

Zoom Download

- URL: https://zoom.us/download#client_4meeting

Sign In And Join

- Join a meeting without signing in
- Sign in with a Zoom account



A Zoom account is not required if you join a meeting as participant, but you cannot change the virtual background or edit the profile picture



All the functions are available

ORAL PRESENTATION

- Duration: a maximum of 15 minutes in total, including 3 minute discussion. Please make sure your presentation is well timed.
- Please join the meeting room 10 minutes before your session.
- Please unmute audio and start video while your presentation.

Additional Suggestions

- A computer with an internet connection (wired connection recommended)
- USB plug-in headset with a microphone (recommended for optimal audio quality)
- Webcam (optional): built-in or USB plug-in
- Stable Internet Connection
- Quiet environment
- Proper lighting
- Formal dress



- Please refer to conference program to check ZOOM online room link

Rename

Zoom

Join Meeting

Enter meeting ID or personal link name

Enter your name

Remember my name for future meetings

Do not connect to audio

Turn off my video

Join Cancel

Rename as:
Paper ID-your name
(E.g.: P02-Tom)

Input ZOOM Link

Rename screen name before entering the room	Examples
Authors: Paper ID-Name	P02-San Zhang
Listener: Listener- Name	Listener-San Zhang
Keynote Speaker: Keynote-Name	Keynote-San Zhang
Invited Speaker: IS-Name	IS-San Zhang
Committee Member: Committee-Name	Committee-San Zhang

Chat

The screenshot shows a Zoom meeting interface. At the top, the title bar reads "Zoom Meeting". Below it, a header bar displays three participant names: "Assistant", "Tom", and "Host". The "Host" name is highlighted with a green box. The main area of the screen is black with the word "Host" written in large white text. At the bottom, a toolbar contains icons for "Unmute", "Start Video", "Participants", "Chat", "Share Screen", "Record", "Breakout Rooms", "Reactions", and "Leave". The "Chat" icon is highlighted with a red box. On the right side, a chat panel is open, showing "Participants (3)" with entries for "Assistant (Me)", "Host (Host)", and "Tom". Below this is a "Chat" section with a dropdown menu set to "Everyone" and a text input field containing the word "Hello". The input field is also highlighted with a red box.



If you have question,
please click raise hand

The screenshot displays a Zoom meeting interface. At the top, a participant list shows 'Assistant', 'Tom', and 'Host' (highlighted with a green box). The main screen area contains the word 'Host' in large white text. At the bottom, a toolbar includes icons for Mute, Start Video, Participants, Chat, Share Screen, Record, Breakout Rooms, Reactions, and Leave. A red box highlights the 'Reactions' icon, and a larger red box highlights the 'Raise Hand' button within the reactions menu. On the right side, a chat window is visible with a 'Participants (3)' list and a 'Chat' section.

Breakout Rooms

The screenshot displays the Zoom Meeting interface. At the top, the meeting title is "Zoom Meeting". Below it, the names of participants are shown: Assistant, Tom, and Host. The Host's name is highlighted with a green box. A central window titled "Breakout Rooms - In Progress" is open, listing four rooms: Keynote Speaker Test Room, Invited Speaker Test Room, Test Room 1, and Test Room 2. Each room has a "Join" button to its right. The "Breakout Rooms" button in the bottom toolbar is highlighted with a red box and a blue arrow. The right sidebar shows the "Participants (3)" list with Assistant (Me), Host (Host), and Tom. Below the participants list are "Invite" and "Unmute Me" buttons. The "Chat" section is also visible, showing a message input field and a "Hello" message.

Choose Right Room to join in

Share Screen

Please remember to share the computer sound if your slides has video or audio

The screenshot displays the Zoom Meeting interface. On the left, a window titled "Zoom Meeting" shows a "Select a window or an application that you want to share" dialog. The dialog lists several windows, with "Screen" highlighted in blue. Below the list, there are two checkboxes: "Share sound" (checked) and "Optimize for video clip" (unchecked). A red box highlights the "Share sound" checkbox, and a red arrow points from it to the "Share Screen" button in the Zoom meeting toolbar. The toolbar also includes buttons for "Unmute", "Start Video", "Participants", "Chat", "Record", "Breakout Rooms", and "Reactions". The name "Tom" is displayed in the top right corner of the meeting window.

