

# ZOOM PROGRAM USER MANUEL IN 73TJK

## INTRODUCTION TO THE ZOOM PROGRAM

1. **Downloading the Program:** You can download the Zoom Video program from <https://zoom.us/support/download>. You can install the "Zoom Video" application from the **App Store** or **Google Play** applications to download to your mobile devices.

2. **Registration (Optional):** After the installation of the Zoom Video program, you can start the program and register with the help of the "**Sign In**" button on the window that opens, or log in via your gmail or facebook accounts (Figure 1).

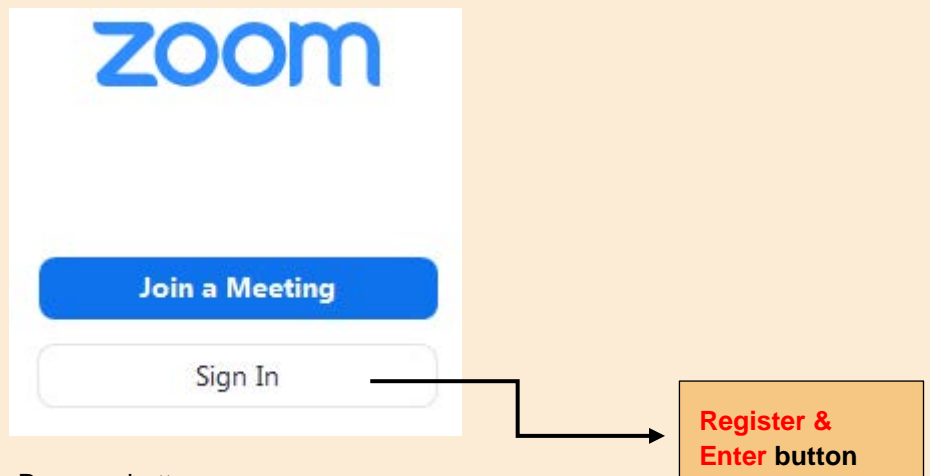


Figure 1. Register / Enter Zoom Program button

## HOW TO ENTER THE CONGRESS

1. Participating in the meeting using **Meeting ID** and **Passcode**

After a successful login to the zoom program, the entrance to the relevant hall of the congress is started with the help of the "**Join**" tab on the screen that opens (Figure 2).

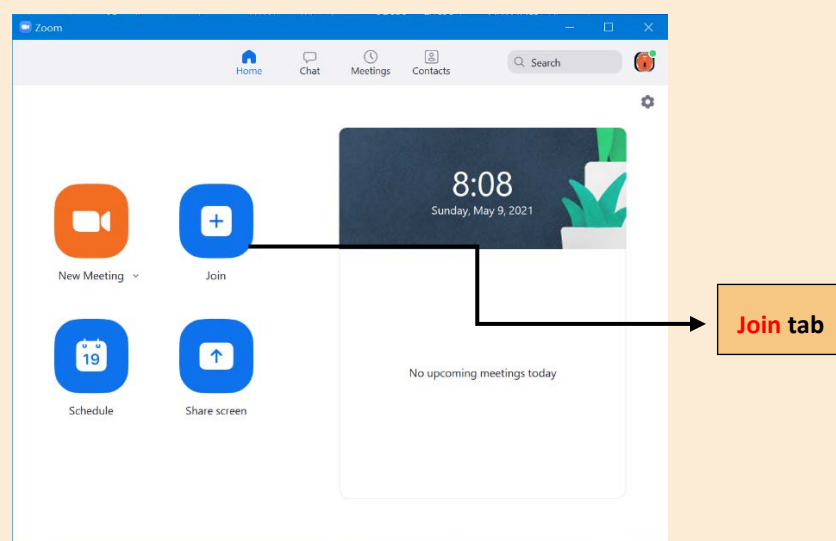
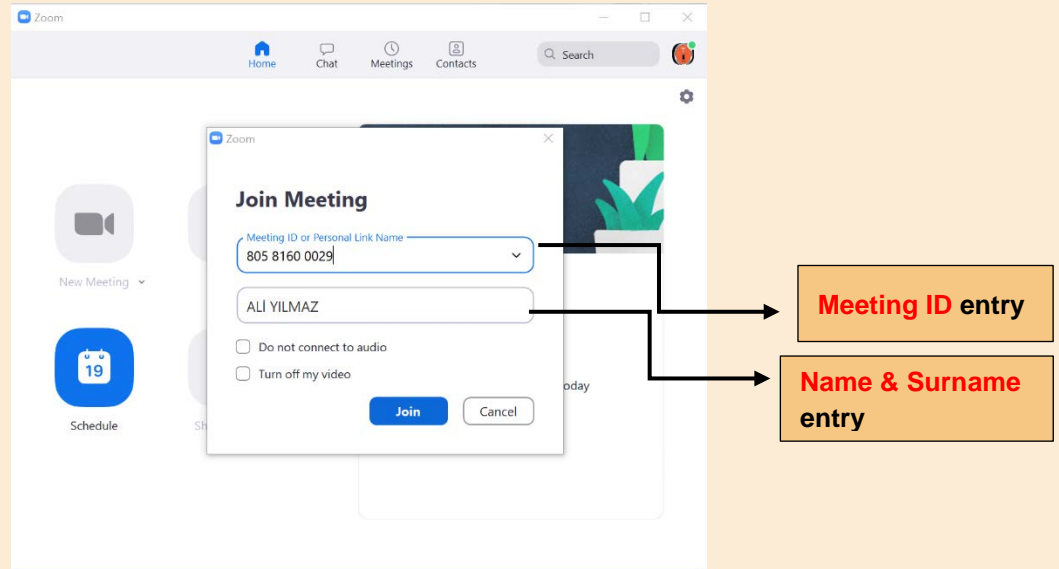


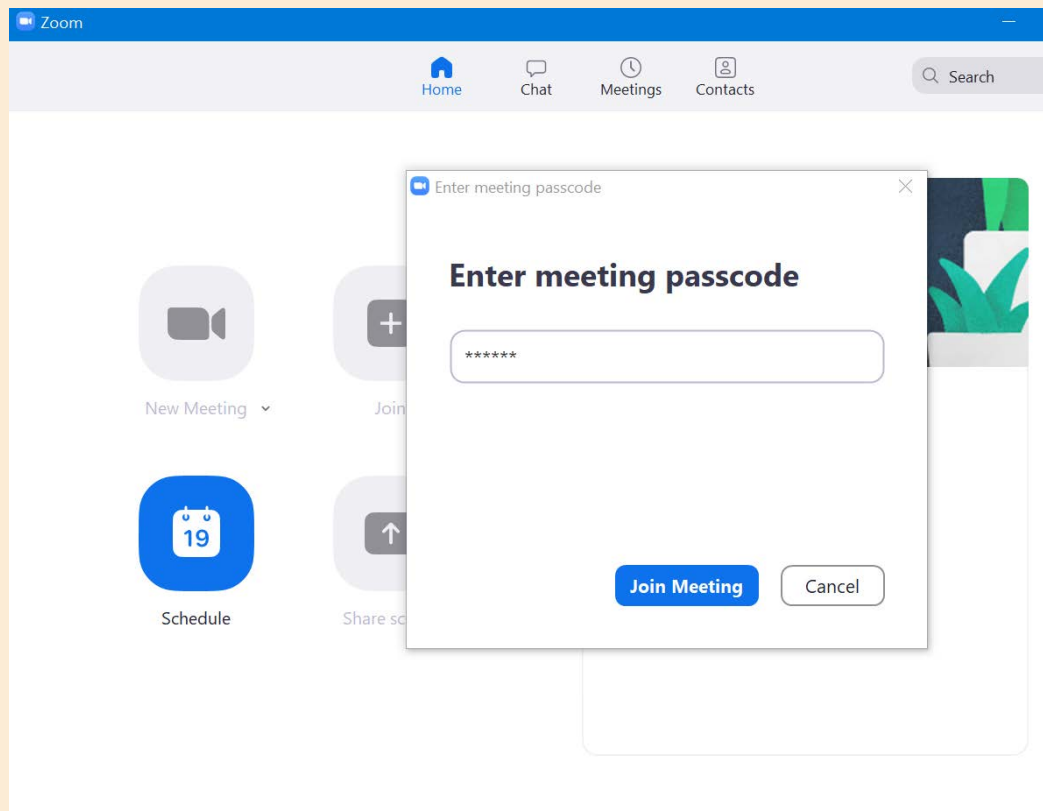
Figure 2. Participation in the Congress Session with the "Join" tab

On the screen that will open, your **Name and Surname** information and the **Meeting ID** of the relevant conference hall are entered and the **"Join"** option is clicked (Figure 3). **Meeting ID** information is presented in the conference program booklet for each session.



**Figure 3.** Entering Meeting ID and Name-Surname information

After clicking on the **"Join"** tab, the page where **Passcode (password)** information is requested for the relevant hall of the Congress will be opened. Password information must be entered correctly and click on the **"Join Meeting"** option (Figure 4). **Passcode** information is presented in the congress program booklet for each session.



**Figure 4.** Passcode entry and Join Meeting option

## 2. Participation in the Meeting via Meeting Link

After the Zoom Program has been successfully installed on your computer, you can participate in the meetings (by skipping the Meeting ID and Passcode procedures) by clicking the links prepared for the relevant halls in the "**Congress Program Booklet**". To do this, simply click the link in the congress program booklet (or place it in the toolbar of your internet service provider and press enter). Afterwards, it will be sufficient to click the "**Open Application named Zoom Meetings**" tab in the warning that opens (Figure 5).

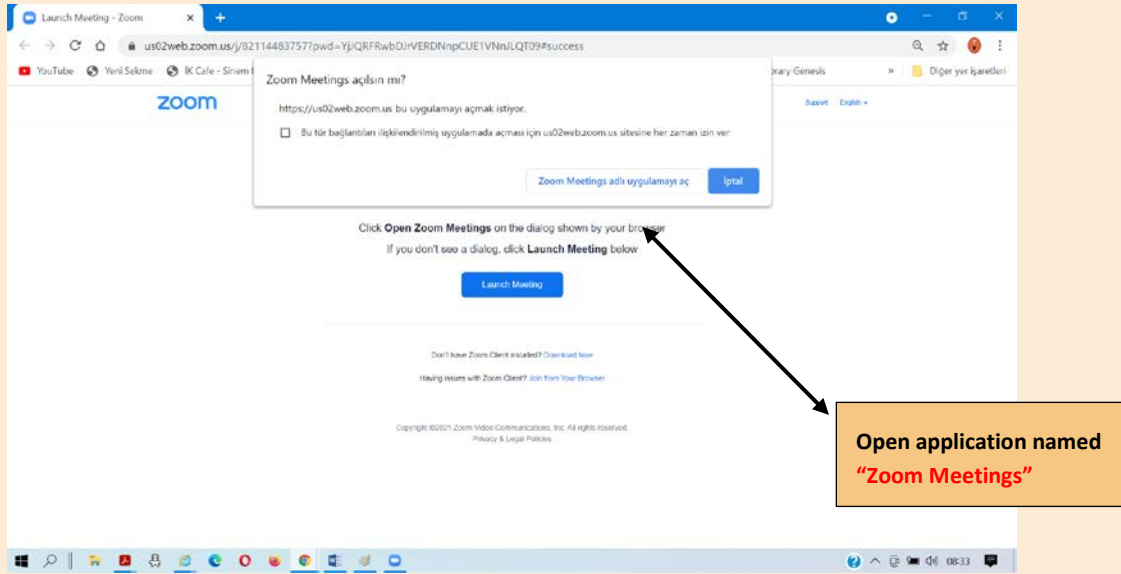


Figure 5. Participation via Meeting Link

When you attend meetings, the zoom program will also have an alert for your voice to be hooked (Figure 6). The voices of the audience will be muted automatically throughout the conference. However, we recommend that you perform the "**Test Speaker and Microphone**" test in the opened tab in order to avoid any problems in order to listen to the conference and in case of any problems, click the "**Join With Computer Audio**" option (Figure 6).

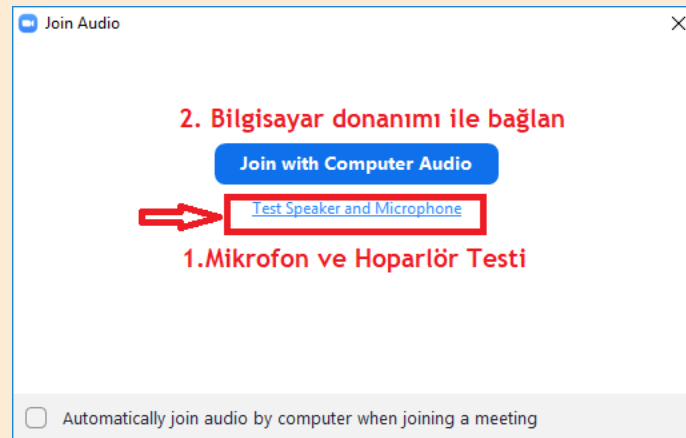


Figure 6. Microphone and Speaker Test and connecting audio

### 3. Zoom Screen and Using Screen Commands

When you enter the meeting, your sound and video will be turned off by the technical staff in charge of the meeting. You can submit your questions about the presentations with the help of the **Chat** tab (Figure 7). Time has been allocated for your questions in presentations. Your questions will be tried to be answered within the allotted time.

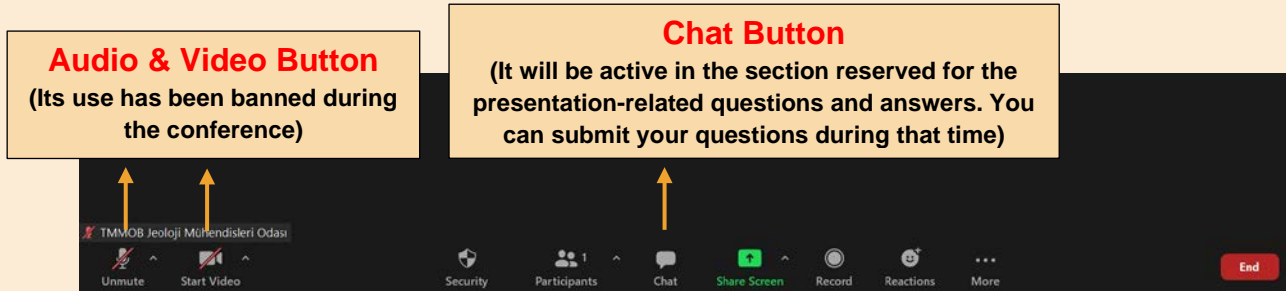


Figure 7. Zoom Screen Commands and Usage

**NOTE: When transitions between halls, participants are required to re-login using the Meeting ID and Passcode information of the hall they want to enter.**

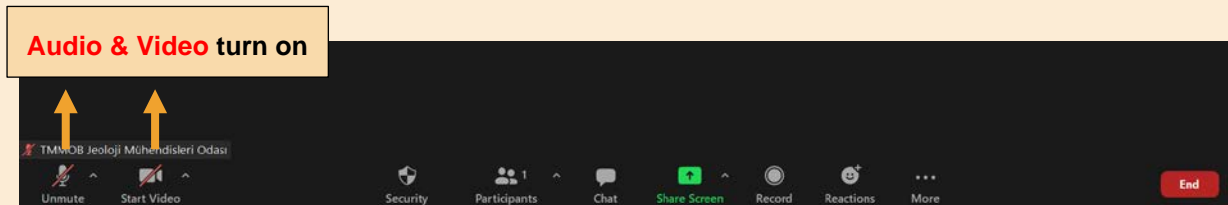
## STEPS FOR HOW TO MAKE AN ORAL PRESENTATION

The participant who will make a presentation will be **co-hosted** by the technical staff in charge of the meeting at the beginning of the presentation. When it is your turn to present, you must first open your presentation on your computer.

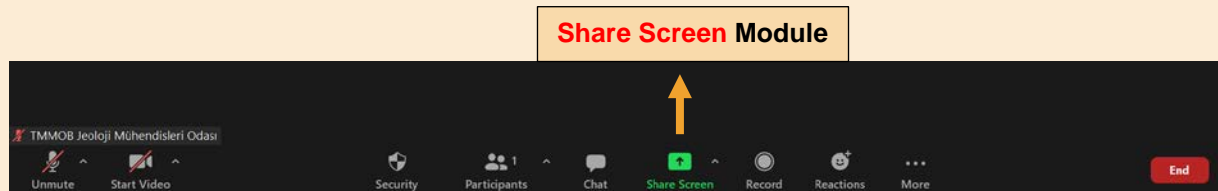
### When you are given permission to present:

1. Turn on your audio and video on your zoom screen (Figure 8).
2. Click the “**Share Screen**” button to share your file or screen from your computer (Figure 9).
3. When you click it, the window in Figure 10 will open.
4. In the window that opens, the programs that are open with your screen will also be listed.
5. Sharing will start when you select the Screen, Whiteboard or Presentation you want to share and click the **Share button** on the bottom right.
6. At the end of the presentation, click the "**stop share**" button to stop sharing (Figure 11).

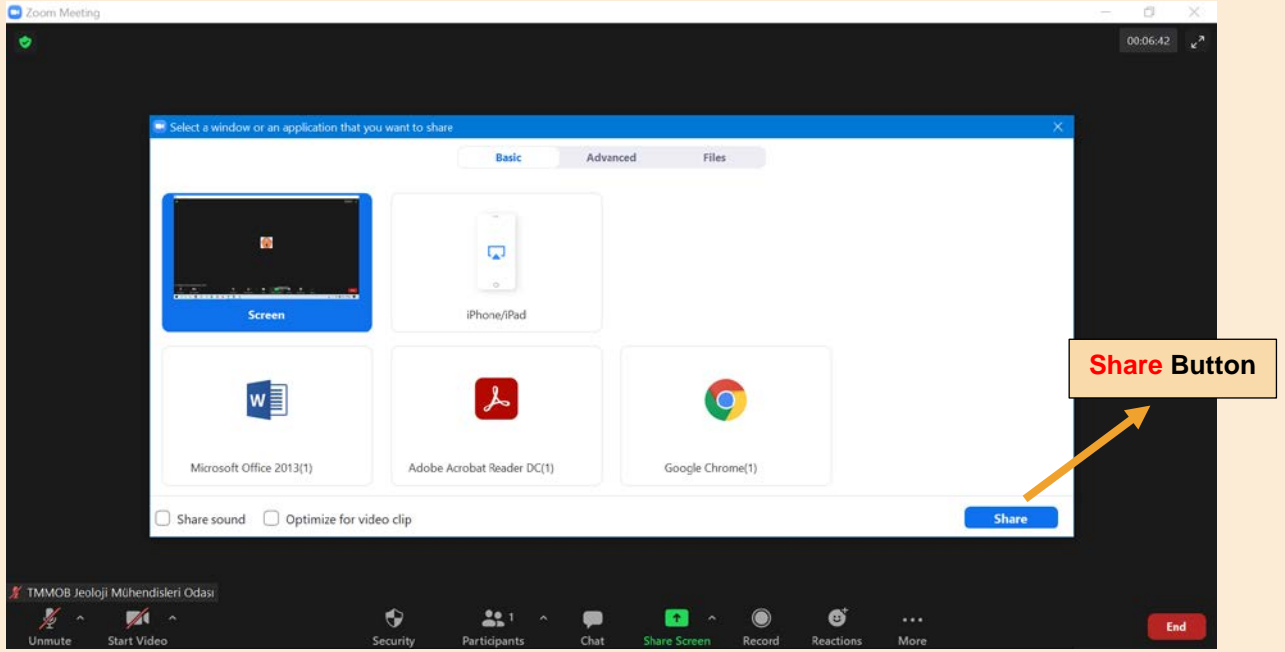
**NOTE: Participants who will make a presentation are allocated a total of 20 minutes, 15 minutes for presentation and 5 minutes for questions / answers. At the end of the term, your presentation will be requested by the chairman of the session to end. Please comply with the time allocated to you in order to avoid possible problems in the program of the conference.**



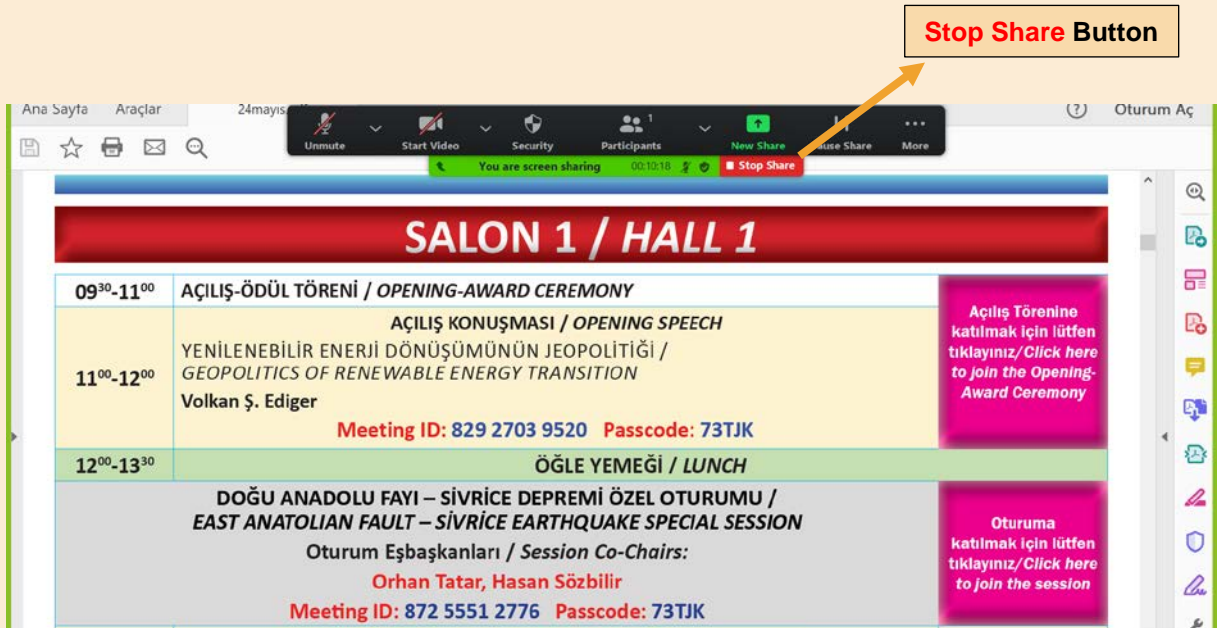
**Figure 8.** Click on the relevant boxes to open your Audio and Video



**Figure 9.** Share Screen module



**Figure 10.** Selecting the share and sharing it with the “Share” command (At this stage, if there is audio and video in your presentation, you should also select the Share sound and Optime for videlo clip options on the left.)



**Figure 11.** Closing the screen with the "Stop Share" button.

## RULES FOR POSTER PREPARATION

1. Posters should be 70 (horizontal) x 100 (vertical) cm in size and in one piece.
2. Posters should be sent in **pdf format, 72 DPI** and **1 MB** to the address **sekreter73.tjk@jmo.org.tr**. Posters will be uploaded to the system by the Organizing Committee.
3. 1 cm margins must be left from the top, bottom, right and left edges of the poster page.
4. The name and logo of the Congress must be placed in the upper left corner of the poster. The logo can be found from the "**Congress Documents**" link at **tjk.jmo.org.tr**.
5. Text on posters should be written using an easy-to-read writing style. The title of the poster should be written in 60-pt and bold, and care should be taken that the title does not exceed two lines. 30-pt and bold letters for author names and contact addresses and 16-18-pt letters for other parts should be used and the name of the author who will present the poster should be underlined.
6. It should be preferred to give the text in two columns with figures in between.
7. Section titles in the text should be written in 24-pt and bold.
8. Posters should consist of sections such as **introduction, method, findings, results and discussion**, and at the end, references should be specified in a directory with smaller-pt.
9. There is no color limitation in the preparation of posters, and the use of colorful figures and photographs that increase the visuality should be focused. In order for the characters to be easily read, characters of appropriate size should be used in the figures, and the same characters should be preferred in all figures. Figures should be given in sizes that can be easily seen.

## POSTER PRESENTATION

1. Posters will be uploaded to the "Poster Presentations" section at **tjk.jmo.org.tr** and announced by the Congress Organizing Committee.
2. Poster owners will attend poster sessions at the times and hours specified in the program and provide information about their work in case of questions.
3. At the end of the congress, posters will remain on the congress web-page, but can be removed with the author's request.

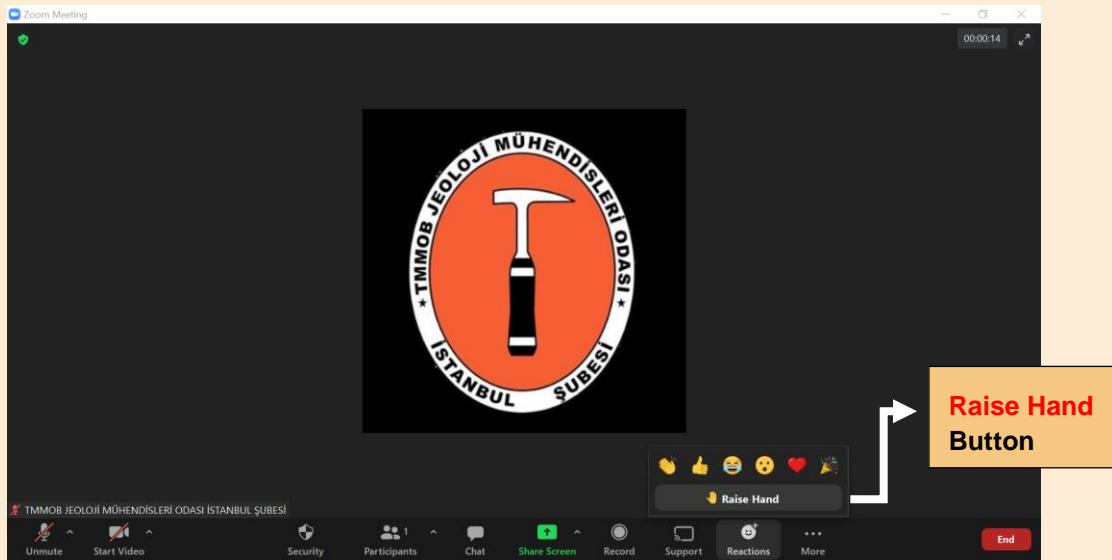
# IMPORTANT NOTES FOR SESSION CHAIRS

## RULES TO BE FOLLOWED IN ORAL PRESENTATIONS

A total of **20 minutes (15 + 5)** has been allocated for the presentation and question / answer to the participants who will make a presentation.

The rules listed below should be applied by the Chairpersons in order to avoid any problems in the presentations.

1. The Chairperson must warn the presenter by clicking the **"Raise Hand"** button in the **13<sup>th</sup> minute** (Figure 1).



**Figure 1.** Raise Hand Button (Raise Hand button is located in Reaction Section)

2. If the presentation is not completed in the **15<sup>th</sup> minute**, the Chairperson should verbally warn the presenter and advise her/him to finish the presentation.
3. If the presentation is still ongoing, the presentation will be automatically terminated by the system in the **19<sup>th</sup> minute** (*Termination will be done by the technical staff*).

**IMPORTANT NOTE:** The presenter, who completes her/his presentation in **15 minutes**, will be allowed to be asked 1 (one) question in a live environment. Participants are recommended to do the other question-answer part via **"Chat"**.

**It is very important that the presenters comply with the allotted time and that the session chairs manage this process well in order to avoid possible problems in the congress program.**