

## Online meeting manual for presenters

### 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, 000\_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.

- Please note that if you do not enter the room within 5 minutes after the scheduled start time of the lecture, it will be treated as a cancellation.

### 2. Preparation for presentation

- Launch your presentation materials such as PowerPoint.

### 3. Presentation

- When you start the presentation:
  - 1) unmute your microphone
  - 2) turn on your in-camera
  - 3) select your presentation or whole screen from "share the contents"  
\*Note: If another person shares the content during the presentation (while sharing the content), the presenter's sharing will be canceled, so start sharing the content after the chair gives instructions.
  - 4) The ISIJ staff will support the lecture time, but in principle the presenter will manage it.

### 4. Q&A

- The chairperson looks at the chat screen and nominates the questioner.
- After finishing Q&A, you will stop your presentation from the menu, above the screen, stop sharing the contents as instructed by the chair, and end the screen sharing.
- Turn off the camera and microphone.

\*Note

- 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.