Online meeting manual for audiences

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 ISIJ staff may forcibly turn off the microphone and camera.

2. Q&A
   - If you have any questions, write "Questions" in chat during the Q&A session.
   - When nominated by the chair, turn on the camera and microphone and ask a question.
   - After the question and answer, 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.