

As of May 21, 2020

Zoom Meeting User Guide for Audience in Oral Session JSMBE2020/APCMBE2020

The ZOOM room for APCMBE2020 is opened throughout the day from 30 minutes before the start of the first sessions allocated to each room until the end of the session allocated to each room. It is available to join various sessions to be held in the same room without leaving the Zoom meeting.

【Viewer】

- 1) Sign in to “Online Conference.”



* This picture is for illustrative purposes.

- 2) Choose your session from the daily program schedule.

【Notice】In Zoom, there are a limited number of participants who can join a session. Thus, if the number of participants exceed the maximum limit number, then the session is unavailable for any additional participants. Each session excluding the poster presentation can have up to 500 or 1000 participants.

日	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
第1会場												
第2会場												
第3会場												
第4会場												
第5会場												
ポスター会場												

Download and install the Zoom application on your device if it is your first time to sign in to the Zoom system.

If you have already downloaded the Zoom application, the window “Do you want to open Zoom?” appears on screen. Select the option “Open Zoom.”



3) Enter your full name and your e-mail address.

Example: Taro Seitai (your full name)Seitai University (your affiliation).

Tick the box “ Remember this name for future meeting.”

Select the option “Participate in the Web Seminar.”

[Note] If you have already signed in to the Zoom meeting before, please change the user name as mentioned above. It is not possible to change the user name after you log in to the Zoom room using your previous name. Please change your user name after logging out.

4) ■The audience can log in to the session ten minutes before the start of the session.

The session will start automatically.

- 5) All people will be signed in as audience members at the Webinar meeting.
The audience members cannot share video and microphone. Chairpersons and presenters are the only people who are authorized to share video and interact with the participants.



- 6) Join session
Please send your questions through the Q&A system.
You cannot use your microphone as your sound is muted by the secretariat.
Chairpersons choose a few questions from the total number of questions sent by the audience through the Q&A system.
※Note: Your question may not be selected due to limited time.

Note: Please keep the question as simple as possible.



- 7) When leaving the session, select “End,” and then the option “Leave Meeting.”
When joining other sessions, choose the session from the daily program schedule as mentioned above.

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