

<u>%Important notice (12/11)</u>

- For audiences, make sure to sign out from ZOOM following the procedure 2 shown below. By signing in ZOOM, those with presentations in this conference may be recognized as a presenter even in the sessions where they do not give a presentation.
- In the previous manuals, it was announced that Meeting Passcode is required to join the sessions, but in fact, it is unnecessary.

Sorry for the last-minute notice.

1. Install ZOOM client

(If you do not install ZOOM app, you are still able to join through a browser. In this manual, explanations assume that you use ZOOM app.

https://zoom.us/download

Install ZOOM Client from the above link.

Please make sure that you install the latest version. (As of 2020.12/10, the latest version is 5.4.6)

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2. Sing out from ZOOM

3. Join Sessions

Go to the online abstract page from the link below.

https://magnetics.jp/kouenkai/2020/session/index_e.html

From "Session Schedule", access ZOOM webinar of the session that you want to attend.

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Dec. 14, 9:00 Chair: E. S Saka City Univ.) Com Som Wille Zoom link URL for speakers and chairs will be	e sent in anot	and the second	Download

4. Enter meeting passcode

Meeting passcode is unnecessary.

5. Set your name

Enter "full name + (affiliation)"

The Display Name is seen by the presenter and chair and used for Q&A.

6. Q&A

Chat function in ZOOM is used for Q&A in the following two ways. Set the percipient of chat (To:) as "All panelists and attendees"

①Enter your affiliation, name, and question in chat. The chair reads your question and the presenter answers it.

②Enter your affiliation and name.

The chair picks you and, the staff allows you to unmute so that you can ask question verbally.

Use the suitable way, according to the content of your question. Also, please follow the chair's instruction.



Enter meeting passcode

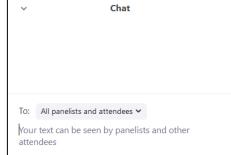
Your email

full name (affiliation)

Remember my name for future meetings

Enter your email and name

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7. Zoom view setting

In order to view the slides and presenter's video, go "View Options" on the top of the ZOOM window and select "Side-by-side Mode"

8. In case of trouble

Important information such as system trouble will be announced through twitter embedded on the online abstract page. For individual inquiry, call to MSJ office (Tel. 03-5281-0106).