For Plenary Keynote Sessions Only

The 6th World Conference on Production and Operations Management – P&OM 2022

ZOOM Webinar Manual for Attendees

1.4 edition

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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 to join Zoom webinars as an attendee of plenary keynote sessions.

(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 Webinars for Keynote Sessions

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.

Step3: A webinar registration screen will pop up.
  Please enter your e-mail address and name, and then click register.
  ■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 Webinar settings and Guidelines**

During Zoom Webinars sessions the host will configure the following settings in advance.

"Attendees" will find their camera and microphone unconnected.
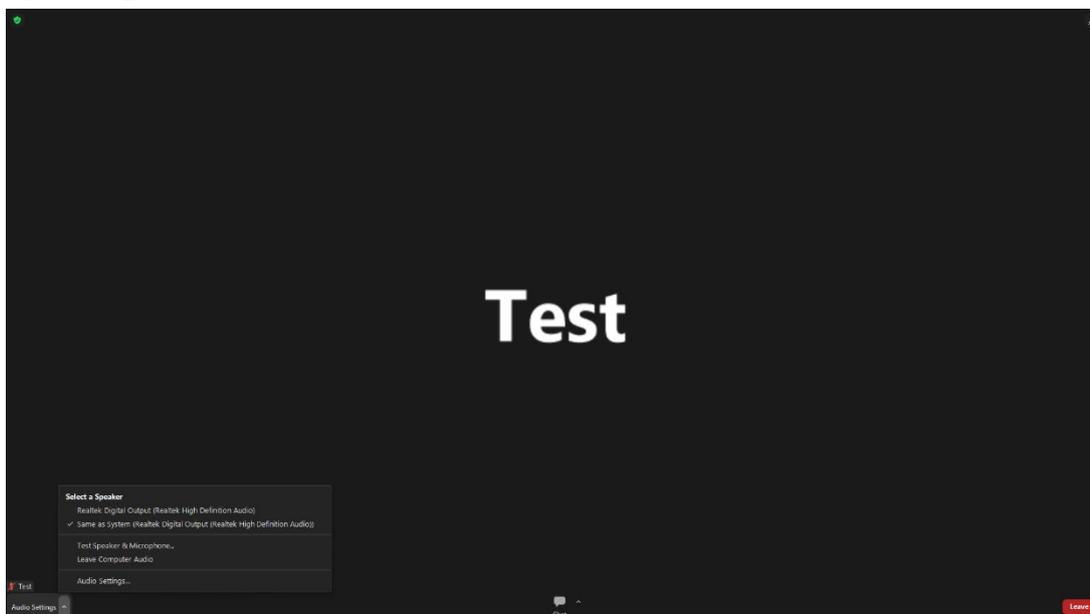
In principle, we will not postpone any session due to the troubles during the session.

During the Q&A section, if you wish to ask questions, you can enter the questions or messages in the Q&A (or the chat), which can be seen to chairs and keynote speakers only. You may receive the answer to your questions from the speaker(s) in the Q&A. If necessary, you will be called by the chairs and your microphone will be turned on to directly interact.

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

(2)Basic Operations

【 PC 】

① **Audio settings**: Test your speaker and microphone
② **Chat, Q&A**: Send messages/questions to the host and speakers.
③ **Leave**: If you would like to leave the meeting, press it

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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
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