

# **Zoom Presentation Manual**

## **for the Meeting of Japan Poultry Science Association**

### **I. Presentation system**

We use Zoom (<https://zoom.us/>). You can use it directly from your web browser, but we recommend using the Zoom app. The Zoom app is free to install and use. Please update to the latest version.

#### **1. Advance preparation**

- A microphone, camera, and speakers are required to attend Zoom meeting on your computer.
- If your computer does not have those devices, you will need to purchase them.

#### **2. Pre-connection test**

- Be sure to take part in the Zoom meeting test and test your internet connection yourself. <https://zoom.us/test>

#### **3. Preparation of presentation slides**

- Please prepare a PowerPoint or a PDF file of the presentation slides. Use the standard OS font to input characters.
- Audio and video cannot be used for your presentation.

#### **4. Presentation time and presentation method**

- Total presentation time is 10 min per presentation. All presentations will be delivered on live. (Oral presentation time for 7 min and Q & A time for 3 min)
- Following the oral presentation, Q & A session will be started immediately.
- The elapsed time from the start of the presentation is displayed on the screen. We will also inform you elapsed time for three times with a bell. (after 5, 7 and 10 min)

#### **4. Network environment when connecting to Zoom**

- When using Zoom, we recommend using a wired connected PC. Please note that if the communication environment such as pocket Wi-fi is used, the connection may be cut off during the presentation.

#### **5. Connection rehearsal**

- At the time of rehearsal, please access from the same internet environment as on the day of the meeting.

## II. How to participate in the meeting

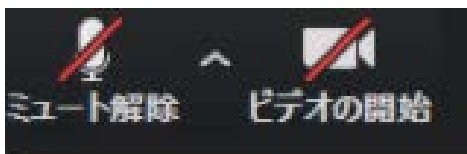
Please connect to the venue URL provided in this email and click "Open Zoom meetings" to enter the room.

### 1. Audio and video

- Click the microphone and video mark at the bottom left to turn off audio and video.
- Always mute (audio off) and turn off the video during the speaker's presentation.

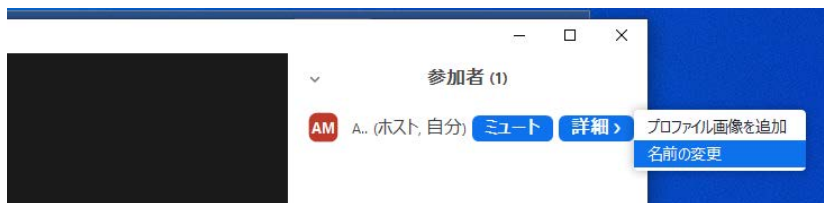


State of mute and video off



### 2. Display name on Zoom

- Select "Details (詳細)" -> "Rename (名前の変更)" from the participant's screen and change the display name as follows.



Example 1 . X大 家禽太郎

Example 2 . X Univ KAKIN Taro

### 3. Presentation procedure

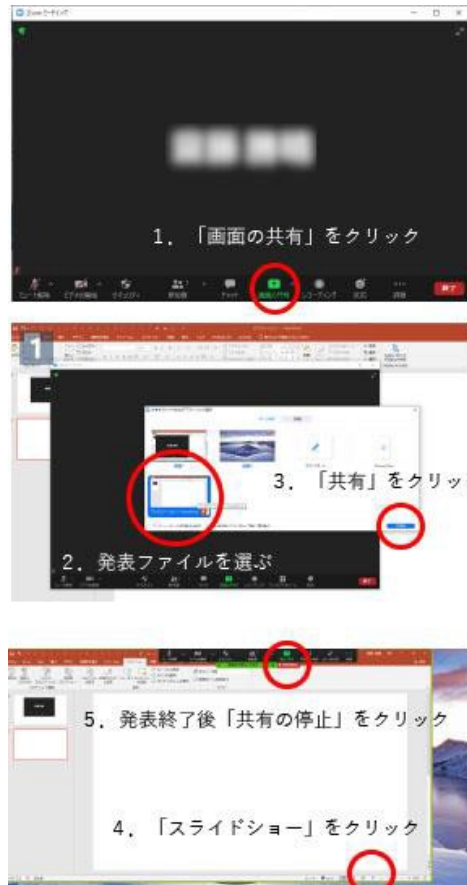
#### 3-1. Speaker

- Please perform operation of the presentation by yourself.
- Please open your presentation file during presentation of previous performer.
- Immediately after being instructed by the chair, select the presentation file screen from "Share screen (画面の共有)" (green button) at the bottom of the screen and share the screen.
- Please display the file as a slide show.
- A pointer can be used.
- After the presentation, click "Stop sharing (共有の停止)" (center at the top of the

screen).

(\* The time for exchanging presentation file is 1 min. Presenters are requested to practice a way of file-sharing.)

## Windows



## Mac



### 3-2. Question-and-answer

- If you have any questions, please let us know in one of the following two ways. Priority is given to those who raise their hands.
  - (1) Click "Reaction (反応)" and select "Raise your hand (手を挙げる)".
  - (2) Please turn on audio, and let us know that you have a question.
- After that, the chair will call your name. Once called, please turn on audio and video and start the question.
- Once called, please turn on audio and video and start the question.

(\* When your Q & A is over, click "Reaction (反応)" again and then click "Lower your hand (手を下げる)".)
- If you can't ask a question in time, you can write a question in the chat. The presenter is recommended to reply by the chat as much as possible.

### III. Other notices

- Data saving, screen shots, and any recording are strictly prohibited.
- Screen shots cannot be technically prevented. Please understand this before creating the presentation file.
- Computer environment for using Zoom need a stable network environment, a microphone, and a video camera. The microphone and camcorder may be attached into your computer, but it is recommended that you use an external microphone if possible.
- You will participate from your affiliation or your home on the day, but please ensure a quiet environment as much as possible because the microphone may pick up ambient noise during the presentation.
- For details on the computer system requirements, browser, and network environment for using Zoom, refer to the Zoom Help Center below.  
<https://support.zoom.us/hc/ja/articles/201362023-PC-Mac-Linux>

<Contact>

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