71st SPSJ Annual Meeting

Webex Meeting Guide

The Society of Polymer Science, Japan

Contents

1. Introducing WebexMeeting

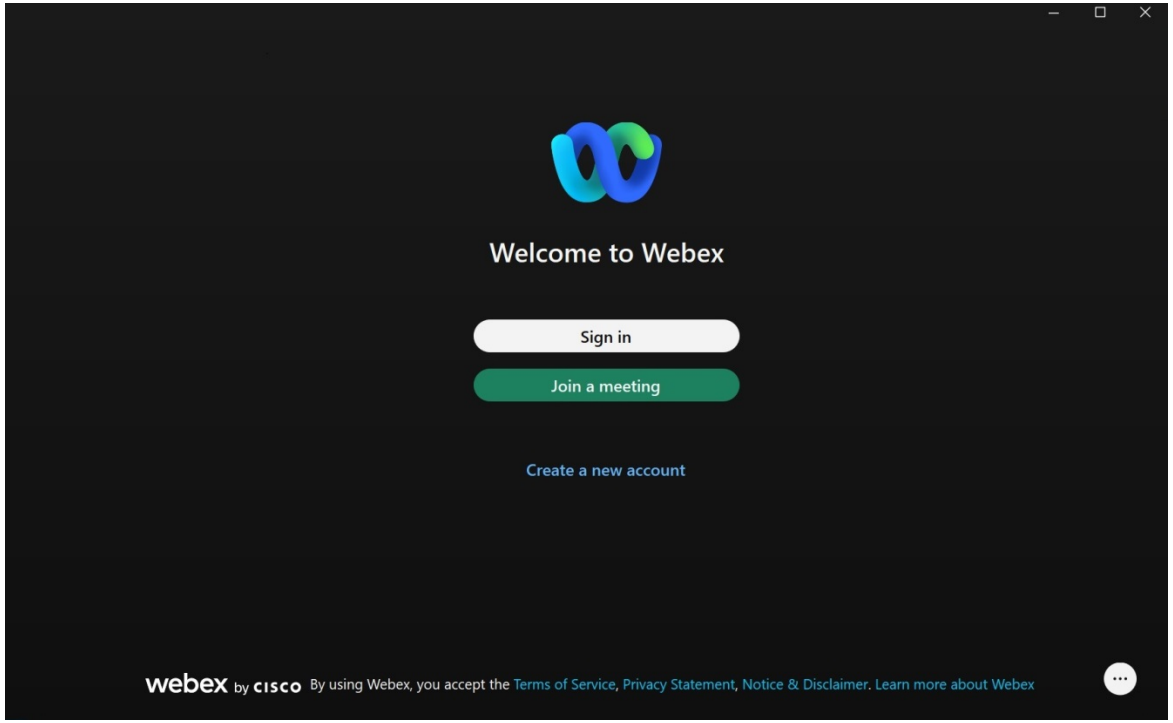
1)Installing Webex Applications

Please download and install the appropriate application for the device to be used from the following site.

https://www.webex.com/ja/downloads.html

2)Create a Webex Account

Launch the downloaded application. Click ‘Create a new account’ to get a Webex account.



3)Check Webex Meeting operation

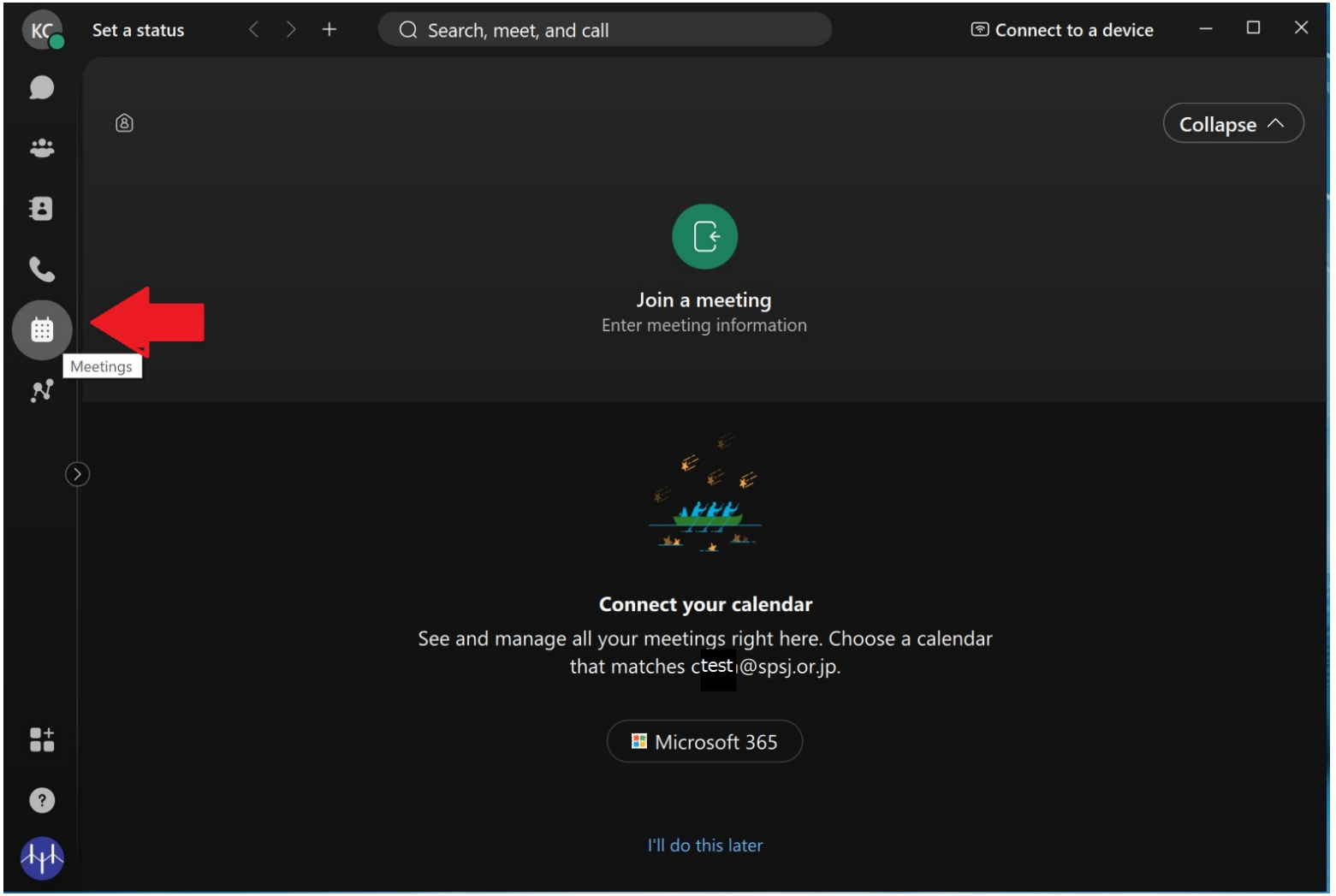
The Webex test site can be used to check for problems with audio and camera transmission and reception.

The Webex test　　https://www.webex.com/test-meeting.html

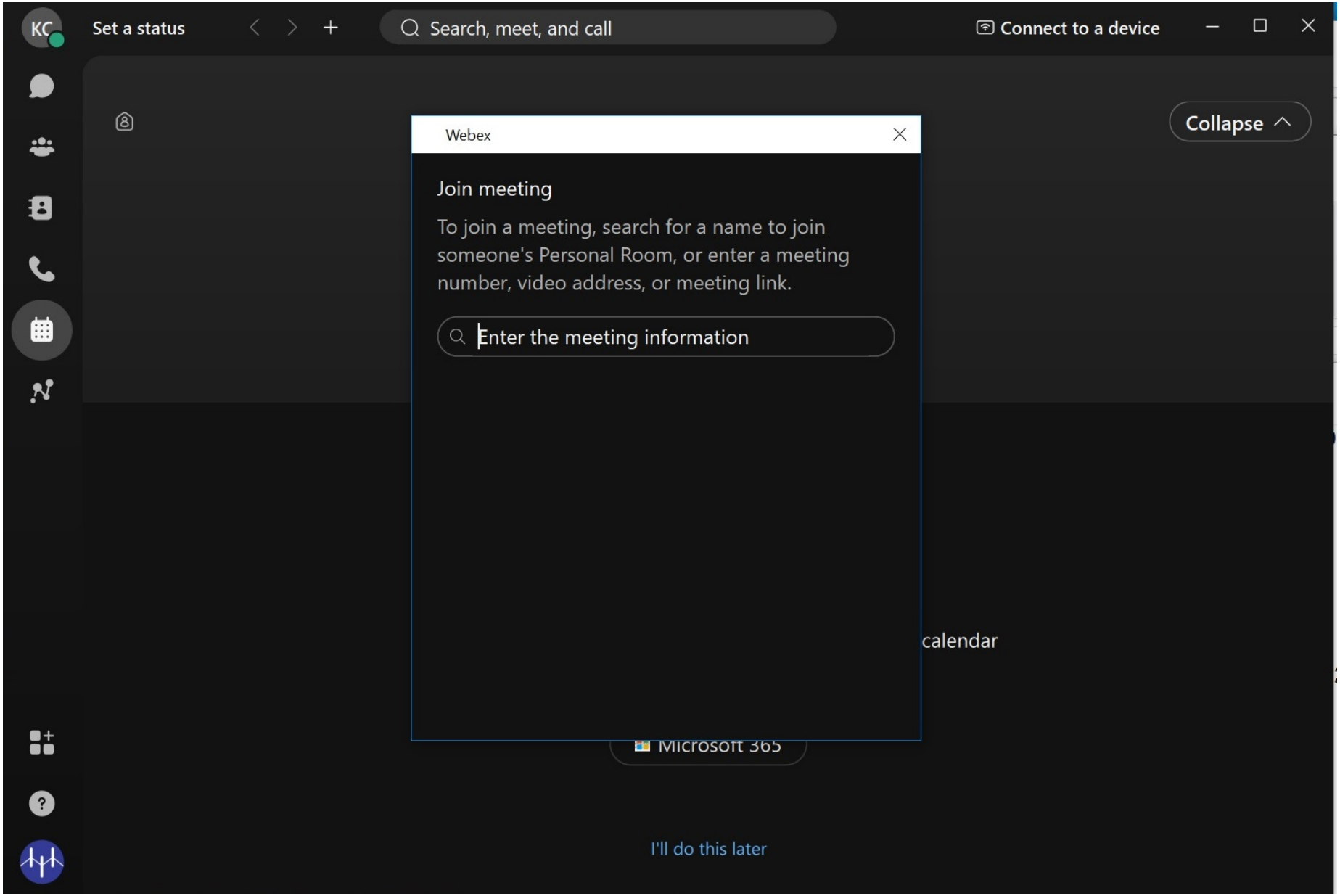
3. How to enter a Webex Meeting

Sign in with your Webex account from the application.

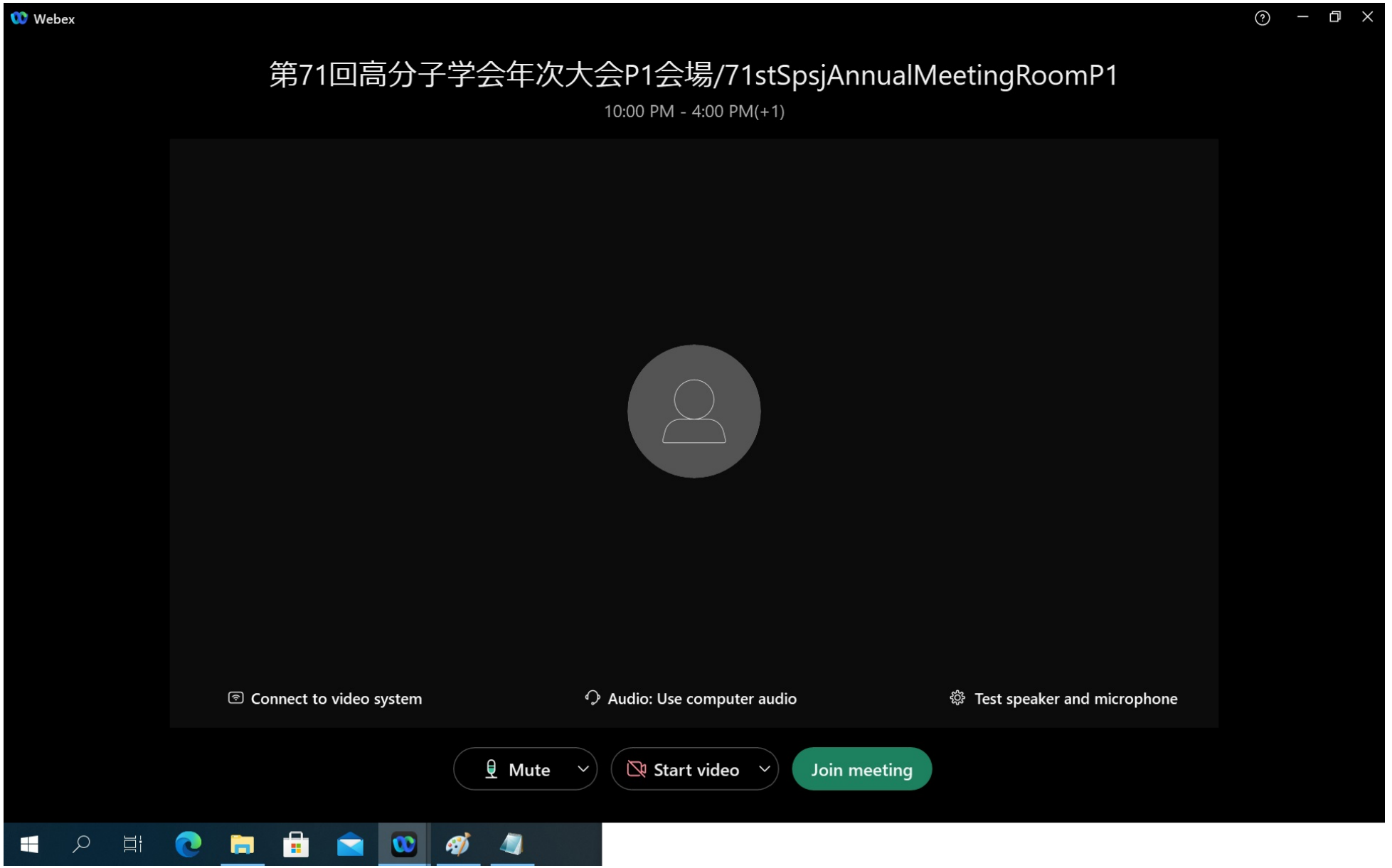
Clicking on the arrow icon will take you to the screen below.



Press the "Join Meeting" button in the center of the screen.



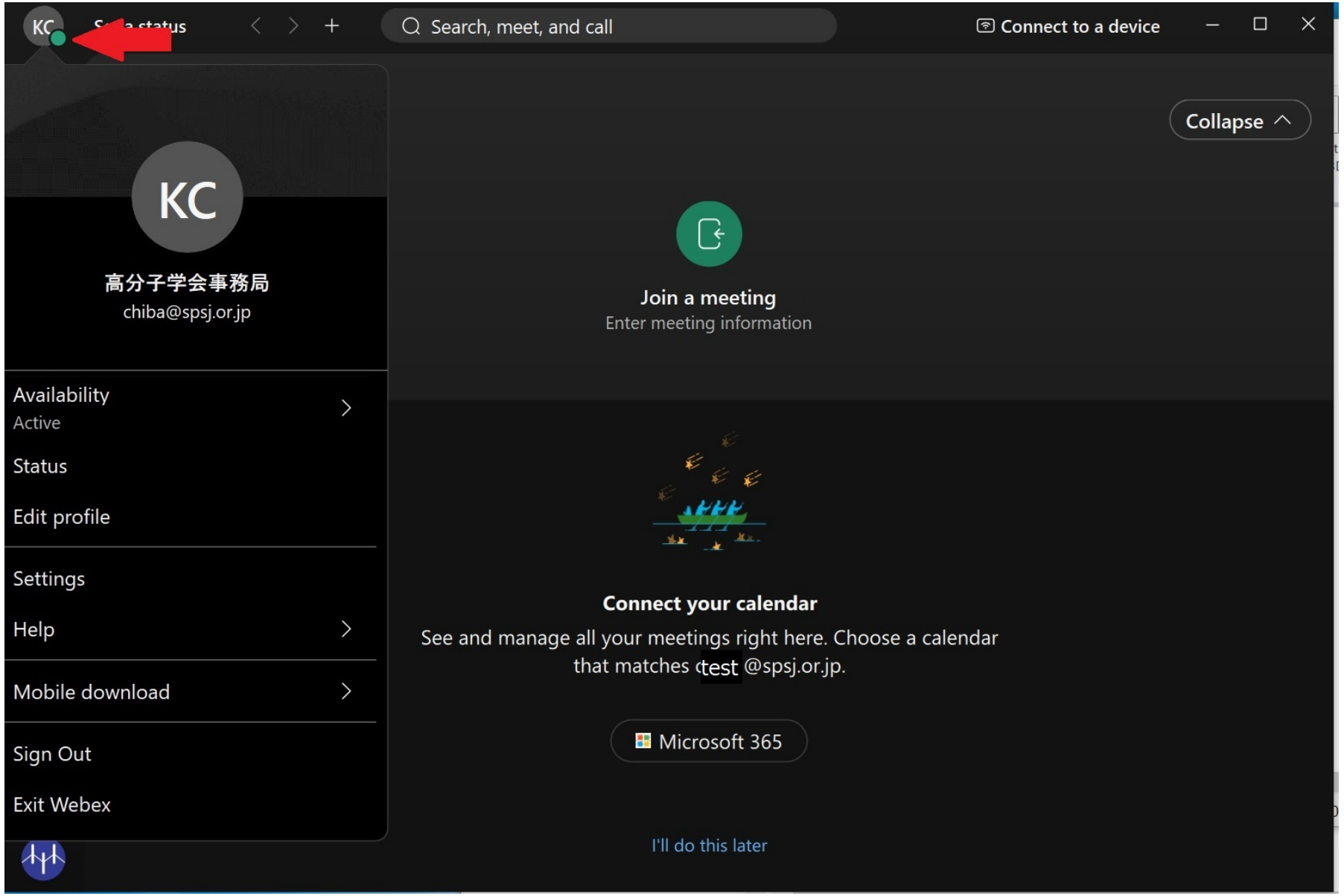
Enter the meeting URL or meeting number in the entry field. If it is a meeting number, enter the password next.



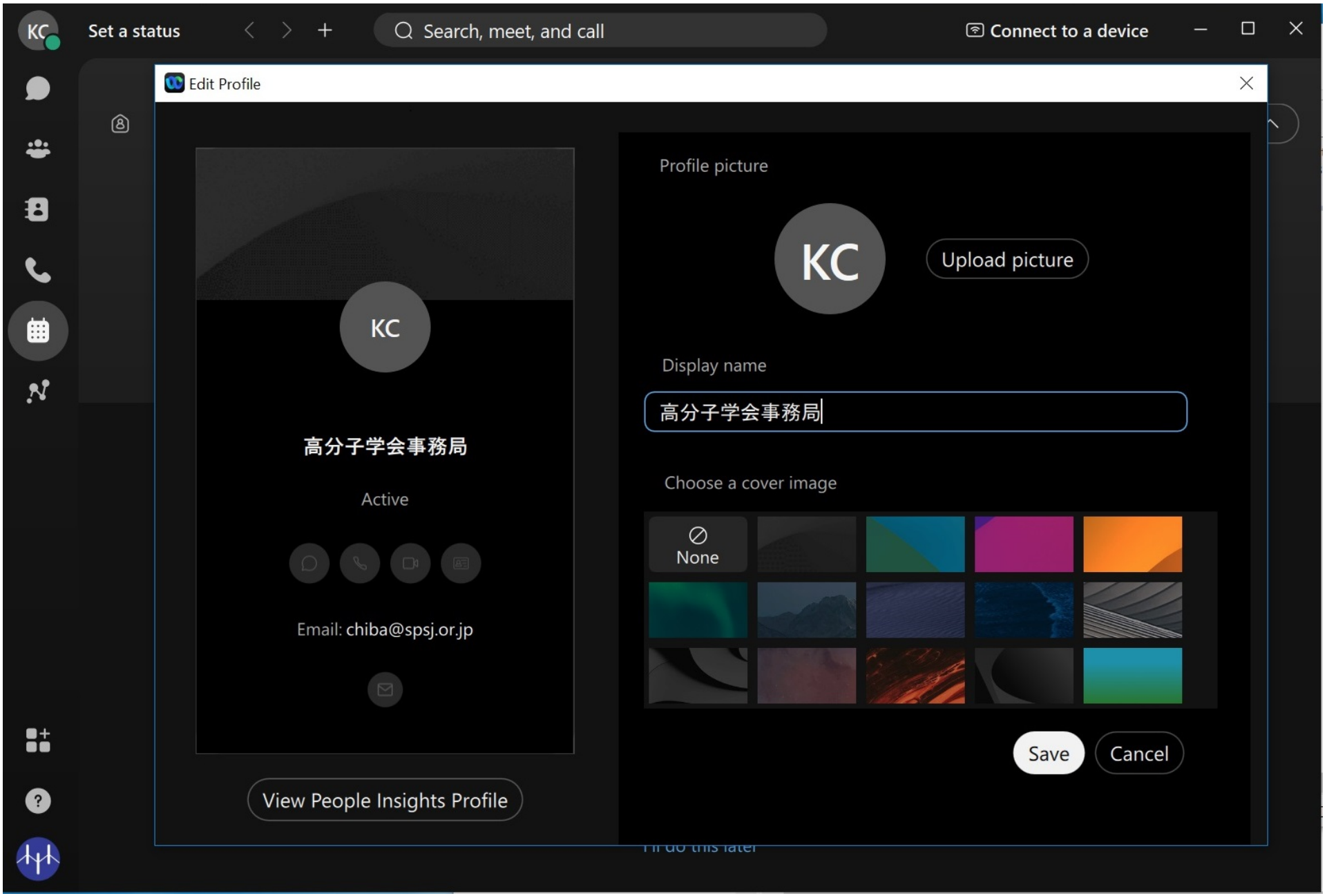
Press the "Join Meeting" button.

4. How to set participant names

Click on the icon in the upper left corner and select "Edit Profile" from the menu that appears



Enter the participant's name in the Display Name field.



■ Participant Name at the SPSJ meeting.

All participants should set Participant Names in each room by following format.

Venue staff confirms the admission of speakers, presenters, and chairs based on **Participant Names**.
Participant will also know the venue staff, chair, and presenter by **Participant Name**.
You can know which presentation is being proceeded by the presentation number in **Participant Name**.

● Format of Participant Names

Audience	: **Name Affiliation**	ex. John Smith SPSJ Univ
Presenter	: **Presentation Number Name Affiliation**	ex. 1A03IL John Smith SPSJ Univ
Chair	: 00 Name Affiliation	ex. 00 John Smith SPSJ Univ
Venue Manager	: 0 Name Affiliation	ex. 0 John Smith SPSJ Univ
Venue Staff	: 0 Name Affiliation	

5. Description of basic functions

1) Screen Function Description

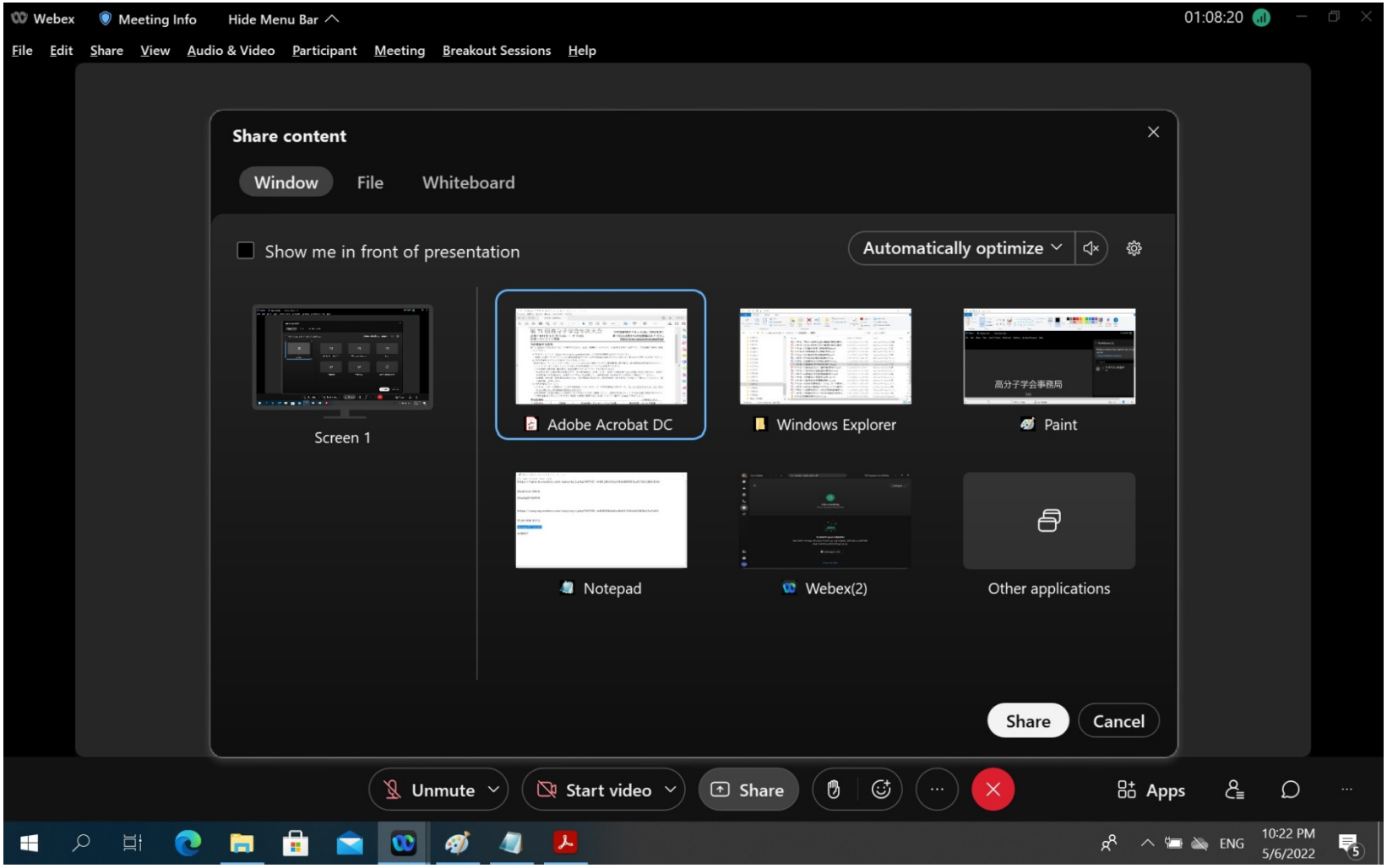
2) Content Sharing

Press the Share button to display the content sharing screen.

The left side is sharing your entire PC screen, and the right side is sharing only selected applications.

Displayed on the right side are the applications that are running on your PC.

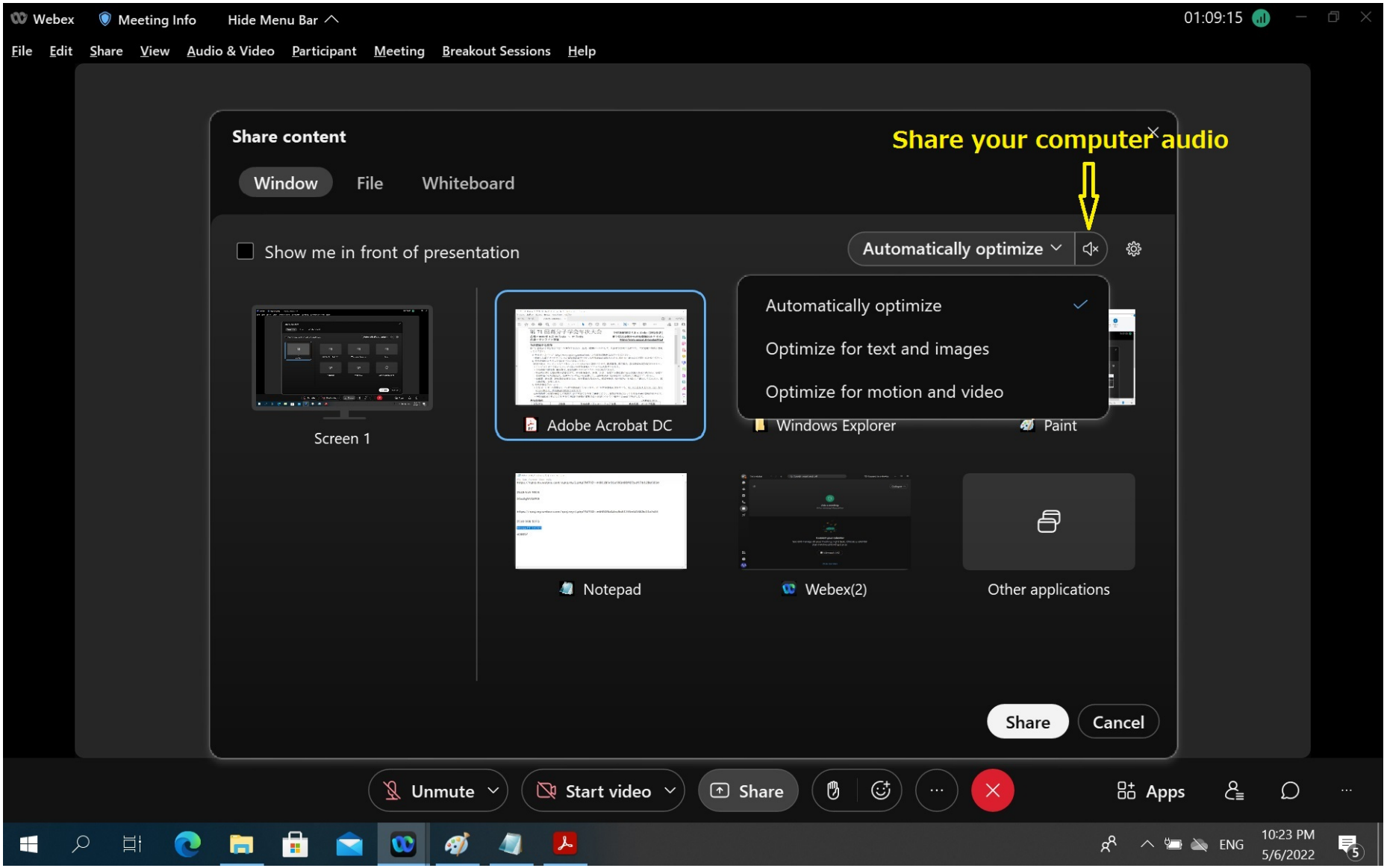
After sharing, a pull-down menu will appear at the top of the screen. The release button is the leftmost one.



When sharing, you can select the type of sharing in the optimization menu in the upper right corner.

If you have video in your presentation, please select "Optimize for motion and vdeo".

If you have audio in your presentation materials, please press the "Share your computer audio" button.



3)Displaying a list of participants

The list of participants is displayed on the right side of the screen.

4)chat

Chat messages can be sent during a meeting. It is also possible to send the message to a specific participant instead of all participants.In case of audio or video failure, etc., we will communicate with the organizer via chat.

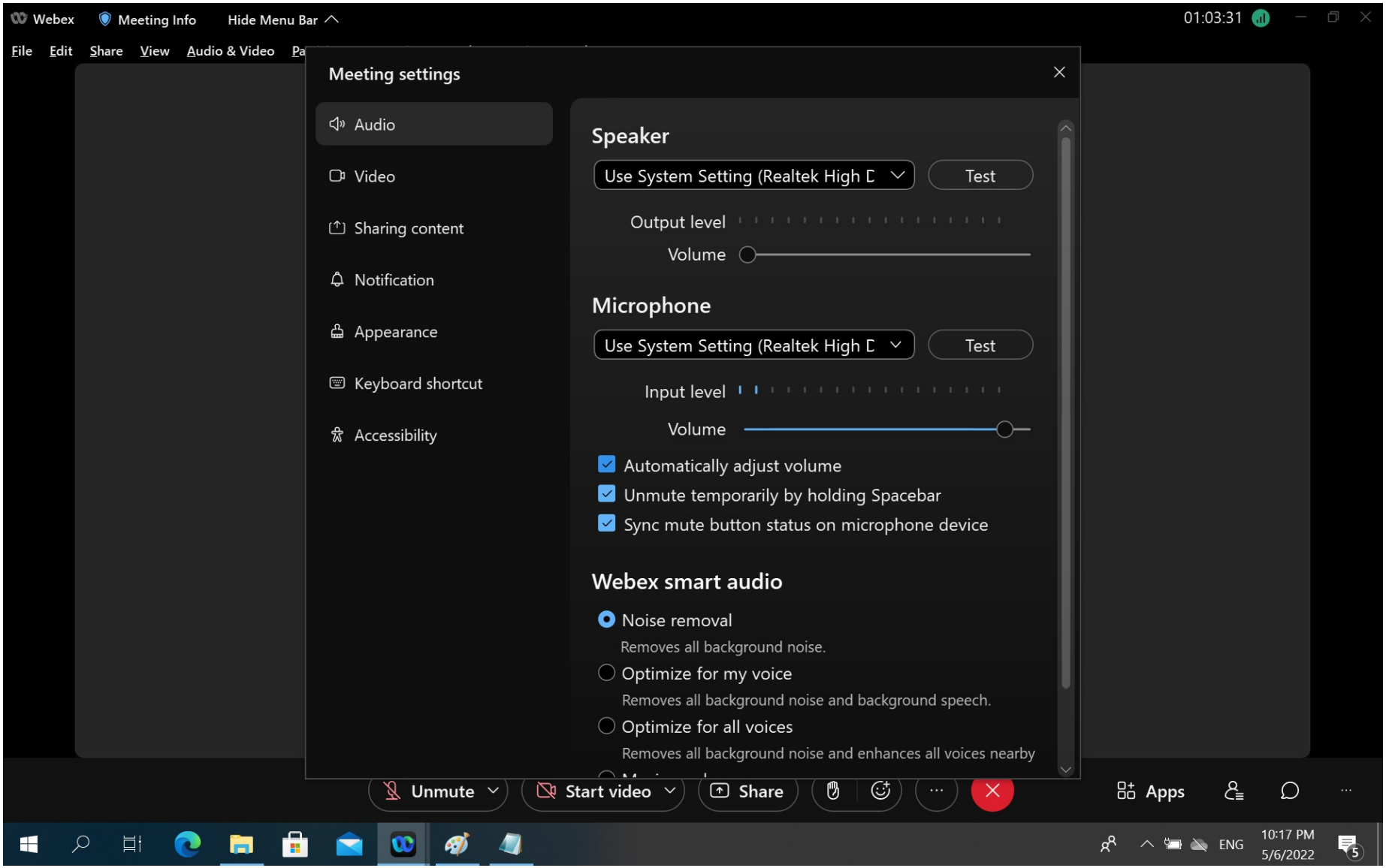
a) Select the recipient of the message from the drop-down list.

b) Type your message in the chat text box and press Enter to send.

5) Speaker, microphone, and video settings

From the "Audio and Video" menu, select "Speaker and Microphone Settings" or "Video Settings".

Press the Test button to test the selected device.

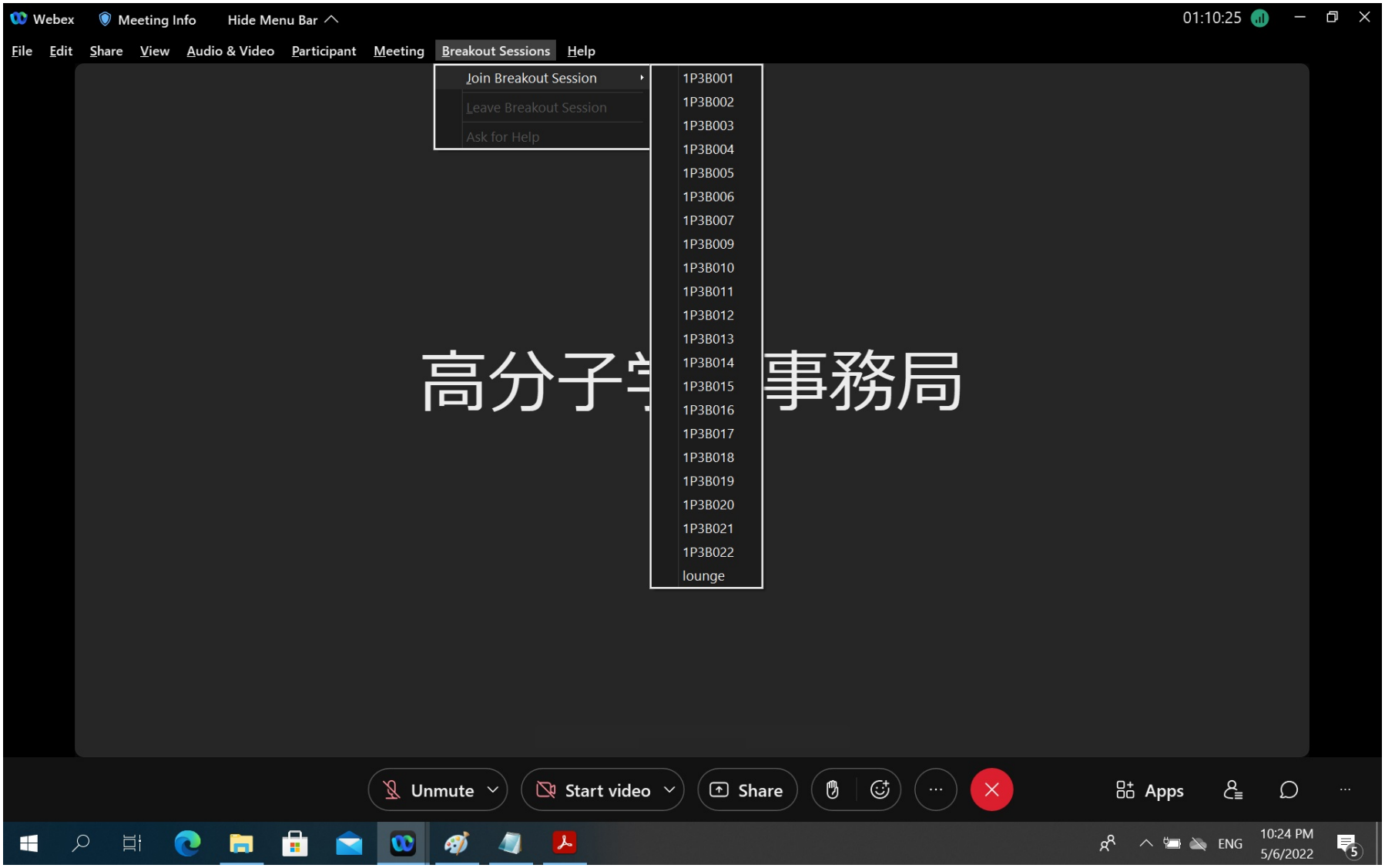


6. Breakout session function

A breakout session is a child venue that hangs over the parent venue (main meeting).
There will be breakout sessions in the poster room for each presentation number.

1) Entering a breakout session

From the Breakout Sessions menu, select "Join Breakout Session" and choose the name of the session you wish to enter.

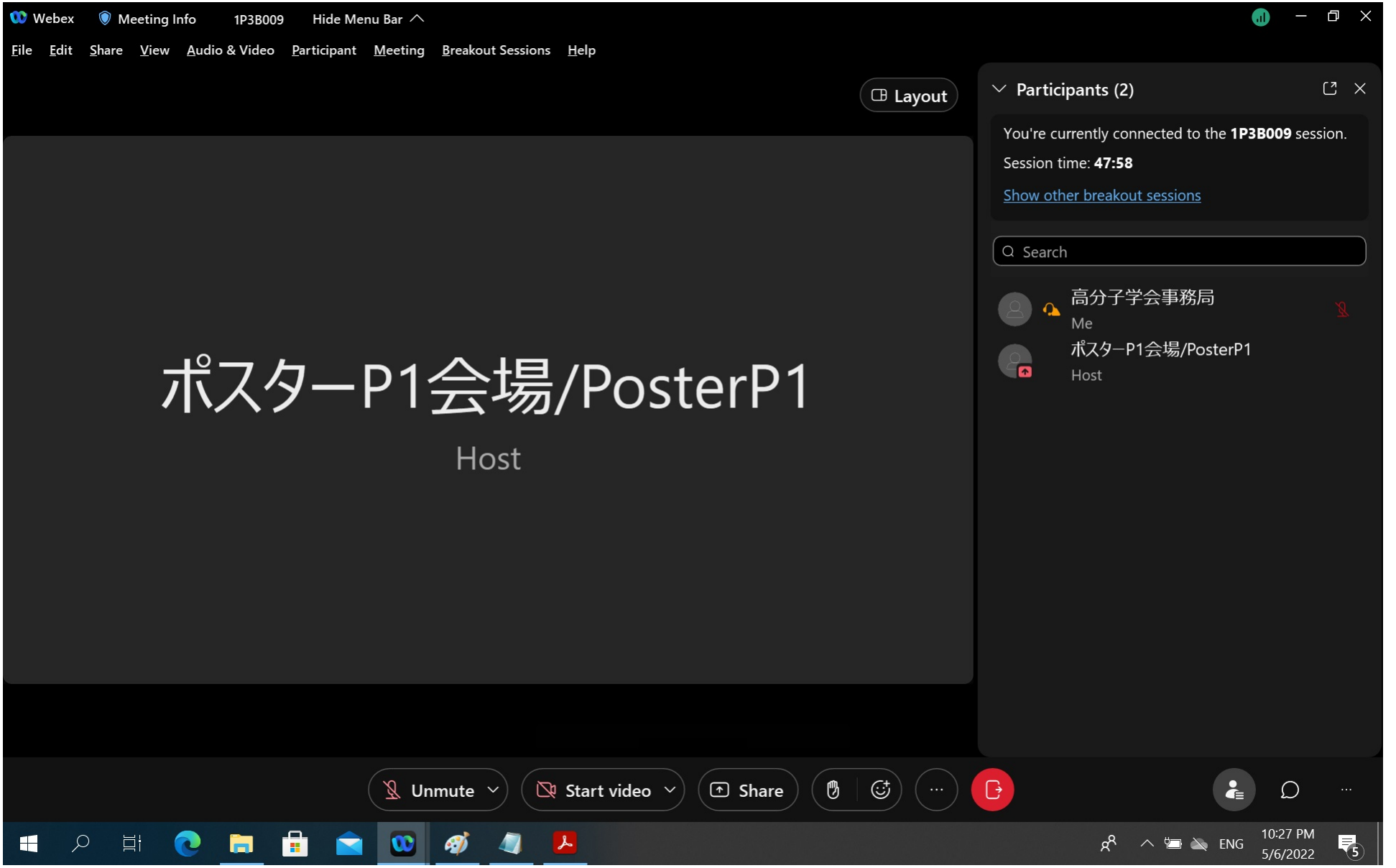


2) Screen after entering a breakout session

The main meeting screen and functions remain the same.
Which session you are entering is displayed at the top.

3) Display of list of participants in a breakout session

When viewing the participant list, the participants in that session are displayed along with which session they are in.

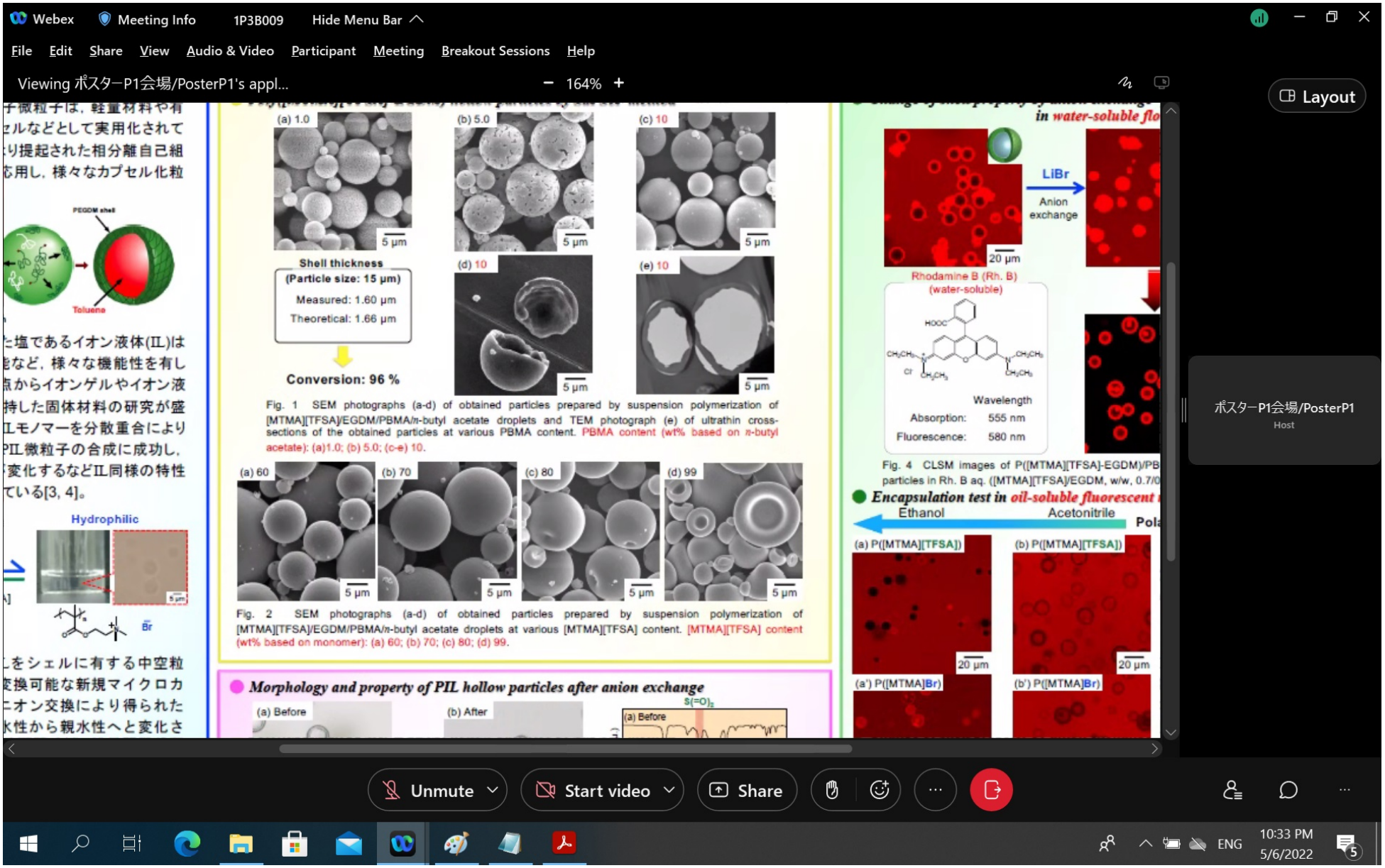


4) Scaling of shared materials in breakout sessions

The "+" and "-" at the top of a shared document allow you to zoom in and out on the displayed document.

If you zoom in, a scroll bar will appear allowing you to navigate to where you want to view with the mouse.

This is an example of a display enlarged to 164%.



5) Exit from breakout session

By pressing the Exit button, you can choose to return to the main meeting or leave the Webex meeting itself.