

AAPPS-DPP2020 as e-conference, 26-31, October 2020

Session xx:xx-xx:xx Oct. xx

Please “rename” **your screen name** as follows

For Chairs: *Chair + Name + (Affiliation)

For Vice Chairs: *Vice Chair + Name + (Affiliation)

Example: *Chair Taro Plasma (Plasma University)

Example: *Vice Chair Anthony Plasma (Plasma University)

Please do not forget asterisk in the beginning.

For Speakers: *Presentation number + Name + (Affiliation)

Example: *PL-05 Taro Plasma (Plasma University)

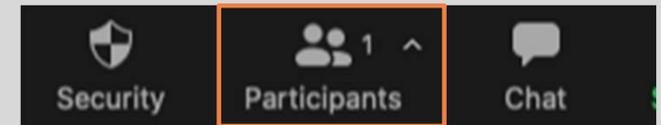
*CD-01 Anthony Plasma (Plasma University)

Please do not forget asterisk in the beginning.

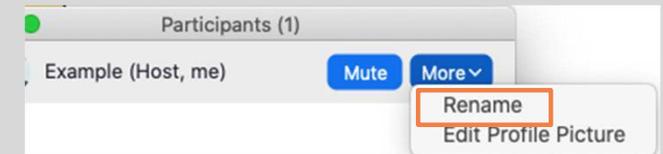
For Audience: Name + (Affiliation)

Example: Taro Plasma (Plasma University)

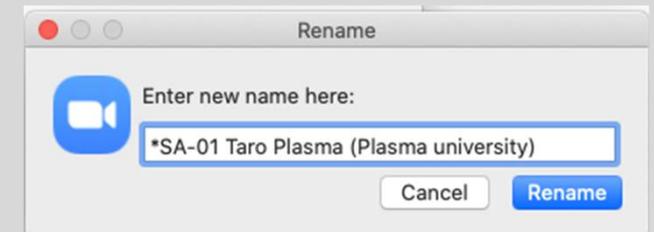
1. Select participants at the bottom



2. Go to “More” → “Rename”



3. Input your new name



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For speakers

During the session you are being “co-host”. You can unmute you by yourself.

*Do not unmute yourself except for your presentation.

Before session starts:

Please check your slide in “Share Screen” in advance.

After session starts:

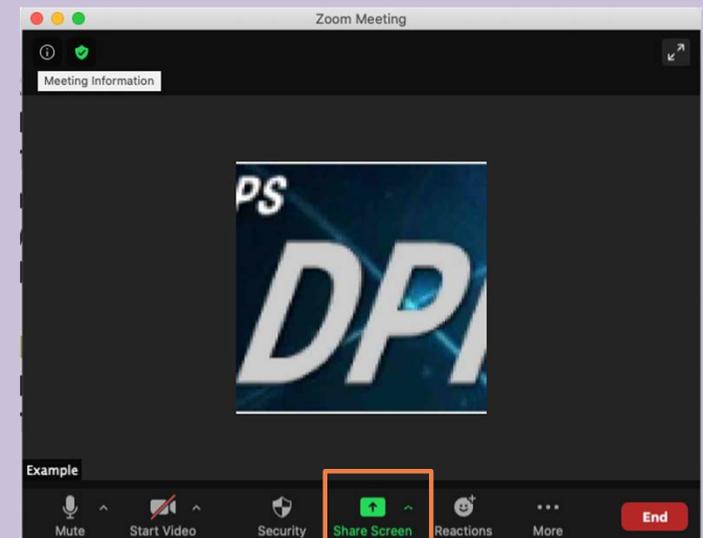
Chair introduces the speaker, please start “**Share Screen**”. Your talk time starts from this timing.

If you cannot share your screen within **one minute**, please send PDF file to HQ (kznrkoga18@gmail.com)

Please check your connection carefully to avoid this situation

The chair will start to explain the session management 5 minutes before the session begins. Until then, the chair checks the speaker connections.

Please click “Share Screen” button at the bottom of ZOOM window.



So that you can select the presentation file right away when sharing the screen, keep only the presentation file and Zoom on your Desktop screen.

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For audience

The chair will collect questions after a talk.

If you have a question,

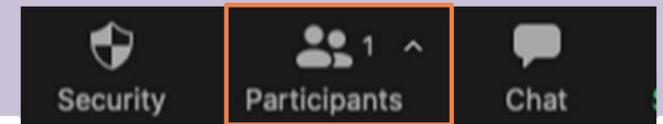
A. Raise hand

1. Please click the “Raise Hand” button.
2. The chair will unmute you. Then, after saying your name and affiliation, please ask a question.
3. After the question, please click the “Lower Hand” button.

B. Chat

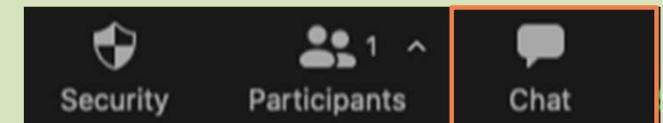
1. Input your question in “Chat”
2. The chair may read and pick it up.

- A. Click “Raise Hand” button, in the participant window.



- Invite Mute Me **Raise Hand** Reclaim Host More ▾

- B. Click Chat and input your question.



To: Everyone

Why are sunspots dark?

