



2nd ACTS

Asian Conference on Thermal Sciences

Virtual Conference Instructions for Keynote and Organized/General Sessions

To Participants



Keynote and Organized/General Sessions in the 2nd ACTS will be held virtually via **zoom**. This instruction provides guidelines to the **participants** for using the Zoom meeting in this conference.

1. Prohibited matter

Taking a video recording, audio recording, or photographs of the presentation is strictly prohibited.

2. Preparation

2.1 Installing the Zoom app **zoom**

It is recommended to install the Zoom app from the link below in advance.

https://zoom.us/download#client_4meeting

Join Meeting Test is available at <https://zoom.us/test>

2.2 Testing microphone and camera

You may use microphone and camera for presentations and Q&A. Please confirm their performance beforehand in Zoom.

How To Configure Your Zoom Meeting Audio/Video

<https://support.zoom.us/hc/en-us/articles/201362283>

3. Joining the Zoom meeting room

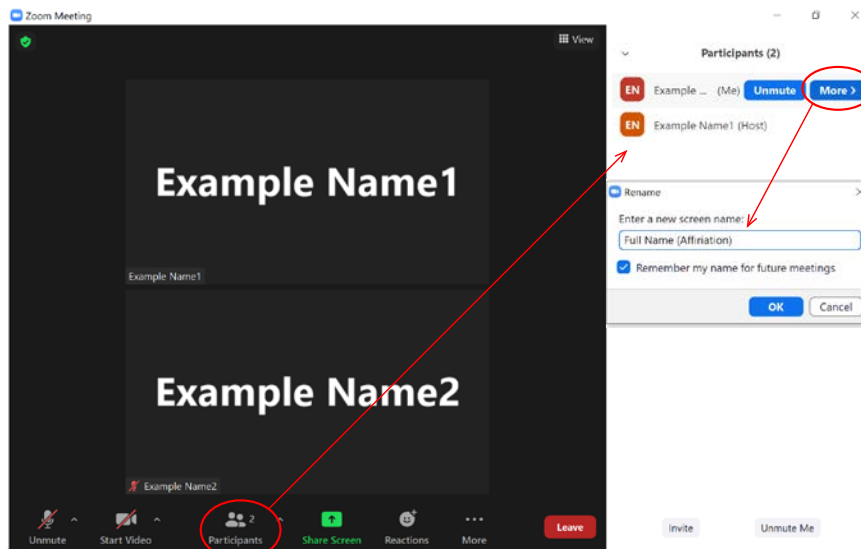
In order to participate in the online conference, please log in to the link below using the ID and Password.

<https://acts2020jp.org/program.php>

The ID and Password have been sent to you by e-mail. The link to each Zoom room is given in the Web page.

The screenshot shows the website for the 2nd ACTS (Second Asian Conference on Thermal Sciences) held from Oct.03(Sun.)-07(Thu.), 2021. The navigation menu on the left includes: 2nd ACTS, Program, Plenary Lectures, AUTSE Awards, Organized Sessions, Submission, Registration, Committee, Contact, and Public Lecture. The 'Program' link is highlighted with a red arrow. The main content area is divided into two sections: 'Conference Program' and 'Online Conference Links'. Under 'Conference Program', there are links for 'Schedule at a Glance' (as of September 16, 2021) and 'Full Program' (as of September 17, 2021). Under 'Online Conference Links', there is a note that login information will be announced soon, followed by input fields for 'Login ID' and 'Password', and a 'submit' button. A red box highlights the login fields.

Please set your “screen name” in this format: Full Name (Affiliation). The “screen name” can be renamed after connecting to the meeting room as shown below.



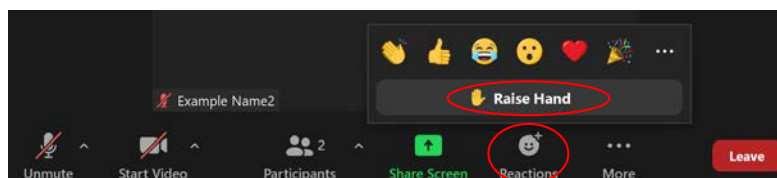
Please make sure to always mute your microphone and deactivate your camera when you are not speaking. If not, the Host may deactivate your microphone and camera without your permission.



These conditions indicate microphone is muted and camera is deactivated.

4. Q&A time

During Q&A time, if you have a question and/or comment, please raise your hand as shown below rather than using Chat. After the permission by the chairperson, you may unmute your microphone and/or camera, and begin interacting with the speaker.

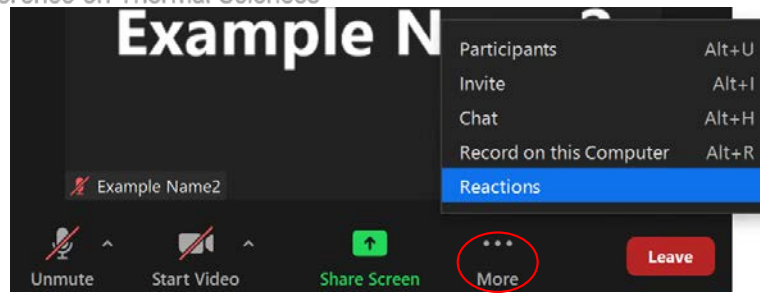


If you cannot find the Reactions icon, click on the More icon.



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After you finish your question and/or comment, please make sure to lower the hand and mute the microphone.

