The IEEE ICMA 2020 Conference will be held online using Zoom software. You can follow next steps to join the IEEE ICMA 2020 online Conference:

Step 1: Install the Zoom client.

Download URL: https://zoom.us/download#client_4meeting

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Step 2: Launch Zoom software and join the Conference.

After launching Zoom software, please click **Sign In** if you already have an account. You can click **Join a Meeting** to attend as a visitor without signing in. (For authors in the Mainland of China, you can join a meeting as a visitor and don't need to create an account.)

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zoom	Join Meeting	Enter meeting passcode
	Enter meeting ID or personal link name	Meeting Passcode
Join a Meeting	Enter your name	
Sign In	 Remember my name for future meetings Do not connect to audio 	
	Turn off my video	
Version: 5.2.1 (44052.0816)	Join Cancel	Join Meeting Cancel

1. IEEE ICMA 2020 online Conference has 6 online meeting rooms. You can find the Conference Room ID and meeting passcode by clicking http://2020.ieee-icma.org/pagefiles/ICMA2020RoomLink.pdf.

2. When you join the room meeting, you need to modify your display name by following the format:

• If you are a staff member, please use "real name-Staff".

e.g., Bart Simpson-Staff

• If you are a session chair, please use "real name-Session Chair".

e.g., Bart Simpson-Session Chair

• If you are an oral speaker in this session, please use "real name-Session Name (Presentation Number)".

e.g., Bart Simpson -TP1-6(2)

The "Session Name (Presentation Number)" can be found in

http://www.eng.kagawa-u.ac.jp/~icma/ICMA2020/Digest.pdf.

IEEE ICMA 2020	Conference Digest
TP1-6: Medical Robots for M	Minimal Invasive Surgery (I)
Xiaoliang Jin, Ka	Sawada, Waseda Univesity agawa University
nline Conference Room 6, UTC+8(Beijing Tir P1-6(1) 13:30-13:45	TP1-6(2) 13:45-14:00
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• If you are an audience, please use "real name-Audience".

e.g., Bart Simpson-Audience

Step 3: Start your oral speech and Q/A.

If you are an oral speaker, you can use "Share Screen" to show your Powerpoint and make your presentation for 12 minutes. In Q/A (3 minutes), the listeners can click "**Raise Hand**" to ask questions.



* When join the Conference meeting, everyone will be muted except the oral speaker.

Important Notes:

Each speaker has 15 minutes in total, including 12 minutes for presentation and 3 minutes for Q/A. <u>Please get ready for your presentation in advance, the timekeeper will be activated once you start to share your screen.</u>