



ISH2022 KYOTO

The Wisdom for Conquering Hypertension



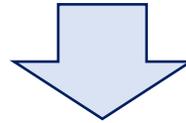
The 29th Scientific Meeting of the International Society of Hypertension

Instruction for Remote Chairs/Speakers

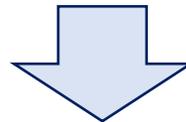
(Please familiarize yourself with the manual to ensure a smooth proceeding of the session.)

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-  ① **When entering the Zoom session, please use your full name as the account name.**
Kindly join the Zoom meeting of your session with a correctly set up account name.
We will also be able to change it on your behalf during the connection check before your session.



-  ② **Ensure you use a stable high-speed connection.**
Broadband wired (LAN cable) connection is preferred, instead of Wi-Fi, to avoid network/connection problems.
Kindly note that when experiencing audio or video problems during your live presentation, we may play your pre-recorded video if you have submitted one.





③ Before your session, please confirm/prepare the following:

1) Your environment

- Make sure you join the session in a quiet environment with minimal background noise.
- Check that your PC is connected to a power source before connecting to Zoom, as your battery might not last throughout the session.
- Shut down all background applications (e.g., Skype) on your PC to ensure that Zoom operates smoothly and no pop-up notifications during the session.
- Refer to the following webpage for operating systems and Internet browsers that support Zoom:

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

2) Installing/updating Zoom

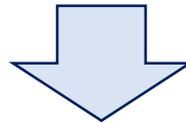
- Please download and install the latest Zoom application version by accessing the official Zoom website: <https://zoom.us/download>
- If you already have the Zoom application installed, ensure it is updated to the latest available version.

3) Connecting to Zoom

- Please do not use PowerPoint Presenter View or share videos with embedded sound, as these options can cause connection lags, interruptions, and low video quality.
- Refrain from using built-in speakers and microphones. We strongly advise that you use earphones with a microphone or a headset.
- If other participants are joining the session from the same room that you are in, make sure that everyone, including you, is using a headset; otherwise, you might trigger an audio feedback loop (continuing echo)

4) Visit Zoom Help Center for detailed tutorials on how to use Zoom:

<https://support.zoom.us/hc/en-us/articles/206175806>



④ Please log into your Zoom session.

The Zoom meeting of your session will open 60 minutes before the session starts. **Please log into Zoom at least 45 minutes before your session** to perform the connection check.



[45 minutes before the session]

⑤ Flow of the connection check:

- 1) First, we will check if all online participants have logged into Zoom.**
- 2) Next, we will perform a camera and sound check for the chairs.**
- 3) For the speakers, in addition to the camera and sound check, we will confirm the presentation data via screen sharing.**
- 4) The presentation slides must contain a COI disclosure slide. If your presentation does not have one, please let the operator know during your connection test. We will send you the template via Zoom chat.**
- 5) If there are any problems with the Speakers' screen sharing and/or video playback during the connection check, we will stop the ongoing check and proceed with the next Speaker. In the meantime, we will ask the Speaker experiencing the problem to (1) re-log into Zoom, or (2) restart their PC, log into Zoom, and perform the connection check again.**

⑥ Flow during the session:

6) To Chairs at Main Hall:

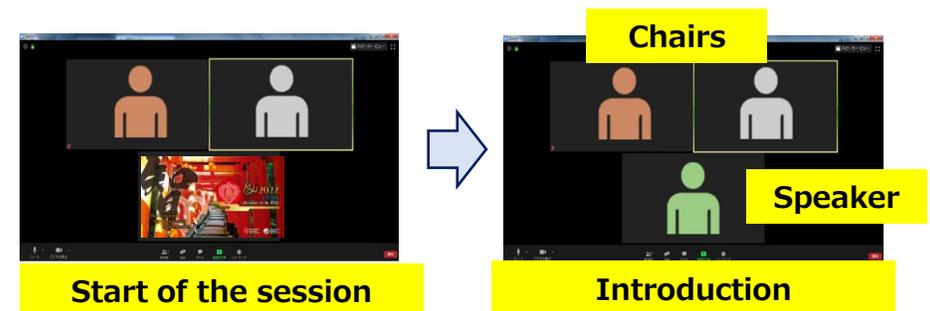
There will be an announcement at the start of the session.
Please start your session by introducing the session and the speakers.

To Chairs at venues other than Main Hall:

There will be no announcement at the start of the session.
Staff will inform you of the time in the Zoom chat.
Please start your session by introducing the session and the speakers.

To all Chairs:

Please make sure that your microphone and camera are turned on when introducing the speakers.



7) To all Speakers:

After the Chair's introduction, you may begin your presentation.

Please make sure to unmute your microphone before you speak.

Also, please mute your microphone whenever you are not speaking.

8) To all Chairs:

We ask the Chairs to manage the session to follow the session schedule at their best.

If a Speaker goes over their time limit, the Q&A following their presentation should be shortened.

Cooperation from all participants in keeping the session finished on time is highly appreciated.

9) Q&A and Discussion time is session-dependent.

We inform the session details individually.

When you join the Q&A and Discussion, please turn your webcam and microphone on.

10) Chairs can check posted questions and comments from online participants/audiences via Zoom chat.

11) The following illustration shows how a live session is streamed to the ISH 2022 Virtual Viewing Platform.



12) Please note that there is a 10-30 second time lag between the proceedings in Zoom and the video streaming on the ISH 2022 Virtual Viewing Platform.

13) The operator will send out the session end-time notice via the ZOOM chat: 3 minutes before the end of the session and when the session concludes.

14) Please log out of the Zoom meeting of your session right after your session finishes, so the following session can start on time. Please note that if you remain staying in the Zoom meeting, the host may close it to have a fresh start for the next session.

15) The operator will contact the participants via Zoom chat.

16) Please be reminded of the following:

《To Chairs》

- Please do remember to unmute your microphone before you start to talk.**

《To Speakers》

- Please do remember to unmute your microphone before you start talking.**
- Please stop sharing your screen when you finish your presentation.**
- Please refrain from using the presenter view to avoid any trouble during the screen sharing.**

① System Requirements

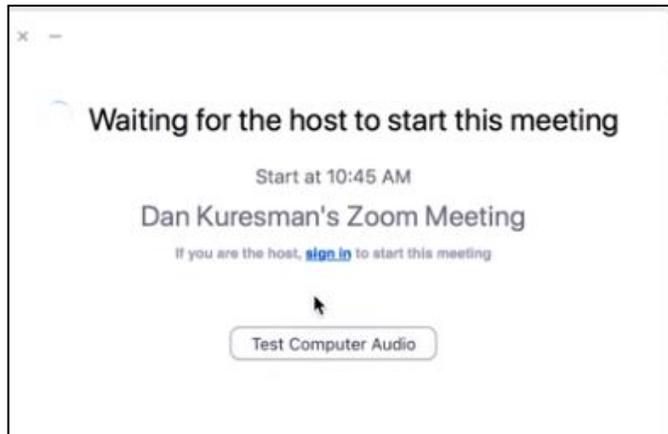
Please check the system requirements for Zoom Rooms at the following link in advance :

[System requirements for Zoom Rooms – Zoom Help Center](#)

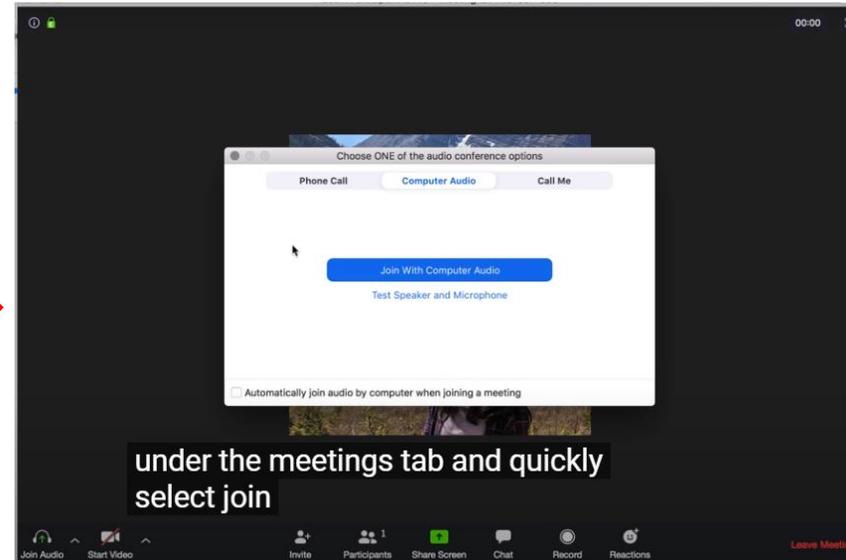
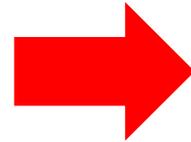
② How to join the Zoom meeting

We will send you an invitation for a ZOOM meeting by e-mail.

Please click the link, and you will be prompted to either download or launch ZOOM.



If you see the message—waiting for the host to start this meeting, please kindly wait until we start the meeting.



under the meetings tab and quickly select join

Please choose "Join with Computer Audio" and enter the meeting room.

③ Troubleshooting

Frequently asked questions

Helpful tips are shown in the following link:

https://support.ZOOM.us/hc/en-us/articles/206175806#h_8f38d3af-506f-4c33-8269-4b649d5c1aee

My video/camera isn't working

If your camera does not show in the ZOOM Settings or it is selected but no video is shown, the following page can help you troubleshoot the problem.

<https://support.ZOOM.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>

There is an echo in my meeting.

Audio echo can be caused by several reasons, such as a participant connecting to the meeting with multiple devices audio active, or two participants joining in the meeting simultaneously from the same location, etc.

Learn about common causes of audio echo:

<https://support.ZOOM.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>