Online meeting manual for audiences (Poster session for Student)

1. How to access the meeting site
   - Access the meeting site and enter the meeting room of the session you want to attend.
   - 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 :

     Department_Name,   for example, 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, turn off the camera and microphone.
     *In some cases, the secretariat staff may forcibly turn off the microphone and camera.

2. Q&A
   - When you enter the meeting room, the poster will be shared, so turn on the camera and microphone and ask the presenter for explanation. If the presenter is explaining or asking questions to other people, please wait until the end.
   - Ask questions as needed while listening to the explanation. If no explanation is given, ask the presenter for explanation.
   - Audiences with "評価者(evaluator)" in the participation name are judges of this poster session. Please note that the presenter will give priority to the judges.
   - When you have finished the question, please leave the meeting. If you would like to hear other people's questions, please turn off the camera and microphone.

*Note
   - Recording (including screen captures), saving, and redistributing presentation materials is prohibited.
   - 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.