hand".
(2) The session chair looks at the list of participants to see who has raised their hands and selects one questioner.
(3) The host allow the participant the right to speak.
(4) The participant asks a question by voice.
(5) The host mutes the participant after Q&A is finished.

In a Zoom webinar, participant (role: **Attendee**) can only view the shared content. If participant wish to speak using a microphone, participant will need to ask permission from the host to unmute voice.

Therefore, participants who wish to ask a question should indicate their intentions by pressing the "Raise Hand" button. The session chair should check the list of participants and nominate the questioner orally. After that, the host will allow the participant to unmute by setting the "unmute". Then, the participant will ask a question by voice. After the questioning is finished, the host mutes the participant.

On the other hand, a Zoom webinar can also take questions from participants using the chat feature. Learn more about Using Webinar Chat.
https://support.zoom.us/hc/en-us/articles/205761999-Using-webinar-chat

The session chair may decide whether to accept questions from the audience using Zoom Chat. At the beginning of each session, please give a brief explanation of your Q&A policy.

3. General Talk Session

・Breakout rooms in Zoom Meeting is used for General Talk Session.

・After logging in to the Zoom Meeting Room from the QCAV2021 Virtual Conference Portal, you need to move to the breakout room of the your presentation. After entering the breakout room, presenter is free to use audio, screen sharing, chat, and other functions to engage in close discussions. Learn more about Participating in breakout rooms.
https://support.zoom.us/hc/en-us/articles/115005769646

・Please join the session at least 10 minute in advance, please test your microphone once joined so that the session can start on time.

・Total Presentation time is 120 minutes including Q&A.

・We recommend that you turn on your video to engage the attendees during the session.

・If you want to share a video clip with sound, please check "Share a sound" and "optimize for video clip" in the "Select a window or an application that you want to share" window.

・When you arrive Zoom webinar room, please change your name immediately as

> Presenter: Presenter-XXX
> Audience: XXX
> Staff : Staff-XXX
> > XXX: Your name in English

4. Others

・Audio

Be aware of the quality of your audio. Some built-in computer microphones are very good, but many make your voice sound tinny, grating or create an echo, especially if you are not close to the microphone.

A USB headset will enhance and strengthen the sound of your voice. Even an inexpensive one works well in Zoom. Windows and OS usually recognize headphones automatically, but you can adjust the Sound Settings as you like. Be sure to choose your headset in Zoom by clicking on the Audio icon in the lower left corner.

・Broadcast quality

For best broadcast quality, use a Desktop PC or Mac, or laptop with an Ethernet, T1 or similar connection. If using WiFi make sure that you have a strong signal, good upload/download speed and that other devices are not tapped into the WiFi during your presentation if possible.

Contact

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