GOING VIRTUAL
User's Manual

Part of Name Setting

Ver.1.1

Revised March 7, 2021

November 13, 2020

The Society of Chemical Engineers, Japan

Setting your name in Zoom

You should already have installed a zoom client on your PC following the "Installing a Zoom client" procedure. While you are participating in a session, the name you set will be displayed to the other participants, and we need you to identify yourself in accordance to your roll in the session.

Please beware of the following conventions and step to change your name as it appears.

Name convention

* Invited participants, honorary members, and others not in the following list will receive separate instructions.

Your name should be typed in either English or Japanese. Capitalize all characters in the Last Name like, FirstName LASTNAME.

Audience: If you have NONE of the roles below and merely attending the session

"Account ID [space] Affiliation [space] Name."

Ex） 0112 U.Tokyo Johny TODAIJI or 0112 東京大学 東大寺ジョニー .

Speaker (including poster presenters): *excluding co-presenters

"Speaker [space] Paper ID [space] Name."

Ex） Speaker A301 Yayoi KASUGA or 登壇者 A301 春日弥生 .

Prize Winner: *only during the award ceremony (excluding student posters)

"Prize winner [space] Name."

Ex） Prize winner Taro KUDO or 受賞者 工藤太郎 .

Presenter: *only during the award ceremony

"Presenter [space] Name."

Ex） Presenter Jiro KOHINATA or プレゼンター 小日向次郎 .

Organizer

"Organizer [space] session number [space] Name."

Ex） Organizer SV1 Yukari KOISHIKAWA or オーガナイザー SV1 小石川ゆかり .

Chair or Moderator

"Chair [space] session number [space] Name."

Ex） Chair SV1 Ichiro SENDAGI or Chair SV1 千駄木一郎 .

Venue Staff

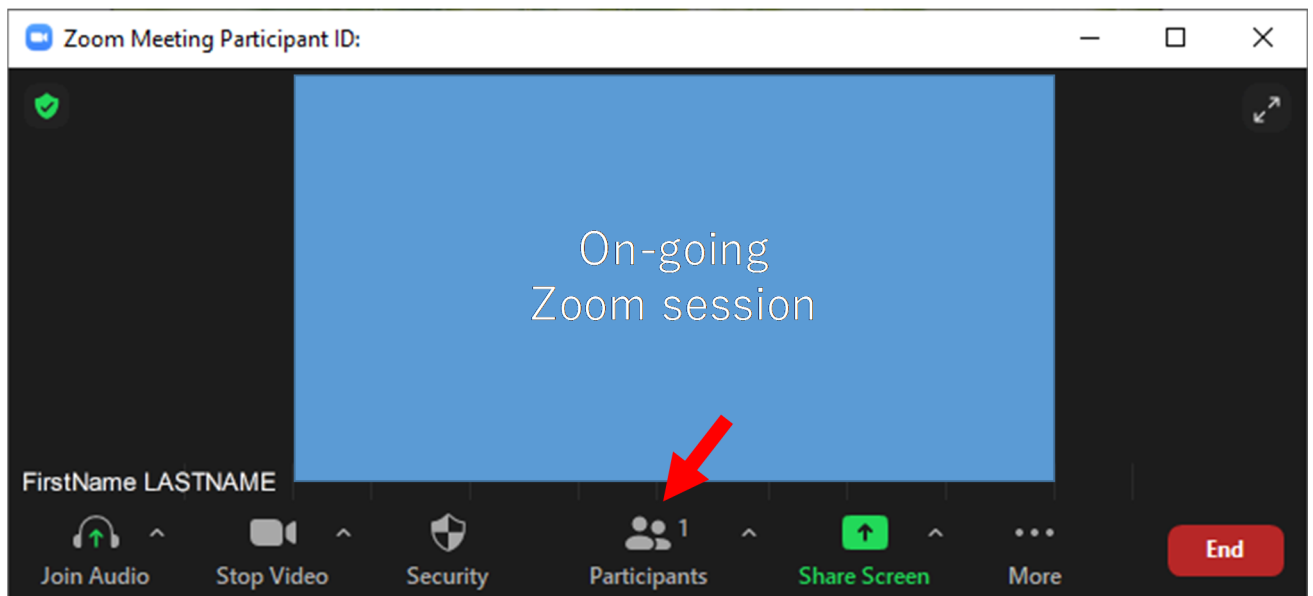"Staff [space] session number"

Ex) Staff SV1 or 会場係 SV1 .

Judge

Follow the instruction for "Audience" above. Please notify the presenter that you are the judge before the presentation starts.

Changing your name

To change your name in a Zoom session, click the Participants button at the bottom of your Zoom screen in the "Meeting Control Menu."

The Meeting Control Menu may be hidden at the top or bottom of your computer screen near the green and red share screen status notifying strip if you are sharing your screen at the time.

Clicking the Participants button brings up the participant list. When you bring your mouse over your name display in this list, two buttons, appear to the right of your displayed name. Bring your mouse over the More > button and a menu pops up with "Rename," and "Edit Profile Picture." Select Rename and you can change your name in the dialog that pops up.