

For Parallel Sessions

**The 6th World Conference on Production
and Operations Management – P&OM 2022
ZOOM Meeting Manual**

1.4 edition

1. Introduction

Due to the COVID-19 pandemic, the World Conference on Productions and Operations Management 2022 (World P&OM 2022) will be hosted virtually on ZOOM, Zoom meetings for invited and contributed sessions and Zoom webinars for plenary keynote sessions.

This manual is an introduction to setting up the ZOOM software for all the registered persons to join Zoom meetings as chairs, presenters, attendees, etc. of invited and contributed sessions, where each presentation should be made within 15 minutes and followed by Q&As within 5 minutes. One of missions of chair(s) is to keep them to the time limits and complete the session within 80 minutes, while moderating and stimulating the discussion around the session topic.

This manual will cover the basic setup for a typical environment, but everyone has a unique environment and individual requirements.

If you need additional help please see the official help center at <https://support.zoom.us/hc/en-us>.

(1) Outline of ZOOM

ZOOM is a video conference service platform provided by Zoom Video Communications. A host creates and starts a video conference session as a meeting or webinar format that other people can join.

During the session you will be allowed to share your computer screen or use a camera and microphone to talk with other people.

(2) What you will need

A PC, laptop or tablet	Running Windows, Mac, Linux, iOS or Android	
Audio output Device	Speakers or Head phones.	To avoid the echo/feedback, it is recommended to use USB plug-in head phones or earphones
A Web Cam	built-in, USB plug-in	Recommended for speakers
Microphone	built-in, USB plug-in	Recommended for speakers
An internet connection	broadband wired or wireless	broadband wired is recommended for speakers

*Please see the official help center for detailed system requirements

(<https://support.zoom.us/hc/en-us/articles/201362023-PC-Mac-Linux>).

2. Joining the Zoom Meetings

Step1: Please log in to the ONLINE CONF (<https://worldpom2022.gakkai.online>) by using your ID and password. Your ID has been already sent to your email address on August 9th or 15th. If you haven't received it yet, please contact the program committee (worldpom@e-jomsa.jp).

Step2: After logging in, ①please click on "Timetable" and ②select the session you want to participate as follows.

The screenshot shows the conference interface with a sidebar on the left containing 'Home', 'Timetable', 'My Schedule', 'Participants', and 'Manual'. The main area displays a timetable for 08/23(Tue) with sessions listed in columns for 15:00, 16:00, 17:00, 18:00, and 19:00. A red box labeled '② Click on "Timetable"' points to the 'Timetable' button in the top navigation. Another red box labeled '① Click on Zoom URL and participate in the session' points to a session entry in the 15:00-16:30 slot. The session entry includes the title '[1K15]Plenary 1: Opening Session (15:00-15:30) and "Meet the Editors" (15:30-16:30) Speakers: IUOPM ...', chairs, and a 'Zoom URL is here' link.

Step3 Please fill out your name in the following manner to make it easier for others.
[Name (Affiliation)] For Example: John Smith (XXX University)

(1) Zoom Meetings settings and Guidelines

For each Zoom Meeting session, the conference host will configure the following settings in advance:

- 1) The session chair will be set as a “joint host”.
- 2) “Presenters” and “attendees” will find their camera off and their microphone muted.

Speakers (chairs and presenters) should join the Zoom meeting at latest **10 minutes** before their session.

After entering the Zoom, the speakers should turn on your microphone & camera and make sure they are connected and your presentation material can be shared on screen.

After every function is checked, please make sure your microphone and camera are off when others are making presentations.

Presenters should rigorously follow the designated time limits. Chairs need to make sure the progress is going smoothly.

In principle, we will not postpone any presentation due to the troubles during the session.

If the presenters do not show up and their pre-recorded presentation videos have been uploaded, then the Zoom operators will play it on their behalf.

During the Q&As section, if attendees wish to ask their questions, they should **enter their questions in the chat or push the button of “raise your hand.”**

If the chair appoints an attendee, the attendee will be allowed to unmute the microphone so as to speak directly to the presenter.

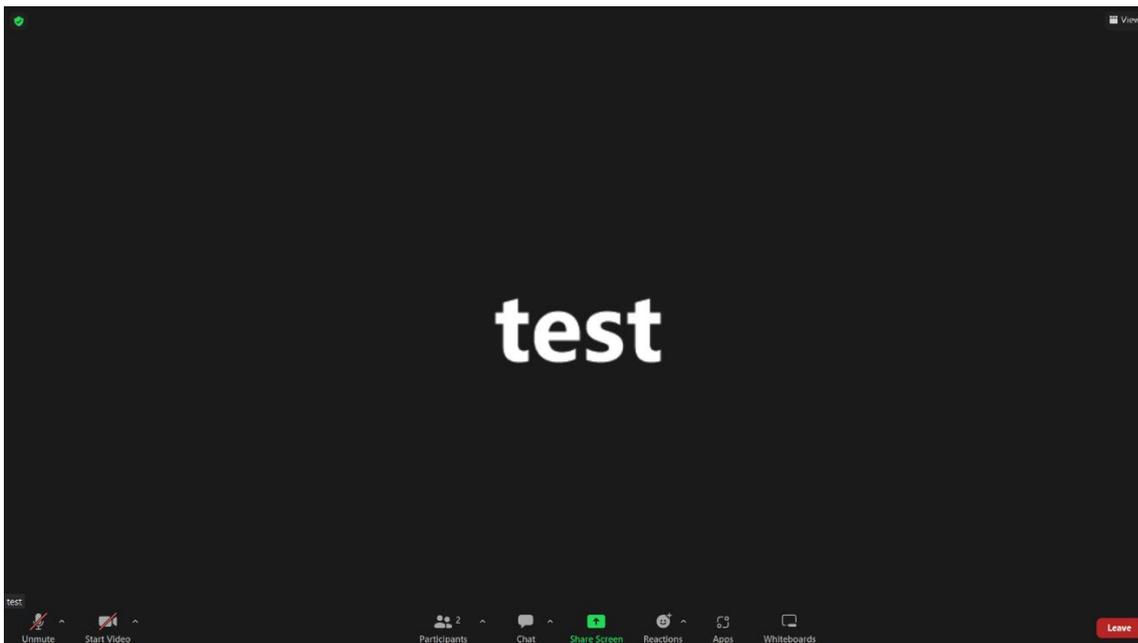
*When asking a question please keep background noises to the minimum.

*There is a maximum number of connections (devices) for each Zoom meeting. In case of full connections, you will unfortunately be unable to join the Zoom meeting.

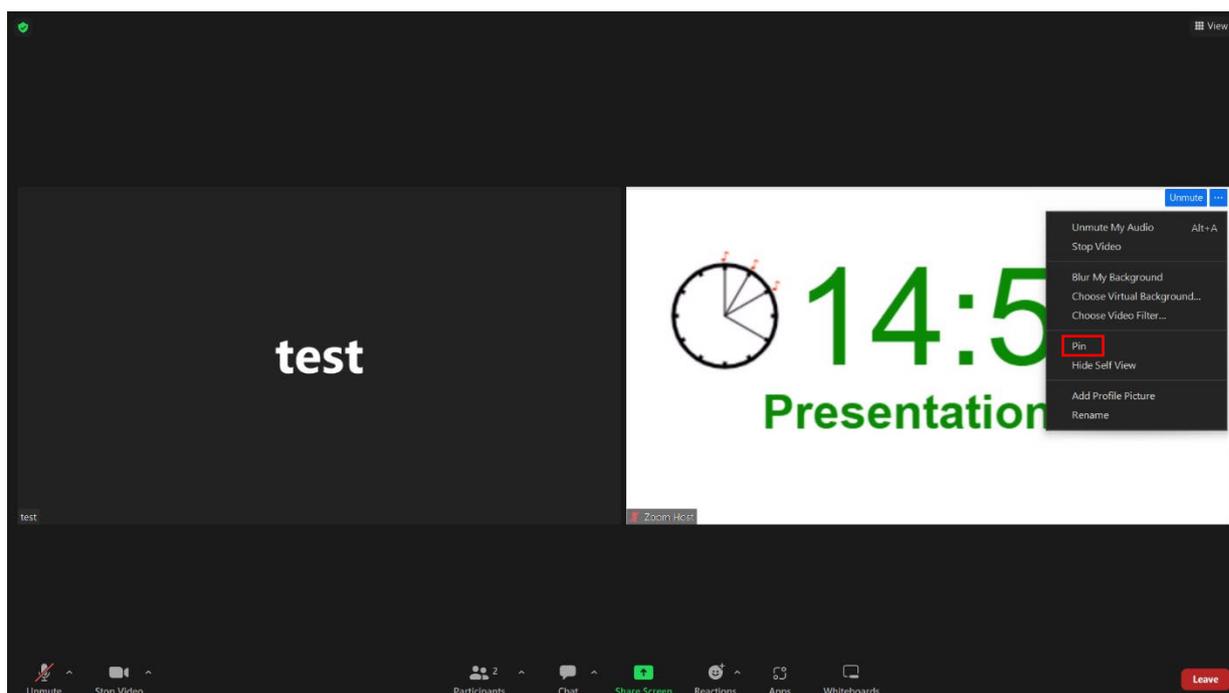
In order for as many people as possible to be able to attend the Zoom meeting, please refrain from connecting on multiple devices.

(2) Basic Operations

[PC]



- ① Microphone settings: Mute/Unmute your mic, or change your settings here
- ② Camera settings: Turn on/off your camera, or change your settings here
- ③ Participants: View who has joined the meeting
- ④ Chat: Send messages to the host, speakers, attendees, etc.
- ⑤ Share Screen: If you are given permission by the host, you may share your screen here
- ⑥ Reactions: You can send reactions that are visible to all participants
- ⑦ View: You can change how to view the speakers on your screen
- ⑧ Leave: If you would like to leave the meeting, press it.



< Timer >

1. Timer will be shown as one of the participants screens. You can keep up the time as you go through/follow the presentation.
2. To pin the timer on your screen, click [...] on top right of the timer screen and click [pin]
3. If you can not find the timer screen, change the view to [Gallery]

3. Trouble shooting

There is no sound

Make sure your speakers are not muted.

Camera or microphone is not working.

Make sure that ZOOM can access them in the settings of your device or PC.

For Windows:

Windows Settings→Privacy→Camera Turn on
"Allow apps to access camera"

Windows Settings→Privacy→Microphone Turn on
"Allow apps to access microphone"

The screen looks inverted.

Click the “^” button to the right of the “**Start/Stop video**” button→
Video Settings→ Video→ **Mirror My Video**.

Emergency Contact

Program Committee, The 6th World Conference on Production and Operations
Management – P&OM 2022 (2020)

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