

# The 18th Japan-Korea-China Pediatric Nephrology Seminar 2021

## For Presenters and Chairs

- |                             |            |
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# Introduction

We are going to use ZOOM Webinar for the seminar operation. This support document provides step-by-step instructions for presenters and chairs on how to use ZOOM. Please read this carefully in advance and be prepared.

1. Please make sure of your internet connection environment first.  
We recommend using a wired LAN.
2. Find a quiet place as much as possible.
3. Make sure your PC has a camera, speaker, and microphone.
4. Use earphones with mic or headset microphones.
5. Close all unnecessary applications before joining.

# Schedule Outline

(3)

<b>Preparation</b>	In advance	Install Zoom	Make sure that zoom is installed on your PC in advance. Check the function of the microphone and speaker.
<b>April 24</b>	9:00-16:00	Test connection	A director will be waiting on ZOOM at any time from 9:00am to 14:00pm. Please access zoom to check the connection status, mic, settings, and anything you need to know. Note: If more than one person join at the same time, you may have to wait for a little. Please keep connecting and wait.
<b>April 25</b>	30min prior to your session	Enter a room	All chairs and presenters are required to enter zoom at latest 30 minutes prior to your session time start. Please make sure of using your full name when you log-in the zoom, so that operator will know who is the speaker/chair easily.
	5-10 min prior to your session	Upgrade to a panelist	The operator will upgrade chair/presenter to the "panelist". As a panelist, you're then available to turn videos and microphones on and off. The other session may still in progress, so please wait with the video and microphone off. If anything is required, we will call you by chat. Always check your chats. Any information like as schedule delay will also be notified by chat.
	1 min prior to your session	Stand-by	About 1 min prior to your session start, operator will request you to stand-by, so please stand-by with the video on and the mic off. When it's time to start, operator will tell you "please start session". Turn on mic and start the session.
	On time	Start	Start your session. Below is the basic flow. ① Chair : Greeting ② Chair : Introduction of the presenter Presenter : Greeting ③ Operator: Broadcast presentation slides with narration or presenter may talk on live with sharing screen ④ Live Q&A (Q&A will be conducted by "Q&A" and "raise hand" function. Support staff will assist the chairs.) Note: Chat cannot be used by attendees
	End of your session	Finish	After the closing remarks of the chair, operator will display the title slide and session is closed.
	After the session	Back to an attendee	Set mic and video off when the session is closed. The chair/presenter will return to an attendee.

## Preparation① Install Zoom

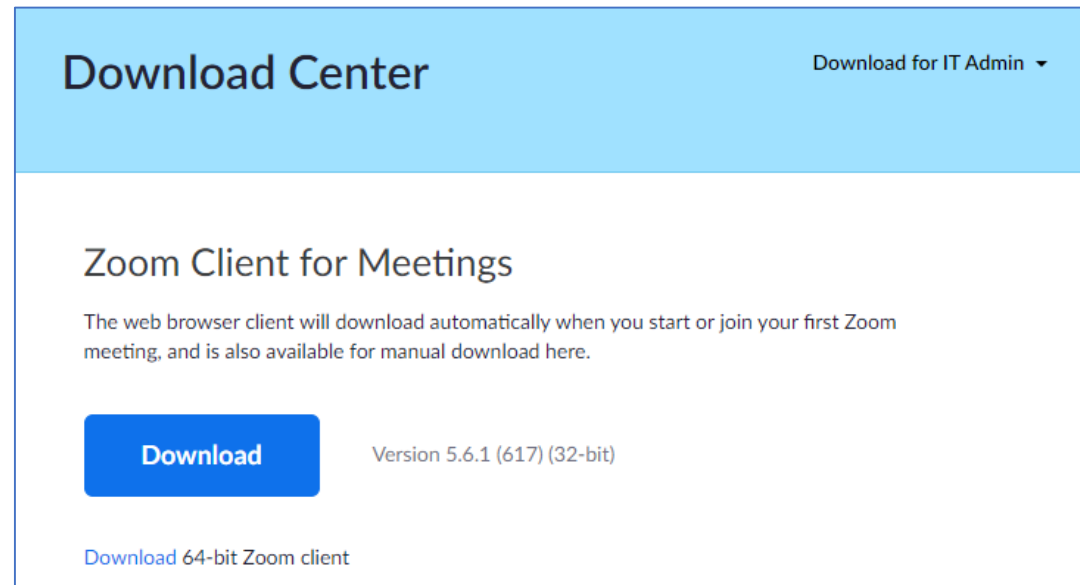
If this is first time for you to use zoom, please install zoom in your PC.

Go [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

Click “Download”

Zoom will be automatically operated from the next log-in time

Note: Please avoid using smart devise when you make presentation.



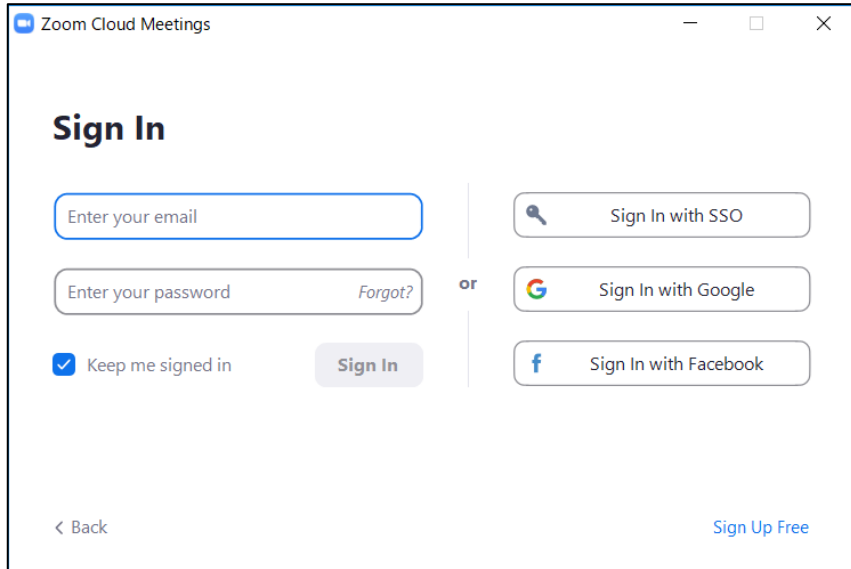
The screenshot shows the Zoom Download Center interface. At the top, there is a light blue header with the text "Download Center" on the left and "Download for IT Admin" with a dropdown arrow on the right. Below the header, the main content area is white. It features the heading "Zoom Client for Meetings" followed by a paragraph: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this text is a prominent blue button labeled "Download". To the right of the button, the text "Version 5.6.1 (617) (32-bit)" is displayed. At the bottom left of the content area, there is a link that says "Download 64-bit Zoom client".

# Preparation② Setting1

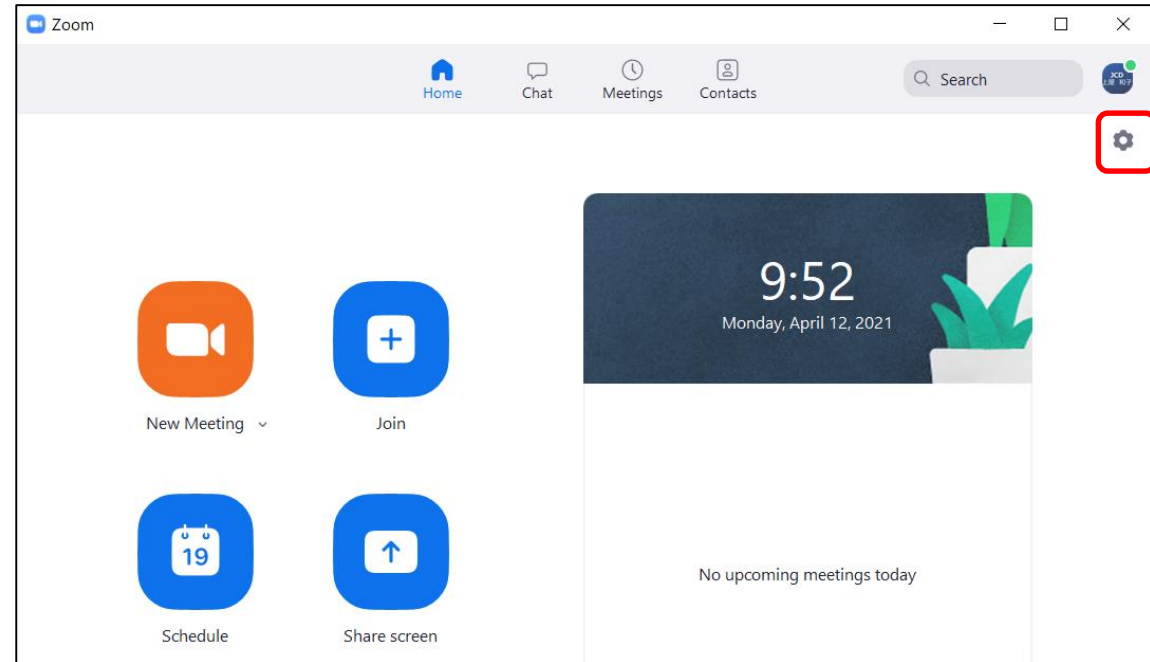
(5)

Please sign in zoom in advance and make necessary setting.

1) Sign in zoom.



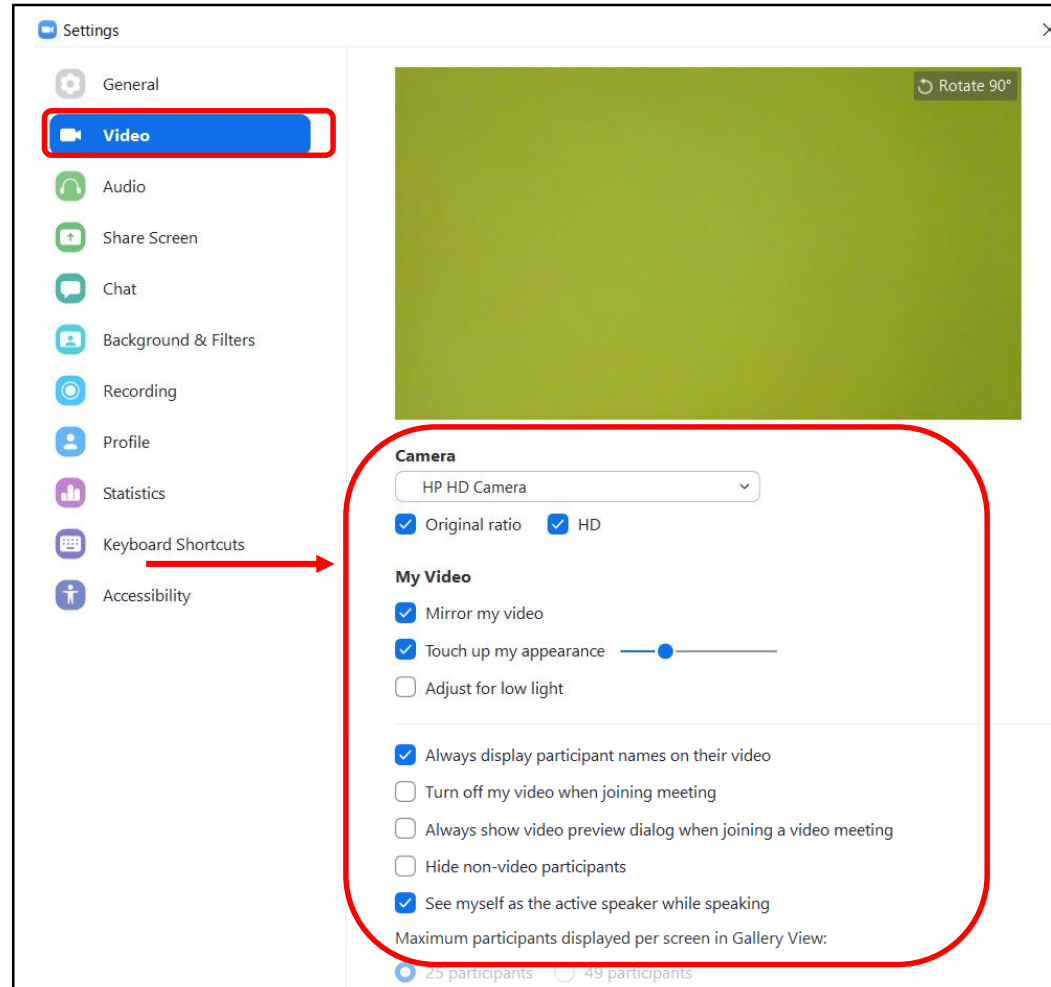
2) Click Setting where shown below at the right-side upper corner.



# Preparation③ Setting2

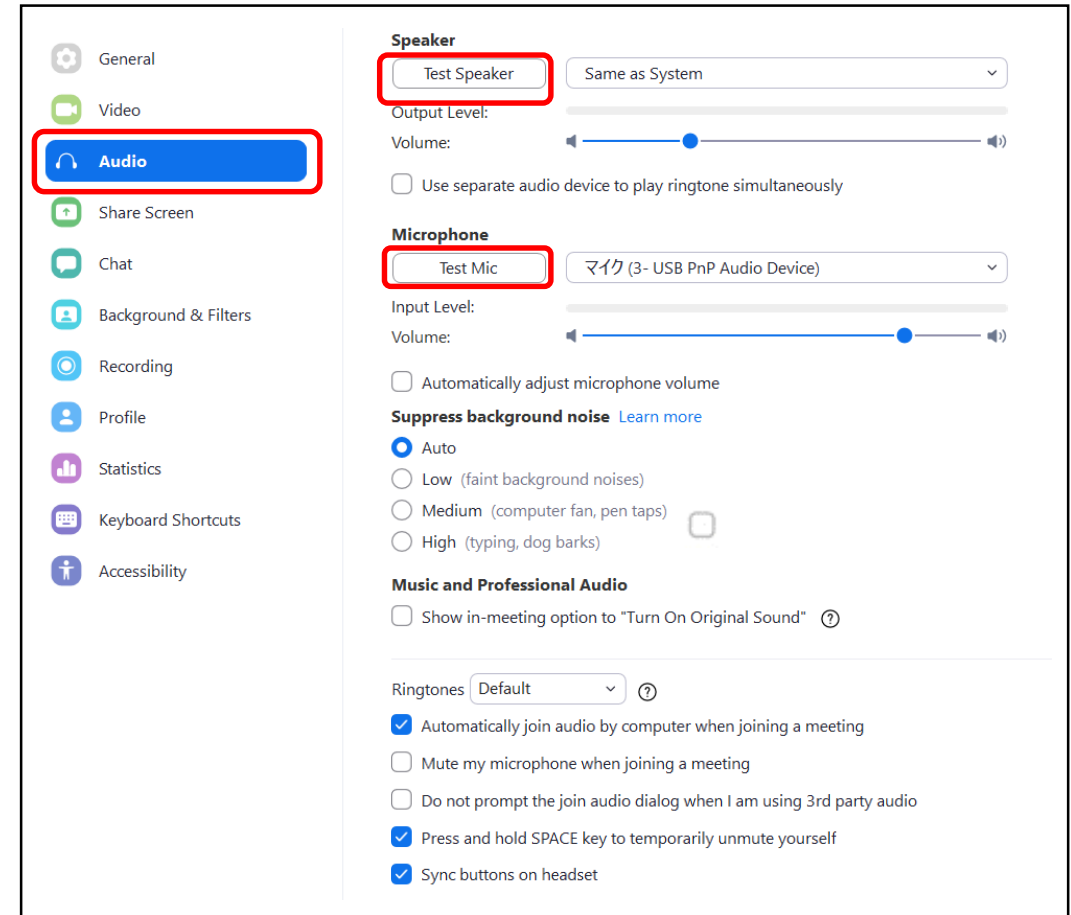
(6)

3) Click "Video", then check the details as below.



4) Click "Audio" and test your speaker and mic.

Check the details as below.



**NOTE: Please set the "Display resolution" of the PC to "Full HD (1920 x 1080)".**

## Preparation④ Test connection (revised)

Since there is no time to check the connection status on the seminar day, we will be having connection test day in advance. We have set it on April 19, but some could not join on that day, so we will set up an additional connection day as follow.

Please join this test connection. (This URL is different from the seminar URL)

**【Test connection date】 April 24, Saturday 9:00am - 16:00pm (JST)**

**URL <https://us02web.zoom.us/j/81257583339>**

**Meeting ID 812 5758 3339**

Reservation is not required. You may join anytime you wish.

Available Language: Japanese or English.

A director will be on standby to assist you. Please understand that in case there are some persons joined at the same timing, you may have to wait for a while.

[Inquiry] E-mail: [18jkcpons@jtbc.com.co.jp](mailto:18jkcpons@jtbc.com.co.jp)

# Preparation⑤ Registering for Zoom Webinar 1

Please firstly finish pre-registration & payment at the 18th Japan-Korea-China Pediatric Nephrology Seminar 2021 official HP.  
You will receive following invitation email after April 16th.

Click on the "Click Here to Join" link. All participants are required to make registration for the webinar in advance. Your pre-registration record has already been entered into the webinar. Just add your country information and click Register.

Hi Taro Yamada,

Thank you for registering for "the 18<sup>th</sup> Japan-Korea-China Pediatric Nephrology Seminar 2021".

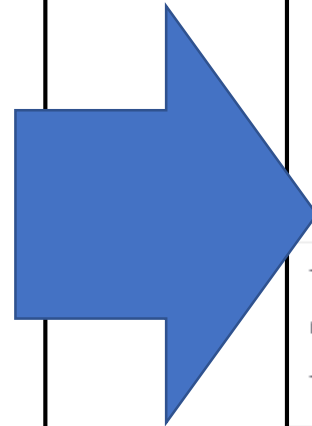
Please submit any questions to: 18jkcpons@jtbcom.co.jp

Date Time April 25, 2021 09:30 AM Osaka, Sapporo, Tokyo

Join from a PC, Mac, iPad, iPhone or Android device:  
[Click Here to Join](#)  
*Note: This link should not be shared with others; it is unique to you.*  
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap :  
US: +13462487799,,85605327825# or +16699006833,,85605327825#

Or Telephone:  
Dial(for higher quality, dial a number based on your current location):  
US: +1 346 248 7799 or +1 669 900 6833 or +1 929 205 6099 or +1 253 215 8782 or  
Webinar ID: 123 4567 8901  
International numbers available: <https://us02web.zoom.us/j/kd9nphrXbh>



**The 18<sup>th</sup> Japan-Korea-China Pediatric Nephrology Seminar 2021**

Webinar Registration

[f](#) [t](#) [in](#) [✉](#)

Topic The 18<sup>th</sup> Japan-Korea-China Pediatric Nephrology Seminar 2021

Description This meeting URL is for Day1: June 19 program

Time April 25, 2021 09:30 AM Osaka, Sapporo, Tokyo

\* Required information

First Name \* Taro

Last Name \* YAMADA

Email Address \* \*\*\*\*\*@gmail.com

Confirm Email Address \* \*\*\*\*\*@gmail.com

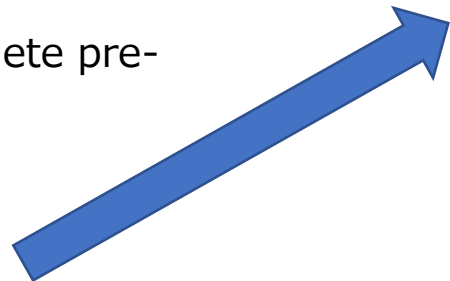


# Preparation⑥ Registering for Zoom Webinar 2

Join from a PC: You will be directed to approval message with seminar login URL information.

Join from a mobile: You will receive another confirmation email. Please click "Click Here to Join" again and you will see seminar login URL.

Non registrant will not be approved. Please complete pre-registration first.



### The 18<sup>th</sup> Japan-Korea-China Pediatric Nephrology Seminar 2021

#### Webinar Registration

[f](#) [t](#) [in](#) [e](#)

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**Topic** The 18<sup>th</sup> Japan-Korea-China Pediatric Nephrology Seminar 2021

**Description** This meeting URL is for Day1: June 19 program

**Time** April 25, 2021 09:30 AM Osaka, Sapporo, Tokyo

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\* Required information

**First Name \***  **Last Name \***

**Email Address \***  **Confirm Email Address \***

**Country/Region \***

### The 18<sup>th</sup> Japan-Korea-China Pediatric Nephrology Seminar 2021

Webinar Registration Approved

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**Topic** The 18<sup>th</sup> Japan-Korea-China Pediatric Nephrology Seminar 2021

**Description** This meeting URL is for Day1: June 19 program

**Time** April 25, 2021 09:30 AM Osaka, Sapporo, Tokyo  
[Add to calendar](#)

**Webinar ID** 123 4567 8901

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**To Join the Webinar**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://us02web.zoom.us/j/85605327825?tk=yT2NwMUGpmeruMtyMLIUQJUEIzHk3BZUCUB-rk-eKQ4.DQIAAAAT7nmjORZr5k1mcnlIT1JITzFOM3pMeHg4ZkRRAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uaid=WN\\_jhkNNZNQNUFYXMw\\_Lv1g](https://us02web.zoom.us/j/85605327825?tk=yT2NwMUGpmeruMtyMLIUQJUEIzHk3BZUCUB-rk-eKQ4.DQIAAAAT7nmjORZr5k1mcnlIT1JITzFOM3pMeHg4ZkRRAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&uaid=WN_jhkNNZNQNUFYXMw_Lv1g)

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**To Cancel This Registration**

You can [cancel](#) your registration at any time.

Even if the above procedure is completed, the screen will be in the following standby mode until the host starts the meeting. Please wait until the meeting starts.

If you enter the room from another browser or device on the day of the meeting, you may be required to register again. In that case, repeat the same procedure.

The webinar is scheduled for 2021/04/25

**Start 9:30 AM**

The 18<sup>th</sup> Japan-Korea-China Pediatric Nephrology Seminar 2021

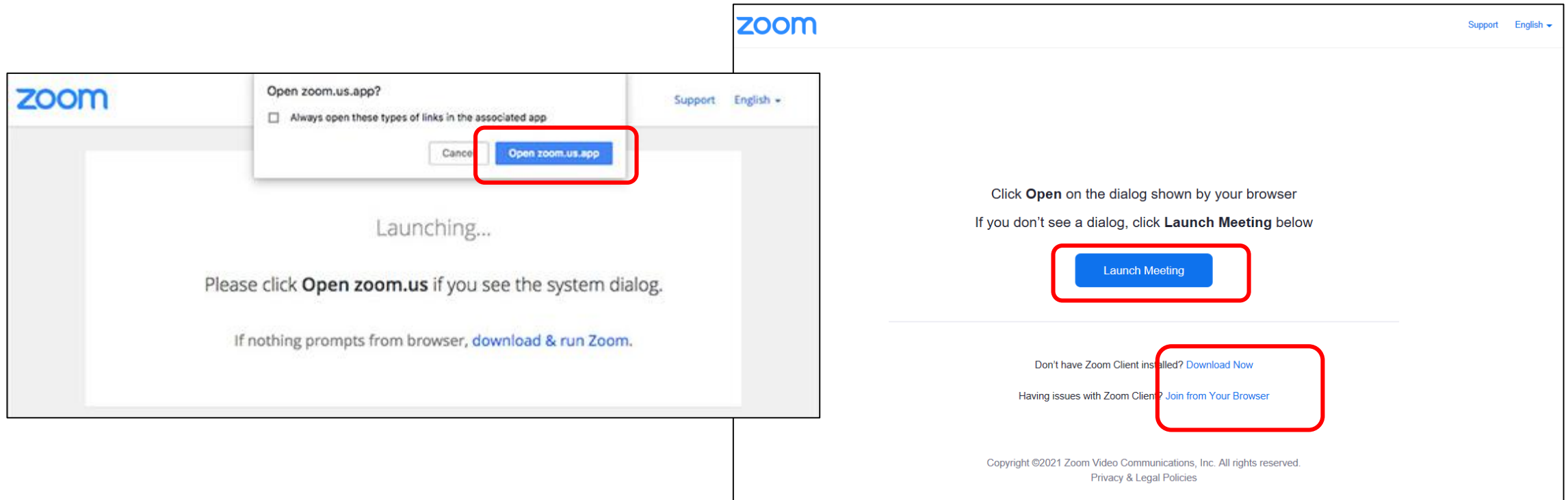
If you are the host, [sign in](#) to start this webinar

# Seminar day① How to enter the meeting venue (10)

Click the URL for the actual meeting in the approval email or remind email. Following screen will be displayed. Press "Open zoom".

Depending on the ZOOM setting environment on your PC, the button to open Zoom may not be displayed. In that case, please execute "Launch Meeting" or "Download Now".

If you still cannot connect, click "Join from your Browser".



# Seminar Day② Change role (upgrade to panelist)

(11)

All participants will be able to join as an attendee first. You can watch the seminar, but you cannot speak or turn on the video. Please log in at least 30 minutes before the start of your session.

At least 5-10 minutes before the start of your session, the secretariat will upgrade the level of participation from Attendee to Panelist.

Chairs and presenters are then able to turn on their mic & video, but the other session may still in progress, so please wait with the video and mic off. If anything is required, we will call you by chat. Always check your chats. Any information like as schedule delay will also be notified by chat.

In addition, the operator will assign the chair to a co-host. This allows the chair to mute all at once, allow / prohibit talk, and perform other tasks on the web.

After your session is over, turn off the mic and video, and keep enjoying the following session. After a while, participation level will be back to an Attendee.

# Seminar Day③ How to set mic and video

(12)

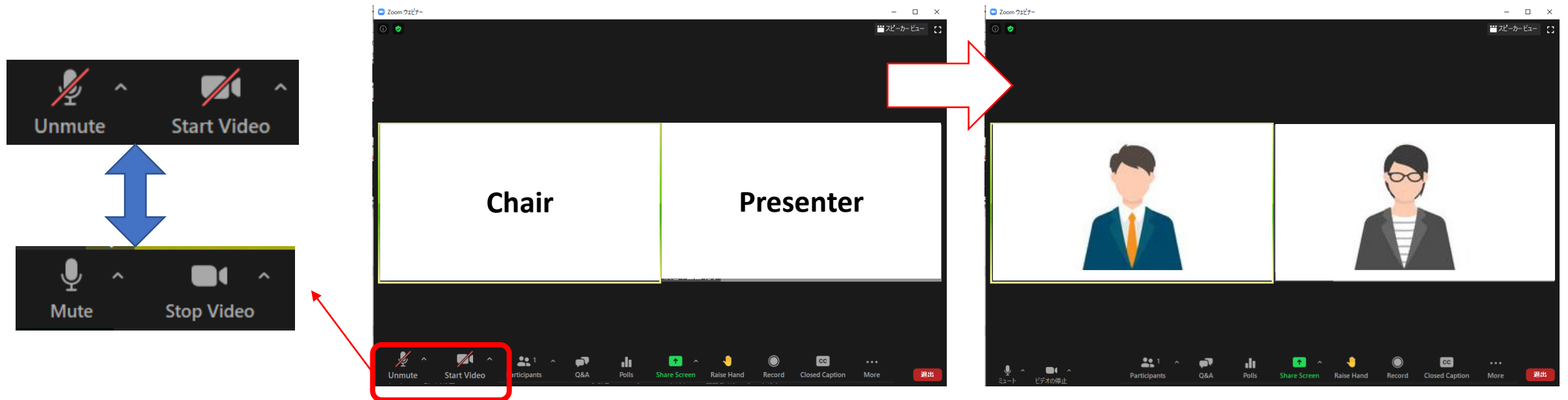
Once you become a Panelist, you can turn the mic and video on and off by yourself.

About 1 min before the session starts, the director will send a message in chat asking you to stand by.

Turn on the video by clicking "Video" button at the bottom left.

When the director send a chat asking a chairperson to start the session, please set mic on and start the session. The presenter should turn on the mic only when he/she speaks.

\* The chair may turn on the mic when turning on the video together, but please keep quiet. Chair need to turn off the mic during the presentation.



# Seminar Day④ Basic flow of the session

(13)

- ① Chair : Greeting
- ② Chair : Introduction of the presenter  
Presenter : Greeting
- ③ Operator: Broadcast presentation slides with narration  
or presenter may talk on live with sharing screen
- ④ Live Q&A  
Q&A will be conducted by “Q&A” and “raise hand” function.  
Support staff will assist the chairs.)

Note: Chat cannot be used by attendees

※Chair is required to set mic “OFF”, when he/she is not talking.

※Chair and Presenter are required to set video “ON” while their session is on.

# Session Day⑤ Discussion “by Q&A”

(14)

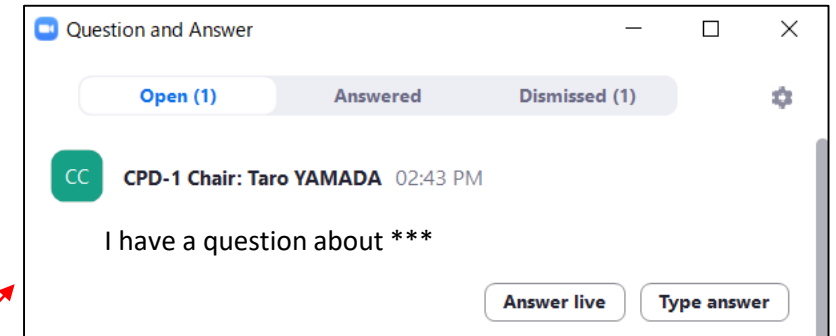
Question from attendees are shown in "Q&A". The chair need to check the "Q&A" at the bottom of window during session. As the chair may overlook it, there is a support staff to let chair know by chat about Q&A status.

The chair should check the contents of Q&A, read the question you want to answer, and ask the presenter to reply.

Q & A can only be viewed by panelists.

Ex.: [chair] We have a question from Dr. A about \*\*\*, Dr. Yamada, ...

[presenter] About \*\*\*, ...



Please do not click either button.  
Support staff will check it.

# Session Day⑥ Discussion “by Q&A & raise hand” (15)

In case attendees wish to talk for question, they are required to fill in their question briefly and mention “I want to talk” in Q&A.

If there is no description of "I want to talk", read the Q & A as it is.

If chair allow an attendee's talk, please request support staff to "allow talk" of the attendee.

Q & A can only be viewed by panelists.

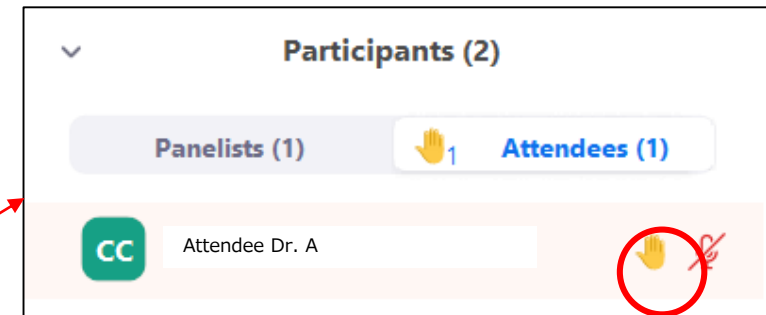
Ex: [chair] We have a question from Dr. A about \*\*\*, please allow talk of Dr. A

[support staff] check “raise hand” of Dr. A and allow to talk

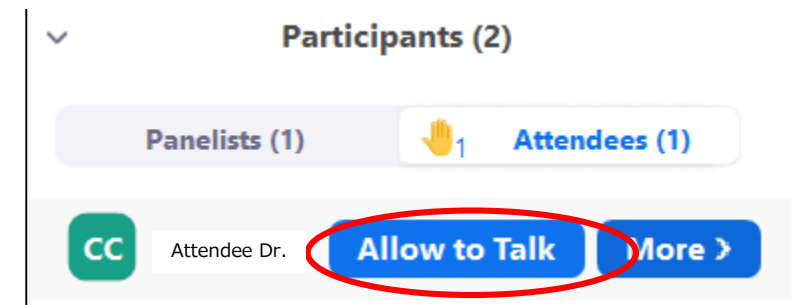
[Dr. A] I have a question about \*\*\*

[presenter] About \*\*\*, ...

\* When moving to the next question, support staff will remove permission to talk.



When you hover over the name, “Allow to talk” and “More” will be displayed. Allow the talk and encourage the attendee to unmute and ask a question.



# Remarkable points

(16)

## ① Microphone ON / OFF

The chair and presenter will put the mic ON/OFF by themselves, but depends on the situation, operator may forcibly switch the mic.

## ② Presentation time keep

There is no time-keeping clock display on the Zoom screen to show the remaining time. Please check the lecture time of each performer in advance and manage the time with your own clock. Depending on the situation, the director may send you a chat regarding time management.

## ③ In case of network trouble of chairs/presenters

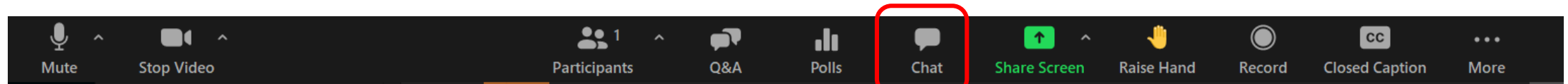
**Chair :** Please contact the support staff in by chat. The staff will check with the organizer and act on your behalf.

**Presenter:** If the problem does not improve after waiting for a while, please switch to the next presenter.

## ⑤ Chat function of Zoom

Zoom has a chat function. If you have any questions when you cannot speak, such as when someone else is speaking, please contact the secretariat via Zoom chat (If you specify All Panelist and chat, you can contact only between the panelists). Please be noted that the person who share screen cannot see chat message until stop sharing.

In addition, the secretariat may contact you via chat during the session. Please keep checking chat message.



Secretariat will send information about session by chat function.



## Contact information

The 18th Japan-Korea-China Pediatric Nephrology Seminar 2021

Secretariat: [18jkcpns@jtbc.com.co.jp](mailto:18jkcpns@jtbc.com.co.jp)

**【Hotline of the day : April 25】**

**Any queries about zoom and program, please contact with following hotlines.**

**ZOOM hotline :** <https://zoom.us/j/91569492256>

**Mobile hotline :** **070-3601-5320**

\*available from 0900-1600 JST on April 25