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

<u>General Information</u>
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)"

<u>How to participate in the Zoom session</u>
Please participate in the Zoom session **at least 10 minutes before** the session start which you chair.
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. Press the "Chat" button in the center of the bottom of the screen, and confirm that the chat screen is on the right side of the screen.
9. **The session chair should tell the staff (labeled"(Host)"), either by chat or voice**, that he or she has participated in the meeting, and ask staff to designate him or her as a "Co-host".
10. **During the session, you may be contacted by the staff (labeled"(Host)") via cha**t.
11. **One of our staff members will display the elapsed time of the presentation, so please arrange the window so that you can always see it.**

<u>Before starting the session</u>
1. Unmute before the session starts: press the "Unmute" button at the bottom left of the screen.
2. Start video before the session starts: press the "Start Video" button at the bottom left of the screen

<u>Starting the session</u>
1. Announce the session starts to audiences.
2. Give the instruction to participants:.
   - Mute and stop the video during the presentation. If it is not muted, the session chair will force it to be set.
   - How to ask questions. "If you have a question, text "I have a question" to the session chair in private chat."

   During the presentation, the chair should also mute and turn off the video as much as possible.

   The staff (labeled"(Host)") will start recording, but please do not stop recording. If ZOOM prompts you for permission to record, click OK.

Presentation by presenter.
1. Introduce the presenter.
   The presenter starts the video, unmutes the video, shares the screen, and starts the presentation.
2. Please announce one of our staff members will display the elapsed time of the presentation, so please arrange the window so that you can always see it.
3. When the presentation time is up, inform that to the presenter and ask the presenter to end the presentation.
   If the presentation is too long, the host has the authority to force the end of the presentation: Select "Stop Screen Share" from "Details" at the bottom of the screen.

In case the presenter is unable to connect to the session room
1. One of our staffs share and broadcast the pre-distributed presentation video on behalf of the presenter if possible.
2. If its presentation video has not been uploaded beforehand, please wait for the duration of the presentation. Please never proceed to the next presentation before the scheduled time.

Q and A
1. Announce Q&A session starts.
   If audiences have a question, he or she will say "I have a question" in the chat.
2. Please nominate the questioner.
   • The questioner unmutes and starts the video.
   • The questioner and presenter will take questions and answers in audio.
   • When the question and answer is over, the questioner is muted and the video is stopped.
   • If the questioner forgot to press "Mute" or "Stop Video", select the questioner from the list of participants and press "Mute" or "Stop Video".
3. The question-and-answer is repeated, and when the question-and-answer ends, announce that it is the time to end the presentation.

Closing session
1. Declare the session to be closed.
   The staff (labeled"(Host)") will deactivate "co-host".

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

NOTICE
● **Please do not allow the audiences to record the session. Please reject any "recording" requests from the audiences.**
● The chair can force the audience to mute or stop the video. If the audience is not muted or the video is uninterrupted, and it interferes with the presentation or Q&A session, please turn off the mute or video.