

Instructions for Presenters

Online Presenters:

1. **Log in to OMS:** [Online Meeting System \(OMS\)](#)
2. **Connect to Zoom:** Click “MEETING SYSTEM” → “TIMETABLE” on the top menu. Select the session you want to join, then click the Zoom URL in the pop-up window.
3. **Set name and affiliation:** Set your display name as your full name and affiliation (e.g., Hanako YAMADA (NIPR)). Keep your video and microphone off unless presenting.
4. **Check Your Equipment:** Use the “Test speaker and microphone” feature on Zoom to make sure your PC’s microphone and speakers are working correctly.
5. **Start Your Presentation:** Once the previous presenter has finished and stopped sharing the screen, share your presentation. Turn on your video and microphone. Follow the chairperson’s instructions to start your presentation.
6. **End Your Presentation:** After the Q&A session, stop screen sharing and turn off your video and microphone.

In-Person Presenters:

1. **Log in to OMS:** [Online Meeting System \(OMS\)](#)
2. **Connect to Zoom:** Click “MEETING SYSTEM” → “TIMETABLE” on the top menu. Select the session you want to join, then click the Zoom URL in the pop-up window.
3. **Set name and affiliation:** Set your display name as your name and affiliation (e.g., Hanako YAMADA (NIPR)).
4. **Audio Settings:** Turn off your video, microphone, and speakers when enter the Zoom room, the venue’s sound system will handle the audio.
5. **Start Your Presentation:** Once the previous presenter has finished and the chairperson signals you, share your screen and turn on your video.
6. **End Your Presentation:** Exit Zoom after your presentation and Q&A.

7. **Backup Plan:** If you cannot use your PC, you may use a Windows PC at the venue. Please provide your presentation file on a USB drive to the venue staff in advance. The file name should be your presentation ID.