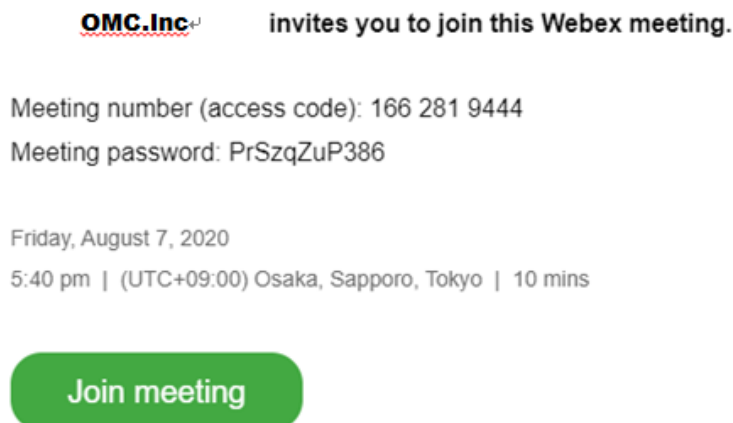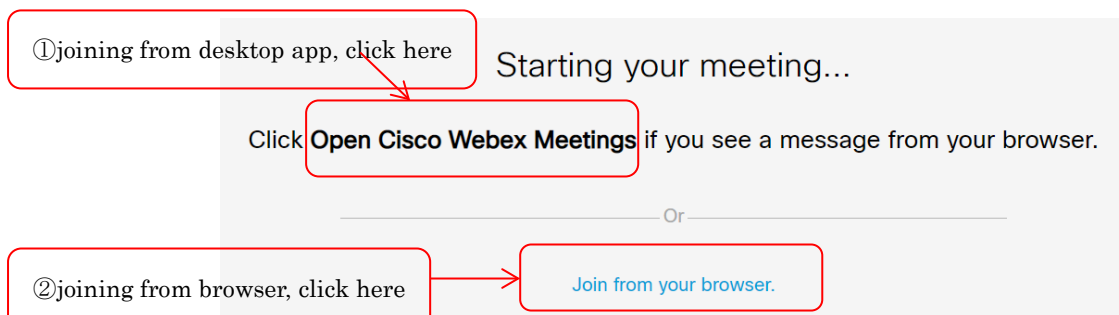# APBON Web Seminar Participant Manual

How to join the APBON Web Seminar?

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.

OMC.Inc invites you to join this Webex meeting.

Meeting number (access code): 166 281 9444
Meeting password: PrSzqZuP386

Friday, August 7, 2020
5:40 pm | (UTC+09:00) Osaka, Sapporo, Tokyo | 10 mins

Join meeting

2. After click "Join meeting", please choose either ① or ②, depending on your convenience.

①joining from desktop app, click here

Starting your meeting...

Click **Open Cisco Webex Meetings** if you see a message from your browser.

— Or —

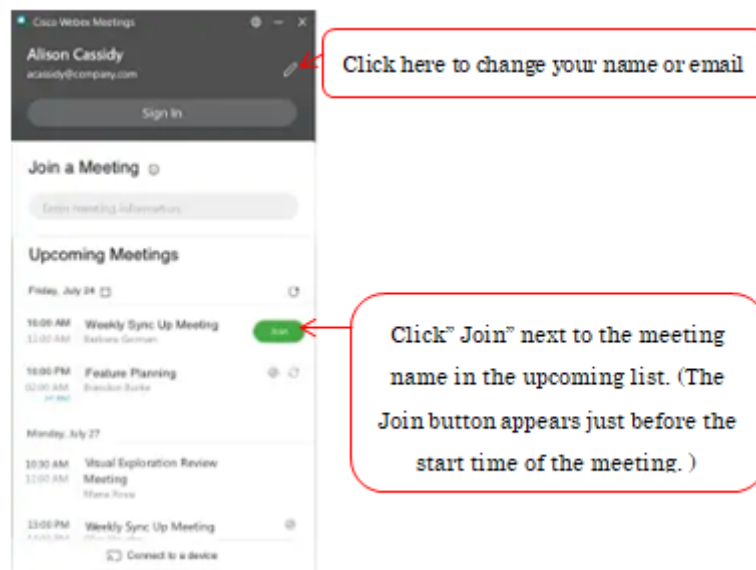②joining from browser, click here

Join from your browser.

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".

Webex Meetings

acassidy@company.com

Sign In

Use as guest

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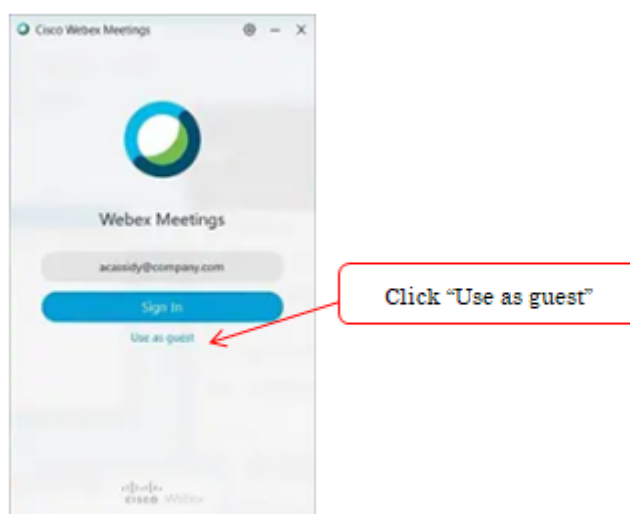
2) Type your name and email address, if necessary, and then click "Continue", the upcoming meetings list displays in your desktop app.
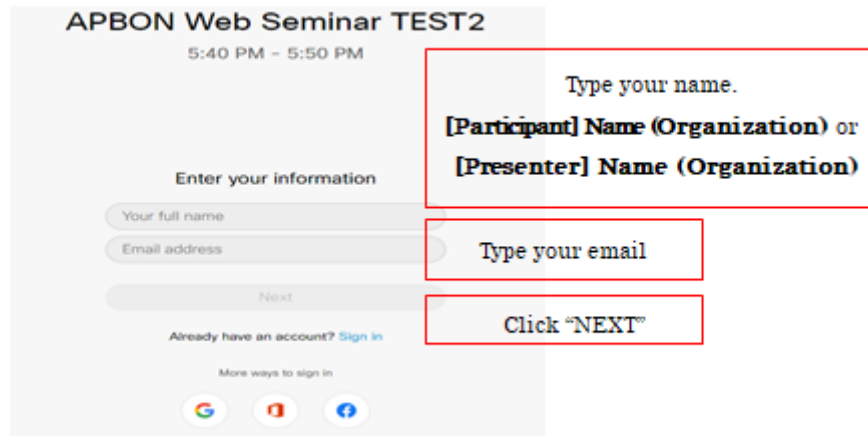

3) After connecting to the meeting, the following screen will be displayed.
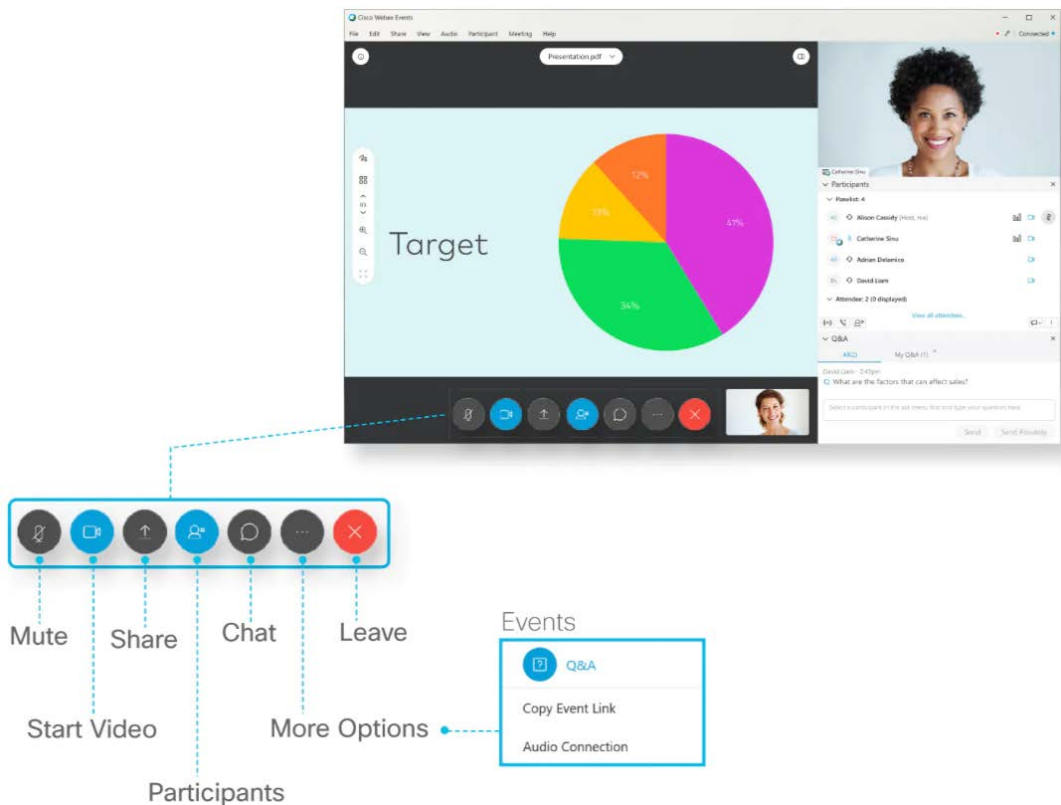
3-2.When you are joining from browser, please follow the next steps down below.

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.

Meeting Essentials

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

Camera: Please turn on the camera at the beginning during the opening session, after that you could turn off your camera.

Presentation materials: The materials on the day will be screen-shared by Secretariat. The presentation materials also will be uploaded on the
AP-BON HP(http://www.esabii.biodic.go.jp/ap-bon/meetings/index.html), so that you could see the presentation materials in advance.

Chat: Please use the chat function when you need, such as asking questions, raising comments and sharing the URL information etc.

For questions and answers

- If you have any questions or comments, please let everybody know by chat. DO NOT use "Raise hands" button, since it is difficult to check all the participants.
- Please speak with microphone in mute-off when MC or co-chair approves.
- When your question and answer session is over, please turn off the microphone to mute.

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

- Visit https://help.webex.com/tutorial/section/Cisco%20Webex%20Meetings 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 Web Seminar, please contact the following.
  E-mail: Keiei Kan(k_kan@omc.co.jp)/Norihiro Matsushima(n_matsushima@omo.co.jp)
  TEL: +81(0)3-5362-0117