CLAWAR 2021 Zoom Session Guides for <u>Audiences</u>

General Information
Presentation: 12 min.
Q and A: 3 min.

The URL and Meeting Password of the zoom session can be found in the email.
The staff of the session room in Zoom session is labeled "(Host)".
The Screen Name of the Session Chair is labeled "(Co-host)".
> e.g.) " Walter Russell Lambuth (Kwansei Gakuin Univ.) (Co-host)"

How to participate in the Zoom session
1. Access Zoom Meeting URL.
2. The browser ask you "Open Zoom Meetings?", then Click "Open Zoom Meetings".
   > <u>Please be advised to install the Zoom application beforehand.</u>
3. Focus your mouse cursor to the window of Zoom Meetings.
4. Click "Participants" button at bottom of the window.
5. Select your Screen name in the "Participants" list.
6. Click "More" button at the right side of your name, and Click "Rename".
7. Enter a new screen name as this format "**Name (Affiliation)**".
   > The purpose of this step is to easily identify participants each other.
8. Confirm that the microphone is **muted** and **video is stopped**.
9. **The staff (labeled"(Host)") will record the session. If ZOOM prompts you for permission to record, click OK.**

During Presentations
1. Confirm that the **microphone is muted and video is stopped**.
2. Select "Chat" from the menu at the bottom of the screen, and the chat screen will open on the right side of the screen.

Q and A after presentation
1. If you want to ask a question, **texting your intention in the chat screen** such as "I have a question." (**There is a raise function in Zoom. However, this function is not used. This is because we don't know the order in which they are raised**)
2. Unmute" and "start video" to speak when the session chair "(Co-host)" nominates you by voice.
3. When you finish your question, mute and stop the video.
4. During the question-and-answer session, you can communicate your intention to ask a question to the session chair via chat.
5. After the question and answer time has elapsed, the session chair will inform the audience that it is time to next presentation.

Leaving the Session
1. Click "Leave" button at the bottom of the screen.

NOTICE
- **Please do not record or record your talk. There is a "Record" button, but it is not allowed.**
- The chair (Co-host) may force you to mute or stop the video during Announcements and questions. Please do not interfere with the presentation or the Q&A.