<div style="border:1px solid black">

Guide for Presenters and Participants at SPSJ meeting using Webex

The Society Polymer Science, Japan

</div>

This guide is how to use Webex Meetings at the 69th Symposium on Macromolecules. All presenters and participants should prepare you deices and network by referring to this guide.

1. System Requirements for Cisco Webex Meetings

Supported Browsers

Windows

    Chrome 65 and later

    Firefox 58 and later

Mac OS X

    Chrome 65 and later

    Firefox 58 and later

    Latest Safari version

Please refer the detail on the Cisco following website.

https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements

Maximum number of participants

Webex Meetings host up to 200 participants. If the number of participants us over 200 in one meeting room, you will not access the room.

Note:

Help Center:

  https://help.webex.com/

Test Meeting

  https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting

2. Preparing to Participate in a WebEx Meetings

1) Device

You can us Windows PC, Mac, iOS and Android devices. Please install Cisco Webex Meetings on any device of your choice. When you also use a mobile device, you need a Webex Meetings Mobile App.

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

2) Network

It's better to use high speed internet. You can check your network on the following Website.

https://mediatest.ciscospark.com/#/main

3) Mic and Speaker

Using a headset is recommended. Headsets are a good option as they can prevent feedback caused by speakers, keep from distracting others around you and offer quality microphone audio.

4) Camera

Automatically disable your video when joining a meeting. So, you should turn on your video when you speak. Otherwise, please turn off your video when joining a meeting.

5) Test your audio and video connection to Webex

Please use the Test Room to test your connection before your real meeting.

- Go to the WebEx test meeting on the Cisco website.
- Enter your name and email address and click Join.

If prompted, download and install the Cisco Webex Meetings app. If you have already downloaded the app, you may be prompted to allow it to open.

Test Room

https://help.webex.com/ja-jp/nti2f6w/Webex-Meetings-Join-a-Test-Meeting

3. Presenter's Name

When you are a presenter at the meeting, you should change your name on Webex meetings as following. This procedure makes it easy for a chair to endure the presenter's
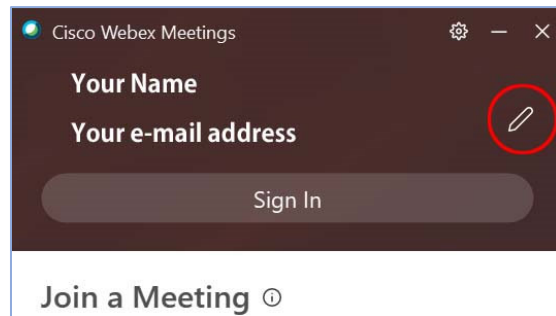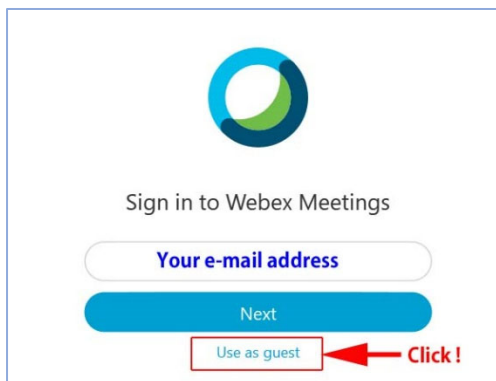
participation.

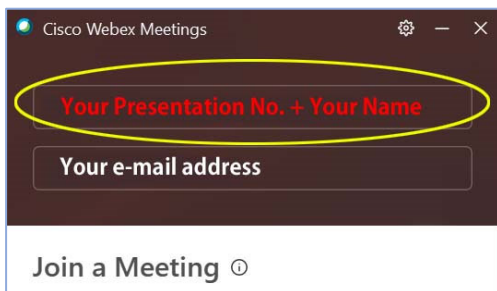(1) Sign out after you log in Webex meetings.

(2) Rejoining the meeting as a guest user via the Webex Meetings desktop application

When you log in as a guest, you will show the pencil mark on your Webex application.

(3)　You can edit your name by selecting the "Pencil" icon to make changes to your listed Name. Please rename your name for your presentation as following.
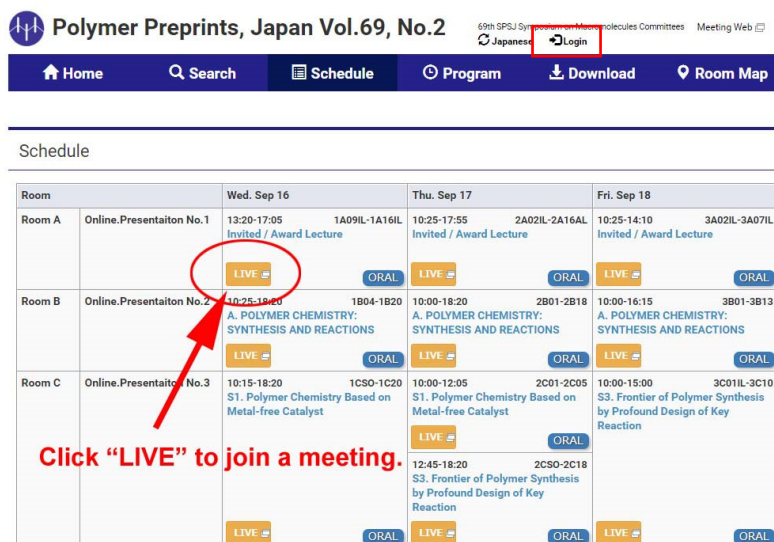

For example

　　1A01 Taro Koubunshi (Presenter)

　　Taro Kobunshi (Participant)

Presenters use only the name (Presentation No + Name) at your presentation room. When you will be an audience at other rooms, please rename to a participant name again.

3

4. Join to the meeting.

Click the "Live" button from the schedule of the WEB abstracts of the 69th Symposium on Macromolecules. （Requires login to WEB abstracts）

Note: reconfirm to turn off your mic and video.

5. Presentation materials

(1) Intellectual property

The copyright of the presentation slides belongs to the presenter. If the slides contains third-party works (such as figures, photos and tables), please be careful about those copyrights.
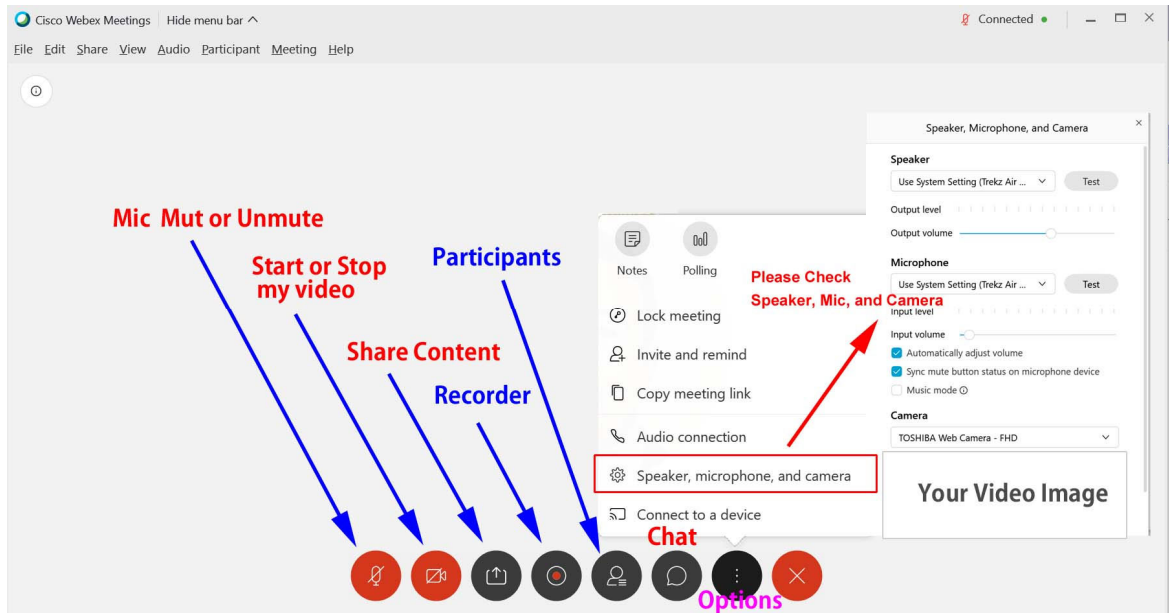
(2) Presentation Slides

Please describe "the 69th Symposium on Macromolecules" at footer of your presentation slides. If your presentation materials contain movie, audio on movie may not be shared in case of the system environment. Be sure to attach the movie to the presentation material.

*Playing a movie could be troublesome. Make sure to test it beforehand.
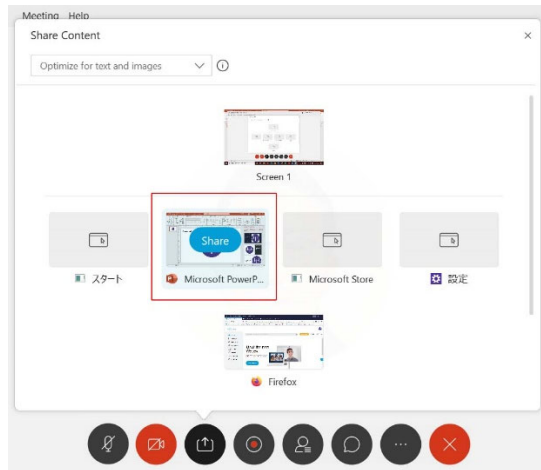
The sound and the image may become distorted in many cases.

6. Control buttons on Webex Meetings

7. Presentation
- You should open the PowerPoint file and wait before your presentation time.
- When a chair asks you to start your presentation, you will unmute your mic and turn on your camera.
- You will start your presentation after sharing your presentation file.

Please stop sharing your presentation file, mute your mic and turn off your camera after Q&A ends.

Note: Don't test sharing your file when other presenter makes a presentation.

When you're showing a presentation, you can turn your mouse into a laser pointer to draw attention to something on a slide.

https://support.microsoft.com/en-us/office/turn-your-mouse-into-a-laser-pointer-77367b36-d25b-4ed2-8c87-358bc216a1e0

Reference:

How to set up and test microphones in Windows 10

https://support.microsoft.com/en-au/help/4027981/windows-10-how-to-set-up-and-test-microphones

Attending your first Webex meeting soon? Check that you're ready by joining a test meeting.

https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting

Cisco Webex Network Test

https://mediatest.ciscospark.com/#/main