

**Guidelines for Organizing Online Meetings for  
RIMS Joint Research Activities  
Using Zoom**

# **Operation Manual for Webinar**

**Panelists:** hosts, organizer, chairs and speakers

# Rules that must be observed by all participants of an online joint research meeting

- Do not share URLs, IDs, and passwords for online joint research meetings with outsiders. It is strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to many and unspecified third parties (e.g., websites, social media).
  - Outsiders (third parties) may enter without permission and jeopardize the online joint research meetings by engaging in annoying behavior (e.g., activities irrelevant to joint research).
  
- Use your correct email address.
  - Using an incorrect address may result in information leakage to third parties.
  
- It is prohibited to record online joint research meetings and save the videos and images for purposes other than for personal references. It is strictly prohibited to distribute such videos and images at locations accessible to many and unspecified third parties.
  
- ※ Recording and saving the videos for on-demand sharing is, however, acceptable when the organizer or the speaker deems it necessary to accomplish a joint research meeting.
  
- Speakers must exercise utmost care in handling of reference materials used as presentation documents. They must implement appropriate measures (e.g., clearly indicating the source).
  - Regarding handling of copyright, appropriate measures must be implemented in accordance with relevant laws and regulations.
  
- When using this operation manual for purposes other than joint usage projects of RIMS, contact the Cooperative Research Service Section ([kyodo\(at\)kurims.kyoto-u.ac.jp](mailto:kyodo(at)kurims.kyoto-u.ac.jp)).

# RIMS Guidelines for Organizing Online Joint Research Meetings Using Zoom

## Operation Manual for Webinar

**Panelists:** hosts, organizer, chairs, and speakers

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# 1. What is Webinar?

Zoom Webinar is the customized feature for holding an “online seminar”. Only “Host” and designated “Panelist” (organizer or speaker at RIMS Joint Research Seminars) are enabled to show videos, sound or screens. Other participants are just view-only attendees and are unable to operate camera or microphone in principle. View-only attendees are enabled to communicate with host/panelist via preset features such as Q&A or Chat but unable to view other attendees.

<b>Host</b> Organizer, Chairs	<b>Panelist</b> Speakers	<b>View-only Attendees</b> Participants
Host controls all the participants and features of zoom webinars.	Panelists share videos and sound with viewers, answer questions and are also able to check the status of all participants including the view-only attendees. (Number of the participants, hands raised, Q&A)	Participants are unable to share videos, sound or screens in principle. Participants are able to ask questions via chatting or Q&A.

## Differences between Zoom Webinar and Zoom Meeting

As for Zoom Meeting, the host and the participants share the same screen and proceed with the meeting interactively through video calls. Participants are able to view the list of participants. The major differences between Zoom Webinar and Zoom Meeting are as follows;

	Zoom Webinar	Zoom Meeting
Operation of camera, microphone	Only for Host, Panelist	○
Browsing list of participants	Only for Host, Panelist	○
Participating only by viewing	○	x
Text Chatting	○	○
Q&A	○	x
Breakout room (The feature to divide participants into small groups)	x	○
Screen sharing	○	○
Waiting room	x ※	○

※ Waiting room is not available by the default setting of RIMS' webinar.

# 1. URLs for pre-registration and a Webinar

The organizer is to make preliminary arrangements with the person in charge from the Cooperative Research Service Section at RIMS (hereinafter, "RIMS staff"). The RIMS staff will email the **URL for pre-registration** to the organizer. The organizer will then send to prospective participants invitation emails containing the **URL for pre-registration, Program for the joint research meeting, and Zoom Manual**.

**[Note] Do not share URLs, IDs, and passwords with outsiders. It is strictly prohibited to post such URLs, IDs and passwords at locations that are accessible to many and unspecified third parties (e.g., websites, social media).**

※If the Zoom application (app) is not installed on your PC, refer to "1. Zoom Settings" in "Operation Manual, Guidelines for Organizing Online Meetings for RIMS Joint Research Activities Using Zoom".

Hi there,

You are invited to a Zoom webinar.

When: Nov 10, 2020 11:30 AM Osaka, Sapporo, Tokyo

Register in advance for this webinar:

After registering, you will receive a confirmation email containing information about joining the webinar.

In the invitation mail, click the URL shown under **[Register in advance for this webinar:]**

## Webinar Registration



Topic: [REDACTED]

Time: [REDACTED]

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

Organization\*

Job Title\*

\* Required information

Register

On the [Webinar Registration] window, fill out the fields for **[First Name]**, **[Last Name]**, **[Email Address]**, **[Confirm Email Address]**, **[Organization]**, **[Job Title]**, and others if any. Click **[Register]**.

\* Enter all information correctly, especially your e-mail address.

Hi [REDACTED]

Thank you for registering for [REDACTED]

Please submit any questions to [REDACTED]

Date Time: Nov 10, 2020 11:30 AM Osaka, Sapporo, Tokyo

Join from PC, Mac, Linux, iOS or Android [Click Here to Join](#)

Passcode: [REDACTED]

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 an H.323/SIP room system:  
4 373.

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

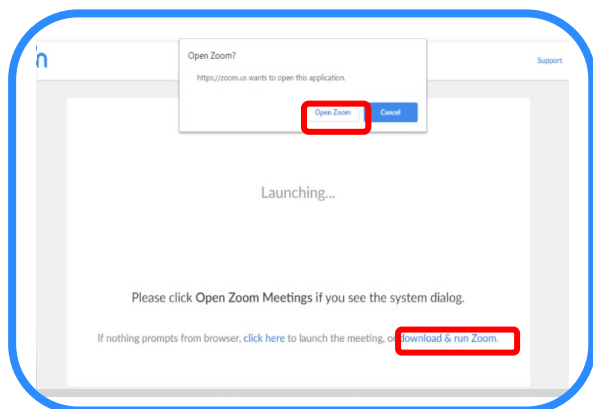
An email to confirm the pre-registration is sent to the registered email address with the webinar URL.

\* To cancel registration, click **[Cancel]**.

You can join the meeting by clicking **[Click here to join]** on the day of the Webinar meeting. Enter the passcode if necessary.

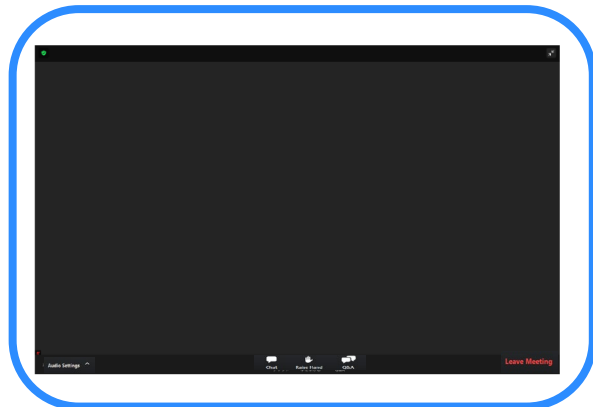
# 1. Joining a Zoom Webinar

By the start time of the research meeting, the organizer should enter the Webinar meeting beforehand by clicking the Webinar URL (or enters the ID and passcode) in the pre-registration confirmation email. The RIMS staff, who is serving as a temporal “host”, will delegate to the organizer the privileges of the host. The organizer should designate co-hosts before the Webinar meeting starts when co-hosts are to be set in the Webinar meeting. Panelists should be designated either before the Webinar starts or right before each panelist’s talk starts at the host’s convenience.

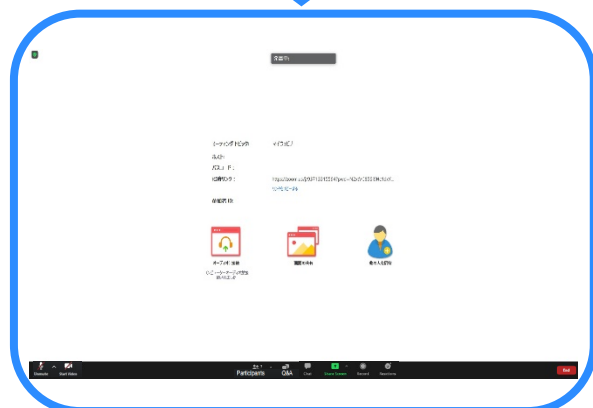


Click the URL for the Webinar and click **[Open zoom.us]** to join the Webinar meeting.

\* If the Zoom application (app) is not installed on your PC, refer to 1.” Zoom Settings” in “Operation Manual, Guidelines for Organizing Online Meetings for RIMS Joint Research Activities Using Zoom”.



When joining the Webinar, “view-only attendees” screen appears.



“Host (Panelist)” screen appears when the RIMS staff delegates to the organizer the privileges of the host.

To turn on the microphone and the video, click these icons to undo the red slash / over the image at the lower left of the screen.

The camera and audio settings can be changed on the Webinar screen. ( See p.7 for details.)

# 1. Joining a Zoom Webinar

## Setting an audio and camera

First, check if your PC is equipped with a camera, a speaker, and a microphone.  
Test the camera and audio, and make sure that they are ready before starting the meeting.

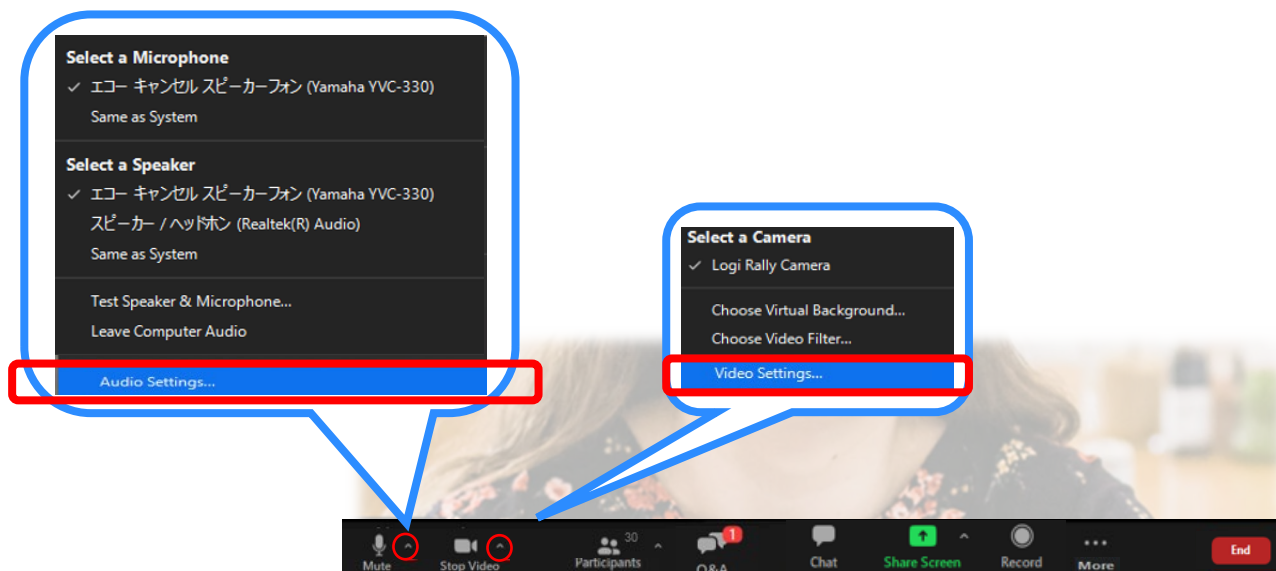
Open the installed Zoom app, and **[Sign in]**.

Click the gear shape icon on the right side of the **[Home]** window to go to **[Settings]**.



The camera and audio settings can also be changed on the Webinar screen.

Click the upward pointing arrow(caret) on the right side of the microphone icon (audio icon) or video icon in the lower left of the screen, and click **[Audio Settings...]** at the bottom.



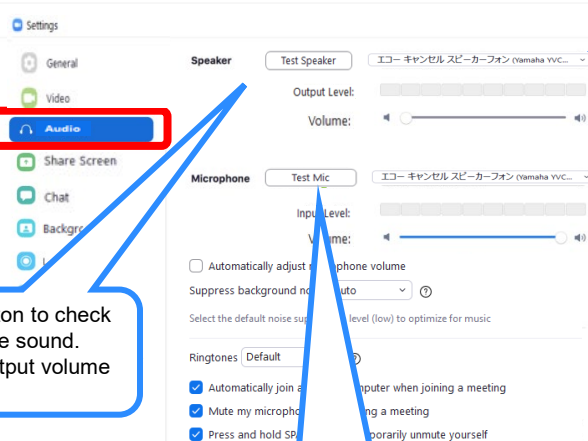
# 1. Joining a Zoom Webinar

## Setting and testing a speaker and microphone

Select an item to set up from the options on the left side of the **[Settings]** window.

If an appropriate speaker is not selected, you may not be able to hear the sound. Make sure to test the audio settings in advance.

Click **[Audio]** on the left side of the **[Settings]** window.



Click this button to check if you hear the sound. Adjust the output volume if necessary.

Click this button and speak out for a test to see if the input level bar moves. Adjust the input volume.

エコーキャンセルスピーカーフォン (Yamaha...)  
(Echo-cancelling speakerphone (Yamaha...))

[Same as System] ⇅  
スピーカー/ヘッドホン (Realtek High Defi...  
(Speaker/headphones (Realtek High Defi...))

エコーキャンセルスピーカーフォン (Yamaha...)  
(Echo-cancelling speakerphone (Yamaha...))

[Same as System] ⇅  
マイク (Realtek High Definition Audio)  
(Microphone (Realtek High Definition Audio))

Click the up or down caret to select the speaker and microphone to be used.

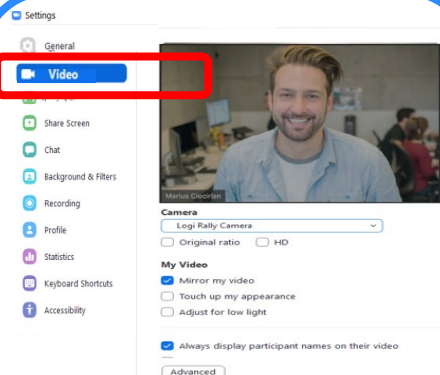
\* Select a built-in speaker or an external speaker ([same as system]), etc.

\* If you do not hear the sound, check if another speaker and microphone may work.

\* Audio devices connected to your PC should appear in the list to be selected.

## Setting of a camera

Click **[Video]** on the left side of the **[Settings]** screen.



Camera: Click the up or down caret to select a camera. If you are captured on the monitor screen, the selected camera is working.

\*If the camera is not working, check the followings.

\*Click the video icon to undo the red slash / over the image at the bottom of the screen.

\*Close other video apps if any on, including Skype.

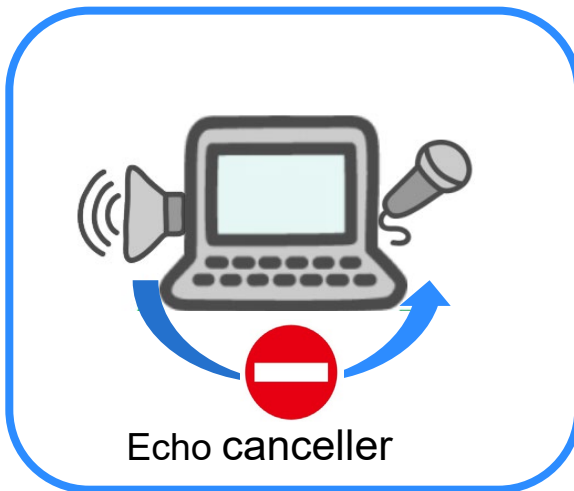
\*Enable the camera function of your PC.




# 1. Joining a Zoom Webinar

## Prevention and mitigation of howling and echoes

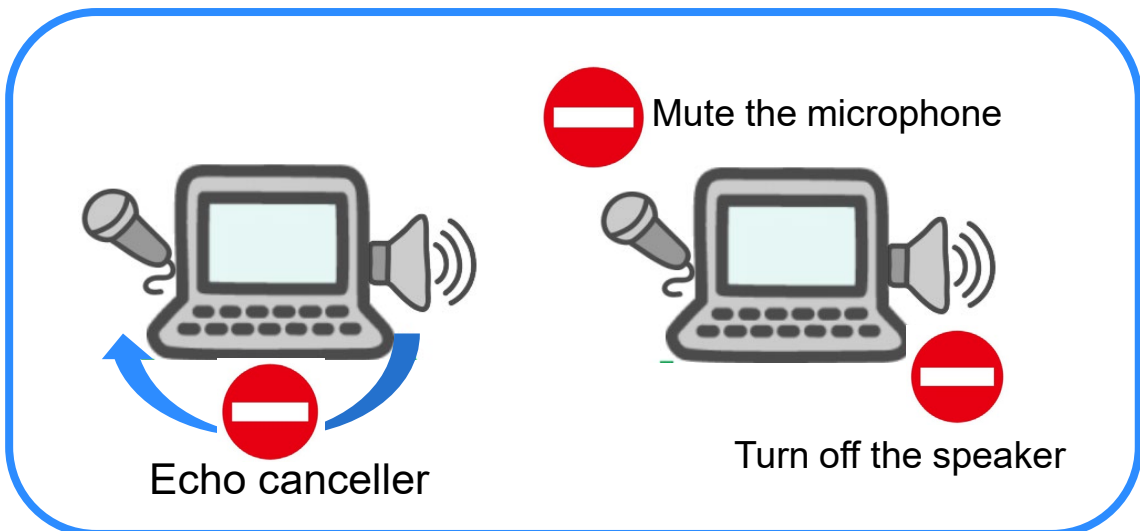
When the microphone picks up the sound from the speaker, unpleasant howling (high-pitched squeals) and echoes may occur. Voices may sound muffled, strange, or choppy. Speakers may not notice this problem, but the audience may experience difficulty hearing the lectures clearly.



It is recommended to use the echo-cancelling or noise-cancelling function if your speaker/microphone is equipped with such function. Also check that the microphone is not too close to the speaker.

If there are two or more PCs used in a room, mute the microphone and turn off the speaker of the PCs that are not used by the speaker giving a lecture at the moment. To mute microphones, click on other PCs the microphone icon to be crossed out with  in red at the bottom of the screen.

\* To turn off the speakers, click **[Leave Computer Audio]** or use a head set.



## 2. Host / Co-host / Panelist / Attendee

There are various roles available for Webinar participants: host, co-host, panelist, and attendee. The following features for Zoom Webinar are available to the participants. The host is to promote attendees to panelists. As it is deemed rather difficult to handle the necessary features properly while fulfilling tasks as a host during a research meeting, it is recommended to designate co-hosts to control the administration on behalf of the host so that the host can concentrate on facilitation of the meeting, etc. Co-hosts will have privileges roughly equivalent to those of the host, except ending a Webinar.

### What you can do during a Webinar

	Host	Co-host	Panelist	Attendee
Start/Stop their own video	○	○	○	×
View video	○	○	○	○
View screen	○	○	○	○
Share screen	○	○	○	×
View list of participants	○	○	○	×
Mute/unmute attendee	○	○	×	×
Promote attendee to panelist	○	○	×	×
Allow attendee to talk	○	○	×	×
Ask questions in Q&A	×	×	×	○
Respond in Q&A	○	○	○	×
Chat	○	○	○	○
Raise hand	×	×	○	○
End Webinar	○	×	×	×

### 3. Setting Panelists / Co-hosts

The host can designate a participant(s) [a view-only attendee(s)] to act as a panelist(s).  
A panelist(s) can be promoted to be a co-host(s).

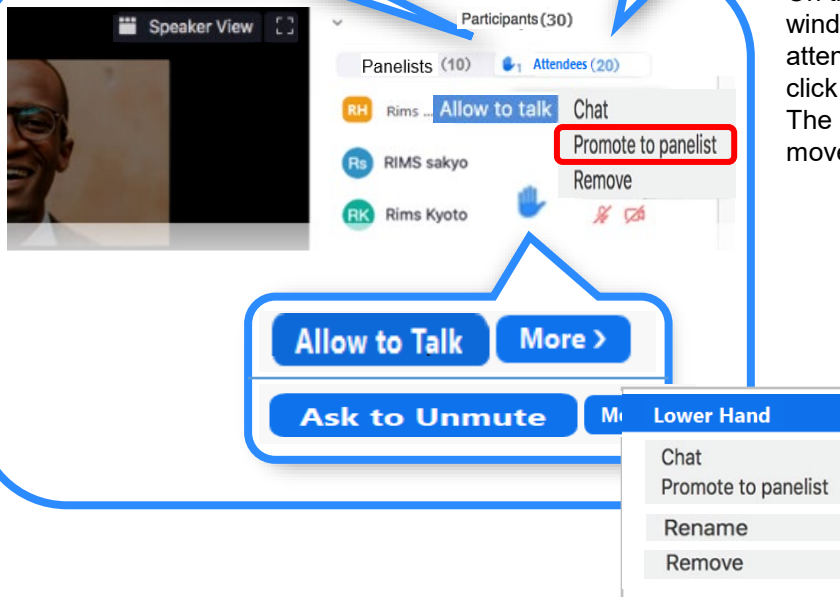
\*The host cannot designate directly a view-only attendee(s) to act as a co-host(s).

#### What you can do on [Attendees] window



The number of attendees raising their hands is displayed here.

By clicking "Attendee", [Attendee] window appears.

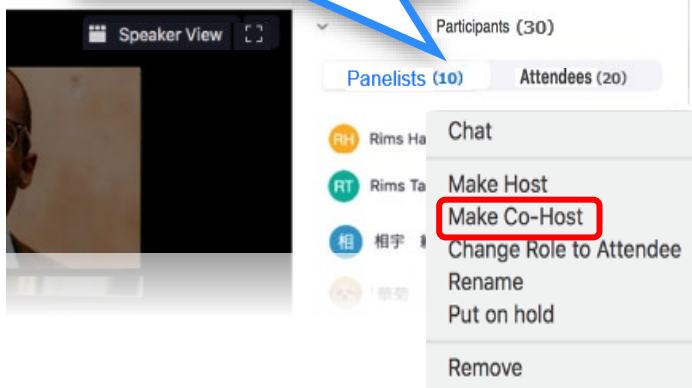


On the [Attendees] of the [Participants] window, hover the cursor over the name of an attendee to be designated as a panelist, and click [More]. Select [Promote to panelist]. The name of the designated attendee will be moved to the [Panelists] window.

\* To allow the attendee to raise his/her hand to talk, hover the cursor over the name, click [Allow to talk], and then click [Ask to unmute].

#### What you can do on [Panelists] window

By clicking "Panelists", [Panelists] window appears.



On the [Panelist] window, hover the cursor over the name of a panelist to be designated as a co-host, and click [More]. Select [Make Co-host]. The title [Co-host] will be indicated next to the name.

## 4. What you can do on panelists' screen

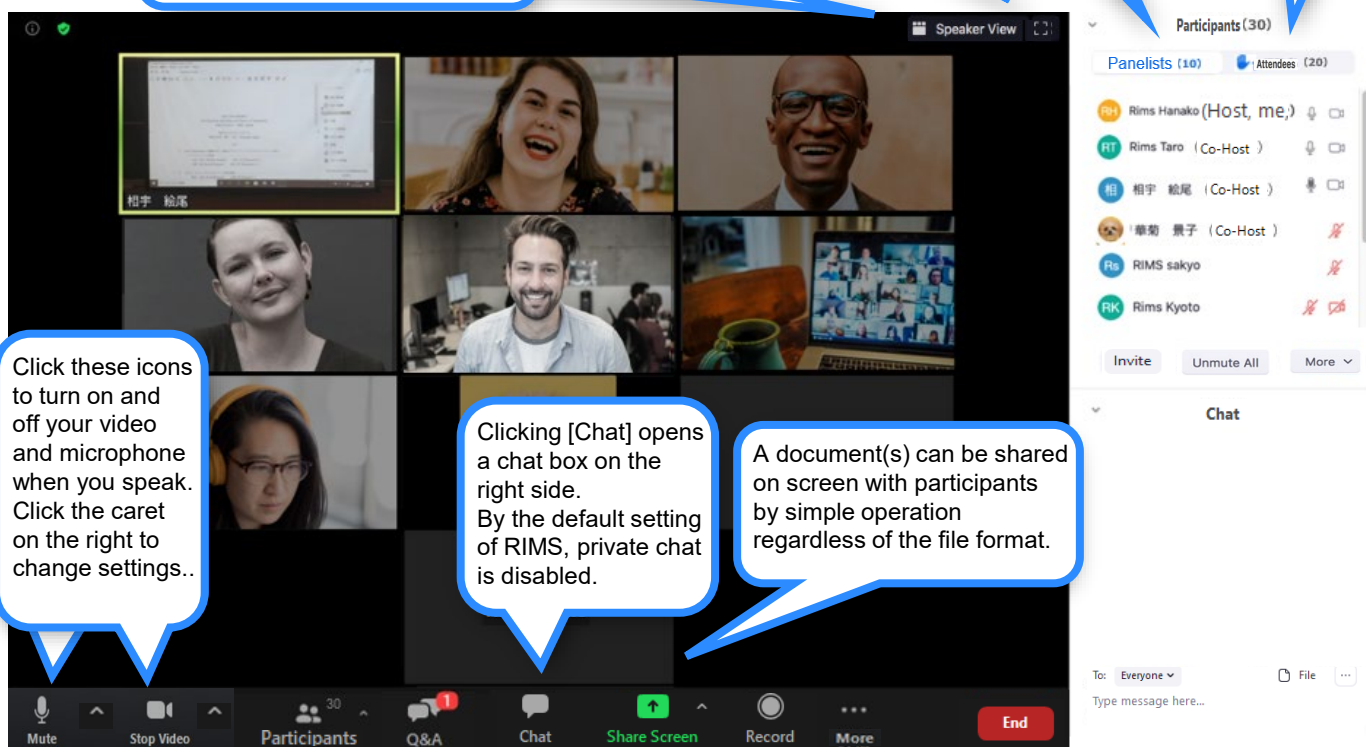
Various features are available during a Zoom Webinar. All the panelists can view the list of participants. The basic Zoom Webinar screen for panelists is as shown below.

Gallery View: Multiple panelists (up to 25) are displayed at once.  
Speaker View: A panelist speaking at the moment is displayed in the center in a large frame.

Start/end the full screen view of the video

Clicking [Panelists] shows the list of panelists.

Clicking [Attendee] shows the list of attendees.



Click these icons to turn on and off your video and microphone when you speak. Click the caret on the right to change settings..

Clicking [Chat] opens a chat box on the right side. By the default setting of RIMS, private chat is disabled.

A document(s) can be shared on screen with participants by simple operation regardless of the file format.

The number of participants is displayed here. Clicking this icon shows the list of participants, divided into [Panelists] and [Attendees] on the right.

The number of questions from attendees is displayed here. To answer questions, click this icon.

End Meeting for All  
Leave Meeting

## 5. Features for Webinar

### Sharing the Screen

Speakers are able to share their screens with participants while giving a talk. Only the host, co-hosts, and panelists have the privilege for screen sharing.

\* To enable all panelists to share the screen, check beforehand if **[All Panelist]** under “Who can share” is selected in the **[Advanced Sharing Options]**.

\* A document file to be shared (e.g., PDF, PowerPoint) should be ready on the speaker's PC screen in advance for smoother operation.

Click the **[Share Screen]** icon at the bottom of the screen to select a screen to be shared.

Advanced Sharing Options...

**Who can share?**

☐ Only Host ☒ All Panelists

**Who can start sharing when someone else is sharing?**

☒ Only Host ☐ All Panelists

Select a screen to be shared and click this button.

When you start sharing your screen, the meeting control bar will move to the top and you can drag around the bar.

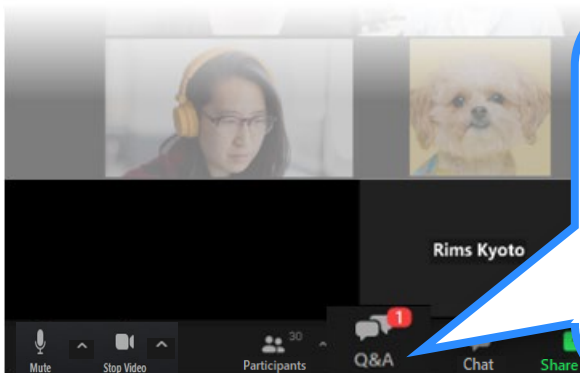
**[New share]** Click this icon. Select the screen you want to share to start a new screen share.

**[Pause share]** Clicking this icon pauses your current shared screen.

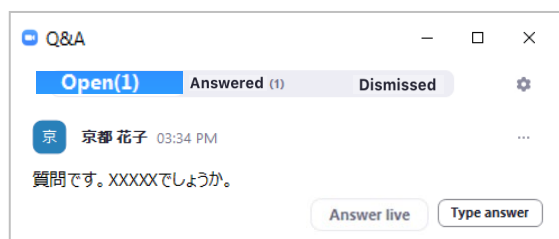
## 5. Features for Webinar

### Q&A

The question & answer (Q&A) feature allows attendees to ask questions during the Webinar. The number of Q&A posted is displayed at the bottom of the screen.



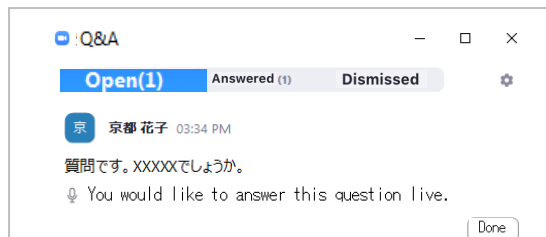
Click **[Q&A]**.  
Select **[Answer live]** or **[Type answer]**.



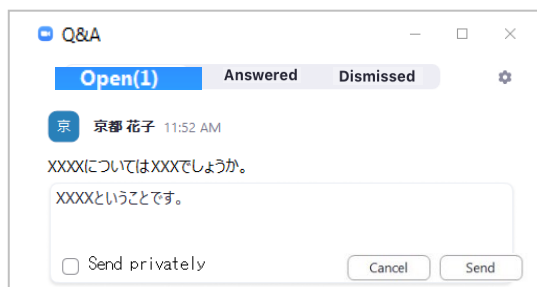
Click **[Answer live]** to speak out the answer.

Click **[Type answer]** to text the answer.

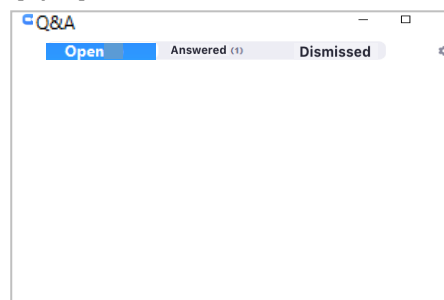
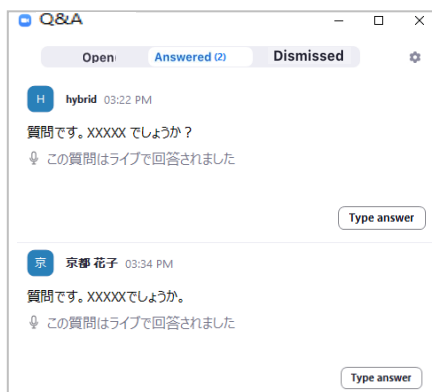
After answering, click **[Done]**.  
The questions that have been answered will move to the **[Answered]** window.



Type your answer and click **[Send]**.



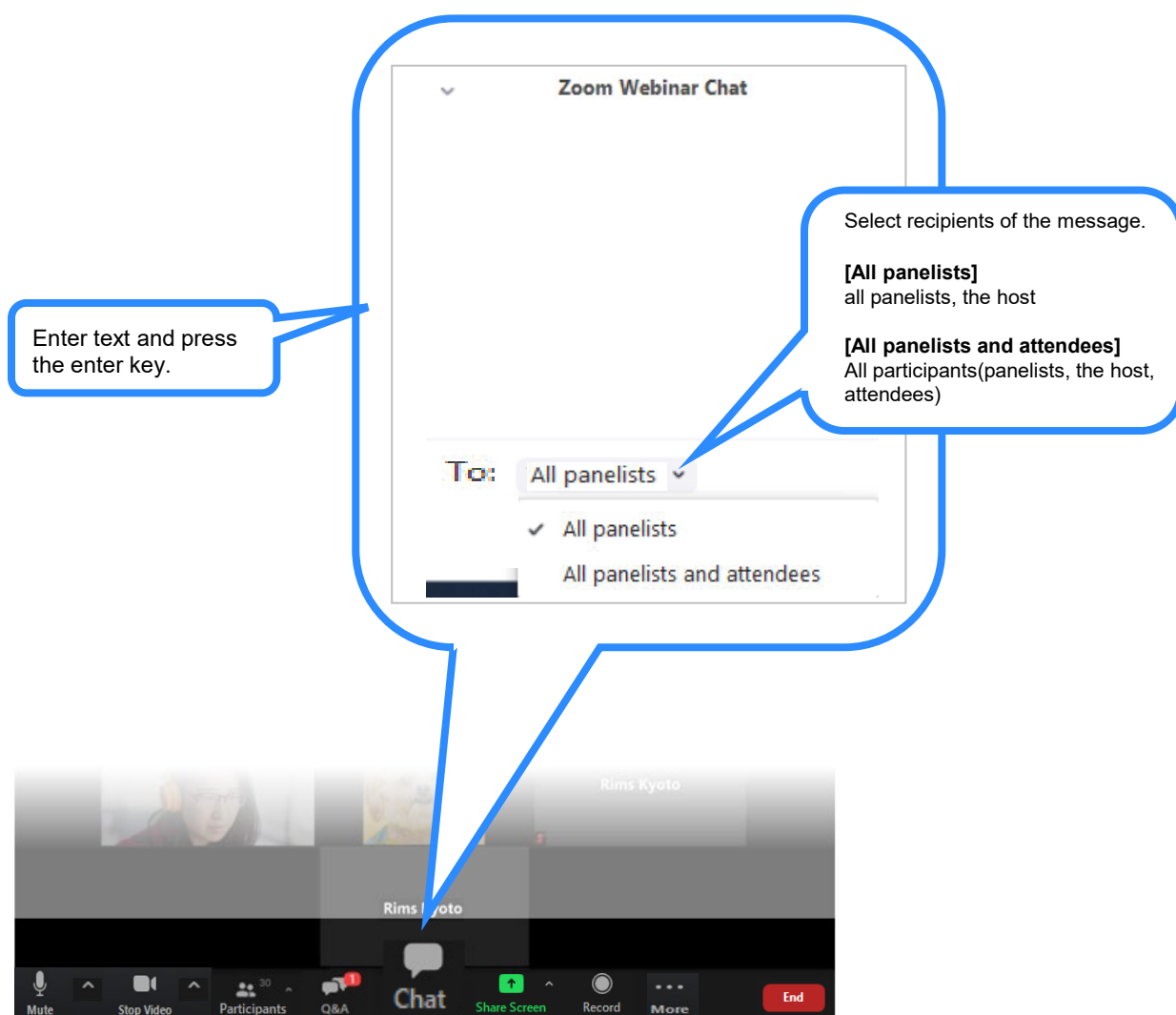
The questions that have been answered will move to the **[Answered]** window from the **[Open]** window.



## 5. Features for Webinar

### Chatting

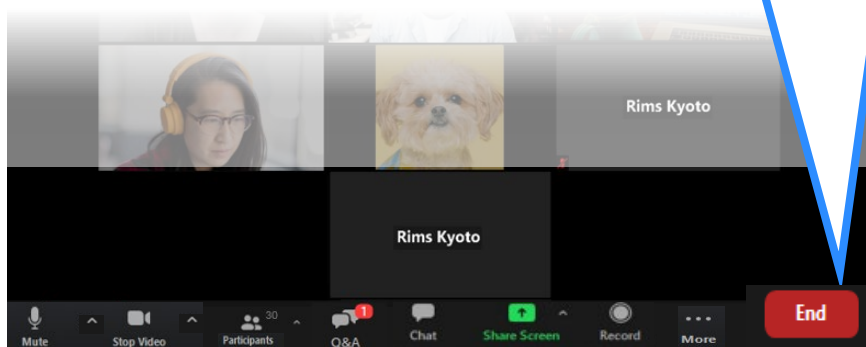
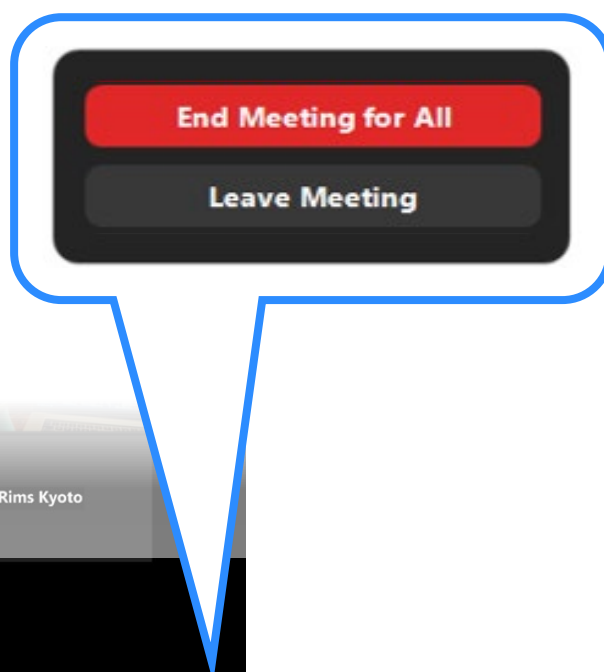
Clicking the [Chat] icon at the bottom of the screen in a Webinar meeting enables text chat. Enter text in the [Chat] window.



## 6. Ending a Webinar

Only the host can end the Webinar in session. To end a Webinar, click **[End]** at the bottom of the screen and select **[End Meeting for All]**.

\* By clicking **[Leave Meeting]** you will be out from the meeting. If the host is leaving the on-going Webinar, he/she should delegate the host privileges to a specified panelist before leaving. If not, one of the remaining panelists will be automatically designated to serve as a host.



● Do not share URLs, IDs, and passwords of online joint research meetings with outsiders. It is strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to public and unspecified third parties (e.g., websites, social media).