MNC 2021 Online Session Manual

- MNC 2021 will be held on Zoom Webinar.
- For stable web connection, MNC recommends using a wired connection or a high-speed Wi-Fi connection. Download "Zoom Client for Meetings" on your device in advance for access to the MNC sections: https://zoom.us/download.
- Zoom Webinar can be accessed from a web browser on the day of the session. Zoom is updated frequently. Make sure its version is up-to-date.
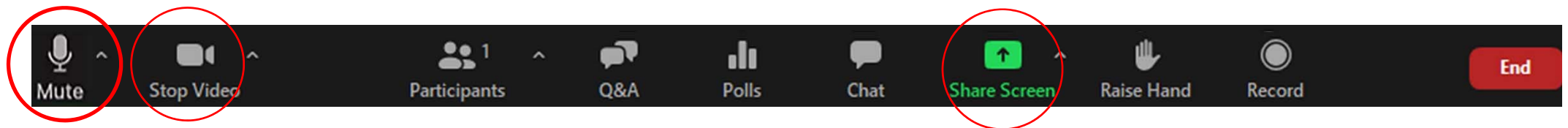
■ For participants

- Log in to the registration site and enter your password.
- Find the link to the Zoom Webinar next to the program.
- If you do not have a Zoom account, you will see a screen to enter your name and email address when you enter the room. Make sure to use the name that you used for the conference registration.
- The venue manager will confirm your name when you enter the room.
- In the Q&A session, use the "Raise Hand" button from the "Participants" icon on Zoom to ask a question

■ For speakers

- MNC secretariat will send the access URL of the Zoom Webinar to speakers by invitation email in advance.
- Speakers will participate as "panelists."
- Visit the Zoom Webinar to check the connection **30 minutes before the session starts and confirm that your sound system (and screen sharing if you show slides or video from your PC) works fine**.
- Video for general participants is off. In principle, their microphone is also set to be off, but questions are asked using the microphone during a Q&A session by clicking on Unmute.
- The presentation time for each presentation is shown in the link. http://imnc.jp/2021/submission/

- For every speakers
  - Click on **Video On** to show your face during your presentation.
  - MNC recommends to use MNC 2021 back ground for your video screen.
  - The background will be available at http://imnc.jp/2021/presentation-guideline-2/.
  - You can select the background image from the menu at right side of video button
  - If you need further assistance, please refer to the link. https://support.zoom.us/hc/en-us/articles/210707503-Getting-started-with-Virtual-Background

- For the speakers to use <u>a submitted video file</u>:
  - MNC assistants will show your video file from their PC.
  - After the video, answer to the questions after clicking on Unmute ![mic icon].

- For the speaker to use <u>a video file from presenter's PC</u>:
  - Clicking on Unmute ![mic icon].
  - Click on **Share Screen** ![share icon] on the meeting toolbar. <u>Select **Share Sound** in the bottom-left corner of the share selection window to begin sharing with your PC's audio included.</u>

- For the speaker to talk live by Zoom:
  - Click on Unmute ![mic icon].
  - Click on **Share Screen** ![share icon] on the meeting toolbar.

- When the talk and the Q&A session are over, stop "Share Screen", stop video, and mute the microphone.

■ For chairs
- MNC secretariat will send you the access URL of the Zoom Webinar for chairs by invitation email in advance.
- Chairs will participate as "panelists."
- Either the secretariat or part-time staff will join each section as the Zoom host, and the chairs have co-host authority.
- Manage any troubles such as cancellation of online lectures or connection problems.
- To confirm the speakers' connection, visit the **Zoom Webinar 30 minutes before the session starts and confirm that your sound system (and screen sharing if you show slides or video from your PC) works fine**.
- Turn on video and microphone before the lecture, turn them off during the lecture, and turn them on again after the lecture.
- Before the session starts:
  - skip the lecture if the speaker is absent, and move on to the next lecture;

- explain the Q&A rules: Use the "Raise Hand" button from the "Participants" icon on Zoom to ask a question;
- explain that questioners are supposed to tell their name and affiliation before asking a question.
- Tell the speakers (based on the requirement for each presentation style):
    - to share the slides by clicking the "Share Screen" icon on Zoom right after the previous speaker is finished;
    - to unmute the microphone;
    - to start video;
    - that the bell will ring 5 minutes before the end of the talk when speaker talks online. (MNC staff will be responsible for timekeeping.)
- In a Q&A session, click the "Manage Participants" icon on Zoom to see who are raising a hand. Unmute the microphone of the questioner and let them ask a question. Ask MNC staff for a technical support if needed.
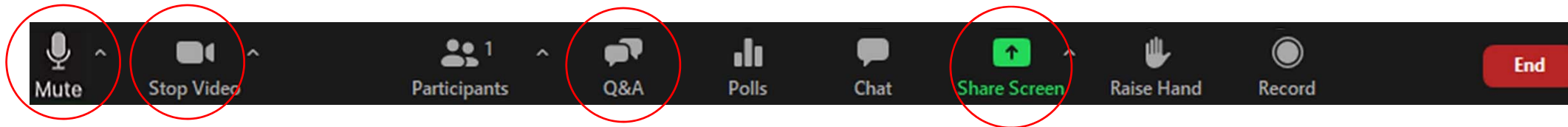
■ In case of communication connection failure
- MNC will not deal with individual's connection problem and problems in devices.
- Try to re-enter the room if the communication connection is down.
- Restart your PC or try another device / communication line if possible when you cannot re-enter.

Notes:
MNC secretariat will set Zoom Webinar for speakers and chairs
MNC staff will assign the chair to co-host, show a video of each presenter from MNC PC, and execute timekeeping in a session