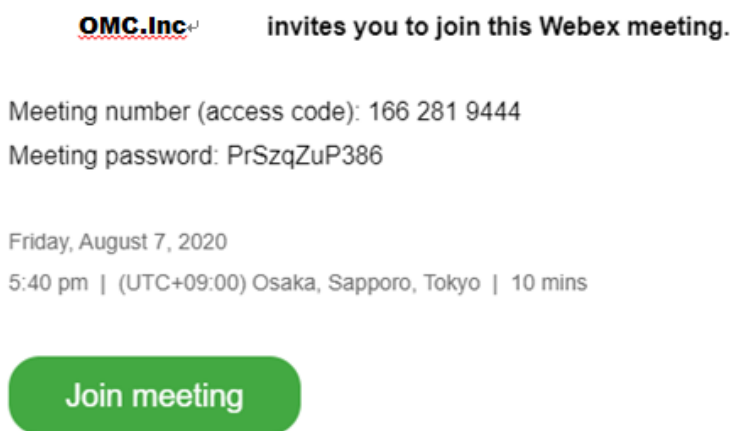


Participant Manual for APBON 12th Workshop

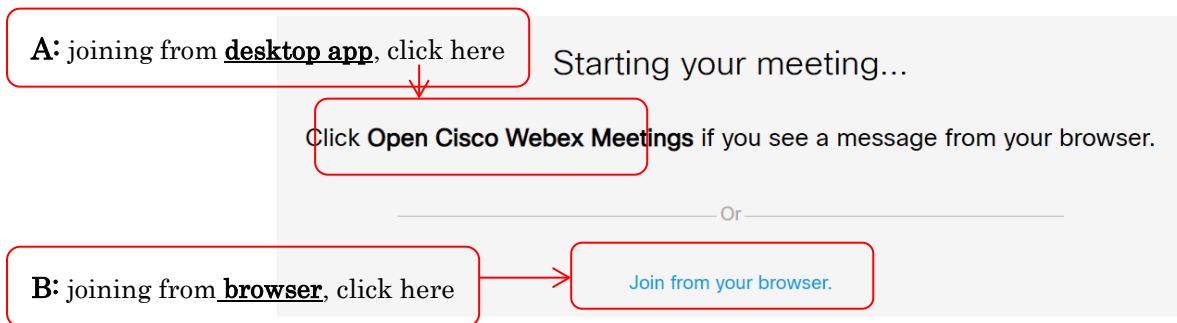
The 12th APBON Workshop will be held by Webex system as guided below. The presentations and discussion will be made by Webex, but we will use "sli.do" tool to collect your questions (see page 5 of this manual).

How to join the APBON 12th Workshop?

1. You will receive an email with meeting information such as date, time, and who initiated the meeting. If the meeting has a required password, it will be included in this email.

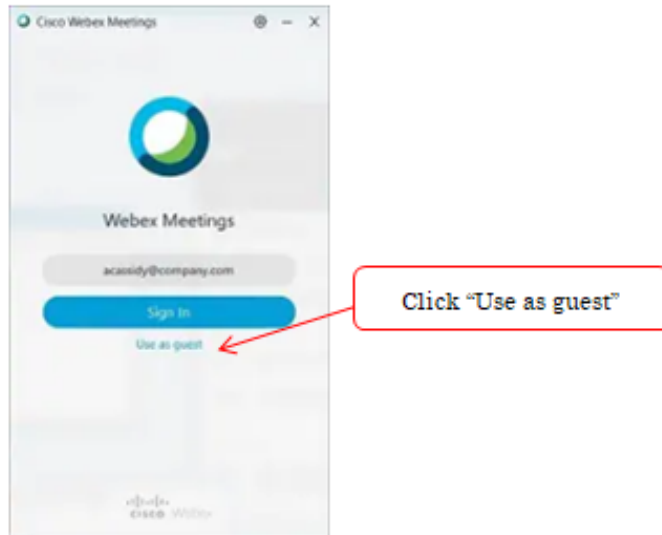


2. After click “Join meeting”, please choose either **A** or **B**, depending on your convenience.

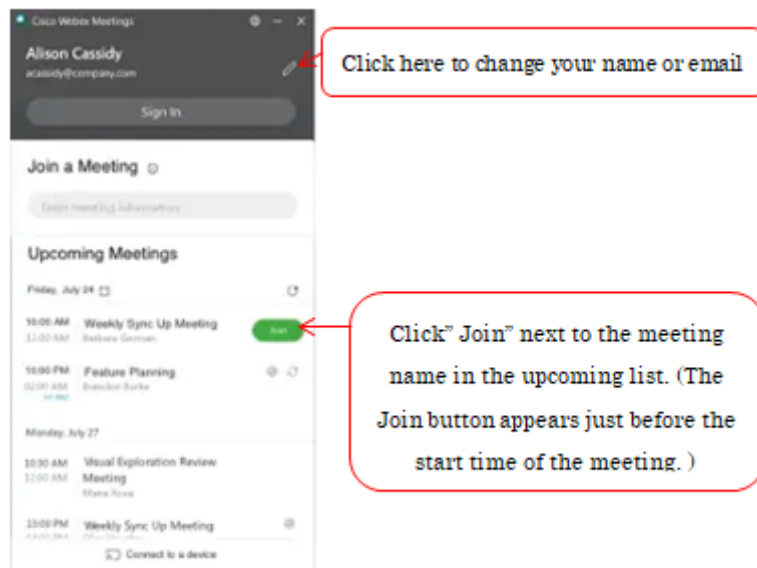


3-1. When you are joining from desktop app, please follow the next steps down below.

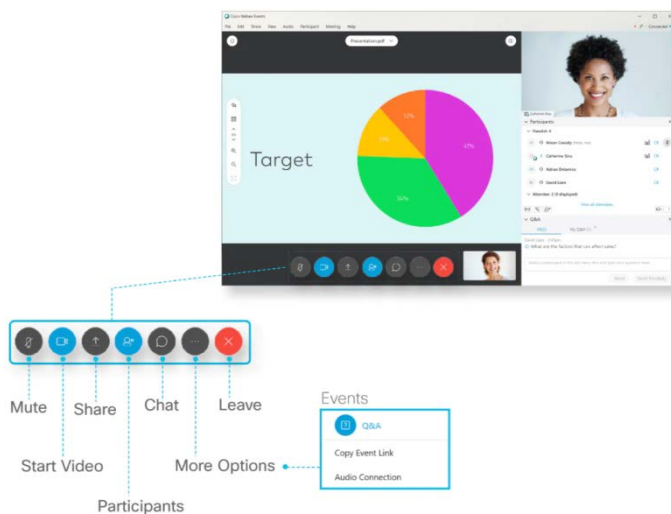
1) Open the Cisco Webex Meetings desktop app and click “Use as Guest”.



2) Type your name and email address, if necessary, and then click "Continue", the upcoming meetings list displays in your desktop app.

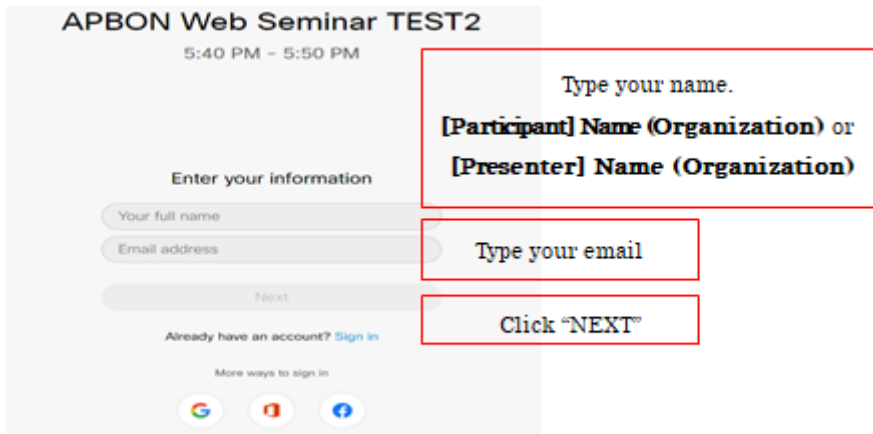


3) After connecting to the meeting, the following screen will be displayed.



3-2. When you are joining from browser, please follow the next steps down below.

1) Please Type your name (e.g. [Secretariat] Keiei (OMC)) and your email address as a user name and click “Next”.



2) Connect to Audio and Start Your Video. You can easily connect your audio and video before you join a meeting. Select the audio connection options under Join meeting.



3) The meeting preview window appears as 3-1, 3) above.

※ As above there're 2 ways to join a meeting using Webex(from browser or from desk app), we highly recommend you join meeting from Webex desk app.

Meeting Essential

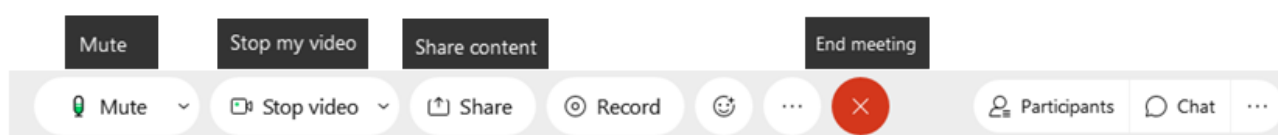
Mute/Unmute: Please keep the microphone in mute except when you speaking.

Video: Please keep video stopped except when you voice out or photo session.

Share: Click the ‘Share Content’ option to share the material. To stop screen sharing click on ‘Stop Sharing’ of the toolbar on the top. (Next to the stop Sharing button is ‘Pause’ button that can be used to pause a screen sharing session.) [How To Share Content During a Cisco Webex Meeting - YouTube](#)

Participants: Please check the participants on that day by click the button.

Chat: The chat function here also be used, but we will mainly use sli.do to raise our questions and answers.



(The presentation materials also will be uploaded on the APBON HP , so that you could see the presentation materials in advance. <http://www.esabii.biodic.go.jp/ap-bon/meetings/index.html>)

For Q&A parts

- “Sli.do” (<https://www.sli.do/>) will be used in Q&A parts, which is an on-line tool to collect questions/comments. This should be easier for everyone to see the raising questions from the colleagues, and if prefer, the audience can mark "like" on the questions then these questions go up on the list. This will be more effective rather than using chat window of Webex
- Please refer to the next page about “How to Sli.do”.(Page5)

I still need help with WebEx. Where do I go for more information?

- Visit [Video Conferencing - Get Started with Cisco Webex Meetings for Attendees](#) for more Meeting Center help, including more uses for its features, more in-depth instructions on sharing information within a meeting, and troubleshooting with video, audio, or connection problems.
- For emergency contact on the day of workshop, please contact the following staffs.
E-mail: Keiei Kan (k_kan@omc.co.jp) / Norihiro Matsushima (n_matsushima@omc.co.jp)
TEL: +81(0)3-5362-0117

How to use Sli.do

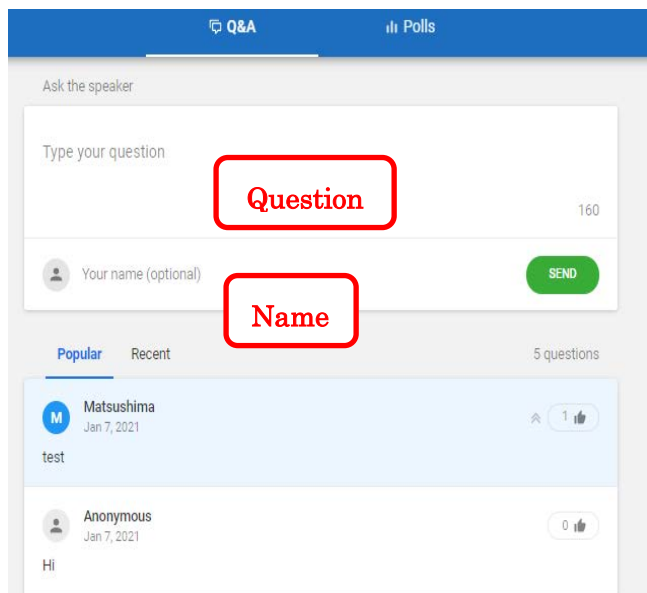
● 3 ways to access :

1. Access from the **URL link** to be informed to the registered participants. (PC)
2. Go to <https://www.sli.do/> and enter the **event code** to be informed to the registered participants. (PC)
3. Scan the **QR code** to be informed to the registered participants. (mobile phone)

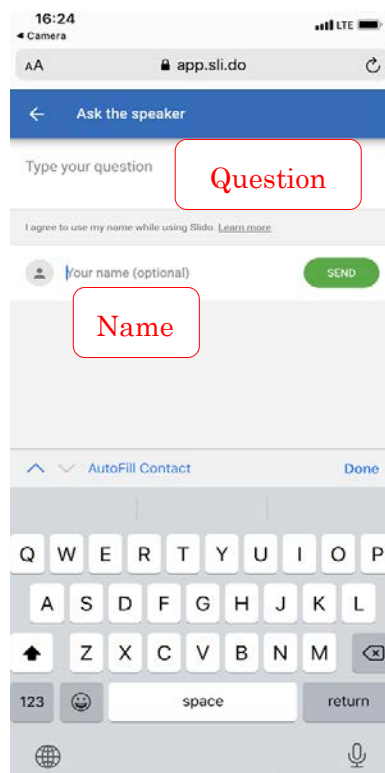
● Raise your questions

-Type your question with your name as down below and click send button.

-Make sure to note your name otherwise your question would be appeared as “Anonymous.”



From PC



From Mobile phone