



Updated from time to time. Please check the latest version.

 <https://icpe-ipa.org/download>

ICPE 2021 Presentation Manual

**ICPE 2021
Administration Working Group
Ver.1**



Please read before the rehearsal

CONTENTS

- Introduction P3
- Preparation① : Required Equipment P4
- Preparation② : Zoom Installation P5-6
- Preparation③ : Virtual Background Setting P7
- Schedule of the Day P8
- Presentation Operation P9-10
- Q & A P11
- Rehearsal Schedule P12
- Precautions P13
- Contact us P14

Introduction

- This manual explains how to get prepared for the presentation on the day from making previous arrangements **for those who will make presentations at the conference.**
- The URL for entering the session will be sent by email from the IPA Secretariat by June 11 (Fri).
- If you have any questions regarding this manual or other inquiries, please contact the IPA Secretariat (see Contact (P15)).

Preparation① : Required Equipment

- Stable Internet Environment
 - A line speed of 600kbps (downlink) is constantly required.
 - Wired connection is recommended.
 - (e.g.) You can check the speed at <https://www.musen-lan.com/speed/>
- PC (Windows, Mac)
- Web Camera (PC built-in type is OK)
- Speaker/Headphone/Earphone
- Microphone (PC built-in type is OK)
- Zoom App
 - Pre-installation is required. (Refer to: P5-P6 for details)
 - Update to the latest version (5.6 or higher)

Preparation② : Zoom Installation

✂ The following instructions are for Windows10.

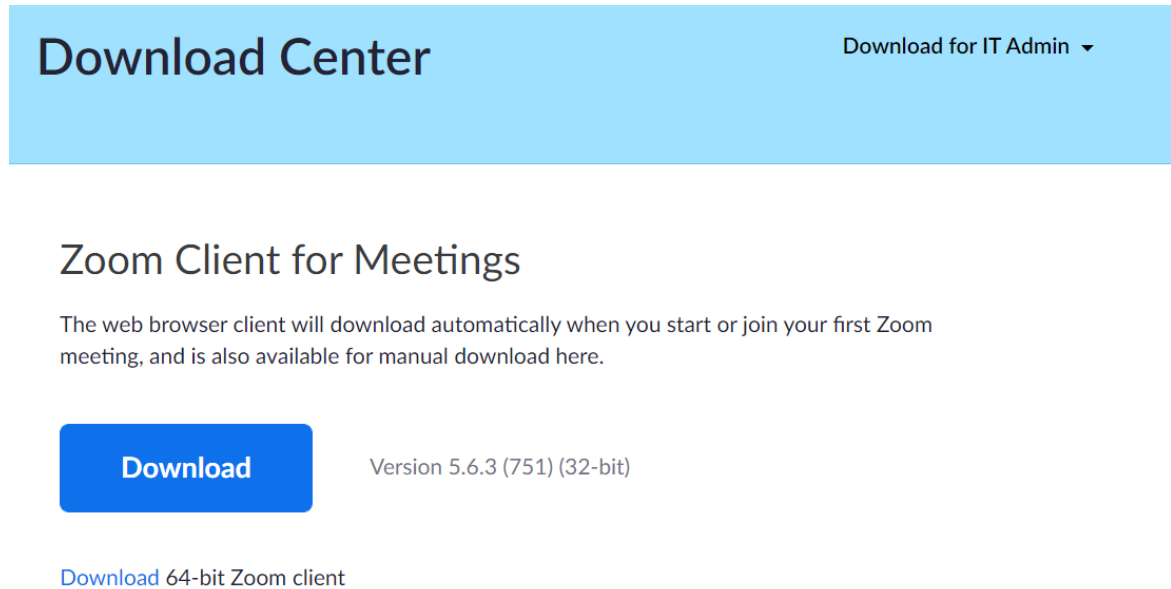
The installation process is similar for Mac OS.

- Please access the Zoom official website (<https://zoom.us/meetings>) and on the homepage, click “Meeting Client” in the “Download” menu.

About	Download	Sales	Support
Zoom Blog	Meetings Client	1.888.799.9666	Test Zoom
Customers	Zoom Rooms Client	Contact Sales	Account
Our Team	Browser Extension	Plans & Pricing	Support Center
Careers	Outlook Plug-in	Request a Demo	Live Training
Integrations	Lync Plug-in	Webinars and Events	Feedback
Partners	iPhone/iPad App		Contact Us
Investors	Android App		Accessibility
Press	Zoom Virtual Backgrounds		Privacy, Security, Legal
ESG Responsibility			Policies, and Modern Slavery
Media Kit			Act Transparency Statement
How to Videos			

Preparation② : Zoom Installation

- Click “Download” in “Zoom Client for Meetings” menu.



***For 64-bit, please click here.**

Download completed.
(The above shows the Japanese version.)

Preparation③ : Virtual Background Setting

The screenshot shows the Zoom settings window with the 'Background & Filters' tab selected. A red box highlights the 'Background & Filters' tab in the left sidebar. The main content area shows a grid of virtual backgrounds. The 'ICPE2021 Specified Background' is highlighted with a red border. A red box with the number '3' highlights the '+' button to add a new background. A red box with the number '4' highlights the 'マイビデオをミラーリング' checkbox, which is currently unchecked. The 'スタジオエフェクト' (Studio Effects) button is also visible.

設定

② Background & Filters

ICPE2021 Specified Background

③

④

マイビデオをミラーリング

➤ Steps :

- ① Open the settings.
- ② Click [背景とフィルター](Background and Filter)
- ③ Click 田、 and add the ICPE2021 specified background downloaded in advance.

The background can be downloaded from the URL below.

URL : <https://icpe-ipa.org/download>

- ④ Uncheck 「マイビデオをミラーリング」 (Mirroring my video)

For reference :

<https://zoom.us/virtual-backgrounds>

Schedule of the Day

	Time	Details	Notes
1	20 minutes before the session start	Entering the room, attendance check, waiting	<ul style="list-style-type: none"> • Please enter from the dedicated link sent by e-mail from the IPA Secretariat. • In case you'll be late due to connection problems, please contact the Secretariat. • The Chair and the Secretariat will confirm the presenters. Please change your display name.
2	Session start	Announcement of the start	The Chair starts the session.
C	Presentation time Keynote lecture : 40min. State-of-the-art : 25min. General session : 10min.	Presentation	Please be careful not to exceed your time. See Session Schedule for details.
4	Q&A (5 minutes)	Q&A	The chair will select questions from the viewers and proceed with the Q&A session.
5	End of presentation		The presentation will end when the Q&A ends.

Operation at the time of presentation: Settings

Request for settings at the time of presentation :

① Microphone 「ON」

② Start Video

③ Select language (Japanese/English)

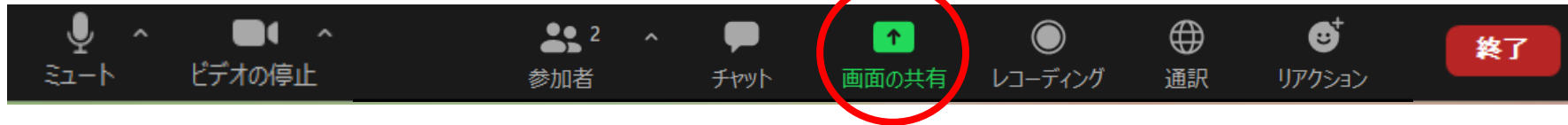
If there is simultaneous interpretation, the "Interpretation" button will be displayed.



Presentation Operation : Screen Sharing

Screen Sharing :

[Screen Sharing button]



➤ Steps :

- ① Open the PowerPoint file to share.
- ② Click the [画面共有ボタン](Screen Sharing button).
- ③ Select the material to share.
- ④ Switch to the slideshow mode by clicking PowerPoint while sharing the screen.

※ For details on how to share the screen, please see the URL below.

<https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation#:~:text=want%20to%20present.-,Start%20or%20join%20a%20Zoom%20meeting.,Beginning%20or%20From%20Current%20Slide.>

Q & A

- An Approx. 5 min. Q&A session is scheduled after each presentation.
- After each presentation, the Chair will receive notes with questions from the viewers.
- The Chair will read a question out of the questions and request the presenter to answer it. The presenter should answer the question.
- The Chair will finish the Q&A session according to the schedule and move on to the next presentation.

Rehearsal Schedule

- **Date** : Late May-early June 2021 (You will be informed by email as soon as it is decided)
- **Contents**: Flow of presentation on the day
Connection test: audio, video check, internet environment,
PowerPoint sharing operation, etc.

Precautions

1. Change of the presenter

- In case some circumstances prevent you from making your own presentation, please contact the IPA Secretariat **by 15:00 the day before the presentation** with the name and contact information of the person to make a presentation for you.
- If you cannot find a substitute, please be sure to contact the Secretariat by email or phone by 15:00 the day before the presentation.

2. Securing a place

- Please make your presentation in a quiet environment where you can use it exclusively.

3. Recording of presentation

- Your presentation will be recorded and broadcast on demand for the following period.* On-demand broadcasting period (planned): June 24th (Thursday) to August 18th (Wednesday)

4. Others

- Please update Windows updates and various updates in advance so that they will not proceed during your presentation time.

Contact us

➤ Contact

ICPE General Affairs • Events Subcommittee / IPA Secretariat

TEL: +81-3-5461-1191

Email: tokyo@press-in.org

➤ Contact during the conference period (June 19~20)

- Technical inquiries (connection, etc.) :
ICHIKAWA, TEL : +81-80-9453-3902
- Other inquiries :
HIROSE, TEL : +81-80-4350-2392



Please feel free
to contact us !