

# Speaker's Manual

The International Symposium on New Refrigerants and  
Environmental Technology 2021

JRAIA / KNT-CB CO., LTD.

# INDEX

Preparation / Notice

Installing ZOOM apps / Participating zoom webinar

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Preparation / Notice

## Internet connection

Make sure your internet download / upload speed is more than **10MB**.  
Use a LAN cable is recommended due to a stable internet connection.

## PC equipment

Make sure your PC has camera, speaker and microphone.  
Prefer to use "HEADSET".

## ZOOM update

Please update the latest ZOOM apps. Current version is 5.8.0 (1780) as of 2021/10/3

### [Trouble shoot : when zoom cannot move ]

1. Confirm the network connection.
2. logout zoom and re-login.
3. Restart your device.

### Emergency Contact

Secretariat (Kinki Nippon Tourist Co., Ltd.)  
Mobile : +81- 80-2351-3063  
JRAIA Symposium Registration Secretariat  
TEL : +81-3-6891-9354

**Notice : Please refrain from taking pictures and recording audio and video while watching webinar.**

Please see the "Guideline for Participants" link as below:

<https://jraia-symposium.org/Kobe2021/en/manual.php>



## Zoom URL

There are three different ZOOM URL to participant Symposium or Meeting with Interpreter and zoom operator.

Please see right box which shows explanation of each URL and participating time. More detail are explained in each Manual.

### 【IMPORTANT】

Join the ZOOM webinar with URL③ before and after your presentation.

Join with URL② during your presentation.

### ① Zoom Meeting URL

#### [Symposium Orientation/ • Meeting with interpreter]

- Information on the progress of Symposium webinar and make final confirmation with session leader.
- Meeting with interpreter and session leader.

Please join the ZOOM Meeting **30 minutes** in advance.

### ② Zoom Webinar Panelist URL

#### [For speaker only]

Please join the ZOOM Webinar **10 minutes** in advance.

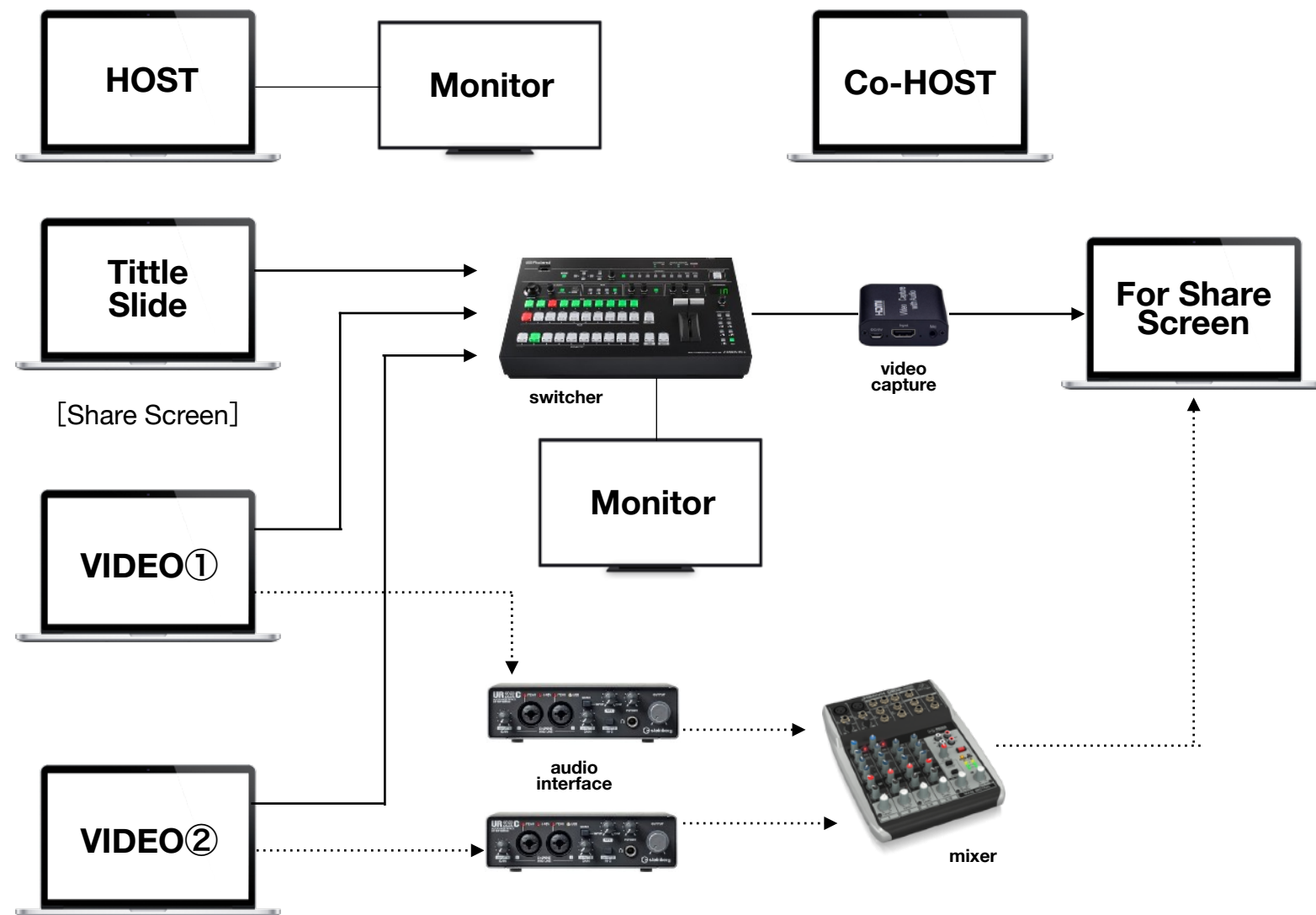
### ③ Attendee URL

#### [For attendant to Symposium]

Join our Symposium from “My Page” link except during your presentation.

## 【ZOOM Webinar】

【Session Leader (Chair) / Speaker / Attendee】



【Interpreter】



【Attendee】



### ① Zoom Meeting URL

【Symposium Instruction Meeting / Interpreter Meeting】

- Issues same URL on Oct. 14,15.
- URL is distributed in URL list located at “My Page”.
- Please change your name **by yourself**.

### ② Zoom Webinar Panelist URL

【For Speaker】

- Issues specific URL for each speaker.
- URL is distributed in URL list located at “My Page”.
- Your name is entered **by secretariat**.

### ③ Attendee URL

【For attendee to Symposium】

- Issues same URL on Oct. 14,15.
- URL is linked form “My Page” to participate Symposium.
- Please change your name **by yourself**.

※each URL is distributed in URL list that located at “My Page”. You would need ID & Password to see URL however there are not same as the ID & the Password for “my page” to login.

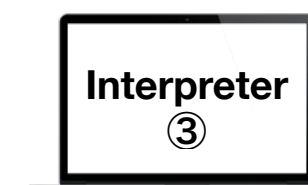
【ZOOM Meeting】  
【Meeting with zoom operator】  
【Meeting with interpreter】



【Meeting with zoom operator】



【Meeting with Interpreter】





# Session Progress

## 【Participating Symposium】

**Join ZOOM Webinar 10 min in advance**

## 【Notice】

- ① Keep Microphone / Video OFF.  
\*Previous session is in progress when you join the webinar.
- ② Check your name.  
\* Speaker's name is entered by secretariat however please rename by yourself if it's wrong. See P.17.

## 【Flow on the Screen】

- ① Information slide loop →until 1min before session start.
- ② Next program slide →Fix for 1min until session start.
- ③ Start session when stop sharing slide screen at on time.

## 【Session】

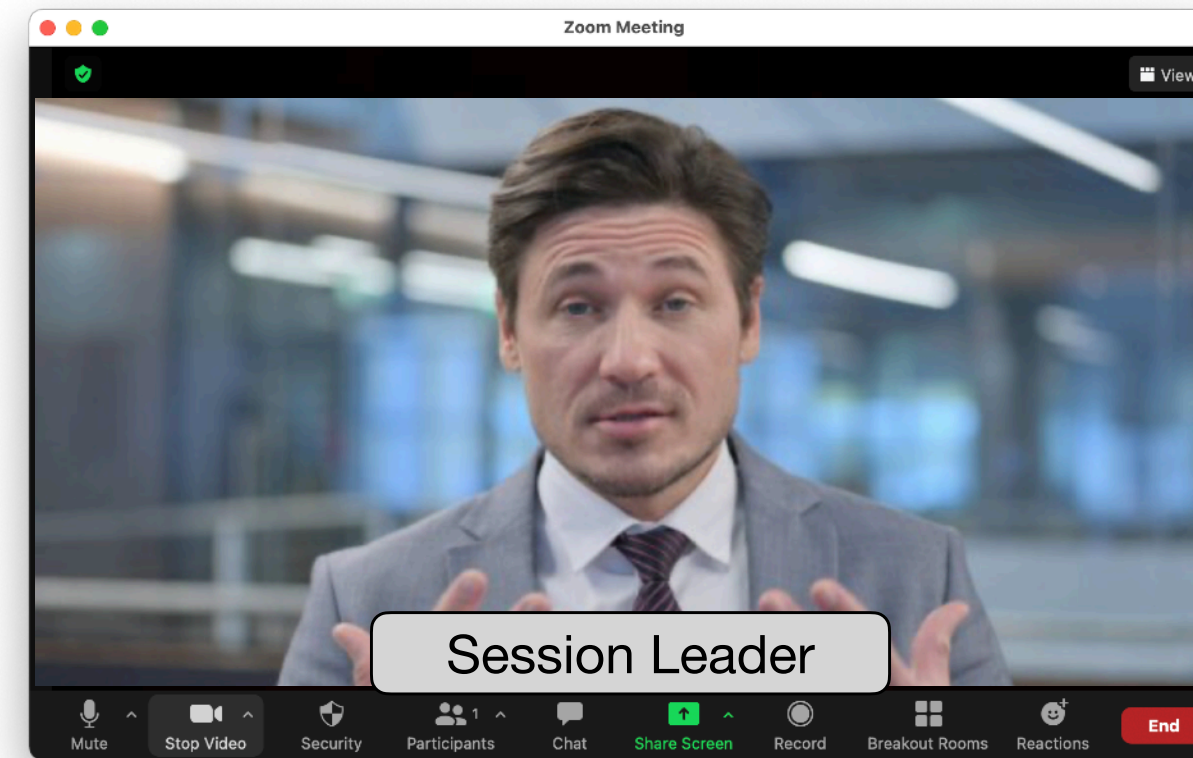
- ① Progressing by Session leader (Chair).
- ② Presentation video is played by zoom operator.
- ③ Turn on your video at Q & A (Q & A is held in discussion time.)

## 【Q & A】

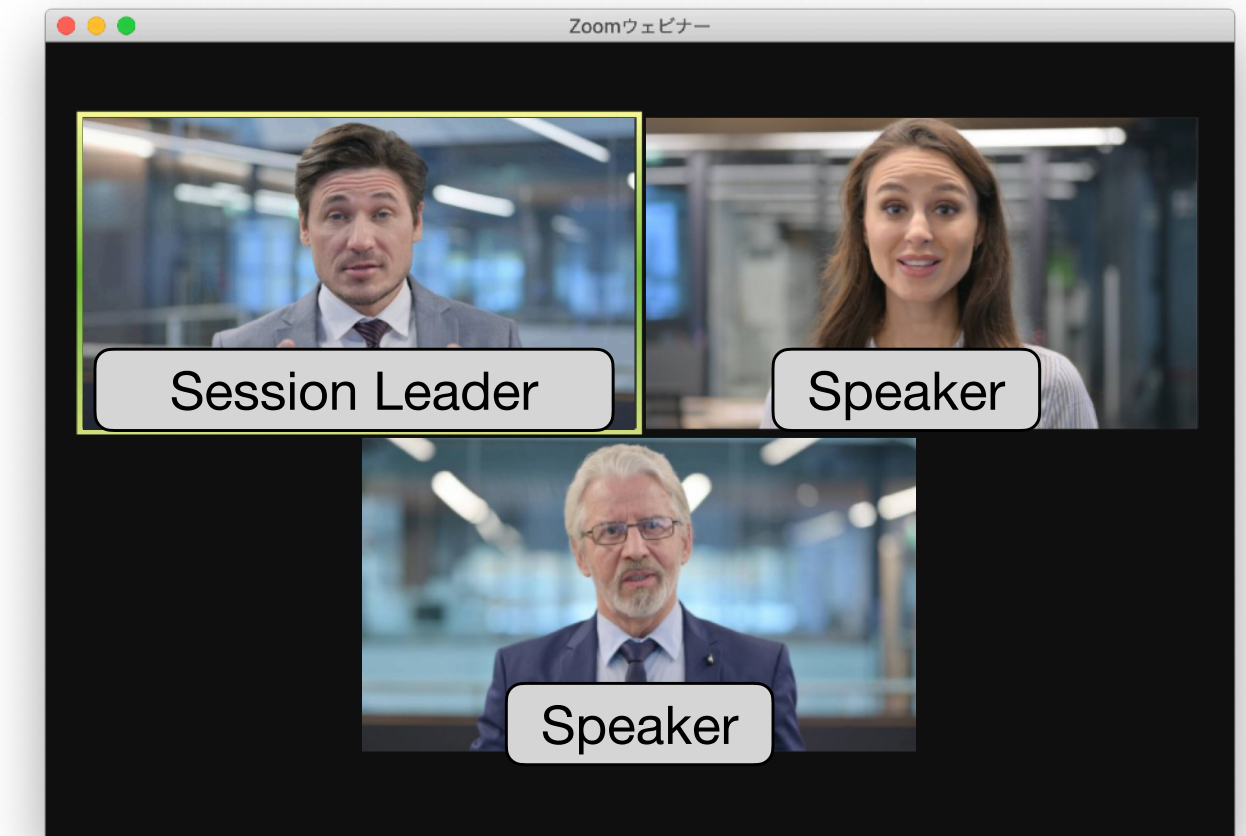
- ① Question is chosen by Session leader (Chair).
- ② Raise hand and oral questions only.  
\* Not authorized to take question by chat in this symposium.
- ③ Please answer the questions by oral.

\*The zoom operator will make final confirmation at Symposium Instruction Meeting including timing of mic / video turns on / off.

[Image: Session in progress]



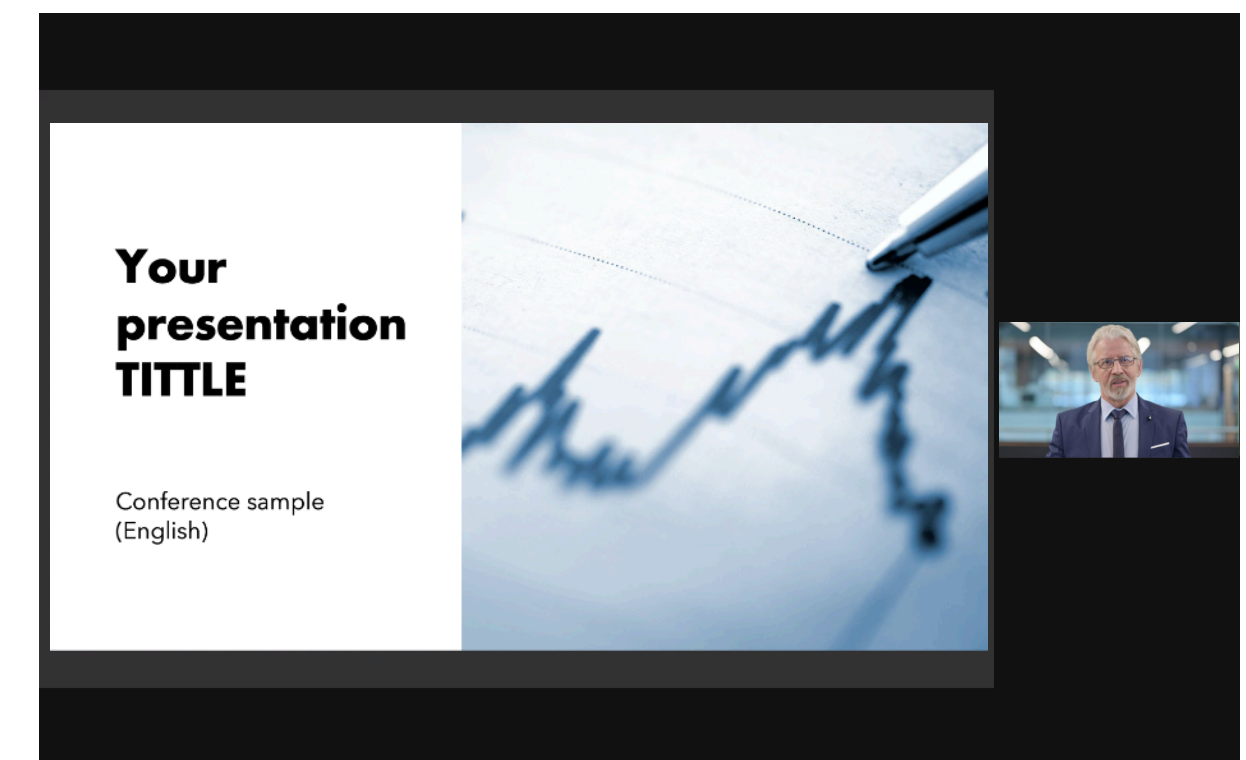
[Image: Q & A]



[Image: Tittle slide sharing screen ]



[Image: Presentation Video]



## 【Notice】

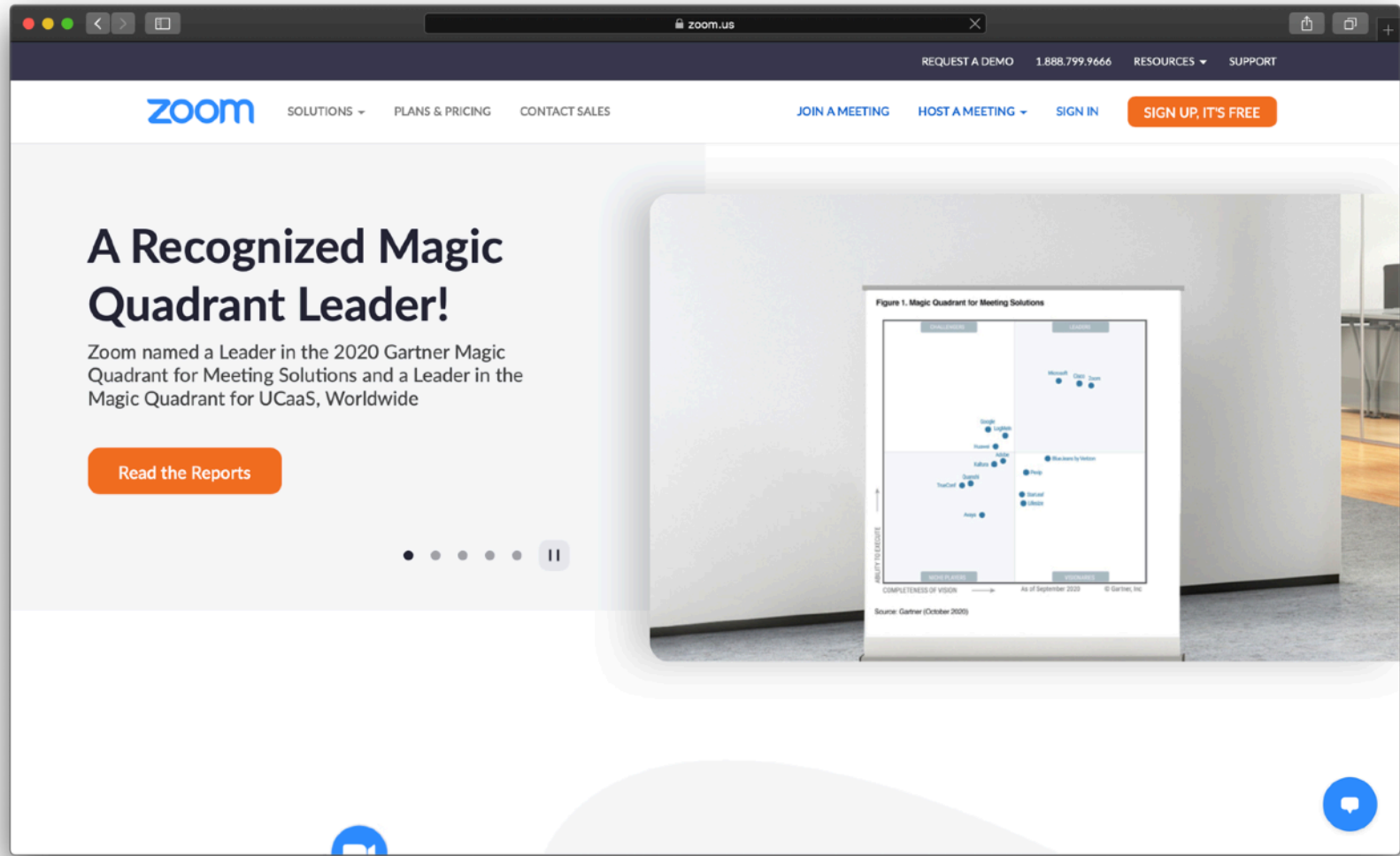
How the your presentation looks is depending on recording method, if you did not use camera then your face would not to show in your presentation.

Installing ZOOM apps /  
Participating zoom webinar

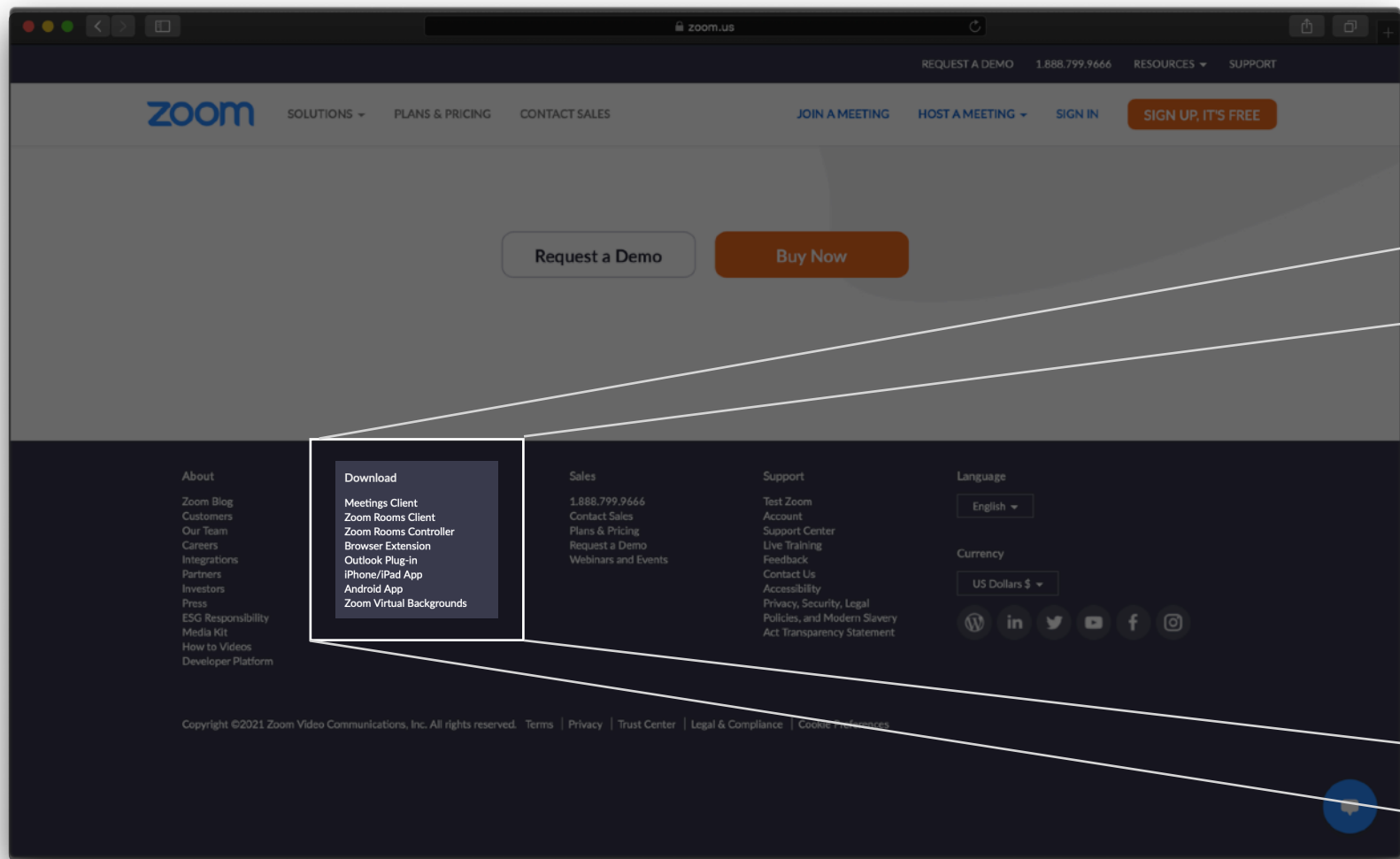


# Installing ZOOM apps [PC]

zoom URL : <https://zoom.us>

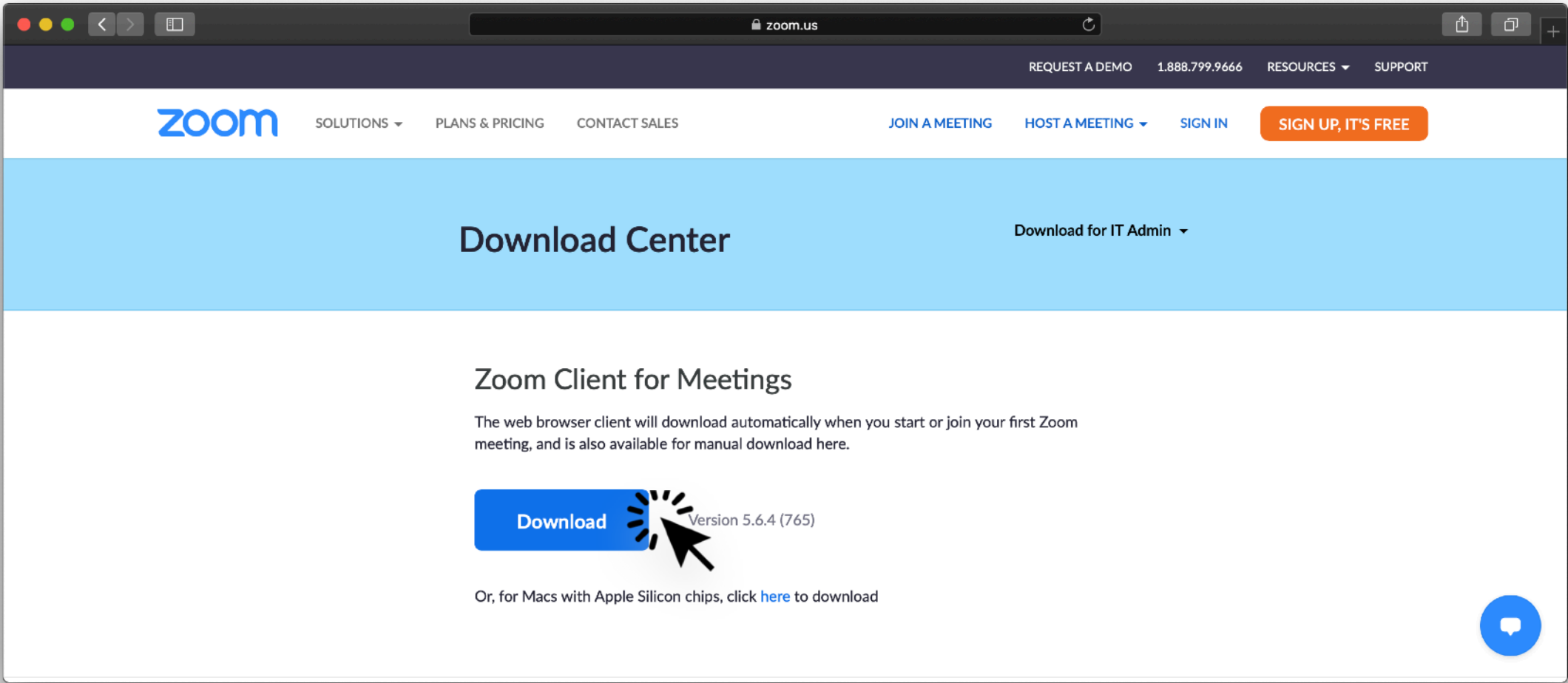


Scroll Down



- Download
- Meetings Client
- Zoom Rooms Client
- Zoom Rooms Controller
- Browser Extension
- Outlook Plug-in
- iPhone/iPad App
- Android App
- Zoom Virtual Backgrounds

Download URL : <https://zoom.us/download>



Click **Download** button.

Please installing zoom apps in your computer.  
**[IMPORTANT]**  
Make sure the version is latest.  
\*Current version : Version 5.8.0 (1780)  
as of 2021/10/13

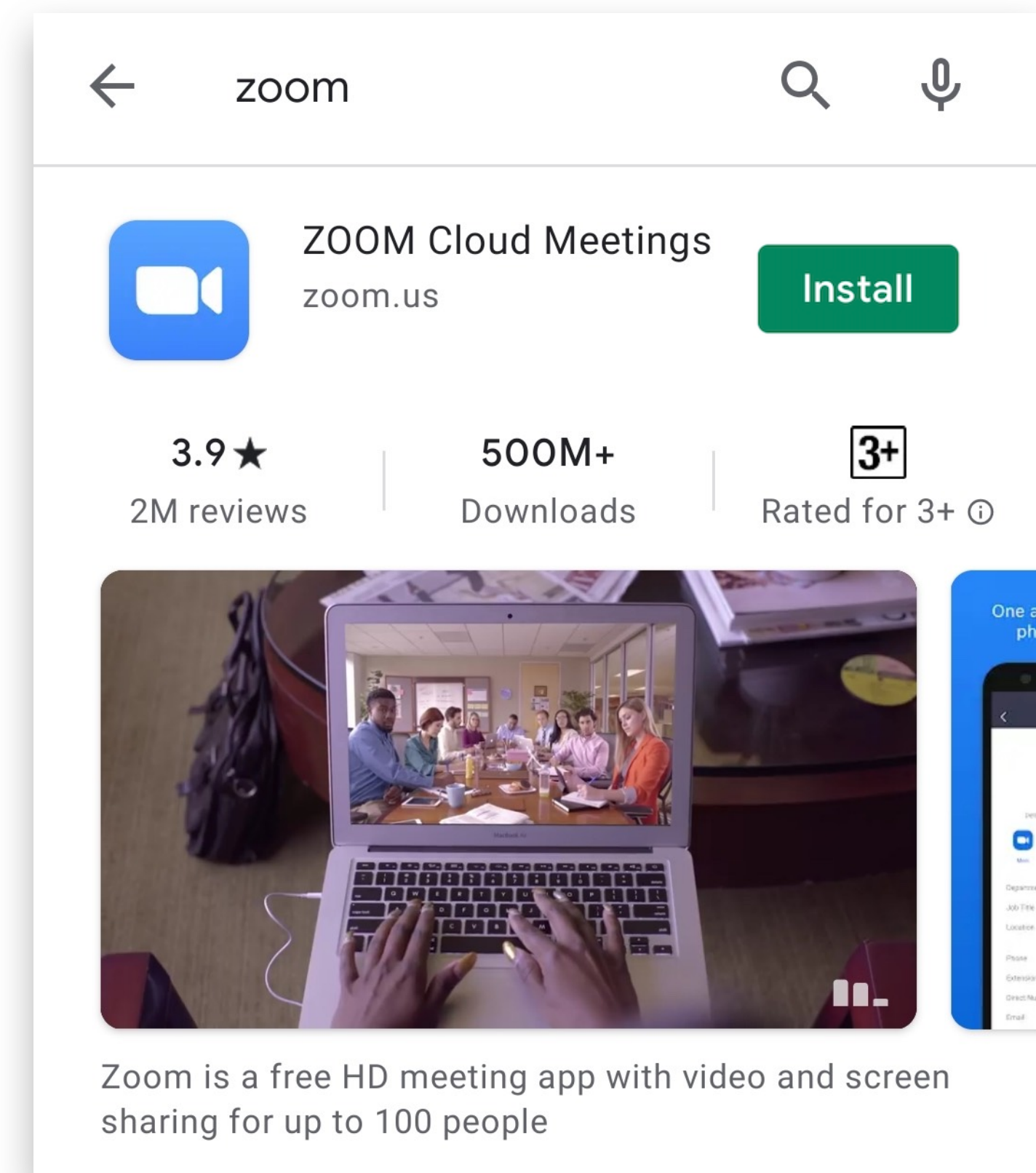
## iPhone / iPad

Download the [ZOOM Cloud Meetings]  
@ Apple store



## Android

Download the [ZOOM Cloud Meetings]  
@ Google Play





Access from the URL LIST of “My Page” to participate to the Symposium.

① Open the browser from the URL. (※ The display may differ depending on the type of browser. )

## [Supported Browsers]

- Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
- Mac: Safari 7+, Firefox 27+, Chrome 30+
- Linux: Firefox 27+, Chrome 30+

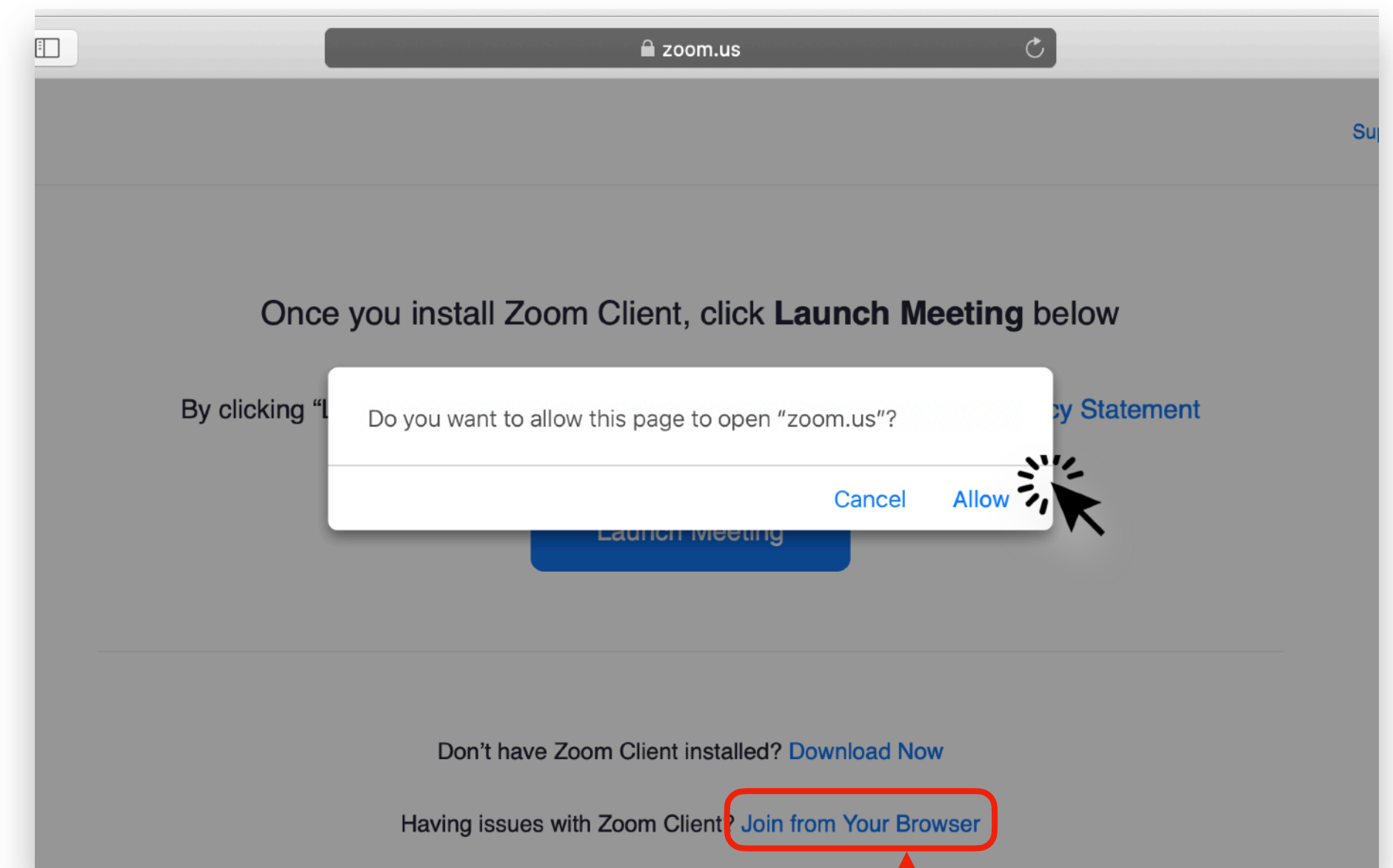
## [Supported Operating Systems]

- macOS X with macOS 10.9 or later
- Windows 10\*

**Note:** Devices running Windows 10 must run Windows 10 Home, Pro, or Enterprise. S Mode is not supported.

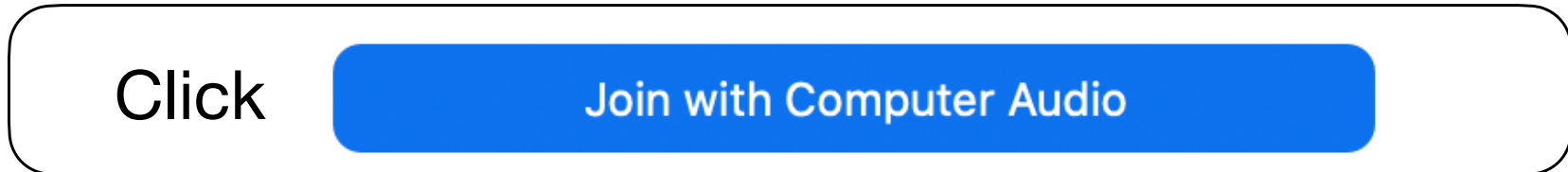
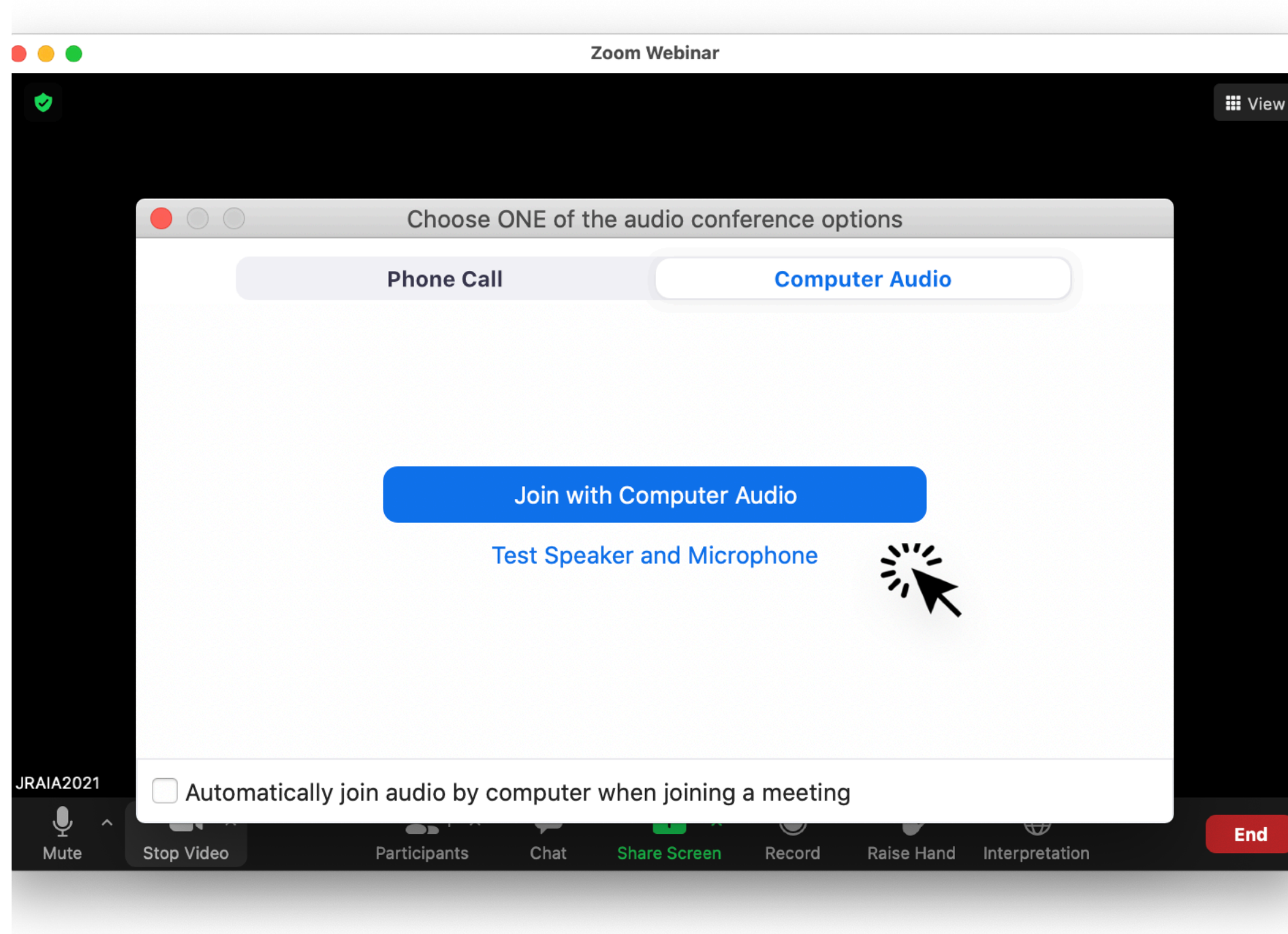
- Windows 8 or 8.1
- Windows 7
- Ubuntu 12.04 or higher
- Mint 17.1 or higher
- Red Hat Enterprise Linux 6.4 or higher
- Oracle Linux 6.4 or higher
- CentOS 6.4 or higher
- Fedora 21 or higher
- OpenSUSE 13.2 or higher
- ArchLinux (64 bit only)

## [Example: Safari]



When you have issue with Zoom app then you may participate to zoom by browser. Please click [Cancel] and click [Join from Your Browser].

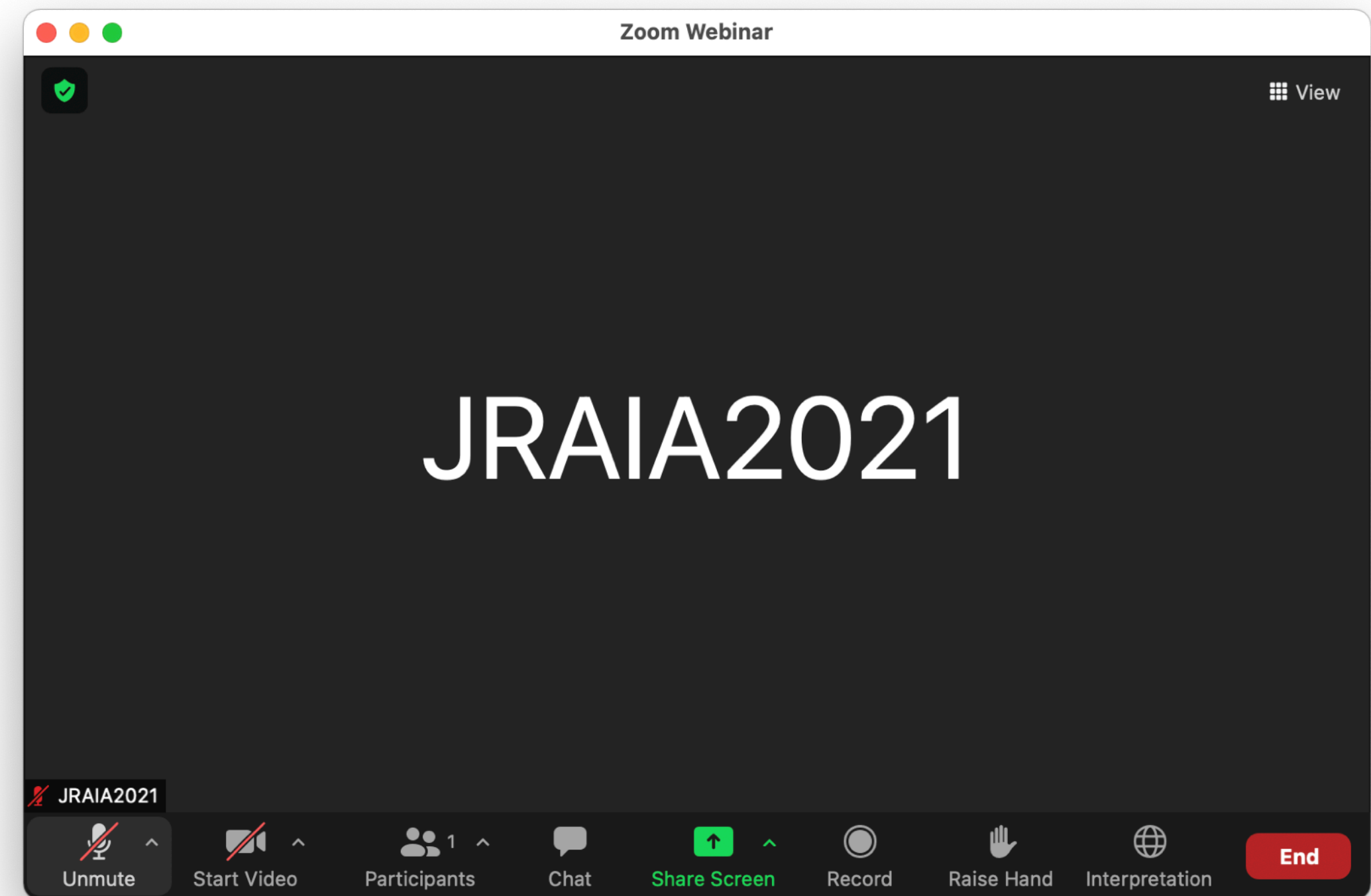
## ② Please select the Audio.

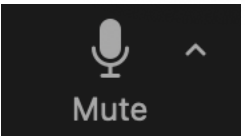
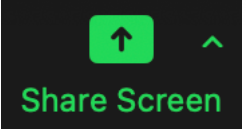
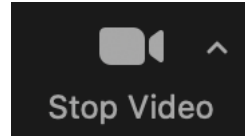
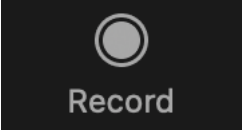
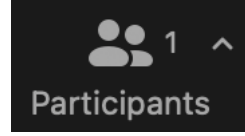
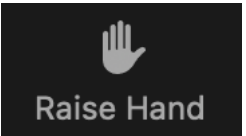
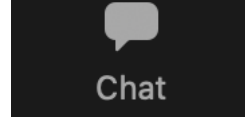
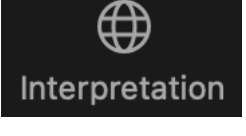


### 【IMPORTANT】

Please turn ON/OFF microphone and video by yourself.  
Keep turn OFF the microphone and the video when previous session is in progress.

## ③ Open the Zoom Webinar.



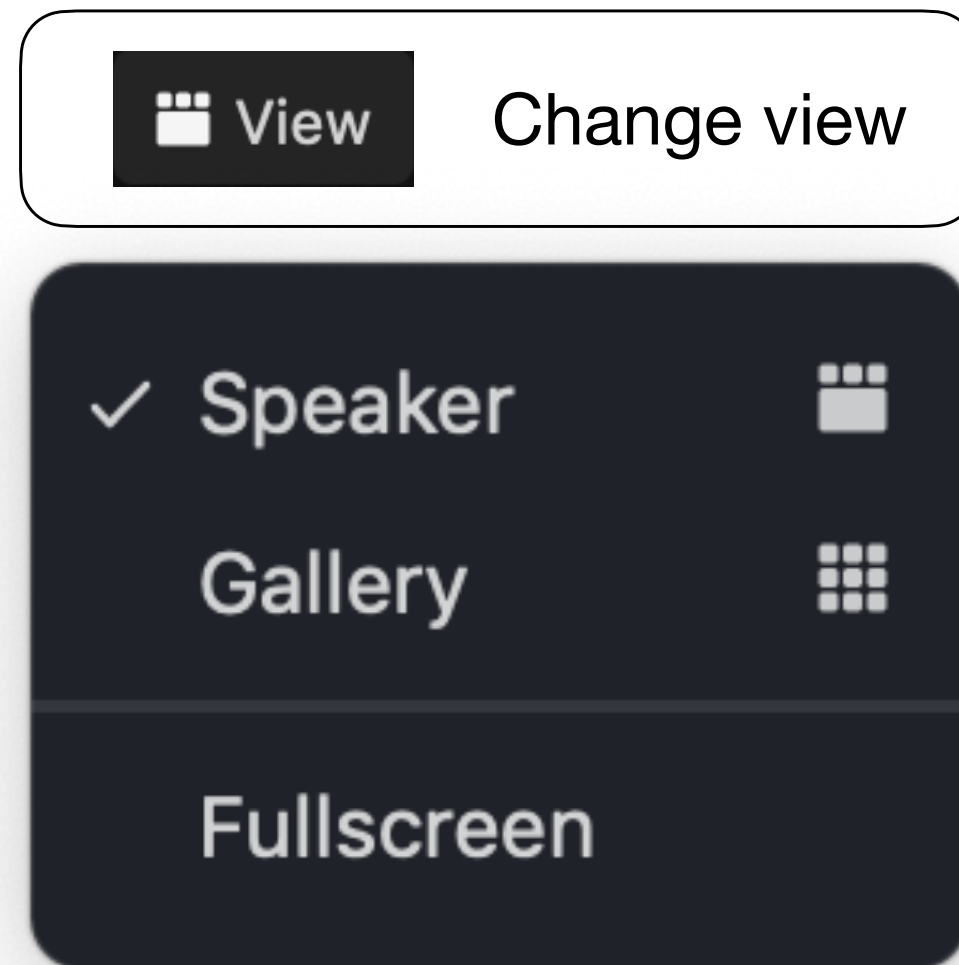
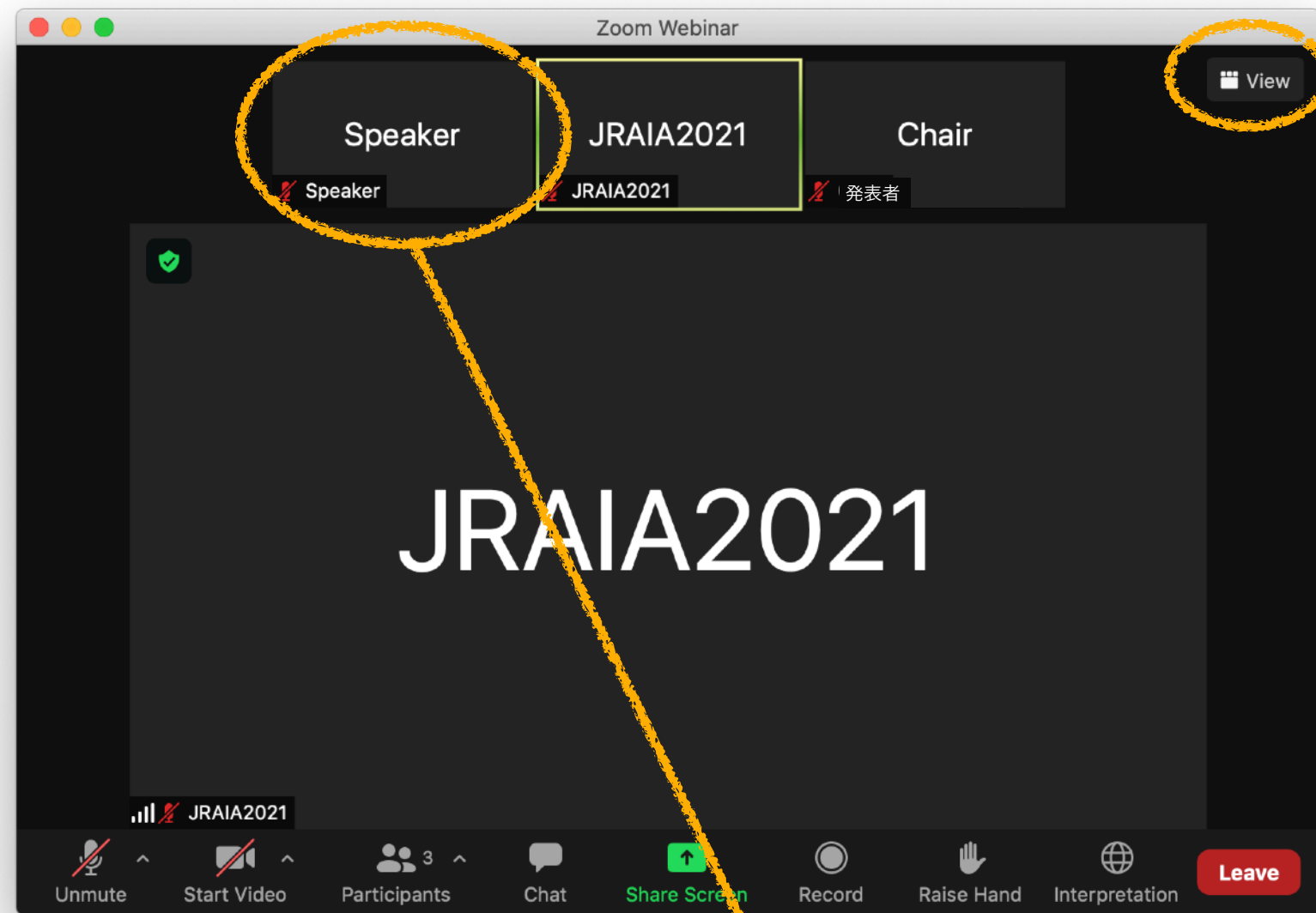
	Microphone ON/OFF		Sharing your Screen
	Video ON/OFF		Not used this time
	See Participants		Not used this time
	Send chat to Participants & everyone		Translation to Japanese or English



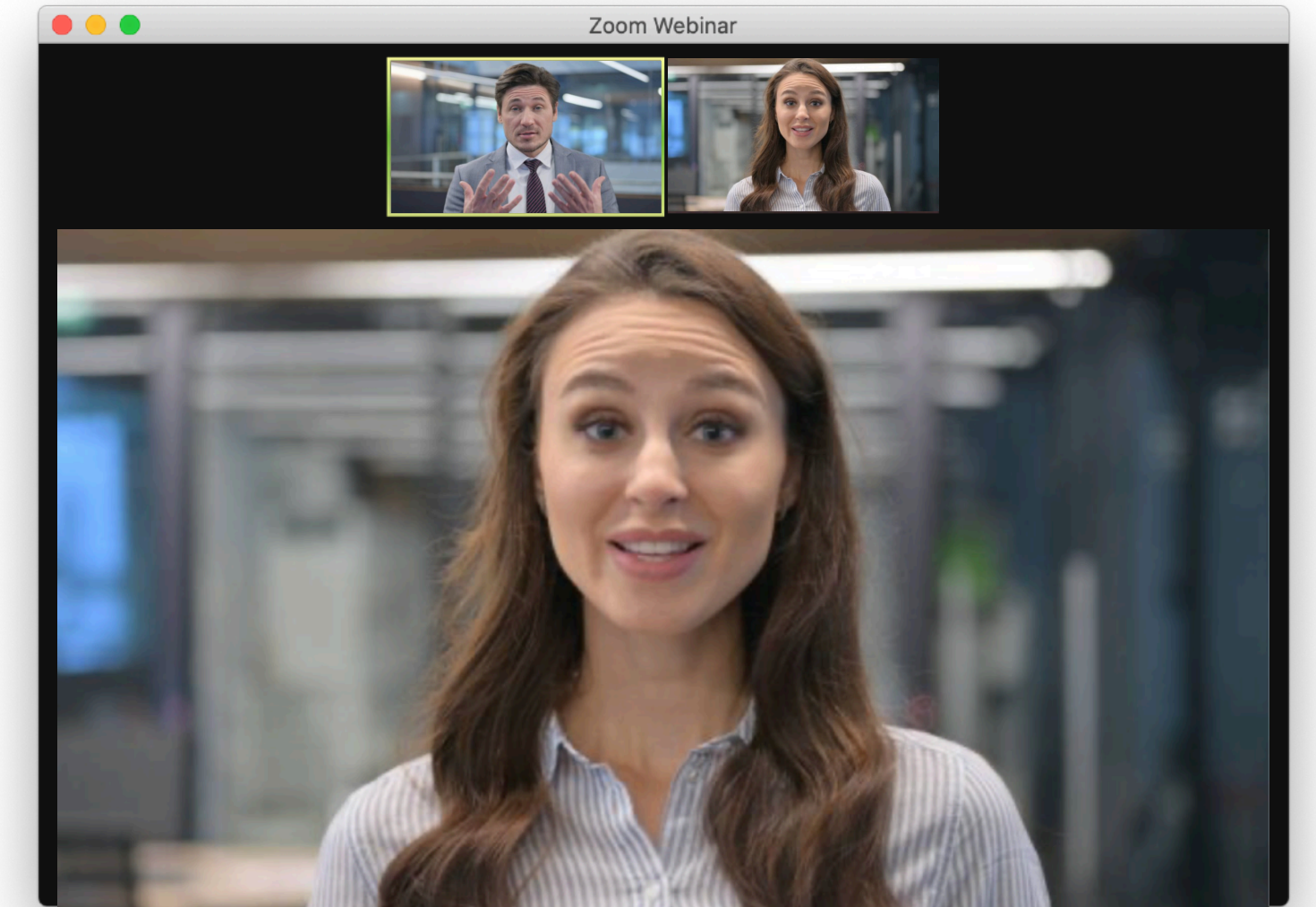
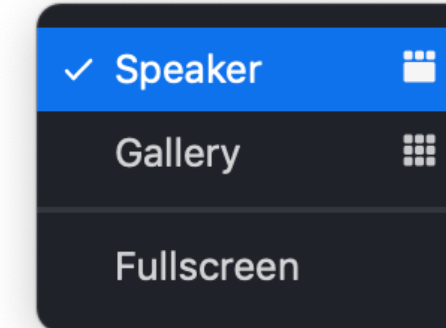
How to use ZOOM webinar



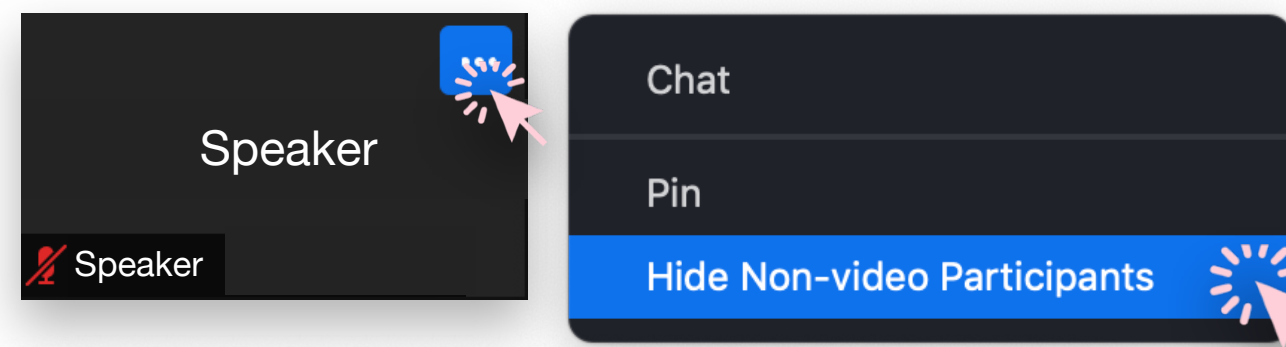
# How to change view in webinar



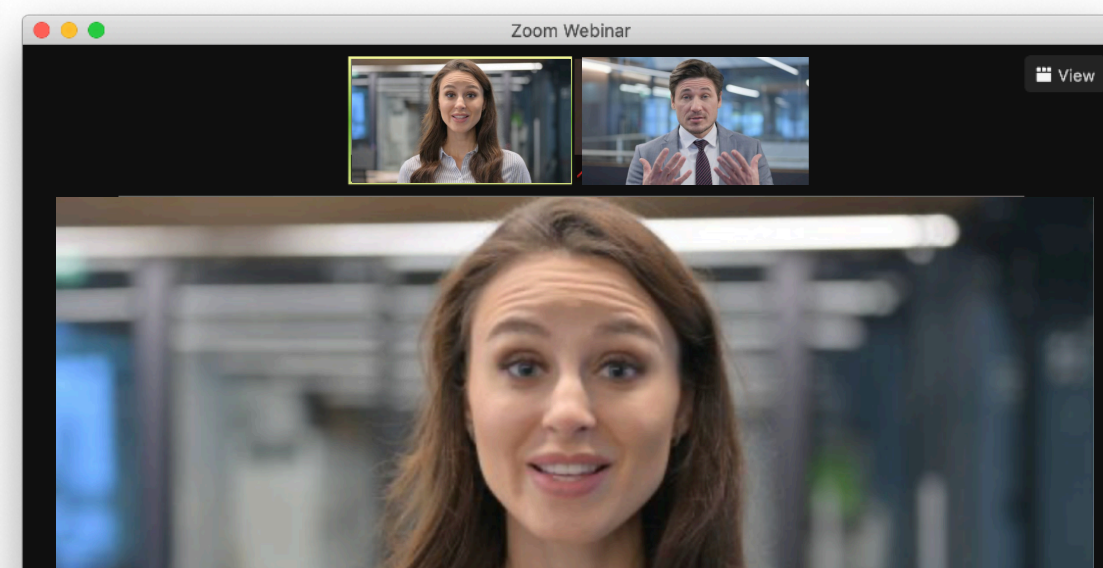
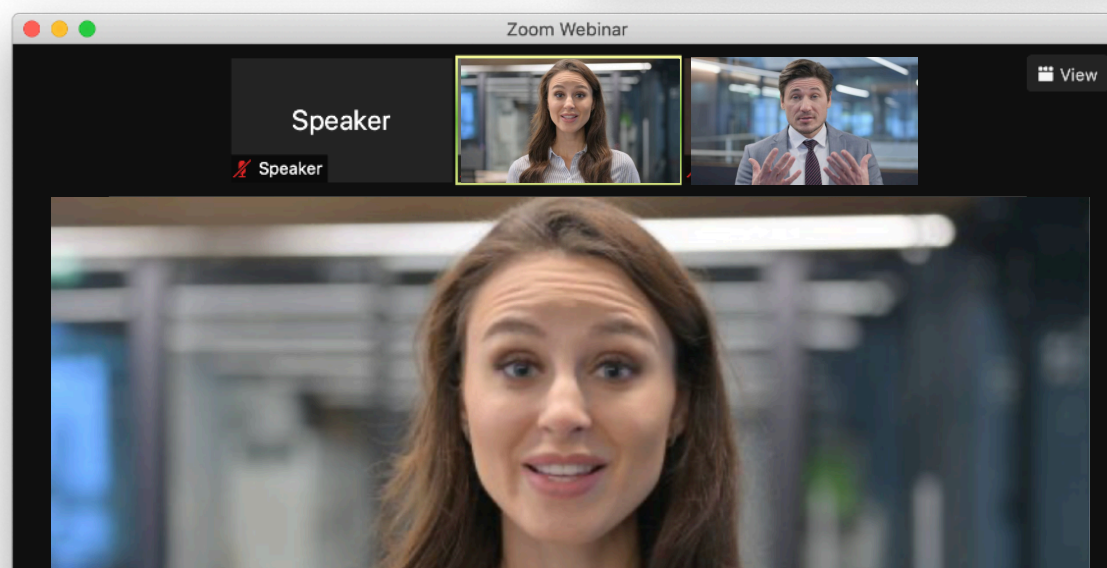
[Speaker View]



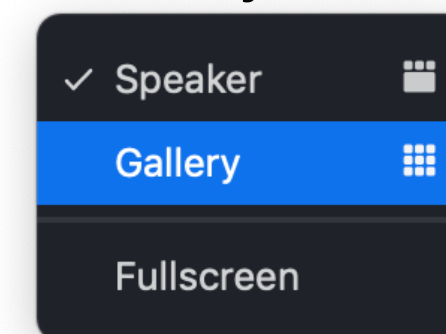
Select the "Hide Non-video Participants" from [...] icon.  
※ Speaker name is entered by secretariat.



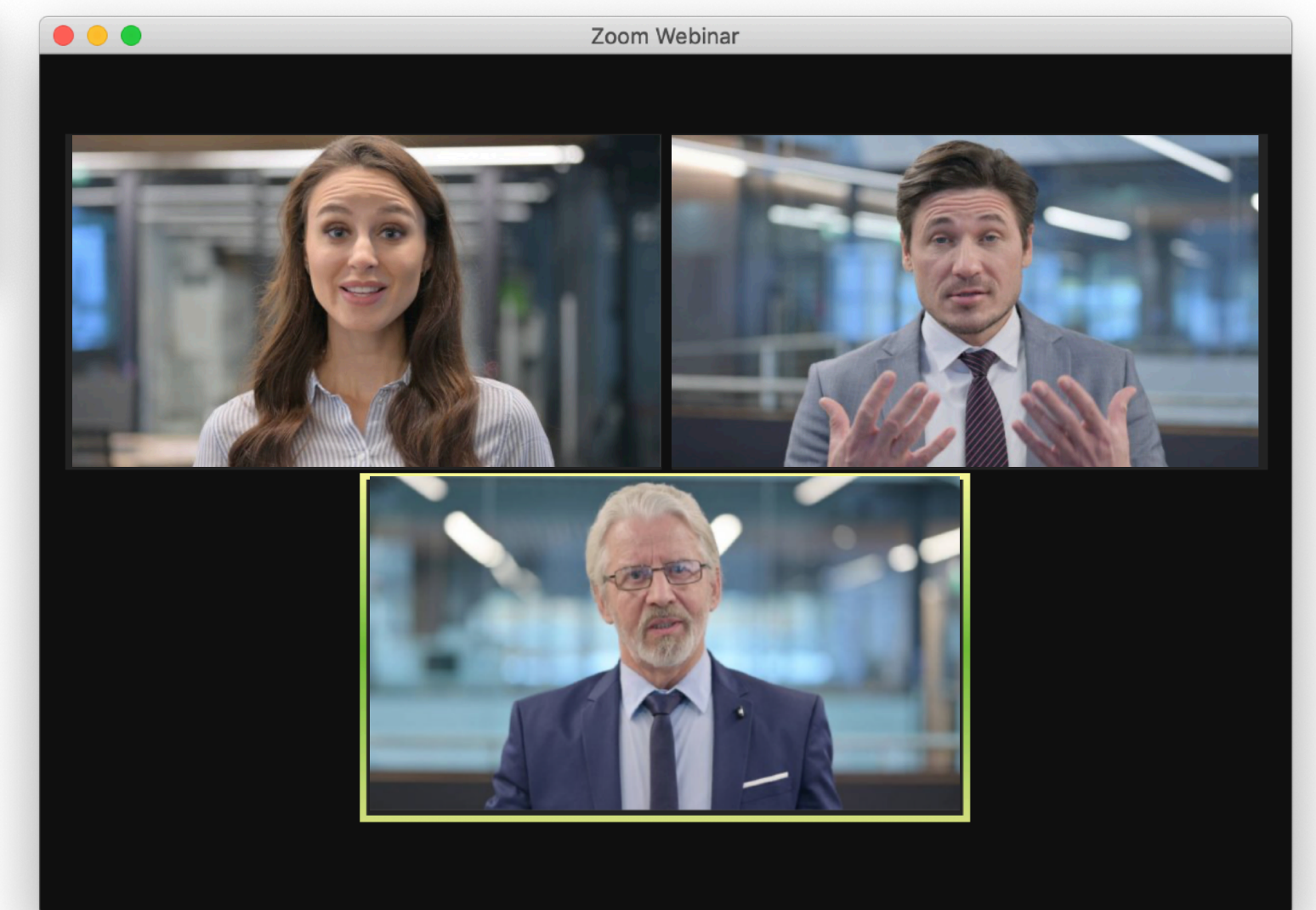
Video Participants are remain on your view.



[Gallery View]



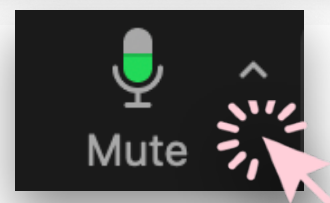
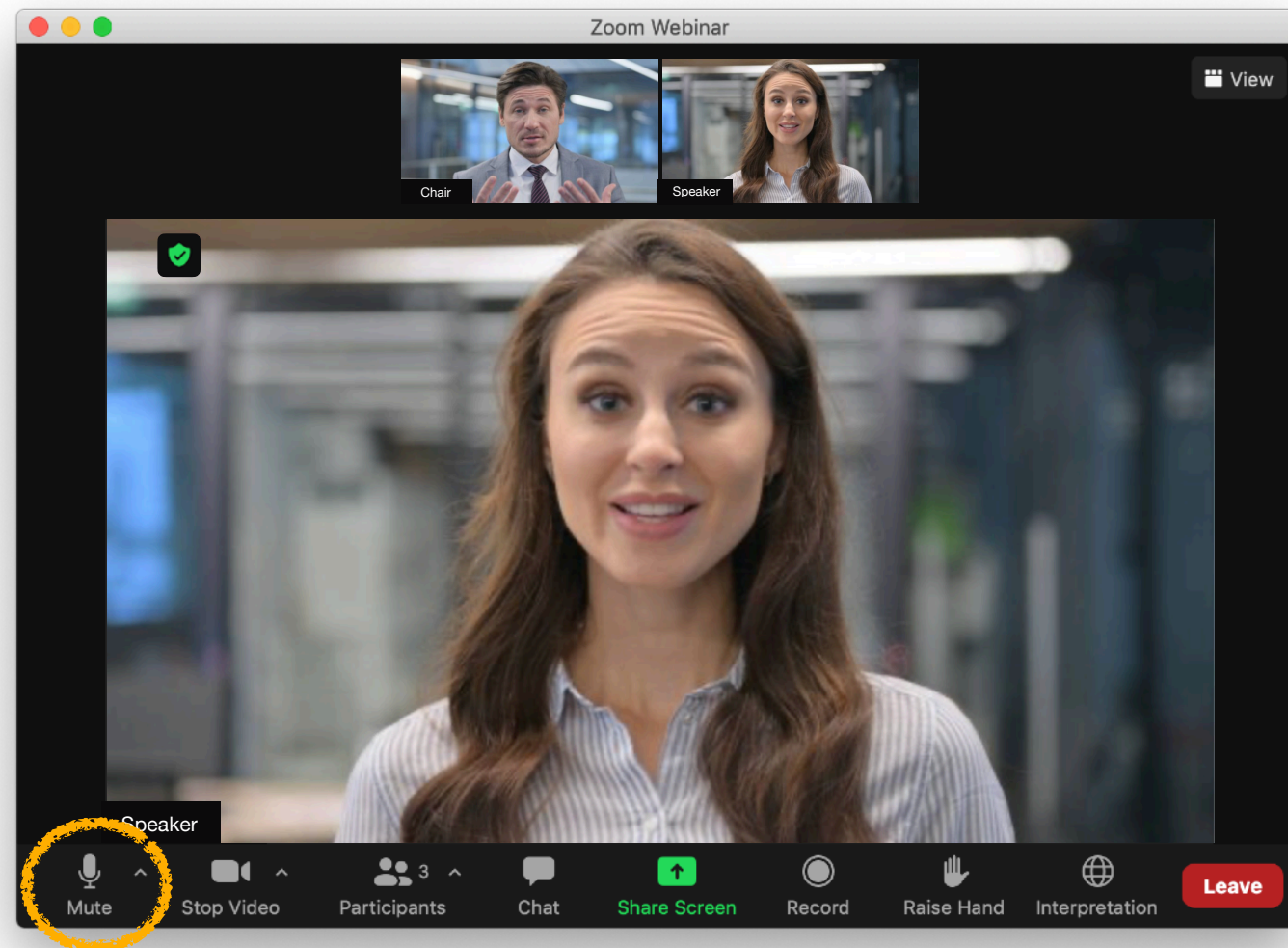
※Please select the "Gallery View".





# [AUDIO Setting]

## [Panelist Window]



Click [ ^ ]

**Select a Microphone**


- Same as System
- ✓ Built-in Microphone (Internal Microphone)

**Select a Speaker**

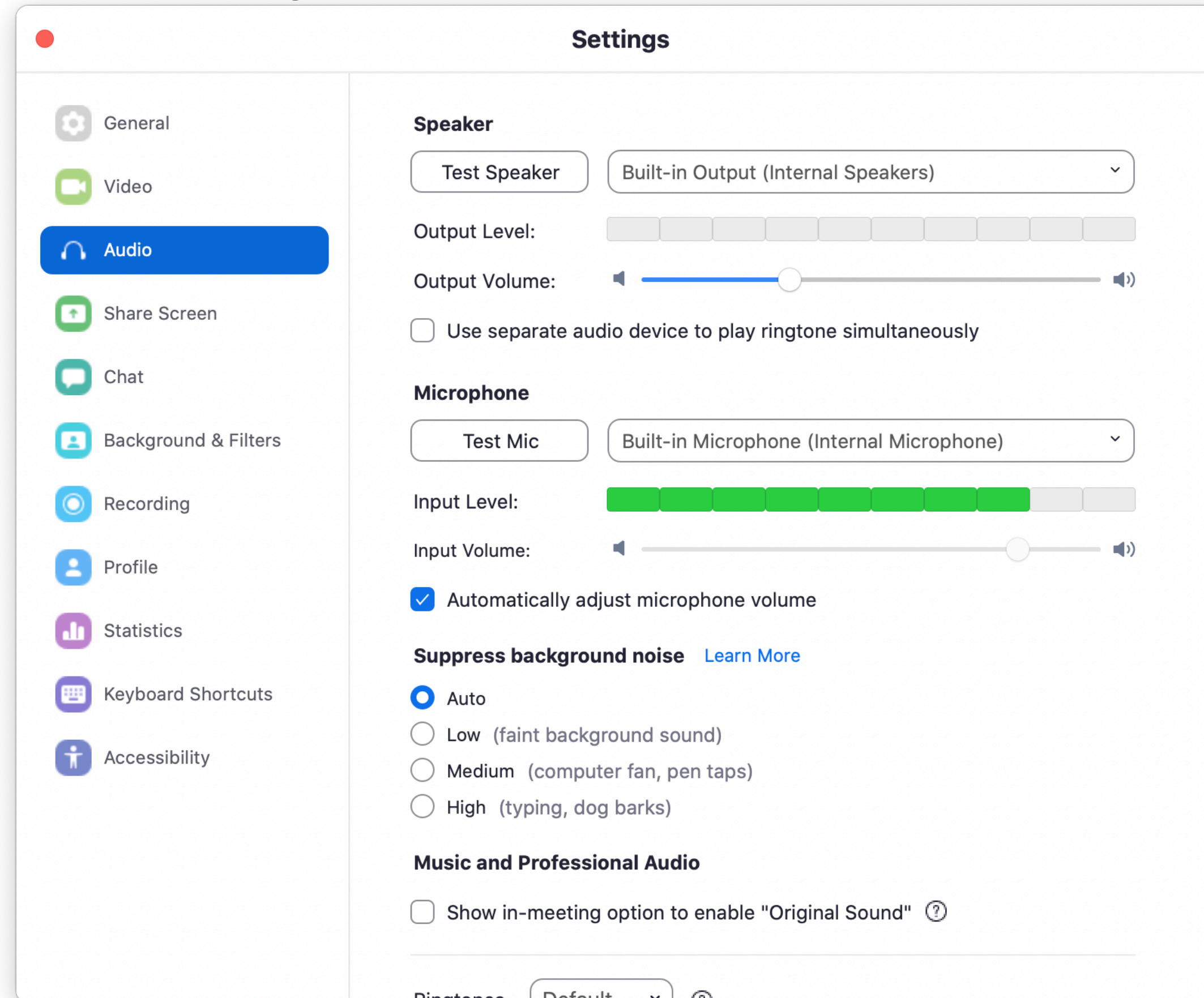
- Same as System
- ✓ Built-in Output (Internal Speakers)



Test Speaker & Microphone...





Leave Computer Audio

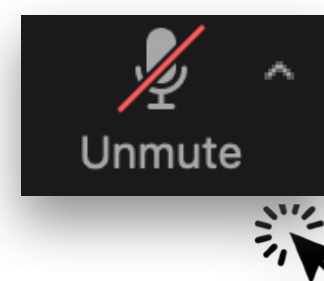
Audio Settings...  **Click**

## [Audio Setting Window]

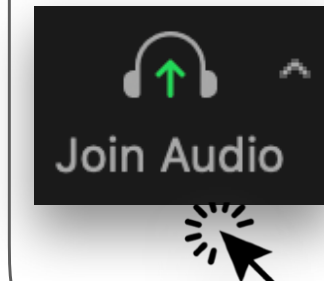



Click  to check your Speakers are working. If you may use headphone then display would be changed as .

Click  to be able check your Microphone is working. Please talk something to microphone while icon is , and check your microphone is working while icon is . The Input level bar should be green like image. If you may use headphone then display would be changed as .



This icon means your microphone is muted therefore you may click this icon to activate your microphone.

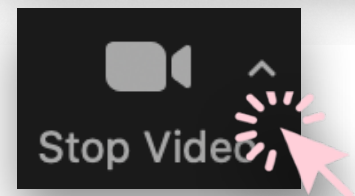
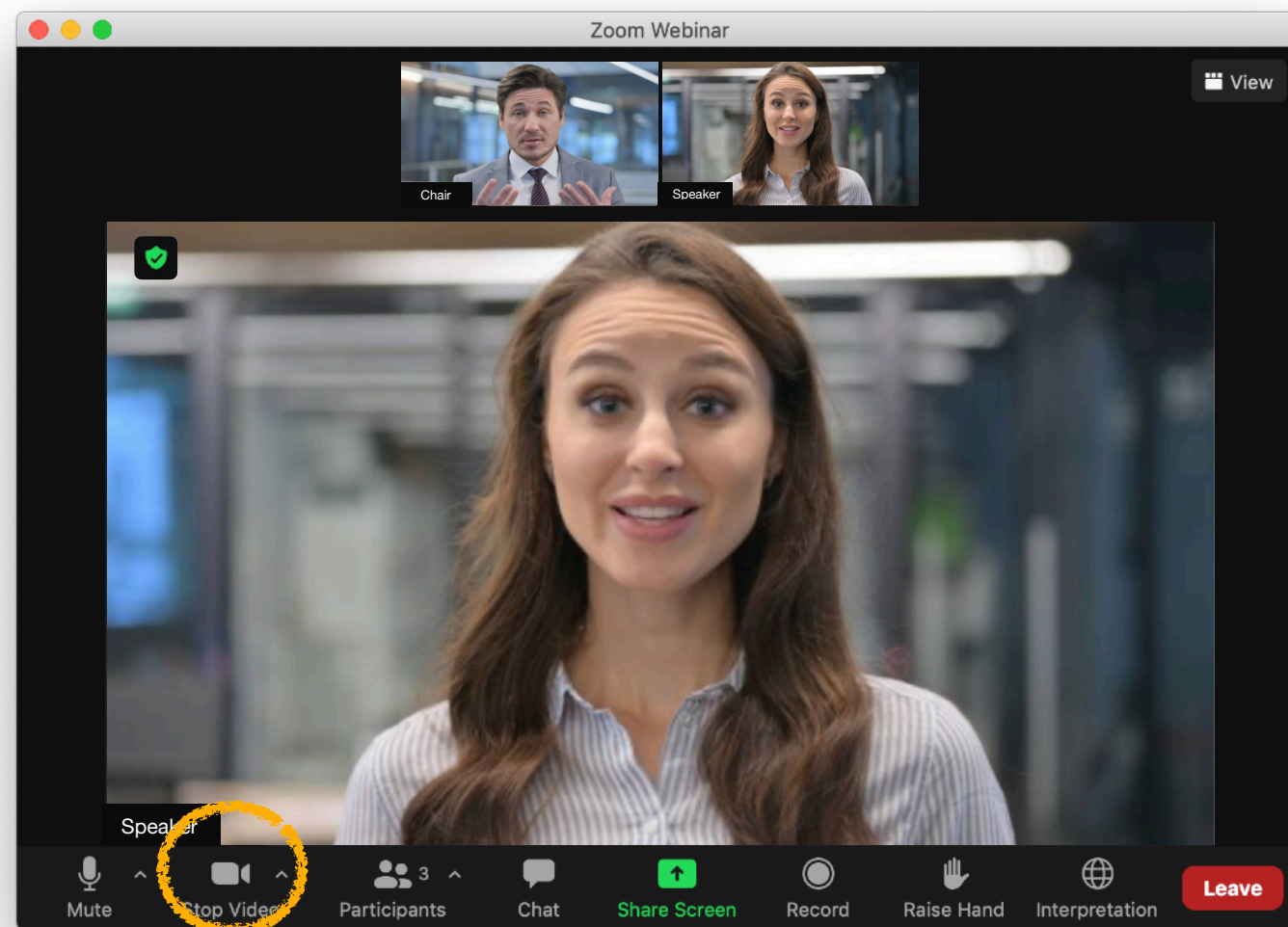


This icon means your microphone is not connected to zoom system therefore you may click this icon and choose  to activate your microphone.



# [VIDEO Setting]

[Panelist Window]

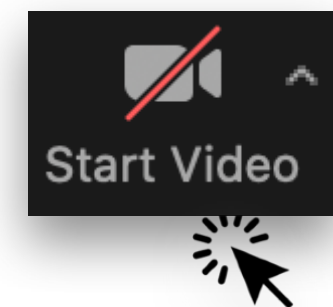


Click [ ^ ]

**Select a Camera**

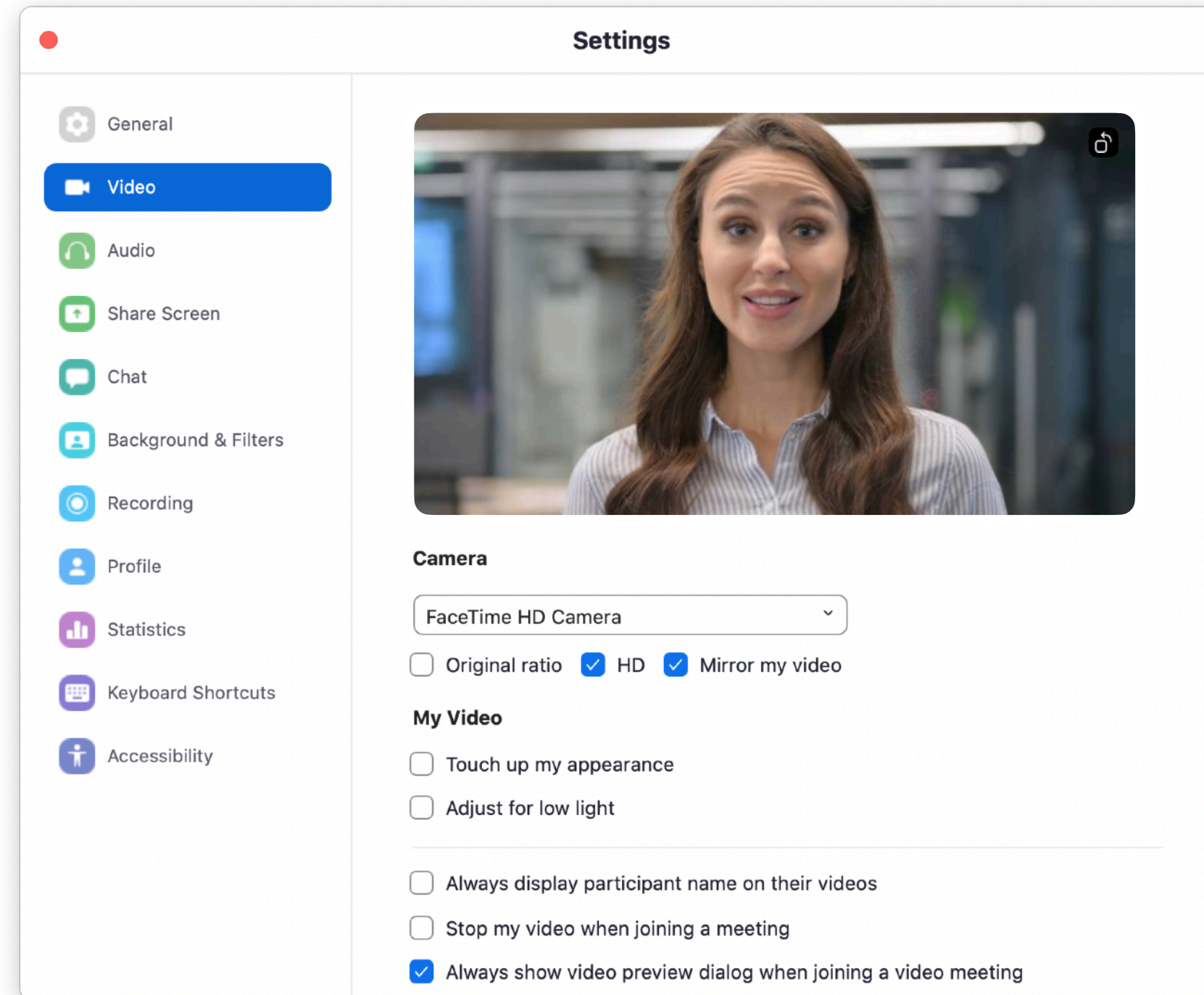
- ✓ FaceTime HD Camera
- Choose Virtual Background...
- Choose Video Filter...

Video Settings Click



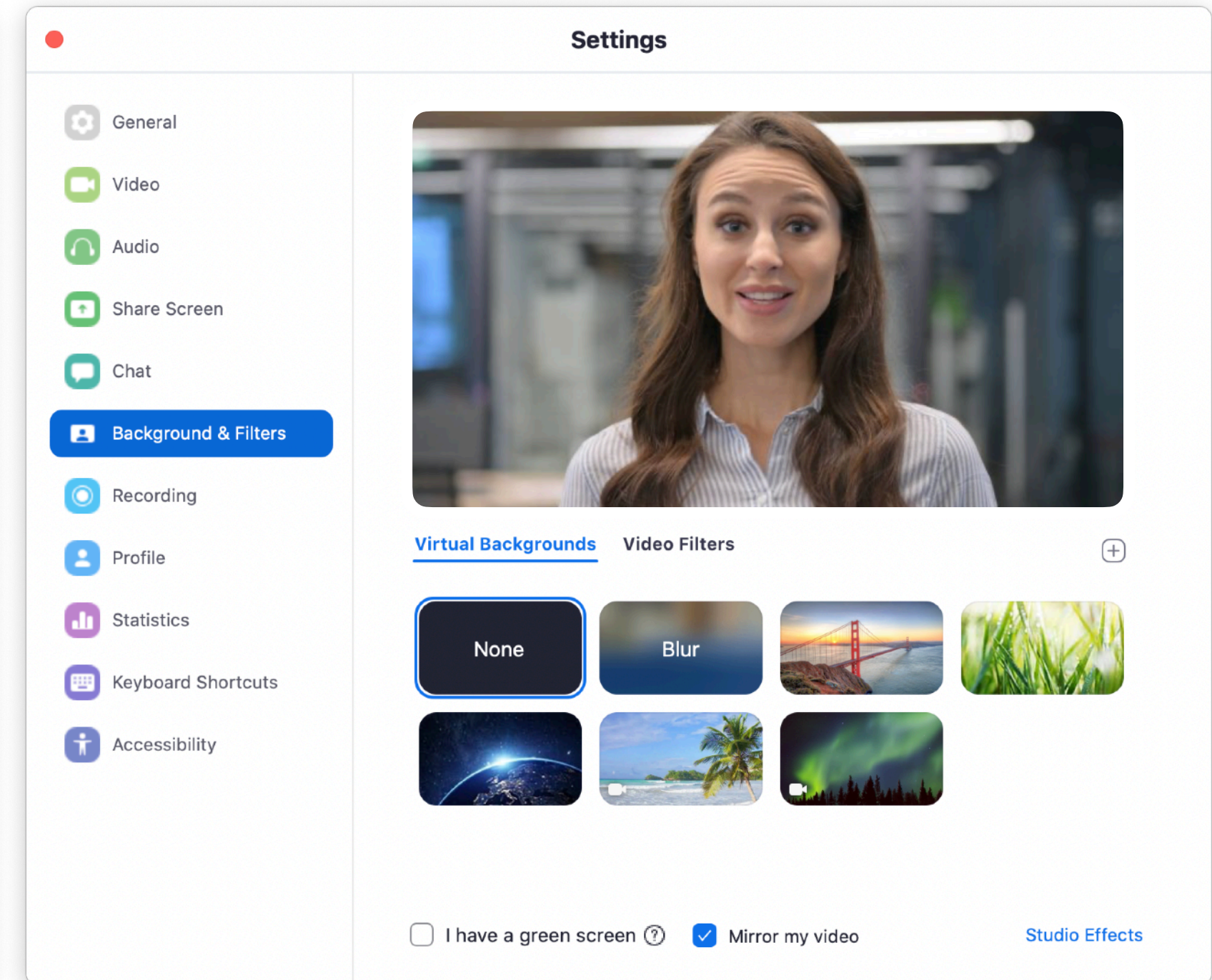
This icon means your video camera is turned off therefore you may click this icon to activate your camera.

[Video Setting Window]



Please make sure  HD box is checked.

[Background & Filters Setting Window]

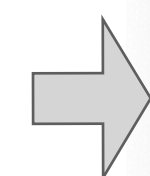
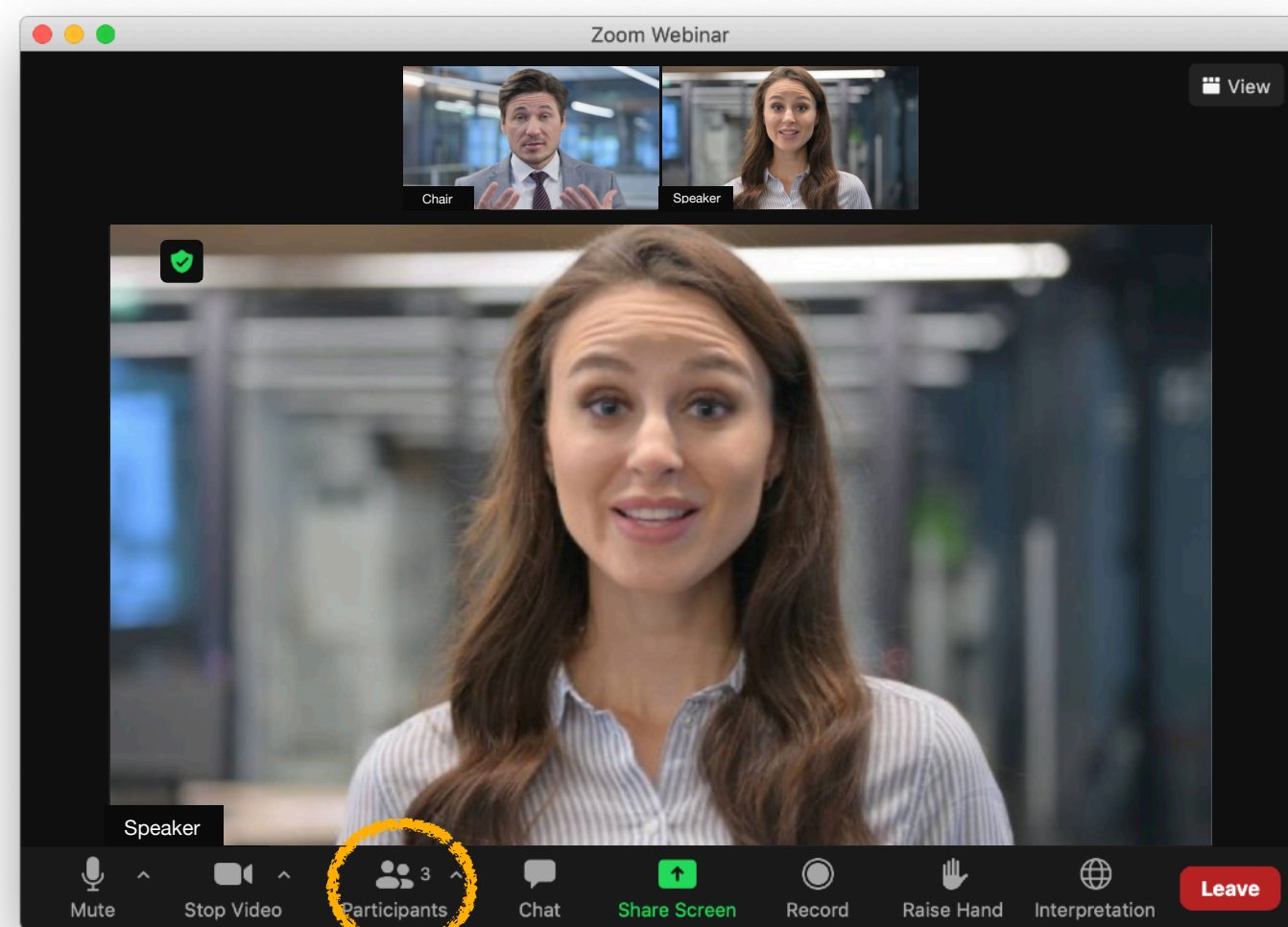


If you would like to change your background then choose Virtual Background or "Blur" would be very useful to hide your background.

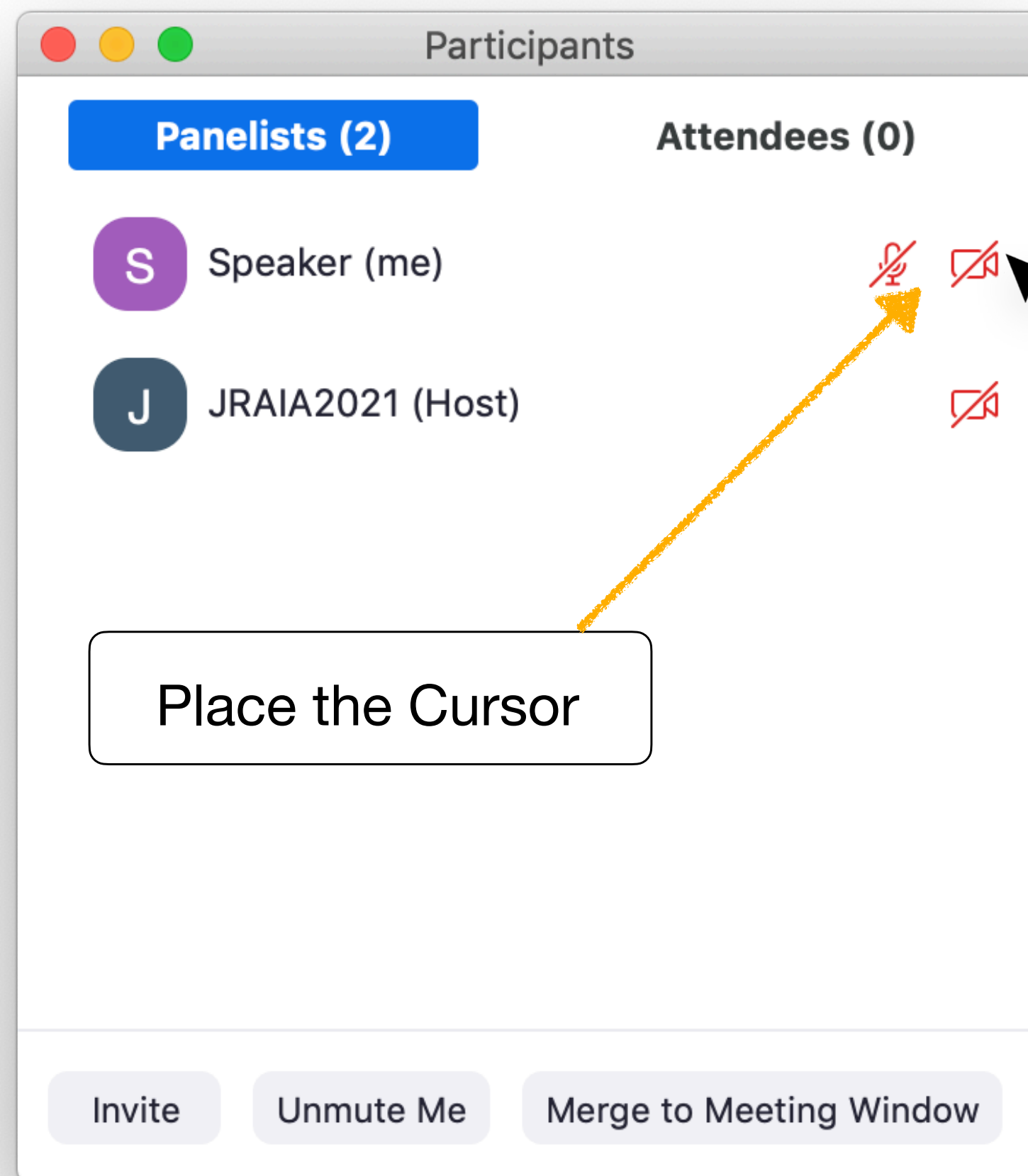


# [Rename]

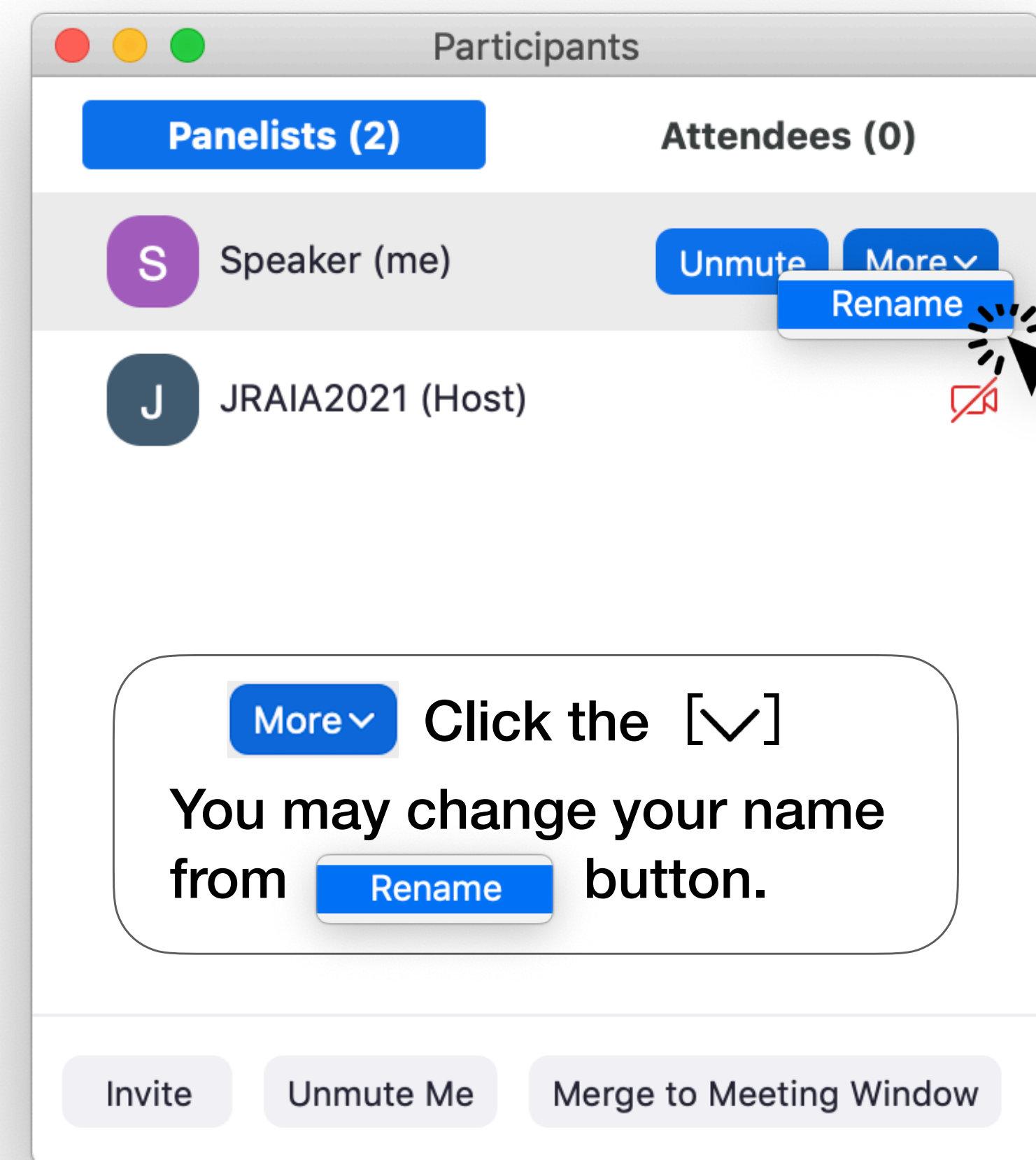
[Panelist Window]



[Rename]



Place the Cursor



**More** Click the [⋮]  
You may change your name from **Rename** button.

 Click the [Participants]

The names will be written in English in the following order  
Paper # : Name (Company Name)  
[i.e.] M111 : T. Kinki (Kinki Nippon Tourist Co., Ltd.)

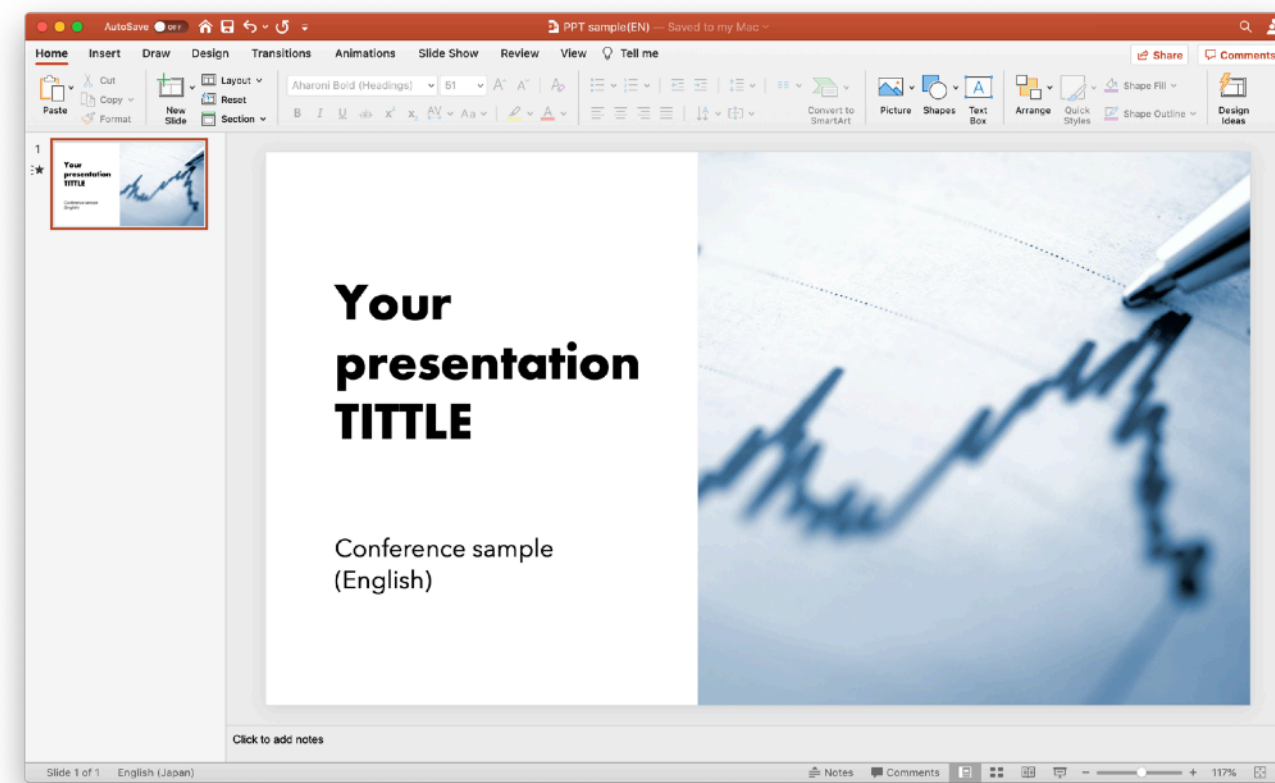


# [Share Screen @ Q & A]

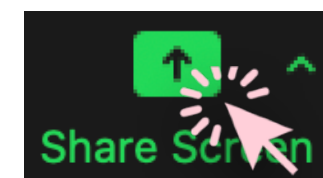
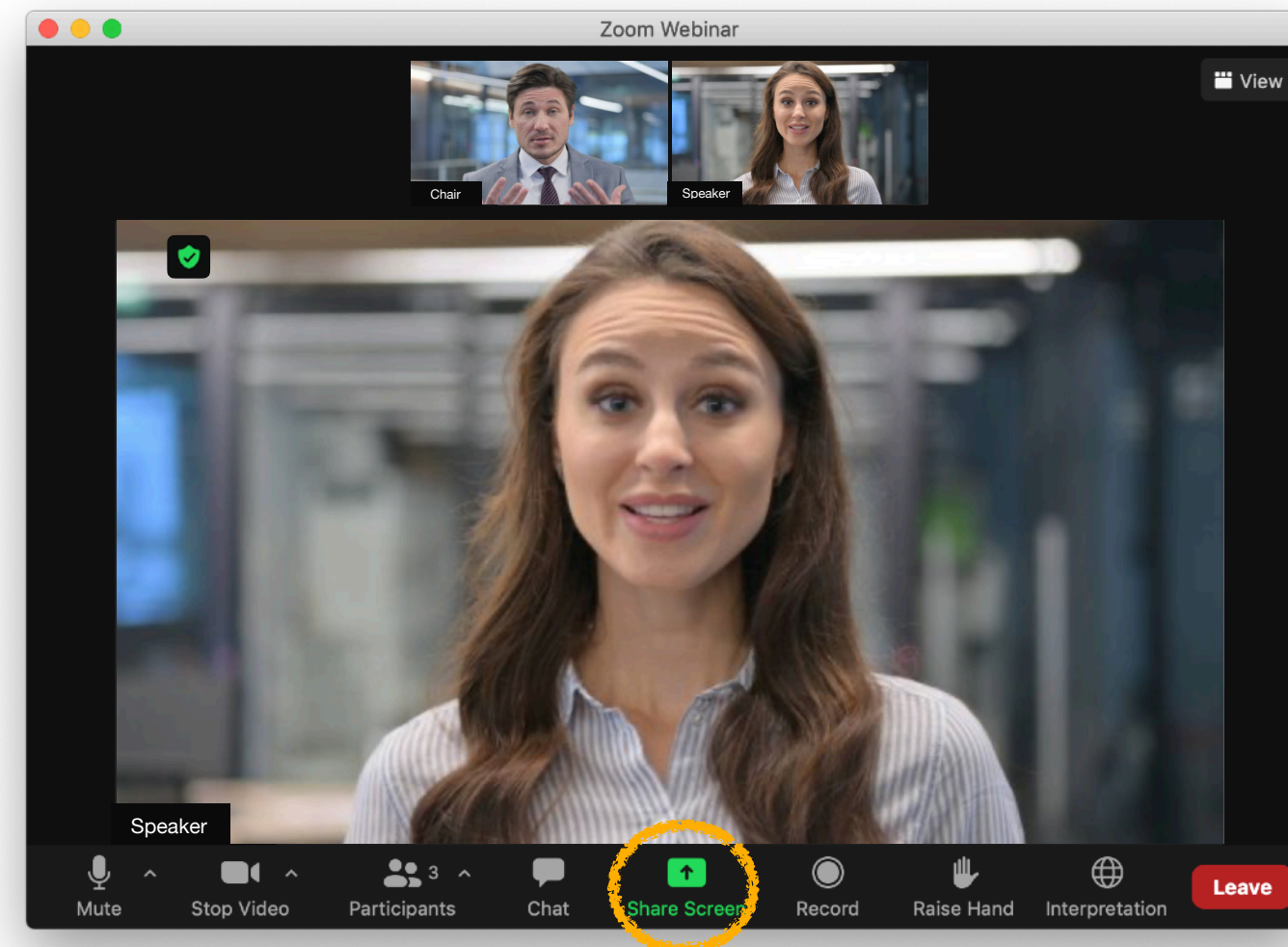
[Open the Presentation File.]

## 【IMPORTANT】

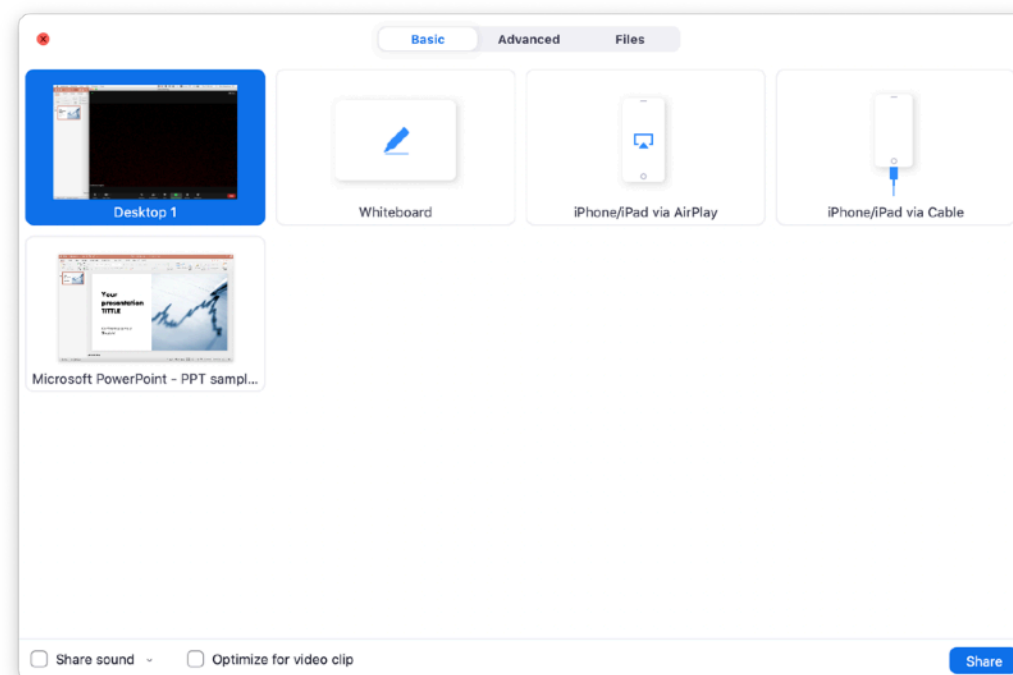
When you would use your presentation slide at the Q & A discussion. Please share screen by yourself and be prepared to open your presentation file such as PPT, Keynote or any other apps.



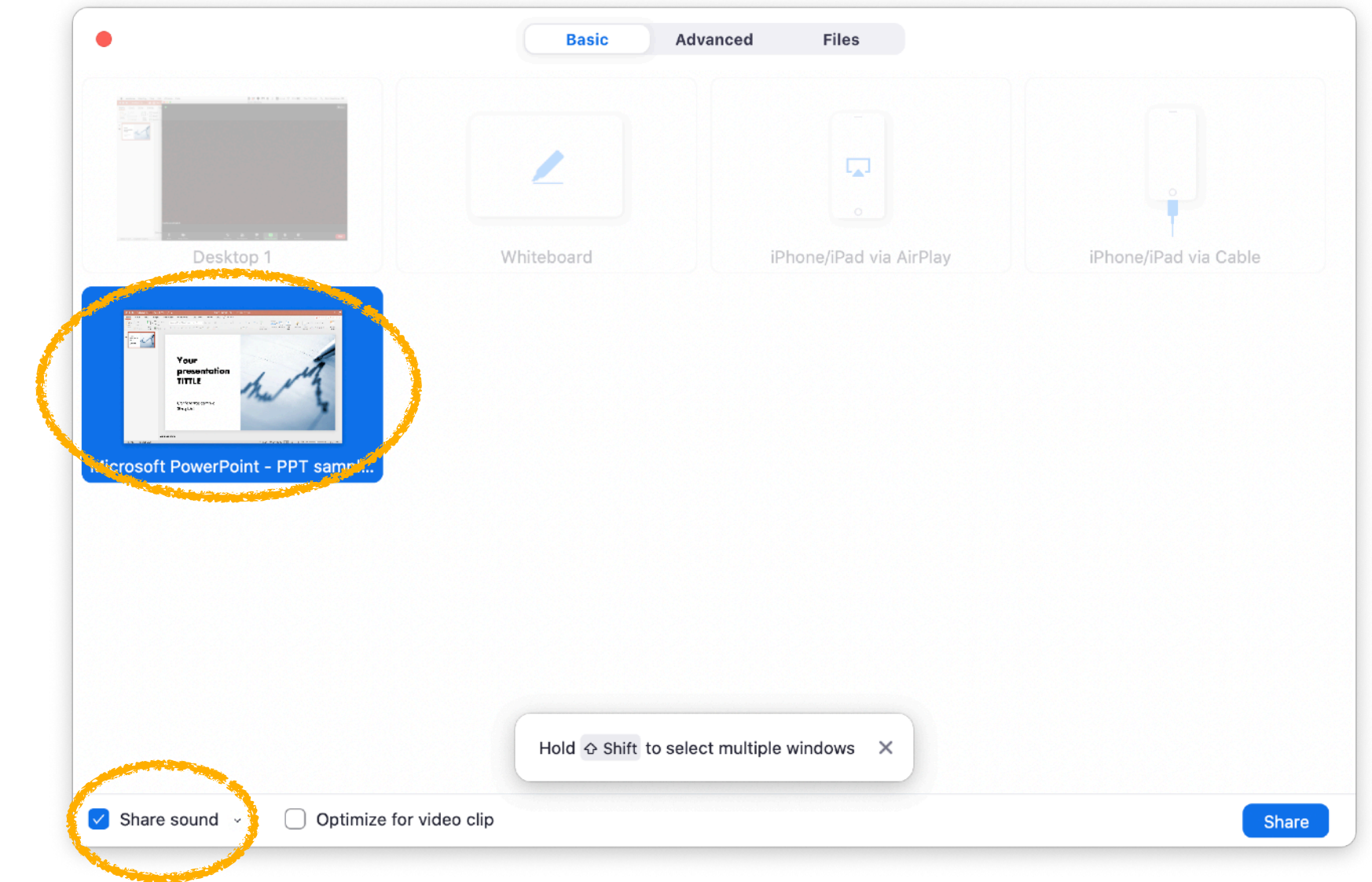
[Panelist Window]



Click



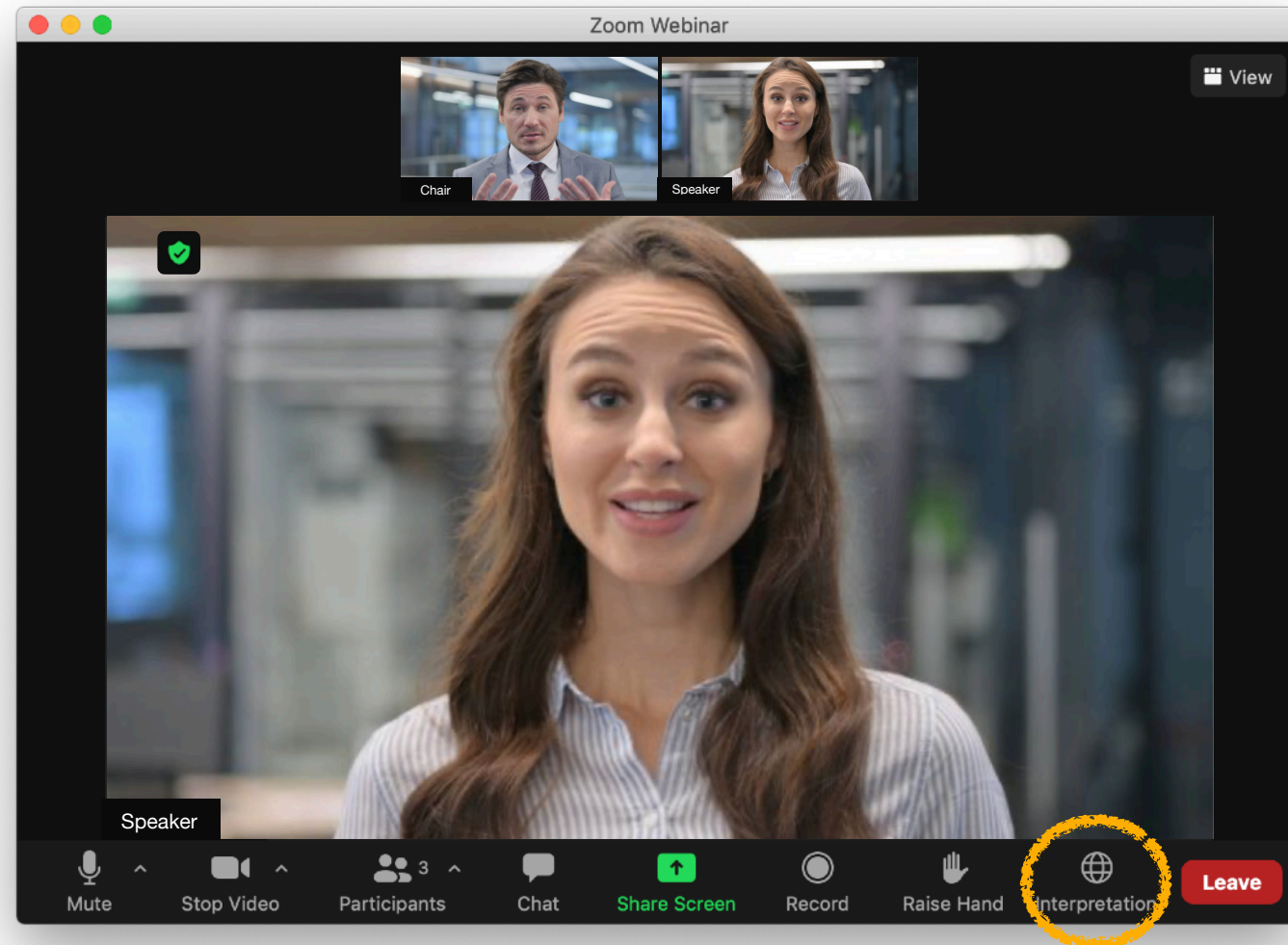
Sharing window will be popping up.



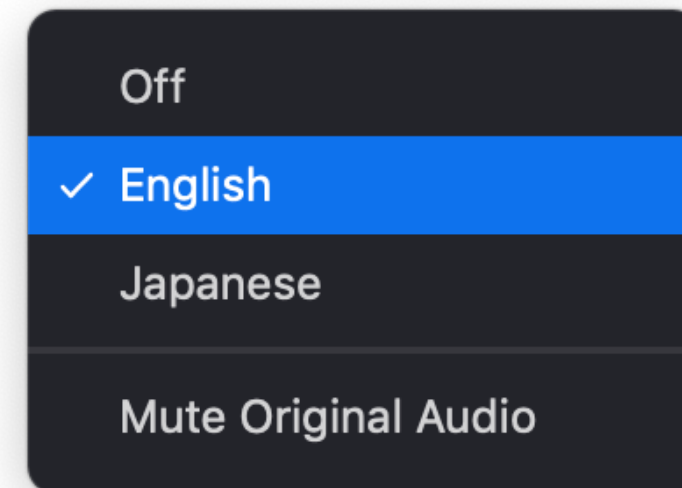
You may choose a PPT or Keynote window (If you open the keynote on your desktop then Keynote window will be shown in above window to select.) and **CLICK** **Share** .  
If your presentation has sound then make sure the  **Share sound** box is checked.



## [Panelist Window]



## [English]

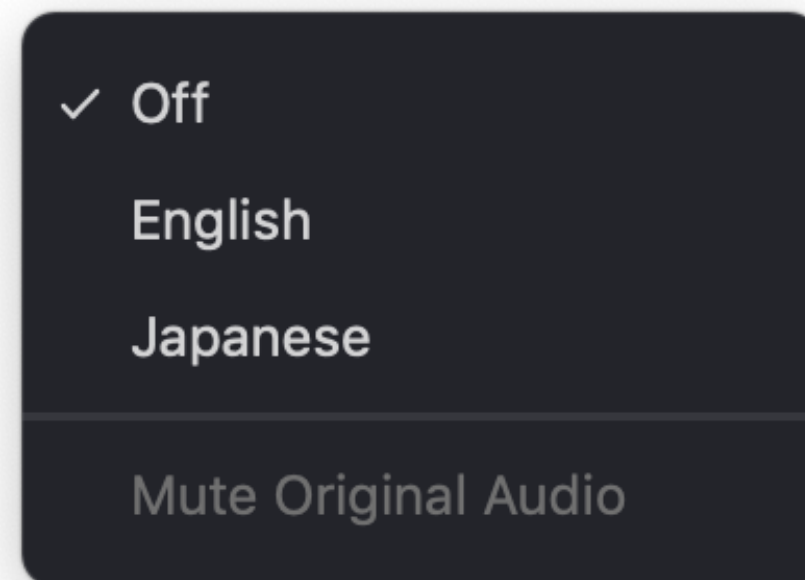


When you choose [English], The presentation in Japanese will be translated to English.

### [Note]

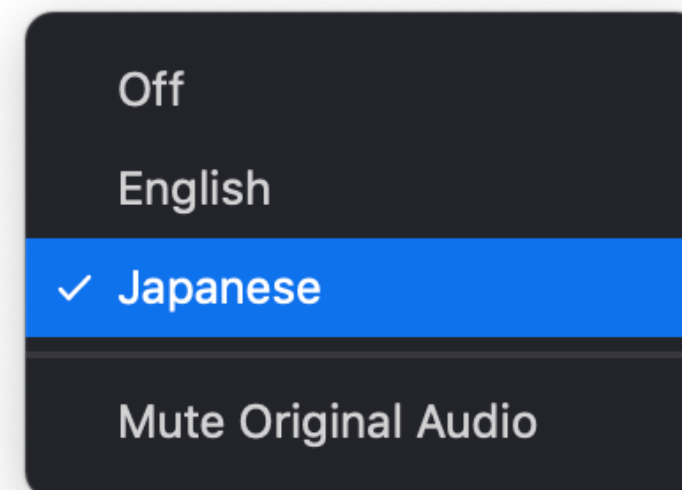
If you would like to change from English to Japanese during the Q & A discussion, please mention that “日本語で話します” to the interpreter and the operation operator.

Click the [Interpretation]



the original language will be played when you choose [off]

## [Japanese]



When you choose [Japanese], The presentation in English will be translated to Japanese.

### [Note]

If you would like to change from Japanese to English during the Q & A discussion, please mention that "I will speak in English now" to the interpreter and the operation operator.