



WEB 3D 2020

The 25th International ACM Conference on 3D Web Technology
November 9-13, 2020, Virtual Conference, Seoul, Korea

Quick Notes for Zoom

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Korea
Computer Graphics
Society

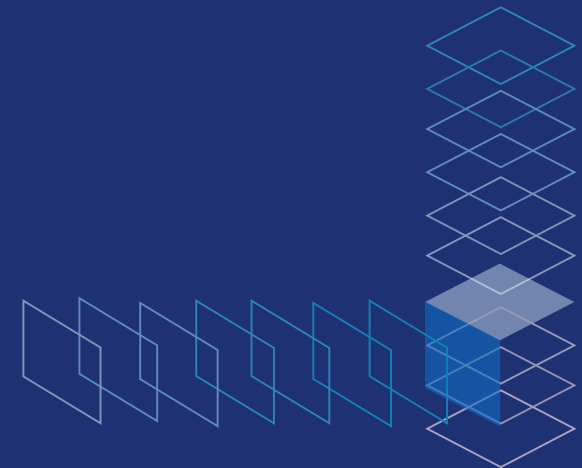


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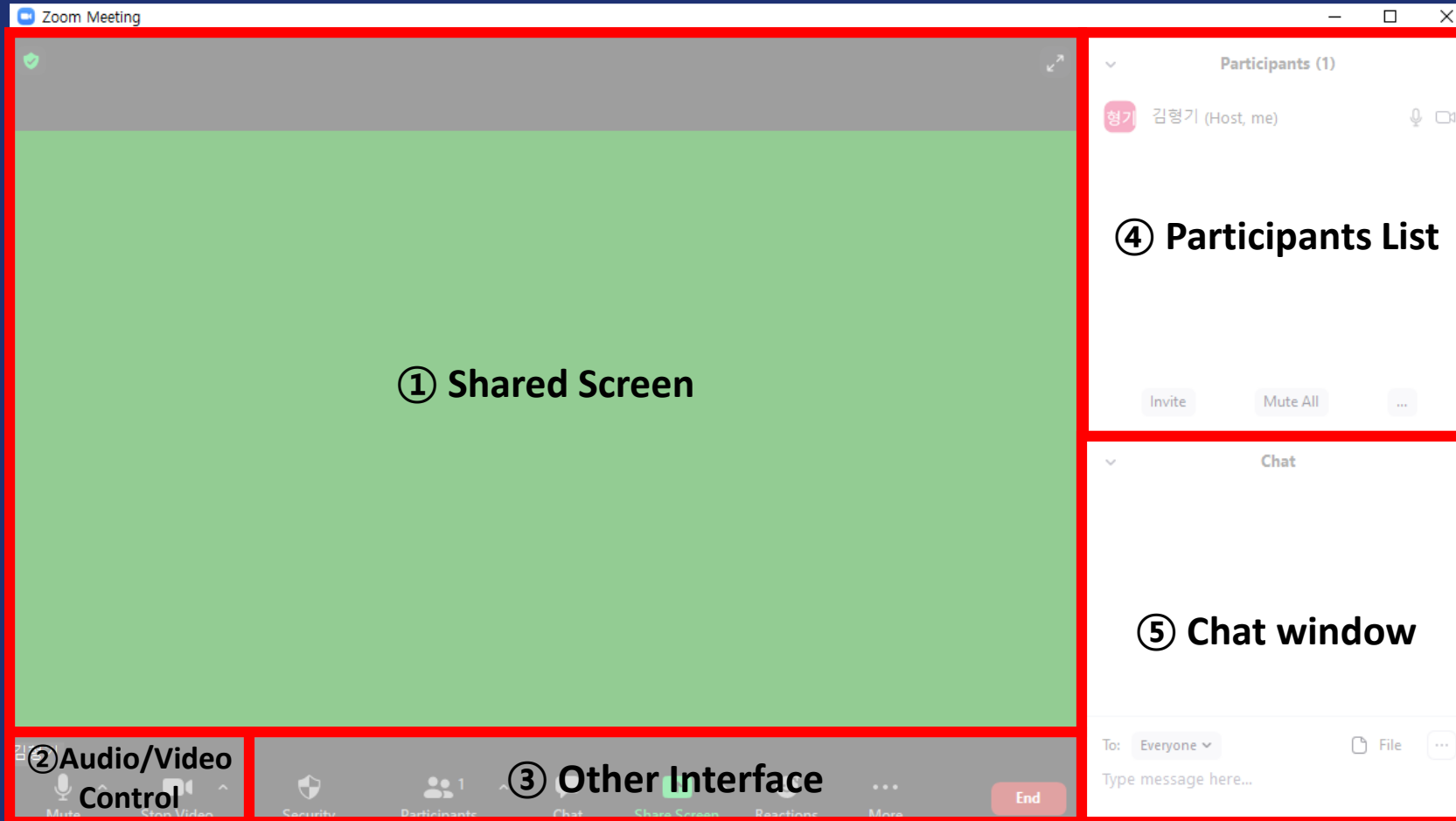
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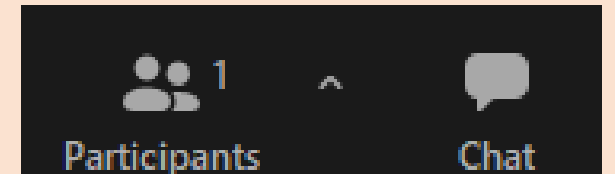
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General Guideline

Zoom UI



**You can turn on/off window ④ and ⑤ by clicking "Participants" and "Chat" button located at ③*



How to turning on/off your voice and camera

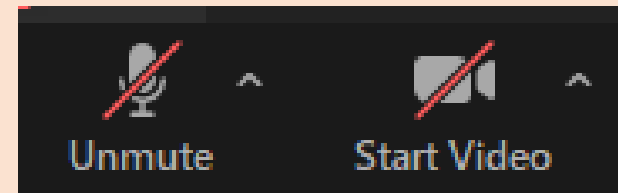
If you are an attendee,

- **Please turn your audio off, unless when you asking any questions.** Noise over your microphone may bother other participants.

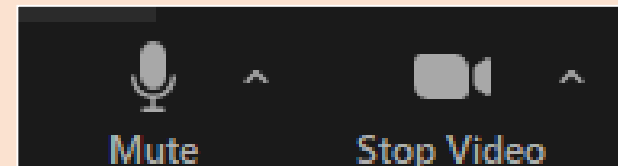
If you are a chair / presenter,

- Please check whether your audio/video is turned on when you're talking.

**You can turn on/off your audio/video to others by clicking microphone and camera button located at window ②*

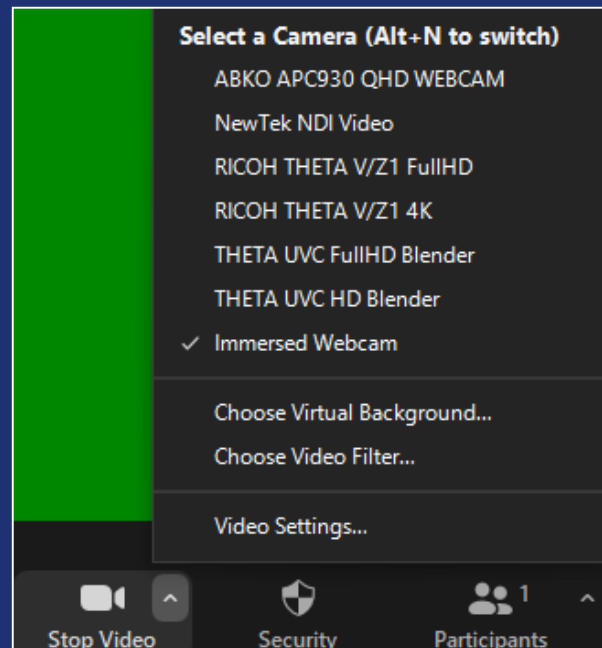
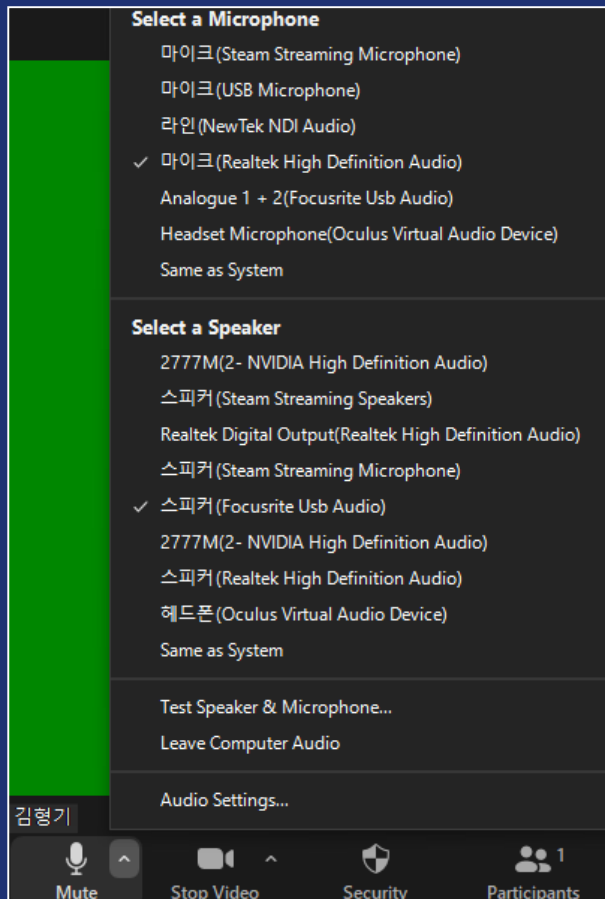


**Currently off state. Click to turn on*



**Currently on state. Click to turn off*

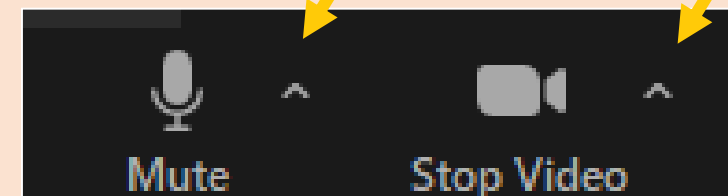
Check before you speak something



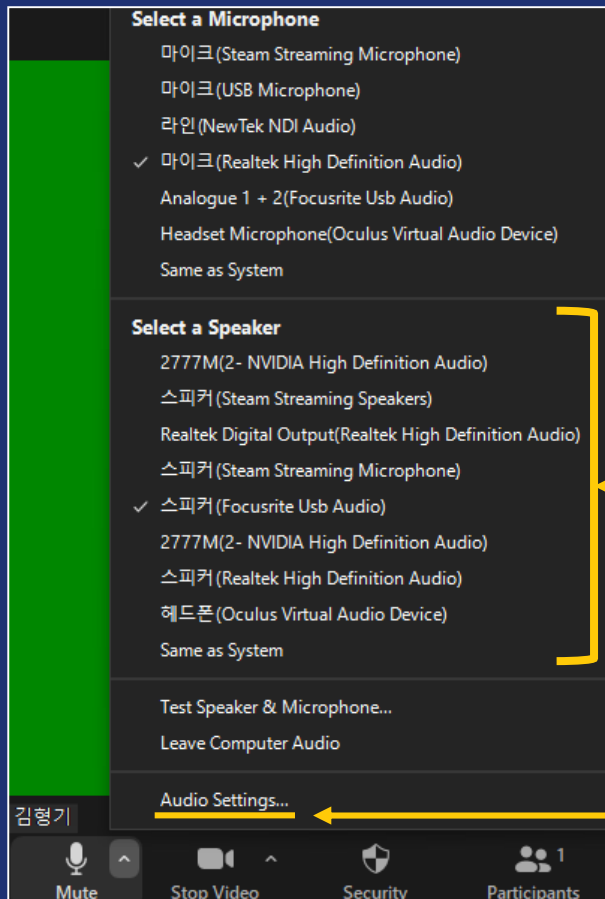
Check first if the proper device is selected for audio/video input. There may be more than one device on your machine.

If you do not select the proper one, your voice and face does not show up to other people.

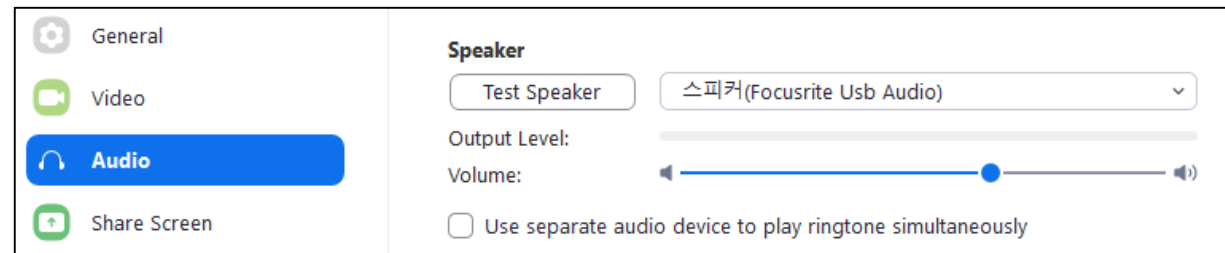
**Audio/video device list shows up by clicking small arrow located upper right corner on buttons at window ②*



If you can not hear anything...



1. Check if a selected speaker device is one that you are in use
2. Check hardware volume control of your device (such as volume knob)
3. If “same as system” was selected, check volume control of your OS
 - Again, check if your device is activated in your OS audio control
4. If specific device was selected, click “Audio Settings...”
 - Check volume and click “Test Speaker” to hear something from your speaker



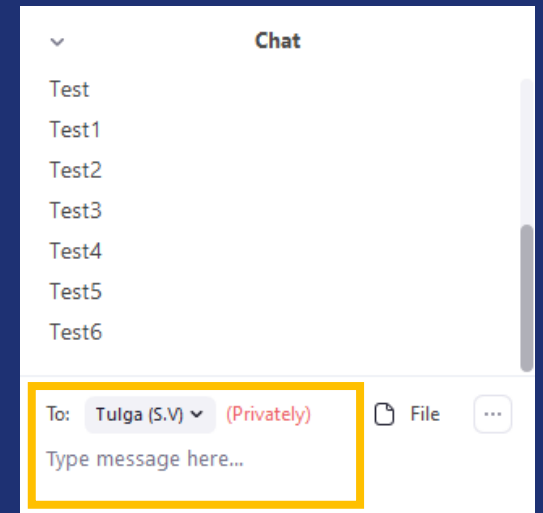
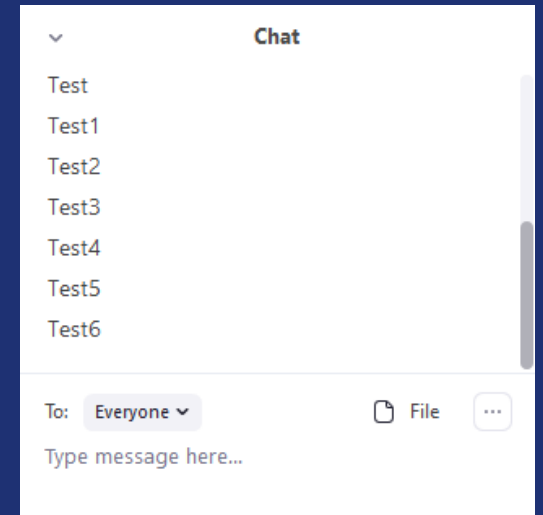
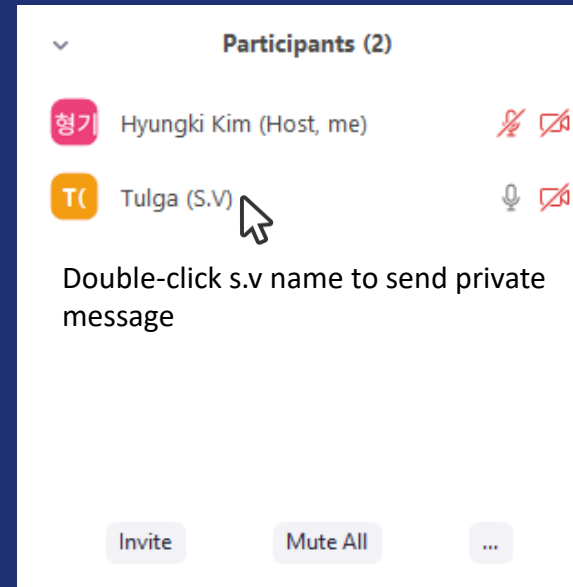
5. If you still have a problem, please contact student volunteer

How to contact student volunteers...

In participants list (window ④), person with “(S.V)” after their name is student volunteer.

You can double-click their name to send private message to them.

Please describe your problem in detail to let student volunteer can help you.



You can send private message to them

For attendees

For Attendees

- Follow the rule announced by session chair
- Please turn off your audio unless when you want to raise a question by voice (refer page 4, How to turning on/off your voice and camera)
- Don't forget to turn your audio again when you need to speak something
- Use chat wise and politely, to raise a question or asking help to student volunteers.

For session chairs
and presenters

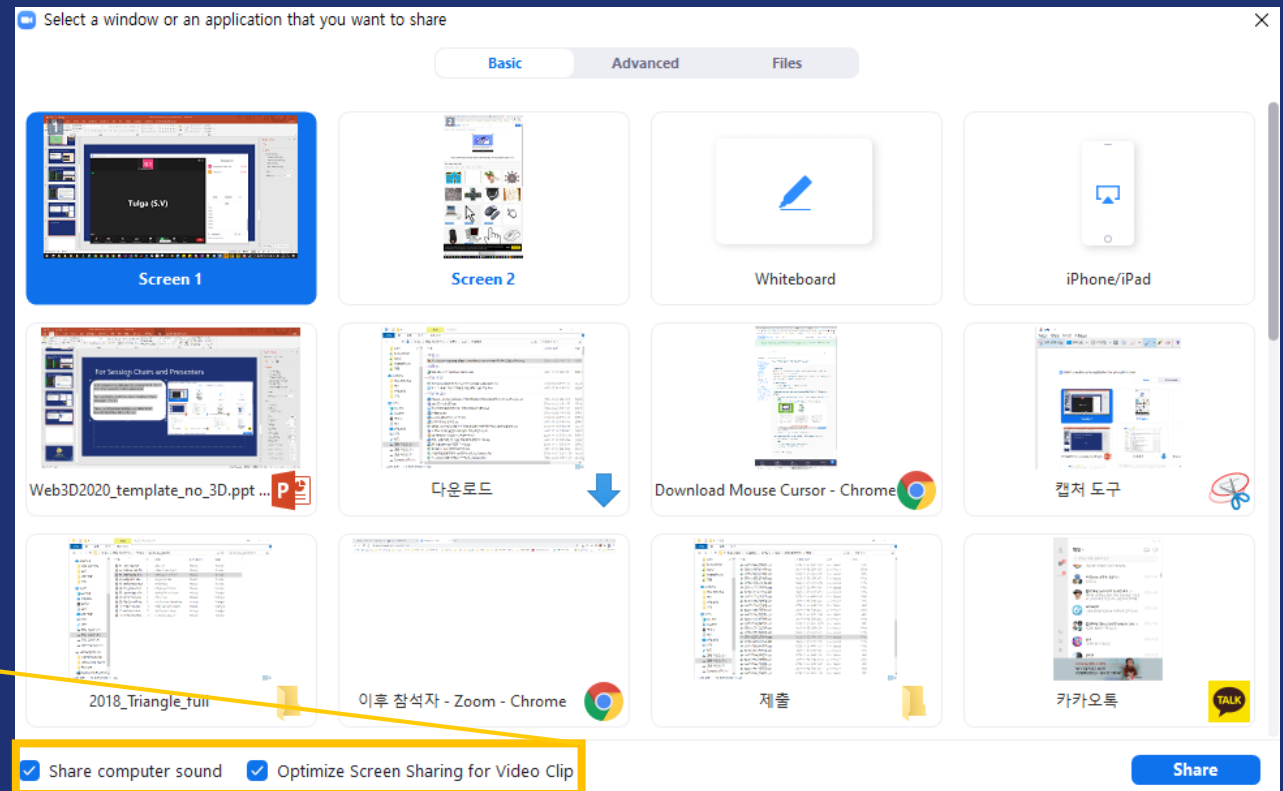
For Session Chairs and Presenters

1) Activate computer sound sharing

Please don't forget to check "Share computer sound" if you're planning to play an audio from your computer (such as playing video clip)

Check this!

Share computer sound Optimize Screen Sharing for Video Clip



For Session Chairs and Presenters

2) Screen sharing recommended

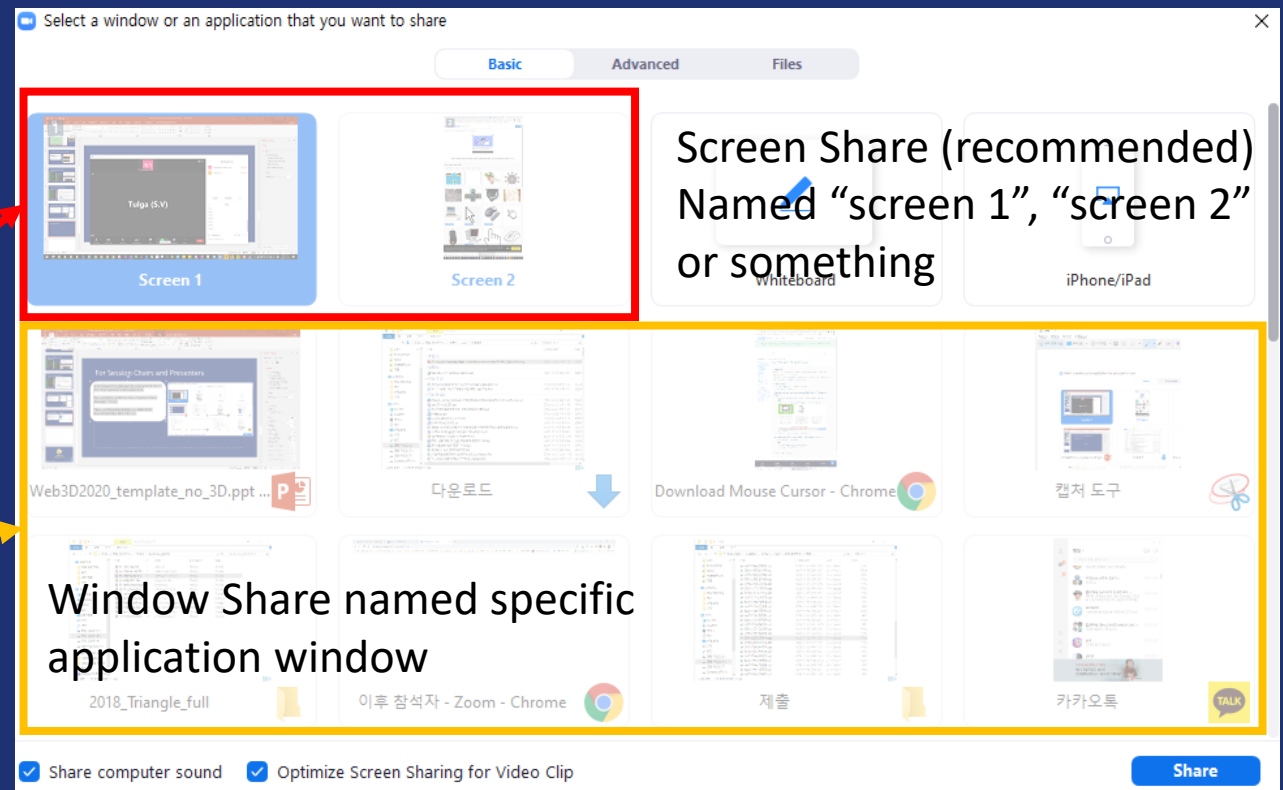
Be aware of the difference between “Screen share” and “Window share”.

When you select screen share, everything you see from your screen will be shared to audience. (safer way)

When you select specific window, that specific application screen will be shared.

- Hazardous scenario -

If you select MS Office Powerpoint, you cannot show your video clip by playing it with another application (such as VLC).



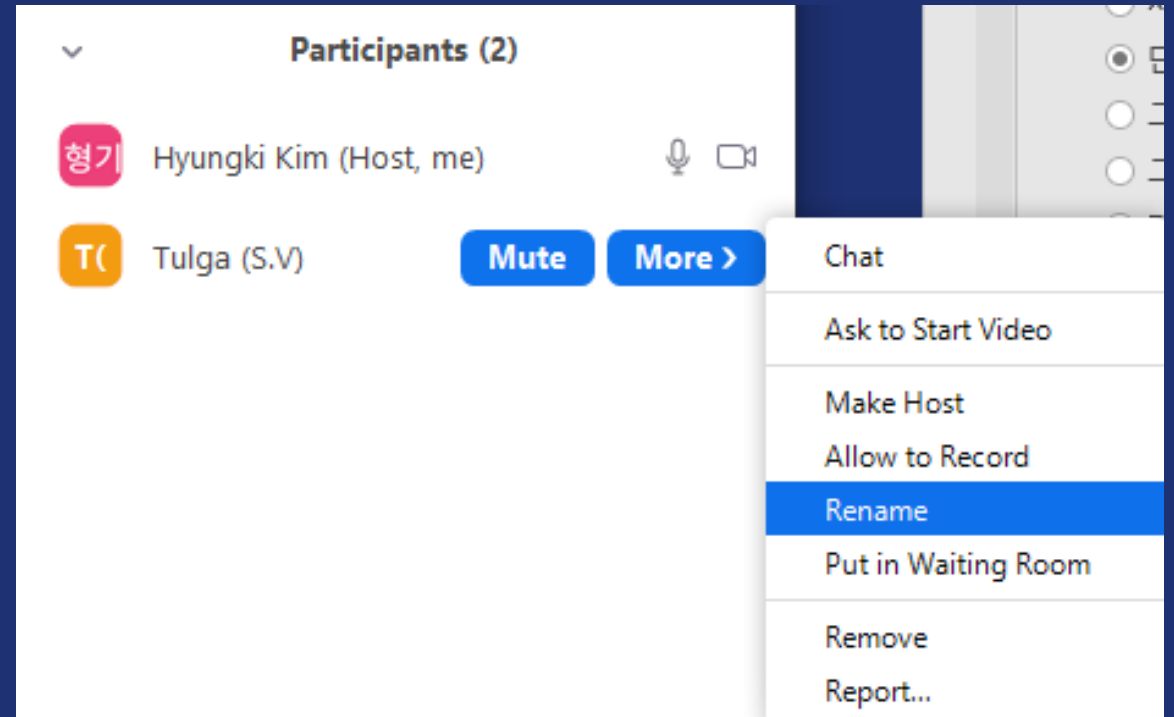
For student volunteers

For Student Volunteers

1) Add (S.V) after your name

You can change your name by clicking
“More→Rename” in participants window.

Please add (S.V) after your name so participants
can identify who is student volunteer.



For Student Volunteers

2) Watch and mute someone who makes noise

If you hear some uncomfortable noise, please find out where it coming from.

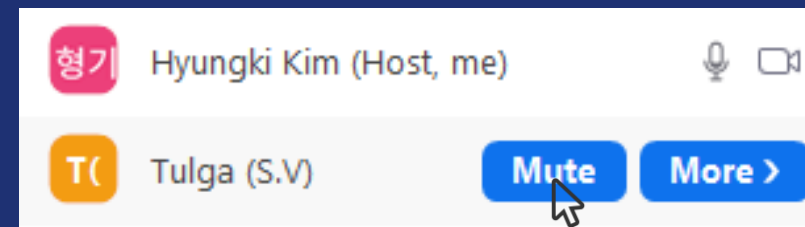
You can monitor participants microphone icon. When input is given, the gauge of microphone rises up so you can find who made noise.

If noise comes from attendee or presenter not in the middle of presentation, just mute them.

If noise comes from chair or presenter, notice them by sending private message.



You should monitor input level of participants



Click "Mute" to mute someone

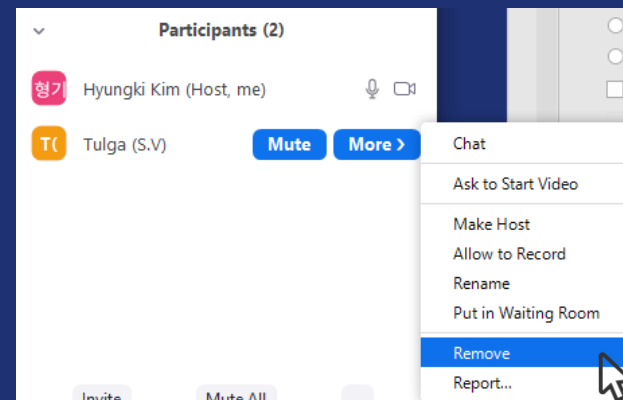
For Student Volunteers

3) Watch and remove someone who sabotage chat room

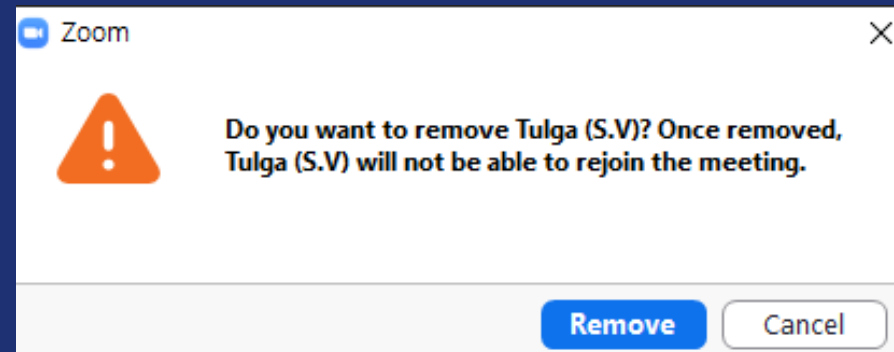
If someone acts bad in chat room, there is no other way than remove them. Also, monitor video thumbnails of participant if something happens.

You can remove someone by clicking “More→Remove”.

Please be aware not to accidentally remove someone from meeting because they cannot rejoin the meeting.



Click “Remove” to kick someone out



For Student Volunteers

4) Time notification

(TBD)

I made two ringtone audio for 5 minute and 1 minute left notification.

If audio sharing is allowed, you can play these mp3 files from your computer to notify presenters.

If audio sharing is not allowed, you should play it manually using your microphone device.

Also, please be aware the presentation time limitation announced by session chairs.

For Student Volunteers

5) Emergency hotline

(TBD)

I will prepare another contact channel to me using Discord or Skype.

If there is a problem you cannot handle, please contact me immediately using that channel.



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3D for a Hyperconnected World

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