

## Online meeting manual for presenters (Poster session for Student)

### 1. How to access the meeting site

- 10 minutes before the session starts, access the meeting site and enter the meeting room of the session you are presenting.
- When you enter the room, the dialog "Do you want to open Cisco Webex Meeting?" is displayed. After clicking "Cancel", click "Join from the browser." at the bottom of the screen.
- After entering the "Name" and "Email address", click "Next" to enter the meeting room. Enter the name in the following format :

Lecture number\_Department\_Name, for example, PS-0\_ISIJ\_Tekko, Taro

Due to the specifications of Webex Meeting, you cannot change the name after entering the meeting room. If you want to change the name, you need to leave the meeting room, change the name, and then re-enter.

- After entering the meeting room, please enter the breakout session with your lecture number (PS-○○).
- Please enter the meeting room of the session at least 10 minutes before the session starts. Please note that if you do not enter the room within 10 minutes from the session start time, it will be treated as a cancellation and will not be subject to examination.

### 2. Preparation for presentation

- Launch your presentation materials such as PowerPoint.

### 3. Presentation and Q&A

- When the session start time comes, please share your poster on the screen. When sharing the screen, set the display size so that the entire document is displayed on the screen.
- When the audience enters the room, turn on the camera and microphone to explain the poster.
- Please try to explain the materials for about 5 minutes each time. In addition, when explaining or Q&A, you should adjust the display size of the material as necessary.
- Audiences with "評価者 (evaluator)" in the participation name are judges of this poster session. When the evaluator enters the room, please give priority to it.
- During your session, please do not leave the room until the end of the session even if there are no listeners.
- About 5 minutes before the end time, the secretariat staff will announce that. When the end time comes, please end the screen sharing and leave the meeting.

\*Note

- Online meeting presentations are considered to be public transmissions under copyright law. Please note that the materials quoted in the presentation and the contents such as video and audio are limited to those that do not have copyright problems. See the content guidelines for online presentations below for more information.
  - On the day of the presentation, participate in an environment where the network is stable and as quiet as possible. We also recommend that you close applications that you do not use.
  - Howling is likely to occur with speakers and microphones built into the PC, so we recommend using earphones, headphones, or an external microphone.
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