



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

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

ICPE 2021 Speech Manual For Opening & Closing Ceremony

**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
- How to make an address P9-10
- Rehearsal Schedule P11
- Precautions P12
- Contact us P13

Introduction

- This manual explains how to get prepared for making the address on the day from making previous arrangements **for those who will make addresses 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 (P13)).

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.

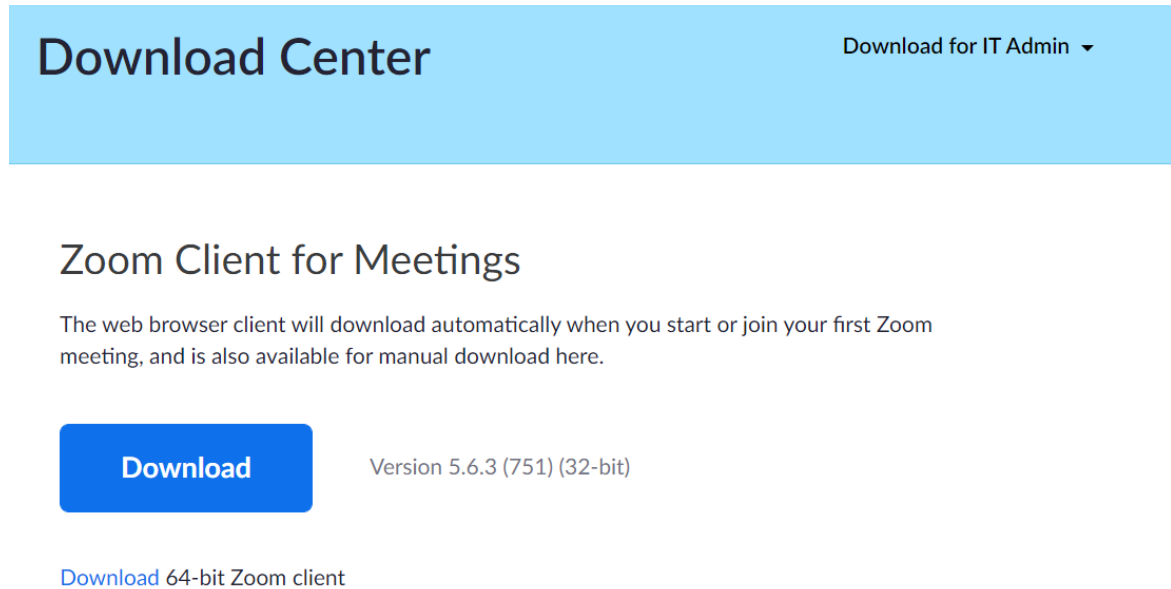
The installation process is similar for Mac OS.

- 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 area shows a grid of virtual backgrounds. The 'ICPE2021 Specified Background' is highlighted with a red border. A red box with a circled '3' highlights the '+' button to add a new background. A red box with a circled '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' checkbox is also visible.

設定

一般
ビデオ
オーディオ
画面の共有
チャット
背景とフィルター
レコーディング
プロフィール
統計情報
フィードバック
キーボードショートカット
アクセシビリティ

ICPE2021 Specified Background

The Second International Conference on Press-in Engineering (ICPE) 2021, Kochi

② Background & Filters

③

バーチャル背景 ビデオフィルター

None ぼかし

④

グリーンスクリーンがあります **マイビデオをミラーリング** スタジオエフェクト

➤ 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	Start	Announcement of the start	
3	Address	Make an address	Please be careful not to exceed your time.

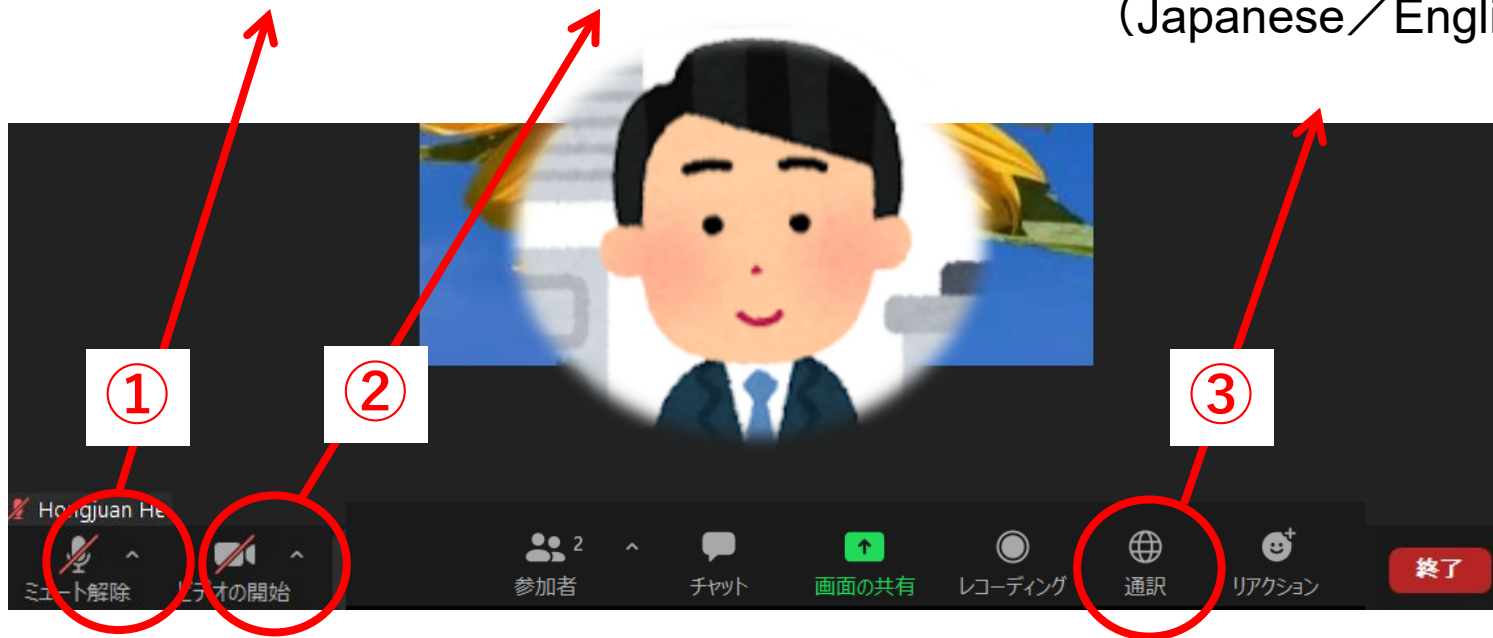
How to make an address : Settings

Request for settings :

① Microphone 「ON」

② Start Video

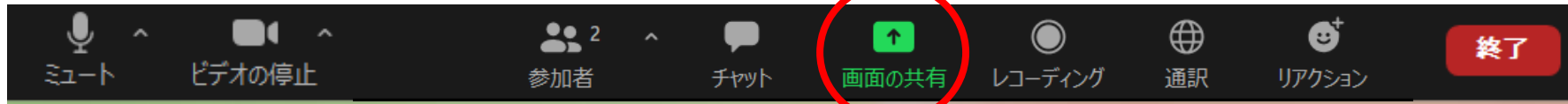
③ Select language which you want to speak
(Japanese / English)



How to make an address : 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.>

Rehearsal Schedule

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

Precautions

1. Securing a place

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

3. Recording

- Your address will be recorded.

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 !