For Plenary Keynote Sessions Only

> **The 6th World Conference on Production and Operations Management – P&OM 2022**
>
> **Manual for Zoom Webinar Speakers (Chairs, Organizers, and Panelists)**

**1.4 edition**

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 to join a Zoom webinar as a speaker (chair, organizer, panelist, etc.) of a plenary keynote session within 90 minutes.

### (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 |

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*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 Webinar as a Speaker（PC）

Step1: Please log in to the Zoom webinar by clicking the link and putting the passcode shown in the invitation email from the Zoom webinar host to be sent on August 22nd in JST. The same invitation email is scheduled to be sent you again one hour before the webinar as a reminder. If you will not receive it, please contact the Zoom operator (css_op@gtcenter.co.jp) and program committee (worldpom@e-jomsa.jp).

Step2: 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 webinar sessions the host will configure the following settings in advance:

1) Each "plenary speaker" is to be set to a "Panelist" for the webinar session.
2) Each "chair" is to be set as a "Joint host" during the session.
3) "Attendees" will find their camera off and their microphone muted.

All the speakers (chairs, organizers and keynote speakers) should join the Zoom webinars at latest 10 minutes before the plenary session. There will be a closed session just for speakers on how to use the Zoom functions set up for speakers before the keynote sessions start. During this pre-session, the attendees of the keynote session cannot see this closed pre-session.

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

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## (2) Basic Operations
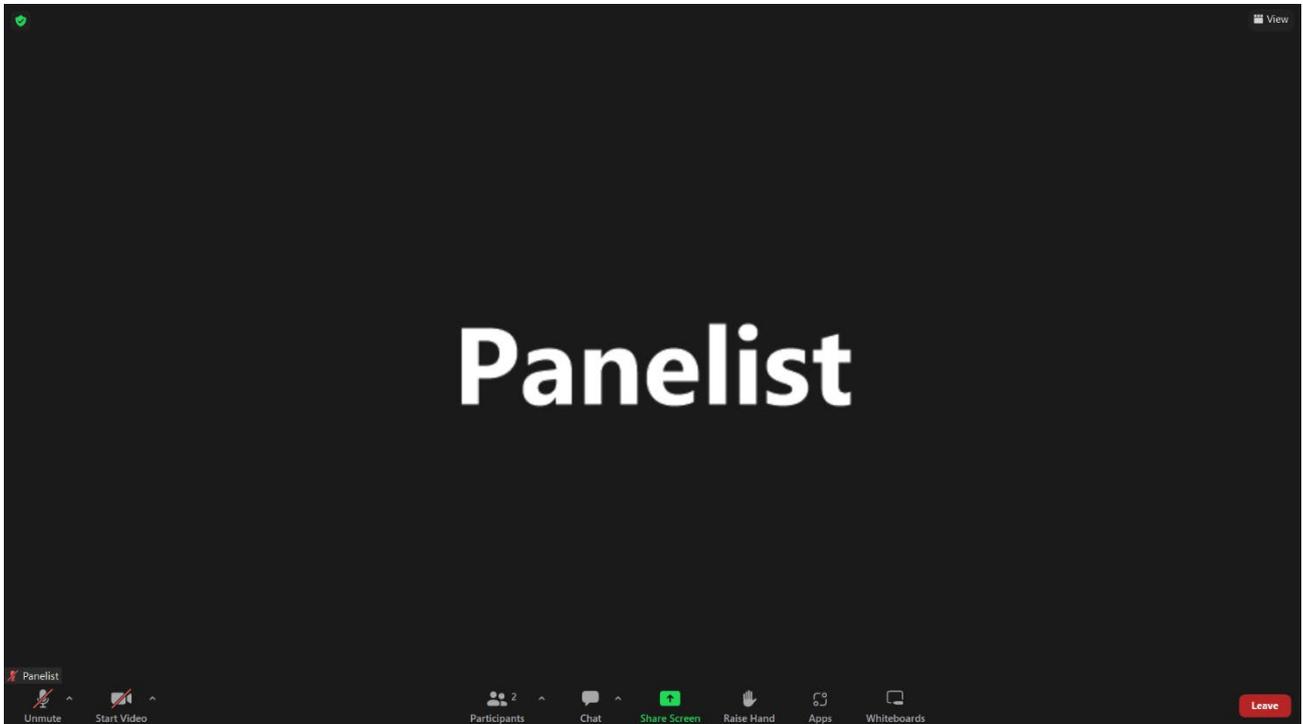


① Microphone settings: Mute/Unmute your mic, or change your settings here

② Camera settings: Turn on/off your camera, or change your settings here

③ Participants: View who has joined the meeting

④ Chat, Q&A: Send messages to the host, chairs, speakers, attendees, etc.

⑤ Share Screen: If you are given permission by the host, you may share your screen here

⑥ Raise Hand: We don't use this function in this conference

⑦ View: You can change how to view the speakers on your screen

⑧ Leave: If you would like to leave the meeting press

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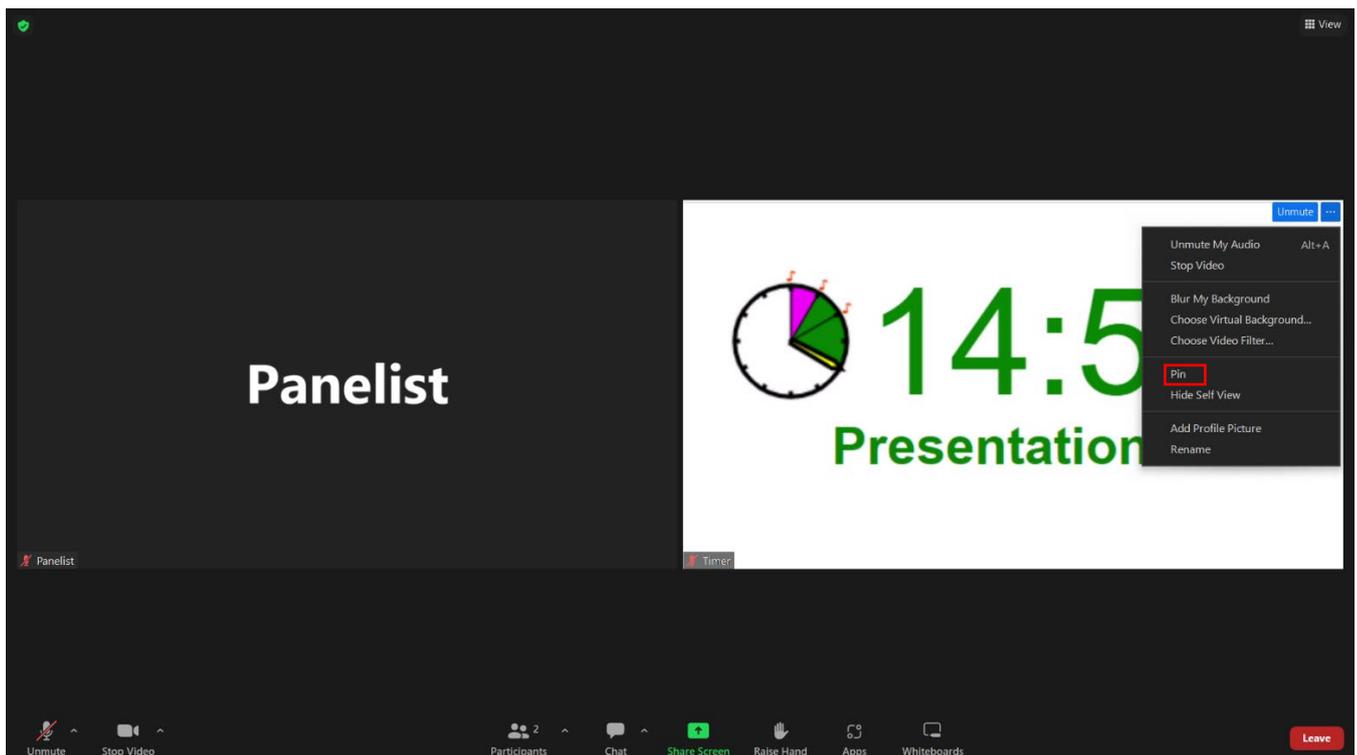
< **Timer** >

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"

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## The screen looks inverted.

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

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