

UVSOR Symposium 2020 (Zoom & Remo Conference)

I. How to Record Your Short Presentation by using ZOOM

This is an instruction how to record your poster flash by using ZOOM. We can accept a movie file.mp4 using ZOOM or another movie creation system. Please prepare for your poster flash file by yourself and send us the file (Email: idet@ims.ac.jp) after the poster number is assigned.

0: Download and install Zoom on your PC, iPad etc.

Windows, Mac

URL: <https://zoom.us/download>

iPad

App Store → Search “Zoom Cloud Meetings”

(URL: <https://apps.apple.com/jp/app/zoom-cloud-meetings/id546505307>)

1: Sign-in

Sign In [Sign Up Free](#)

Email

Password [Forgot?](#)

Keep me signed in **Sign In**

or

Sign In with SSO

Sign In with Google

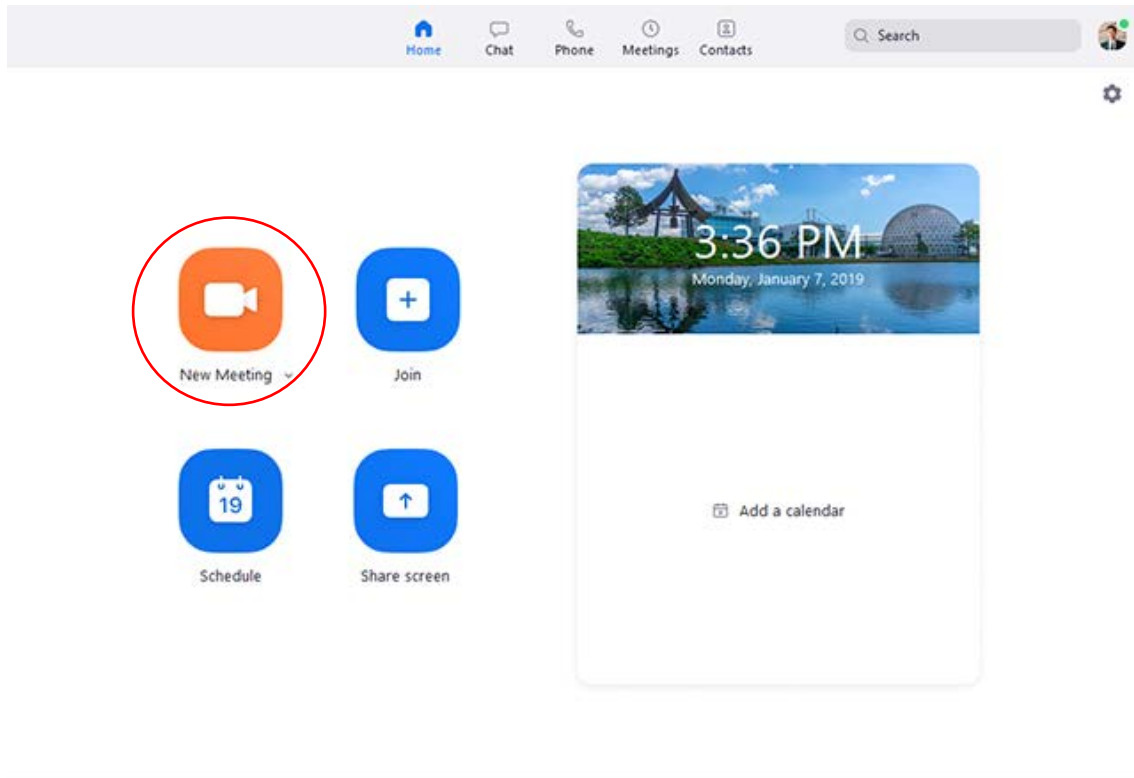
Sign In with Facebook

[< Back](#)

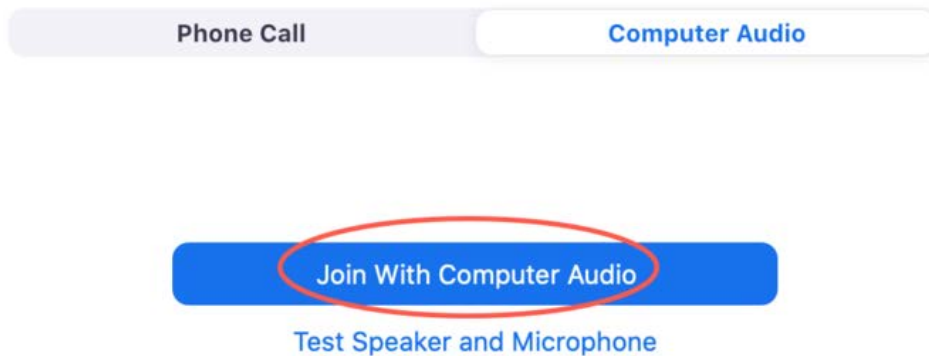
To sign in, your Zoom, Google, or Facebook account. If you don't have an account, click **Sign Up Free**.

2: Home

After installing and signing in, you will see the Home tab, and click “New Meeting”.

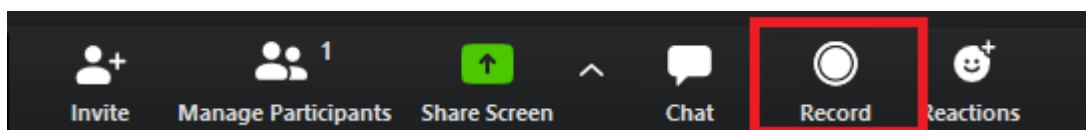


3: Select “Join Audio Conference by Computer”



4: Click “Shear Screen” button and shear your slide of Short Presentation

5: After sharing your PC screen, click the Record button. Then, recording will start.



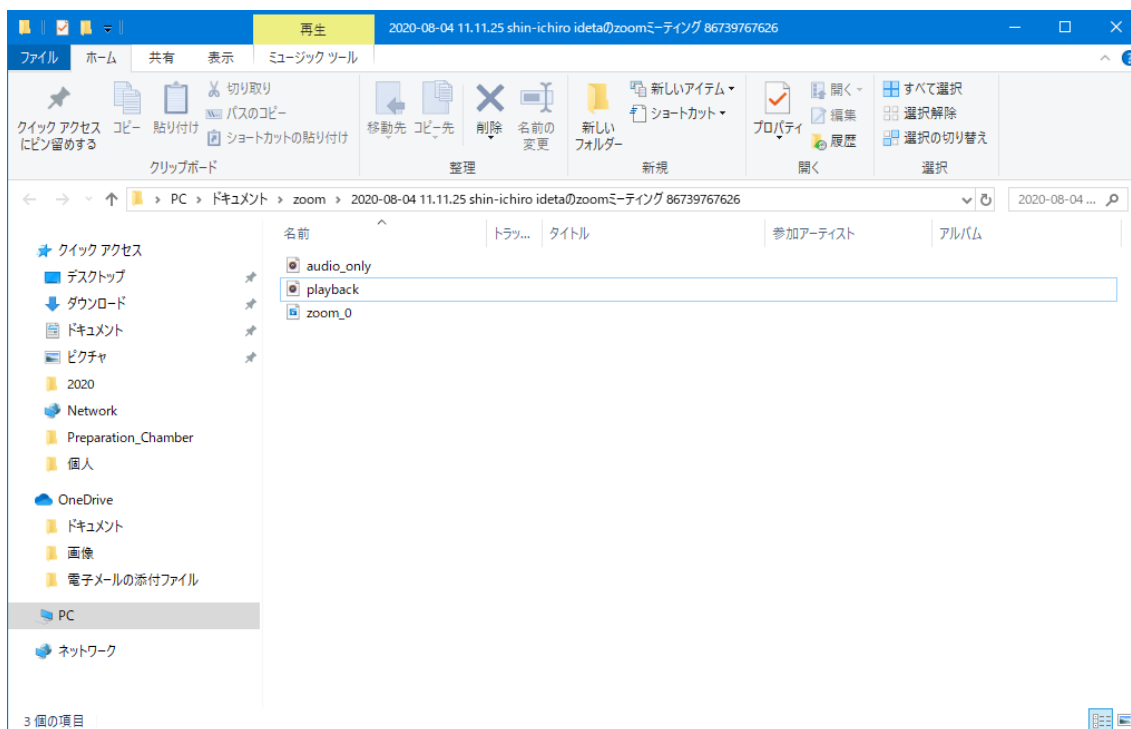
6: Record your short presentation for about 1 minute. A short presentation in Japanese or English is acceptable. *This short presentation is one of the criteria for “Student Poster Presentation Award”.*

7: When you stop recording, click the stop button that appeared while recording. By default, all recordings will be placed in a Zoom folder found in the following file path on these devices.

- Windows: C:\Users\User Name\Documents\Zoom
- Mac: /Users/User Name/Documents/Zoom

When you stop recording, the recording will immediately stop, showing a pop up telling you that” the recording file will be converted to mp4 when the meeting ends.”

8: A movie file will be saved at Documents on your PC as mentioned above, which named as “zoom_0.mp4”, for example. When you send the file to idetatas@ims.ac.jp, please change the file name as “Family name.mp4”.



9: Make sure your movie file contains your audio data, and send it to the organizing committee of UVSOR Symposium 2020, S. Ideta (E-mail: idgetas@ims.ac.jp)

■ We will send the information (ZOOM URL, Meeting ID, and Passcode) of the oral presentation before UVSOR Symposium 2020.

We will show how to use Remo in Poster Presentation blow.

■ **Tips**

<https://www.easeus.com/screen-recording-tips/how-to-record-a-zoom-meeting.html>

II. UVSOR Symposium 2020 (for Poster Presentation)

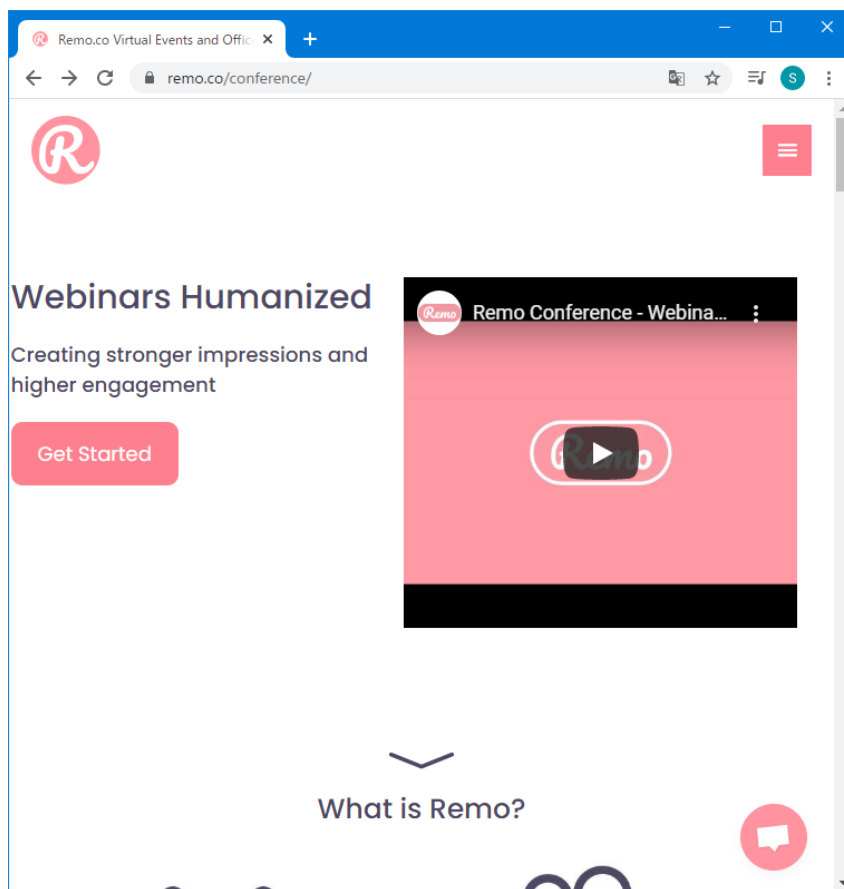
The poster session of UVSOR Symposium 2020 will be held by using Web conferencing system because of COVID-19. Please make sure how to use the system and join the poster session. We will use Remo, one of the Web conferencing systems. We will open the poster presentation which provides virtual space with tables which 6 people can be seated. Please setup your PC by following instructions below.

[CAUTION]

- ✓ When a poster presenter joins the Web conference, please take a sheet of a table with your poster #.
- ✓ Please do not stay for a long time at the same poster since the poster cannot be reviewed for *Best Poster Awards*.
- ✓ Please refrain from recording or taking a picture for copyright and information protection.

■ How to use Remo

Remo <https://remo.co/>



Create your account in Remo from Login, with your name and affiliation, like S. Ideta (UVSOR).

※ Names are changeable after login. Free trial 14 days will not be counted down unless you create

any events.

■ **Requirements when you join Remo**

Access from your home, school, or office. PC with camera, speaker & MIC or headset, Browser Chrome (highly recommended) or Safari/Firefox, and high-speed Internet access/ethernet are essential. Using headphones or earbuds is recommended as the sounds out from your PC may be back on the conference though your PC. Please make sure whether your Internet speed on your PC is up to 8 Mbps. (Speed test: URL <https://www.speedtest.net/#>)

Please make sure your OS and Browser versions when you use Remo. Following OS and Brower versions are supported.

Operating System (OS)	OS Version	Browser	Browser Version
Mac	10.13+	Chrome	77+
		Firefox	75+
	10.14.4	Safari	12.1+ (no screen-sharing)
			13+ (full compatibility)
		Chrome	77+
		Firefox	76+
Windows	10	Chrome	77+
		Firefox	76+

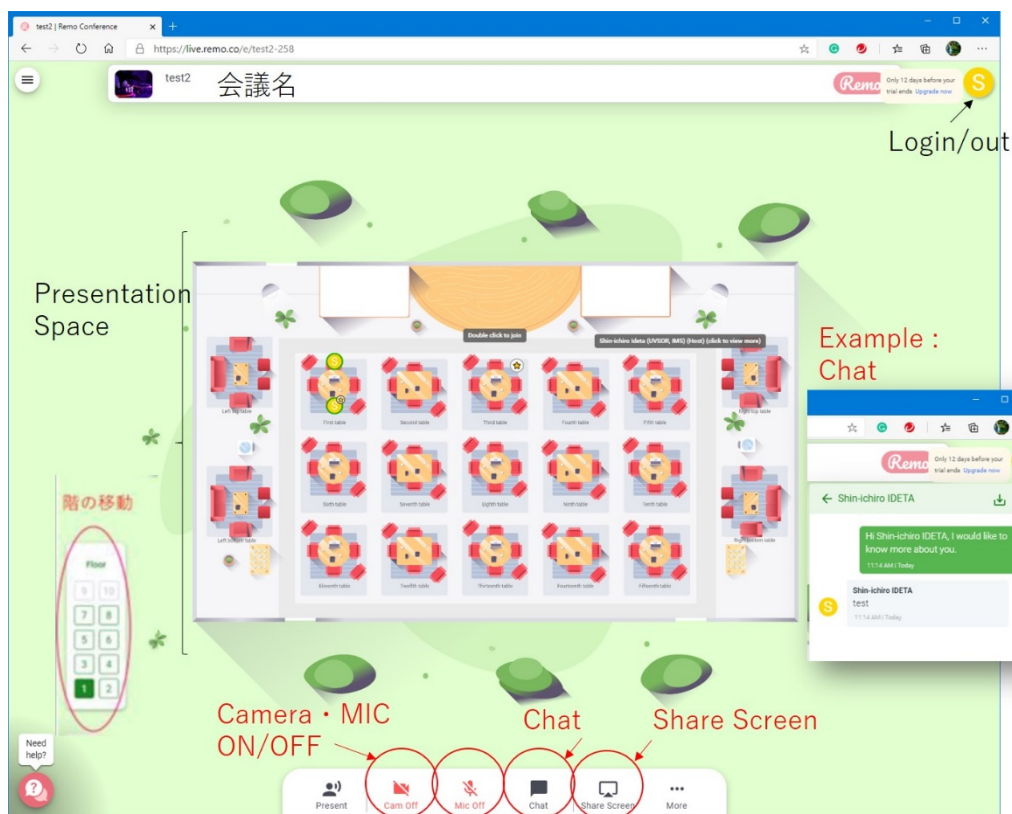
■ **What to expect: Poster Presentation images**

Remo provides virtual space like a big party place with tables which 6 people can be seated. 15 tables located in the center of a floor are for poster presentations. There will be 8 floors and you can choose which floor you want to go by using “Floor”, which is located at the left side of the screen. A poster presenter will be assigned to one table. The poster number ***, which will be sent by mid-October, is same as the table number. Be sure to stay at your table during the session and start your presentation for the reviewers and visitors.

※ Tool bar (bottom in your screen)

Tile View/Back to Floor button: switching your screen presentation

- Cam ON/Mic ON: on and off for camera and mic
 - Chat: select whom you would like to chat with
 - Share Screen : to share your presentation data for people at your table
- ※ The poster number will be assigned at each table.



You can communicate with only people at your table. Share Screen enables you to share your presentation data.

During announcement (greeting, starting, and ending) by UVSOR Symposium operation team, all the communication at tables will be muted.

■ Presentation format and schedule

There is Whiteboard at “More”. Please paste your poster file on Whiteboard and shear your screen. Visitors and reviewers can zoomable your presentation file freely. Presentation time is assigned to the first 1 hour for the poster with even number and the last 1 hour for odd number.

■ Tips

YouTube Remo official channel

<https://www.youtube.com/channel/UCXz-ypDKTaTFxinSmVbPekg>

