

# 9<sup>th</sup> World Congress of Biomechanics 2022 Taipei

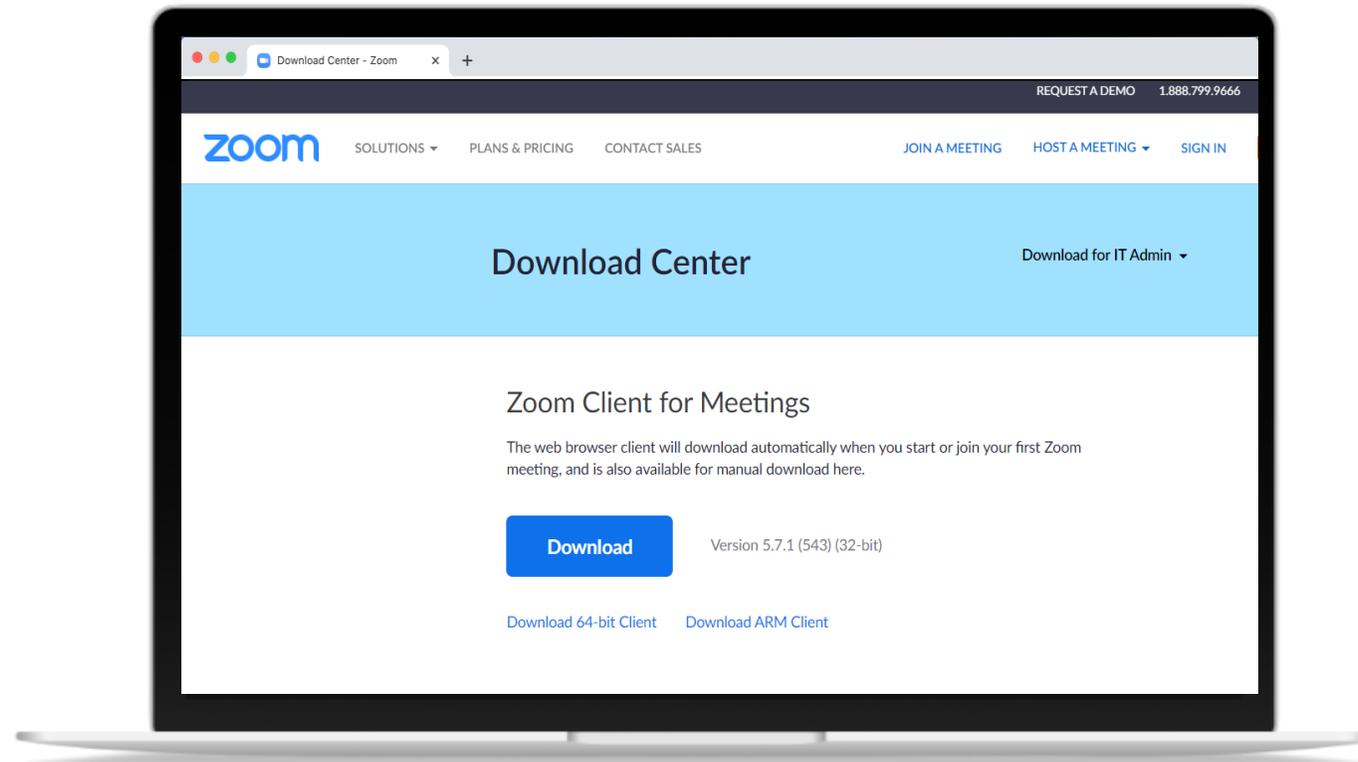
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## Presentation Guidelines (Zoom Setup for First Time Users)

# Zoom Setup (For First Time Users)

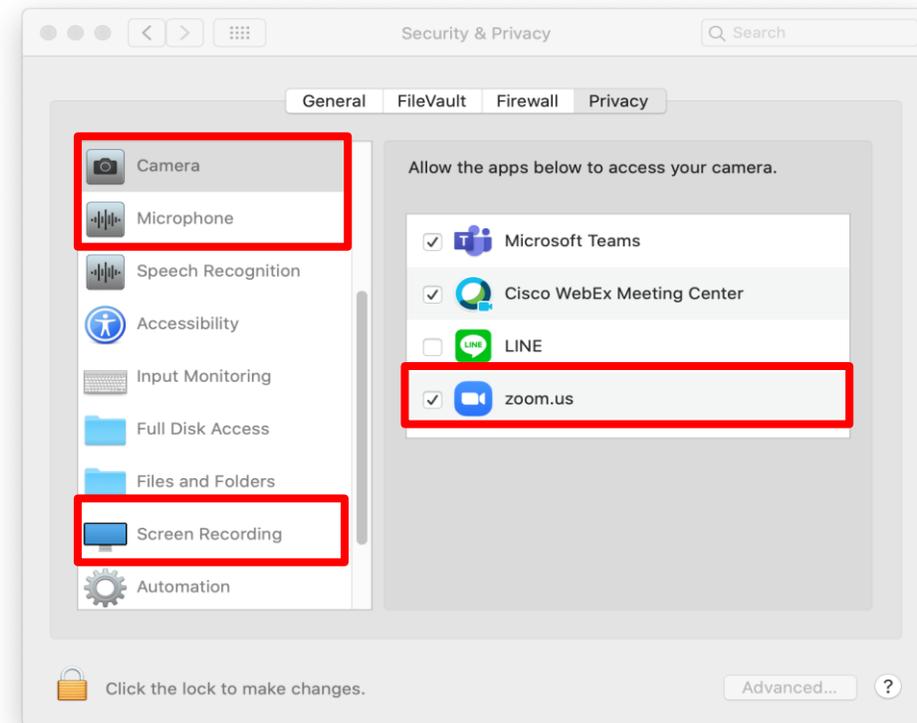
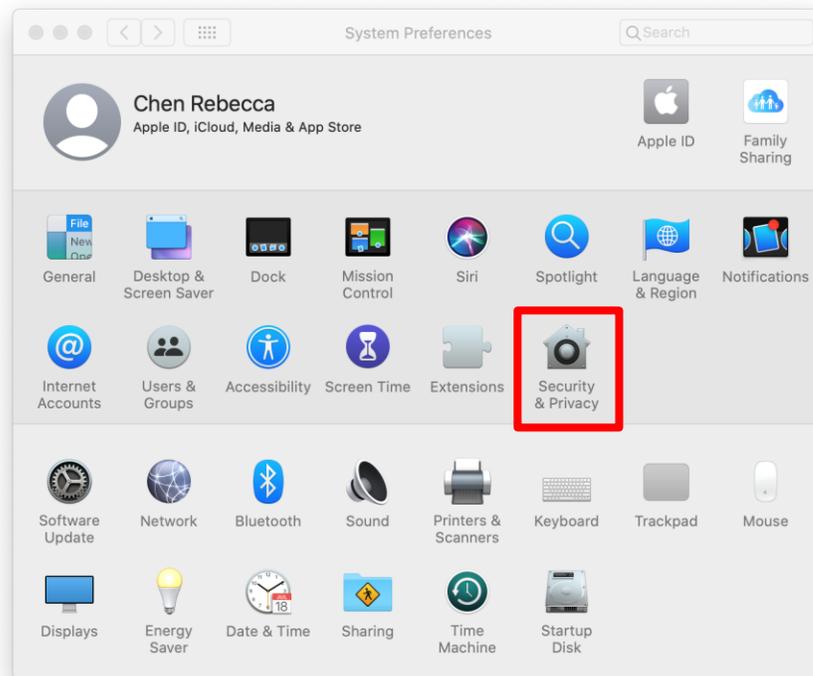
# Zoom Account Setup - Download Zoom

Click [Here](#) to Download Zoom on your desktop



# Zoom Account Setup - Check your security & privacy settings (Using the Zoom with **macOS**)

☑ Allow Zoom to access your computer's **Camera, Microphone** and **Screen Recording**



\*For more information about audio, video and screen sharing, please visit [Here](#)



# PART 1

## Sign up for a Zoom account (Free)

**if you already have an account, please skip to PART 2: Starting a New Meeting**

**We require all presenters to record via Zoom to ensure all video files submitted to ensure better video playback on the virtual platform for on-demand viewing during and after the conference**

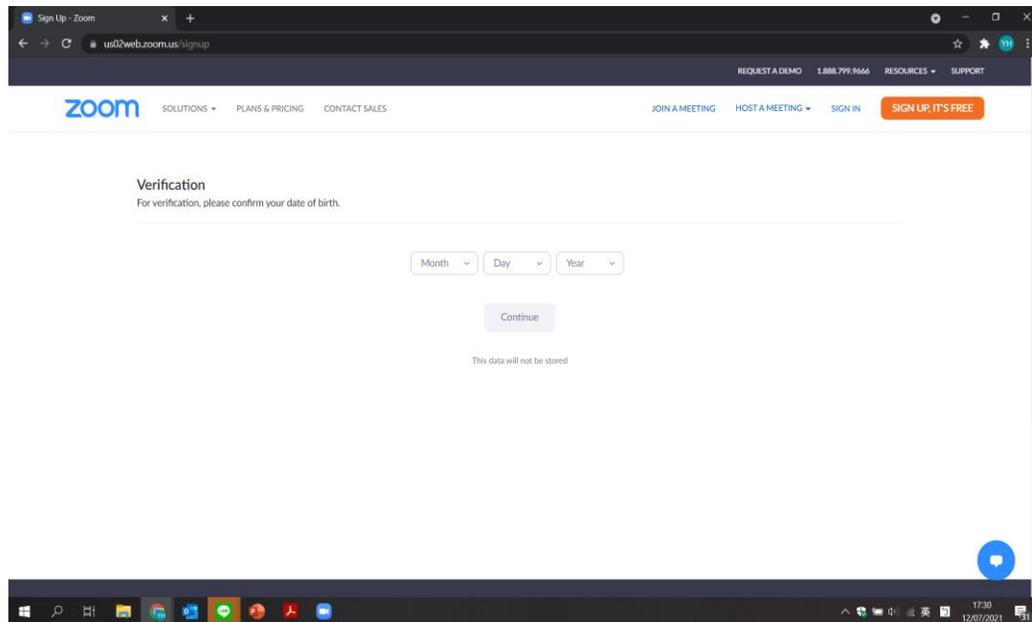
## PART 1

# Sign up for a Zoom account (Free)

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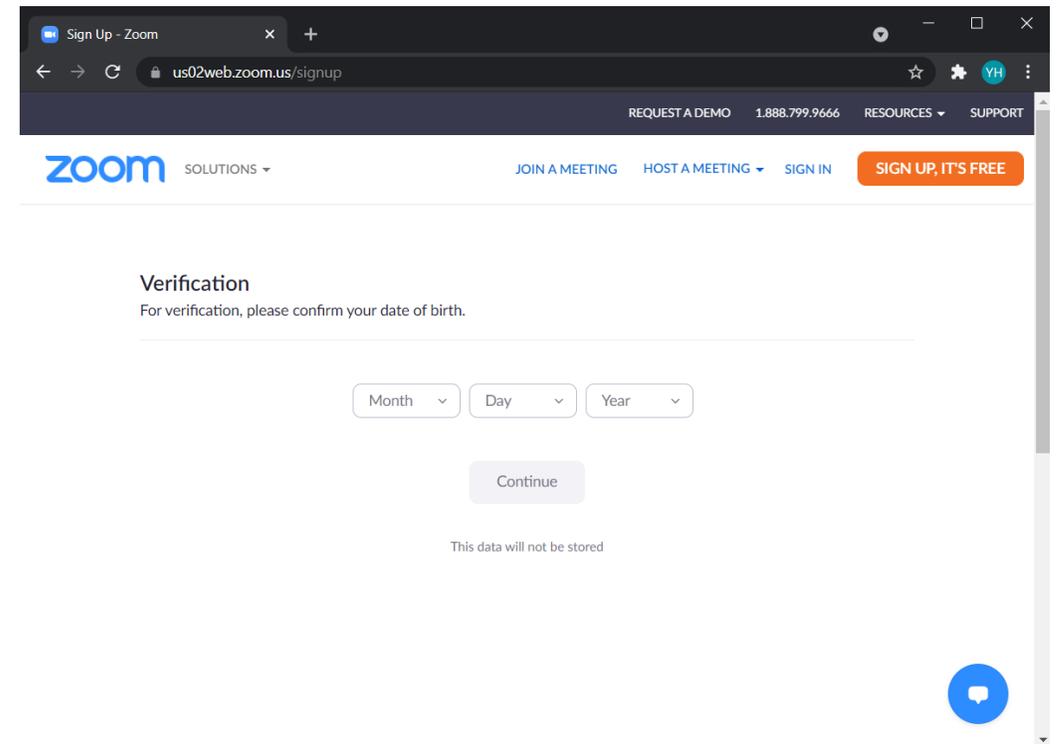
Step 1: Click the link below

<https://us02web.zoom.us/signup>



A screenshot of a web browser displaying the Zoom sign-up page. The page title is "Sign Up - Zoom" and the URL is "us02web.zoom.us/signup". The navigation bar includes "zoom", "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and "SIGN UP, IT'S FREE". The main content area is titled "Verification" and contains the text "For verification, please confirm your date of birth." Below this text are three dropdown menus for "Month", "Day", and "Year", followed by a "Continue" button. A note below the button states "This data will not be stored". The Windows taskbar is visible at the bottom of the browser window.

Step 2: Enter your date of birth



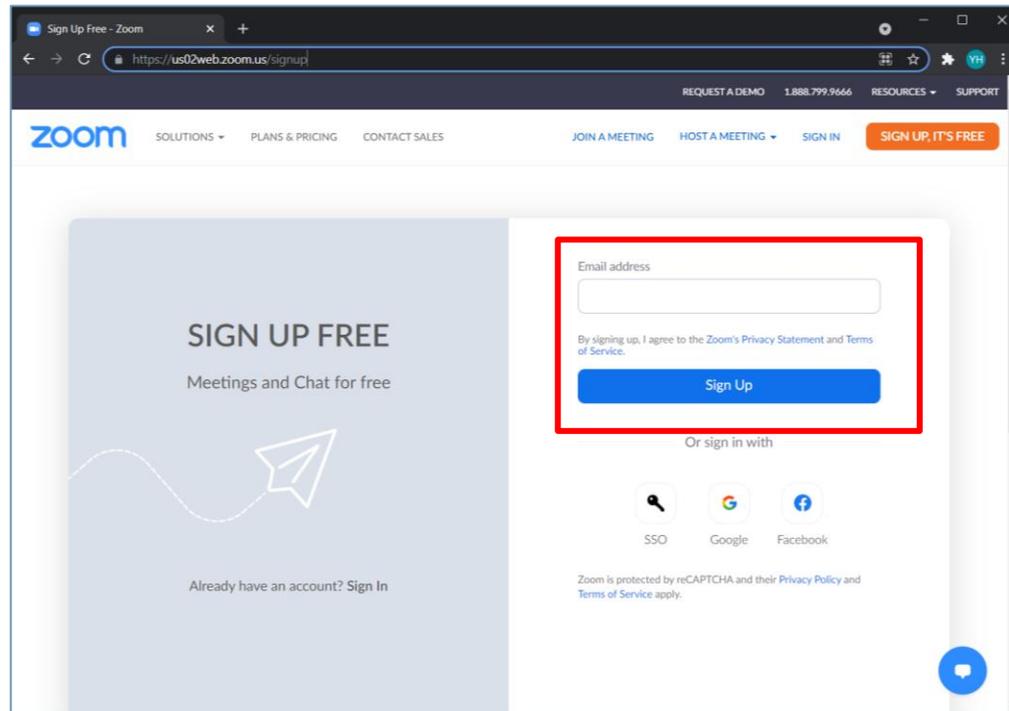
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## PART 1

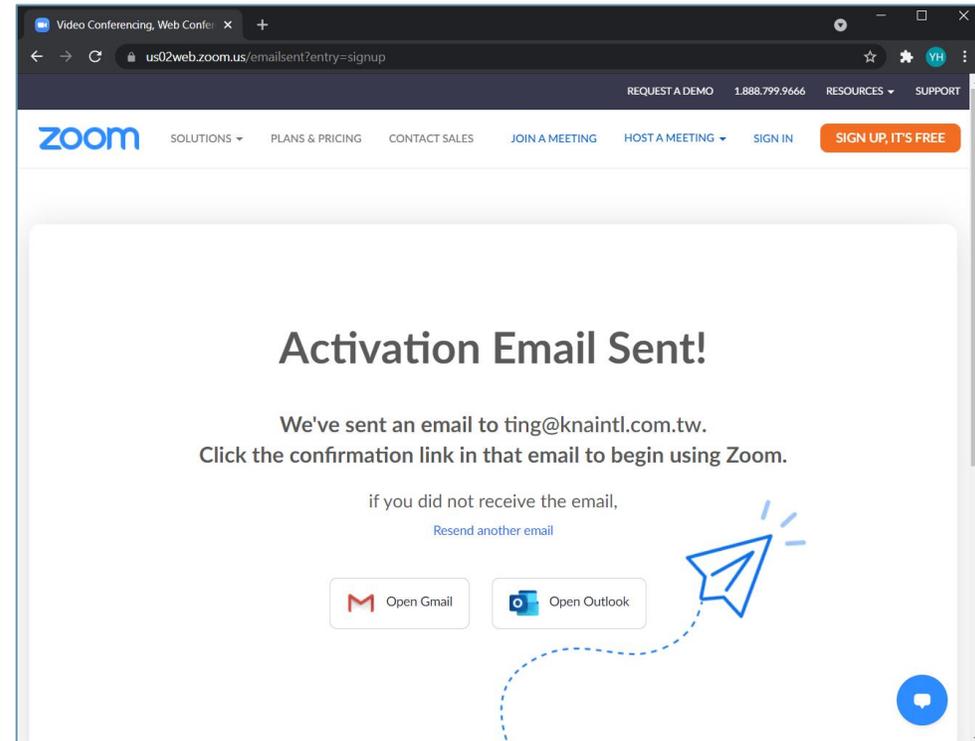
# Sign up for a Zoom account (Free)

if you already have an account, please skip to starting a new meeting

## Step 3: Fill in your email and click Sign Up



The screenshot shows the Zoom sign-up page at <https://us02web.zoom.us/signup>. The page features a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main content area is split into two columns. The left column has the text "SIGN UP FREE" and "Meetings and Chat for free" with a paper airplane icon. The right column contains a form with an "Email address" input field, a "Sign Up" button, and social login options for SSO, Google, and Facebook. A red box highlights the email input field and the "Sign Up" button. Below the form, it states "Zoom is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply."

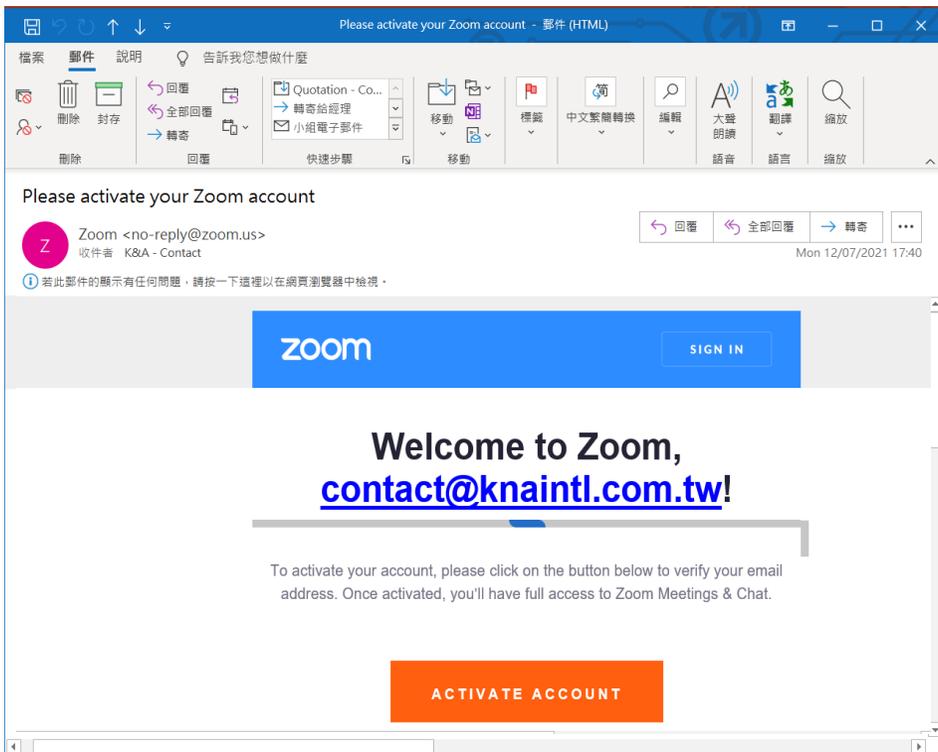


## PART 1

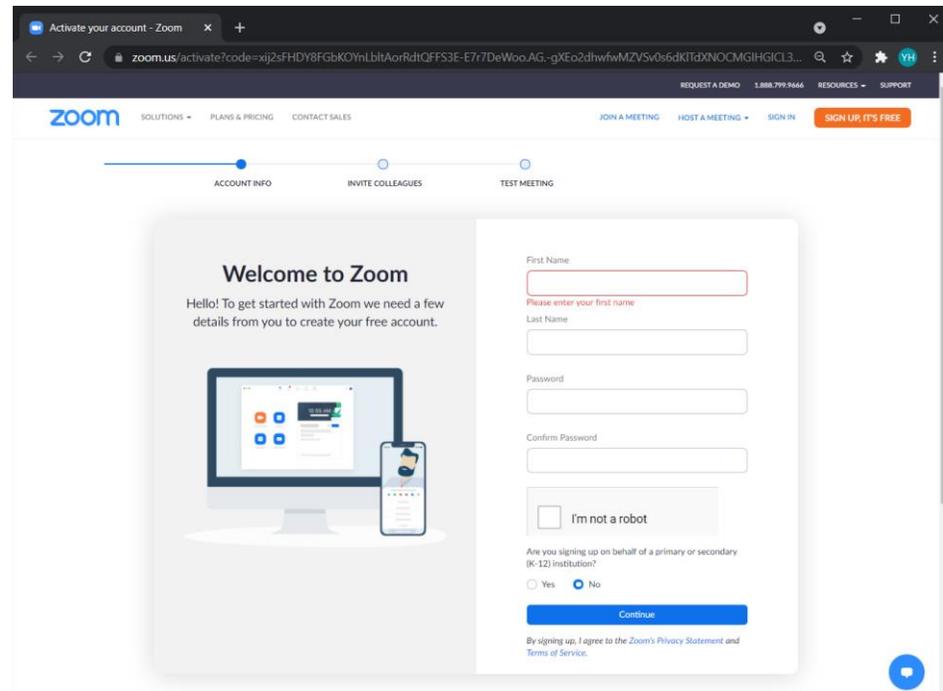
# Sign up for a Zoom account (Free)

if you already have an account, please skip to starting a new meeting

## Step 4: Check your email and click Activate account



## Step 5: Fill in your name and set a password



## PART 1

# Sign up for a Zoom account (Free)

if you already have an account, please skip to starting a new meeting

## Step 6: Invite your Colleagues (Optional)

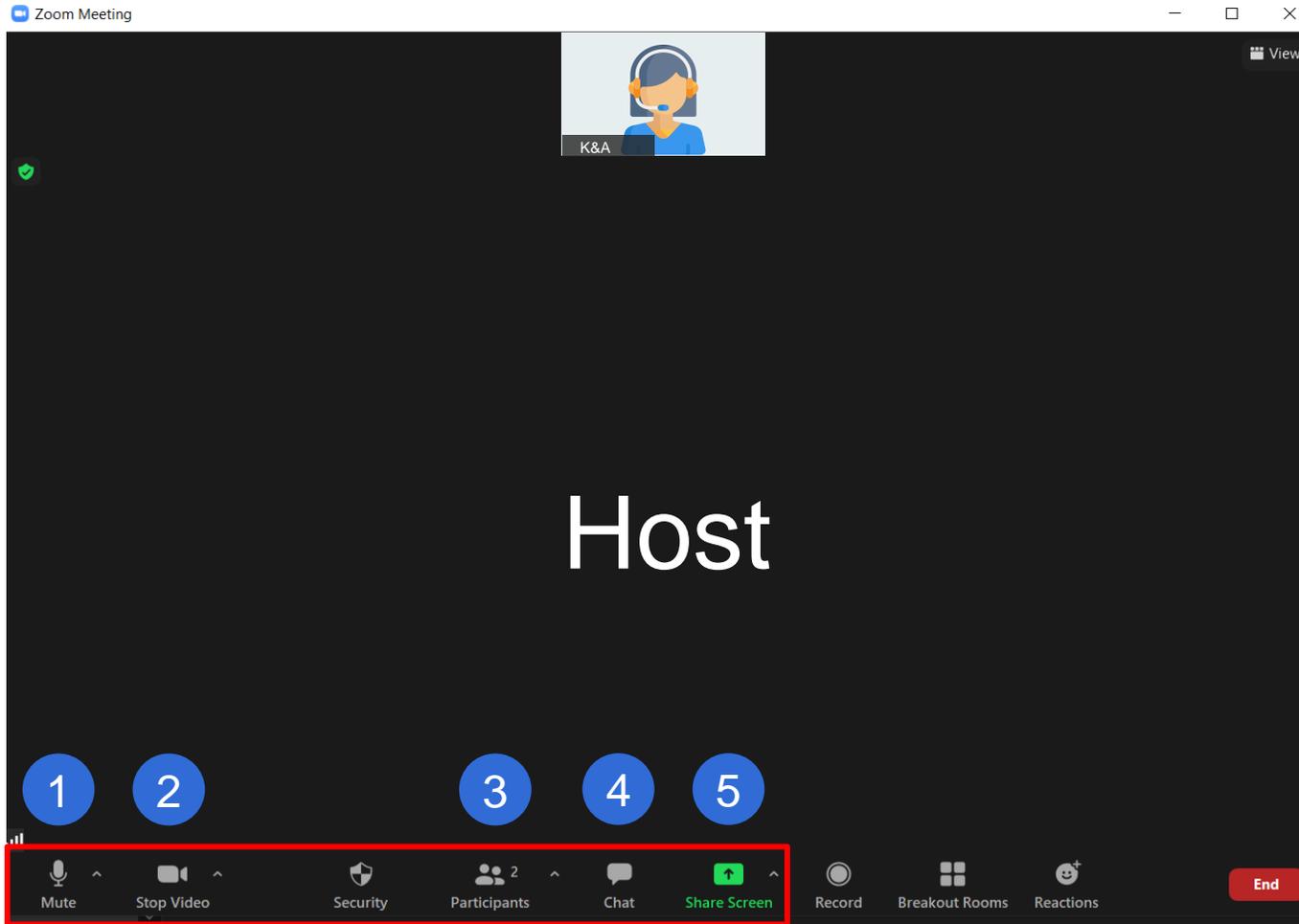
The screenshot shows the Zoom account activation page at the 'INVITE COLLEAGUES' step. A progress bar at the top indicates the current step. The main content area is titled 'Don't Zoom alone' and includes an illustration of a person with a laptop and several floating profile icons. To the right, there are three email address input fields, each containing 'name@domain.com'. Below these fields is a checkbox labeled 'I'm not a robot' and a reCAPTCHA widget. At the bottom right, there are two buttons: 'Invite' and 'Skip this step', with the latter highlighted by a red rectangular box.

## Step 7: Start a meeting

The screenshot shows the Zoom account activation page at the 'TEST MEETING' step. A progress bar at the top indicates the current step. The main content area is titled 'Start your test meeting' and includes an illustration of a person pointing at a computer monitor displaying a video conference grid. To the right, there is a section for 'Your personal meeting url' with a 'Copy Link' button and a URL. Below this are two buttons: 'Start Meeting Now' and 'Go to My Account'. At the bottom, there are two boxes for downloading the 'Microsoft Outlook Plugin' and the 'Chrome Extension', each with a 'Download' button.

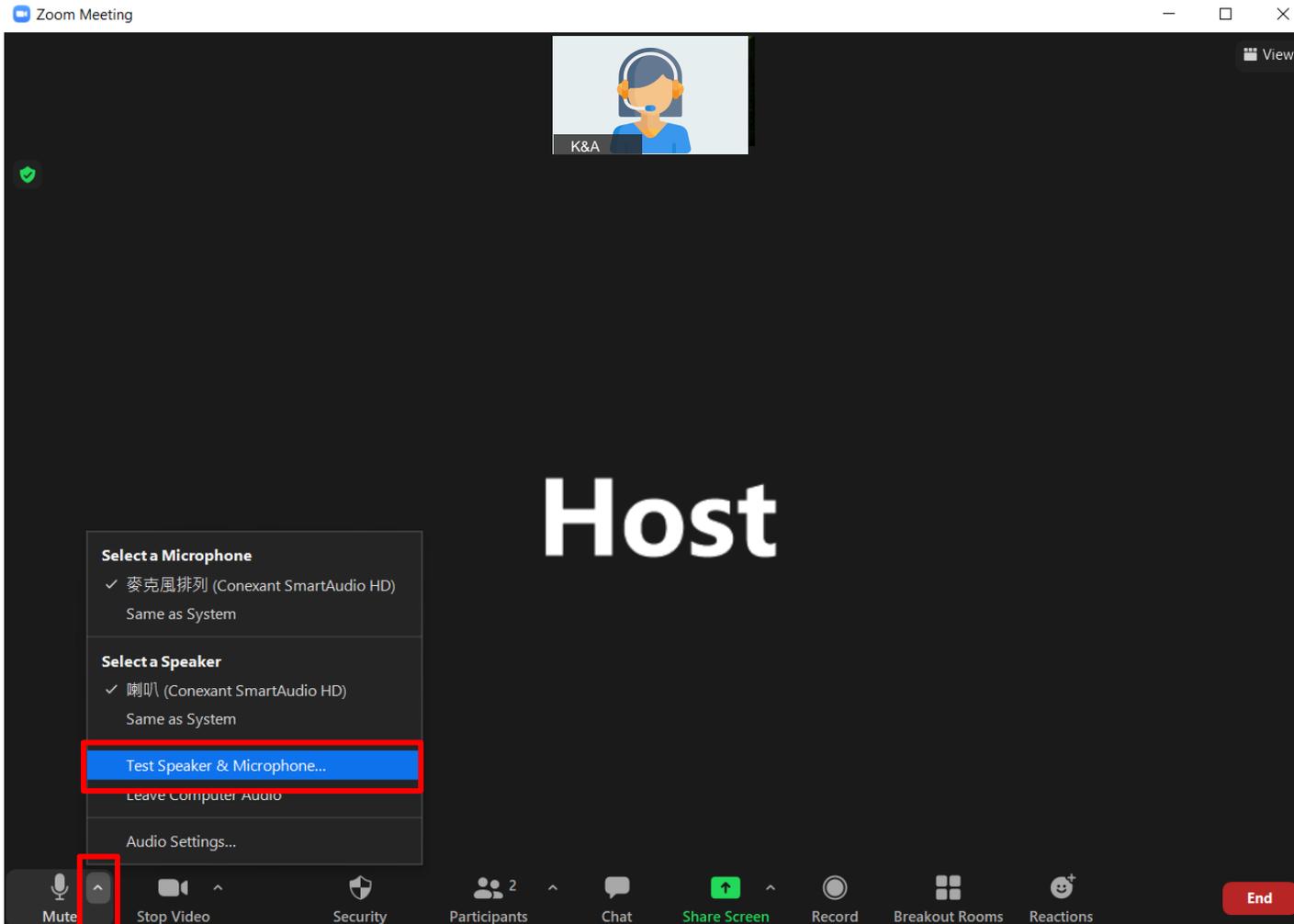
# Zoom Audiovisual Settings

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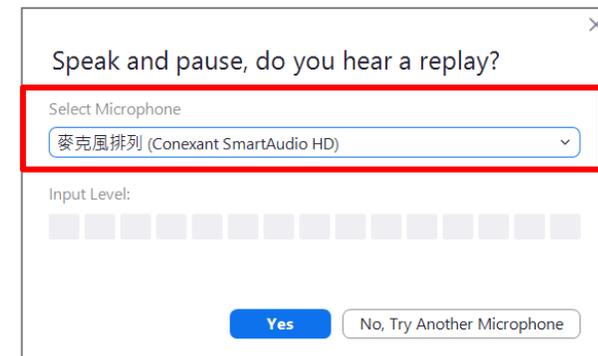
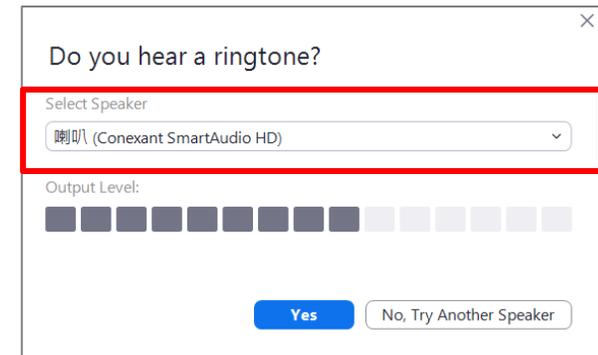


- 1 Mute/unmute your microphone
- 2 Turn on/off your camera
- 3 View the list of participants
- 4 Chat (Send messages)
- 5 Share screen

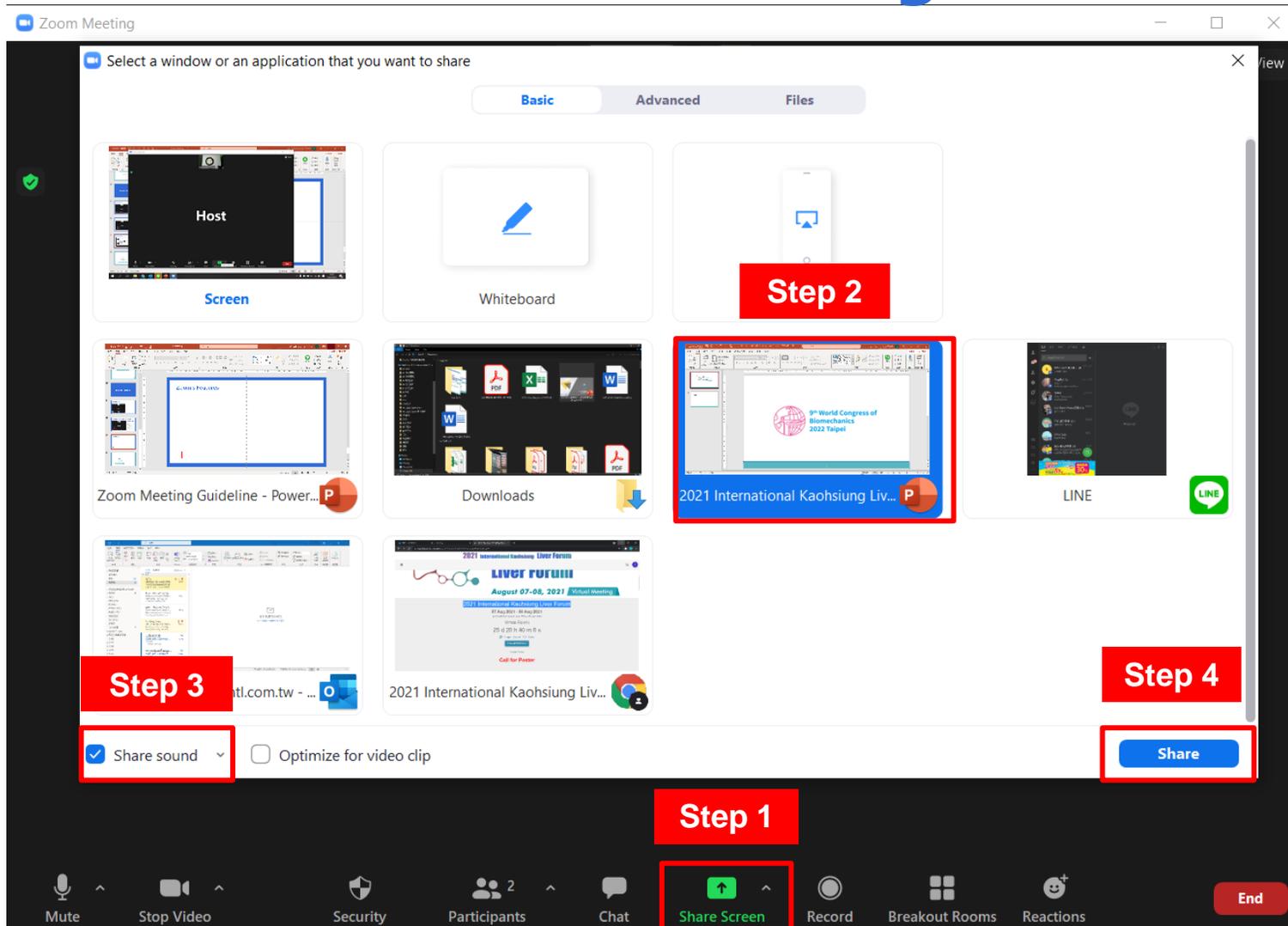
# Zoom's Zoom Audiovisual Settings - Speaker and Microphone Settings



Test these settings before the event to ensure the right speaker and microphone is selected



# Zoom Audiovisual Settings – Share Screen (1/2)



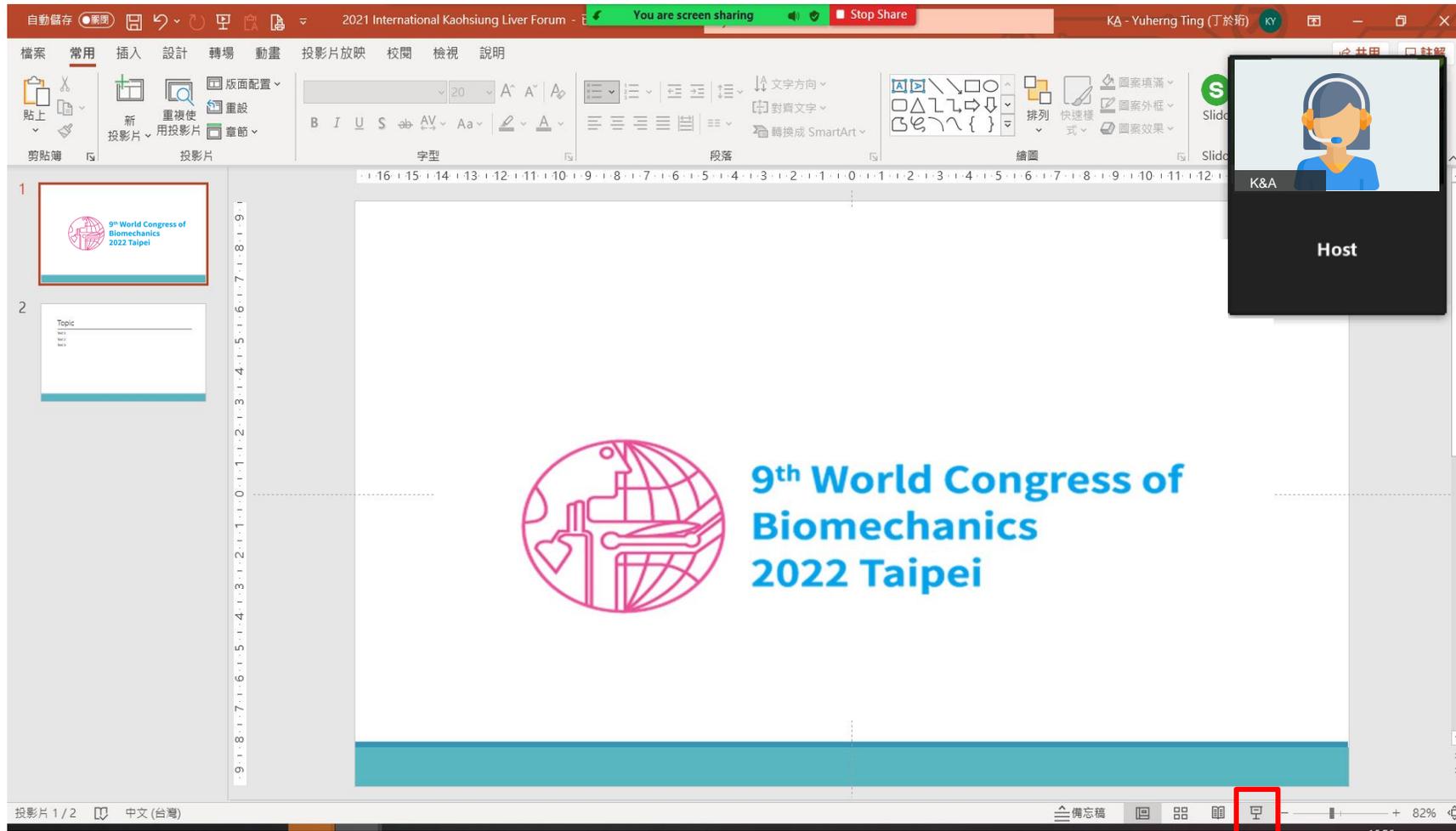
**Step 1:**  
Click “Share Screen”

**Step 2:**  
Choose the screen or file  
you would like to share

**Step 3:**  
Enable “Share sound” if  
you have a video to share

**Step 4:**  
Click “Share”

# Zoom Audiovisual Settings – Share Screen (2/2)



**Remember to enable Presentation Mode.**

\*For more information about screen sharing, please click [here](#)

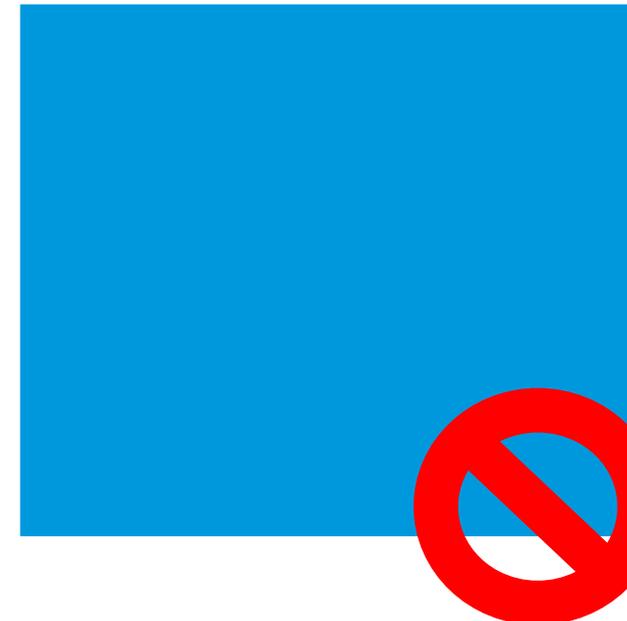
# Zoom Audiovisual Settings – Changing Your Virtual Background (1/3)

For both the Presentation Pre-Recording and for attending the sessions of the Congress, we ask that you use a virtual background to remove environmental factors in the background that may distract from your presentation. As such, we have provided a congress background in the following slide that you may use if necessary. To achieve the best results, please avoid wearing clothing and makeup the same color as your selected background.

## Congress Virtual Background



## Colors to Avoid





# 9<sup>th</sup> World Congress of Biomechanics 2022 Taipei

Taipei International Convention Center

July  
10-14

Co-organized by

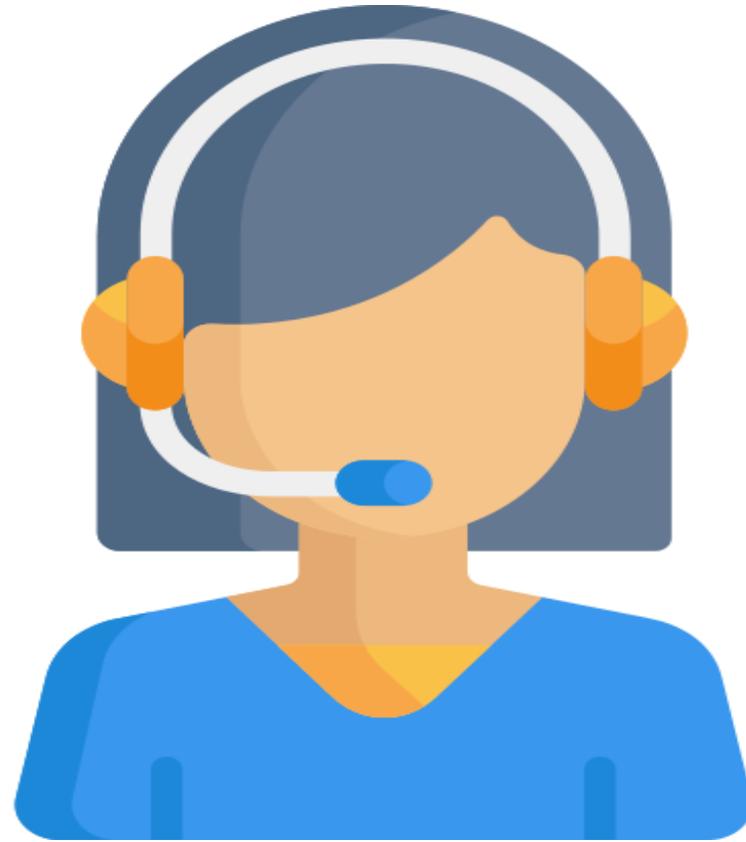


 [www.wcb2022.com](http://www.wcb2022.com)

 WCB 2022  @2022wcb



# Zoom Audiovisual Settings – Changing Your Virtual Background (2/3)



Select a Camera (Alt+N to switch)

✓ USB2.0 HD UVC WebCam

○ OBS Virtual Camera

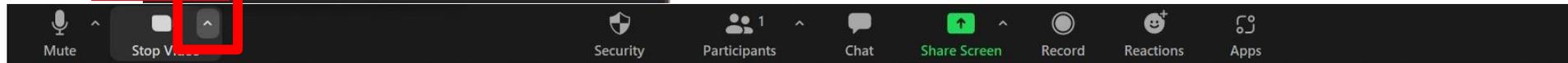
Step 2

Choose Virtual Background...

Choose Video Filter...

Step 1

Video Settings...



# Zoom Audiovisual Settings– Changing Your Virtual Background (3/3)

The screenshot shows the Zoom Settings window, specifically the 'Background & Filters' section. On the left is a navigation menu with options: General, Video, Audio, Share Screen, Chat, Zoom Apps, **Background & Filters**, Recording, Profile, Statistics, Keyboard Shortcuts, and Accessibility. The main area displays a video preview of a person with a blue virtual background. Below the preview are two tabs: 'Virtual Backgrounds' (selected) and 'Video Filters'. Under 'Virtual Backgrounds', there are several options: 'None', 'Blur', and a grid of image thumbnails including the Golden Gate Bridge, a field of grass, a sunset, a beach with palm trees, and the Aurora Borealis. A red box highlights a '+' icon above the 'Add Image' and 'Add Video' text. Another red box highlights the 'Add Image' text. A third red box highlights the word 'Step 3' above the '+' icon. A fourth red box highlights the word 'Step 4' to the right of the 'Add Image' text. At the bottom, there are checkboxes for 'I have a green screen' and 'Mirror my video', and a 'Studio Effects' link.

Settings

- General
- Video
- Audio
- Share Screen
- Chat
- Zoom Apps
- Background & Filters**
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Virtual Backgrounds Video Filters

None Blur

Step 3

+

Step 4

Add Image

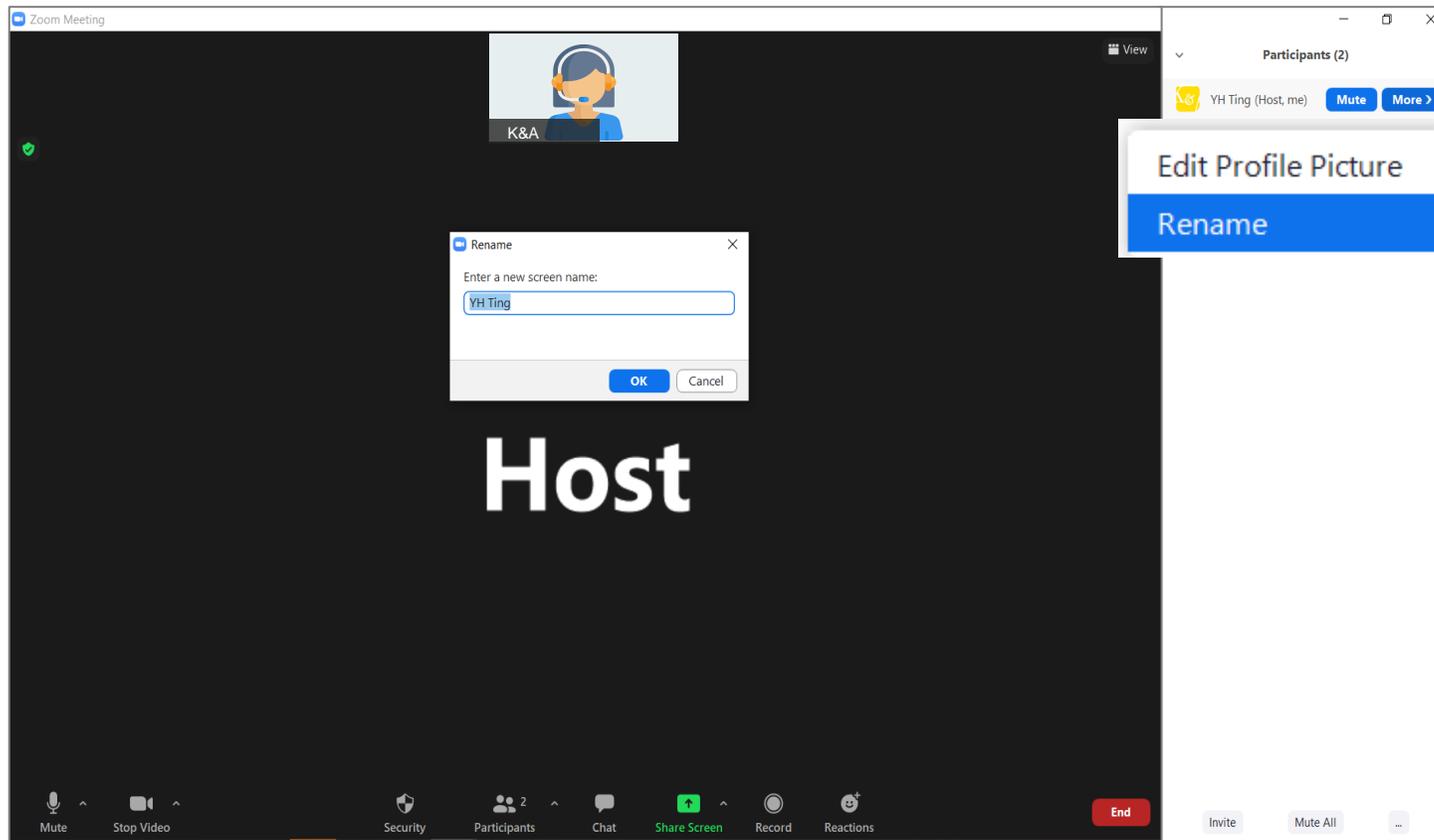
Add Video

I have a green screen ⓘ  Mirror my video

Studio Effects



# Zoom Audiovisual Settings – Renaming Your Profile



Step 1: Click “Participant”

Step 2: Click on your profile and select “More”

Step 3: Click “Rename”

Step 4: Enter your new name and click “OK”

