

GOING VIRTUAL

User's Manual

Part of Participants

Ver.2.0a

February 27, 2023

The Society of Chemical Engineers, Japan



Participating in a Zoom session

Prior to following this procedure, install a zoom client on your PC following the "Installing a Zoom client" procedure.

Connecting to a session

1. Access the on-line meeting site: https://goingvirtual.scej.org/web_conf Access the site with a most up-to-date browser of your choice. Select the event you want to participate in and click it.

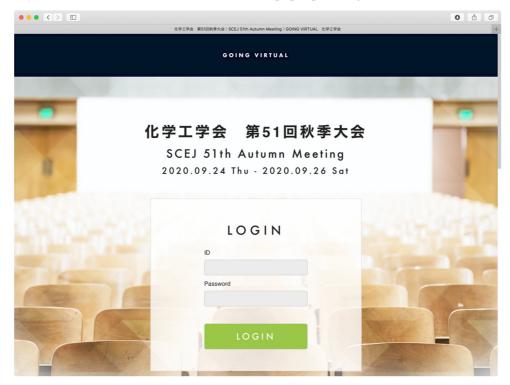


2. Click the ENTER button in the next screen.





3. Enter your received ID and Password in the pop-up dialog.

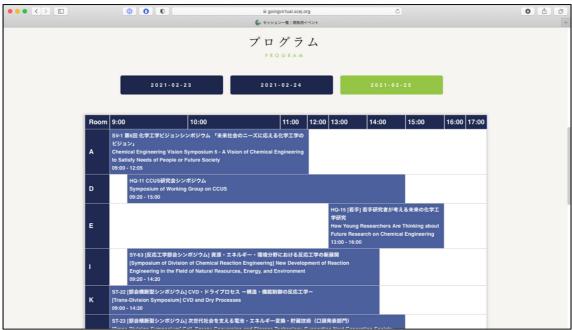


4. The screen, after you login, shows current sessions at the top and all their programs under the session titles. You can scroll laterally to see other ongoing sessions. The green background indicates the topic of each session at the time. You can click the topic title to see its detail or participate in the topic presentation.



Clicking on different date brings up the program for that date.





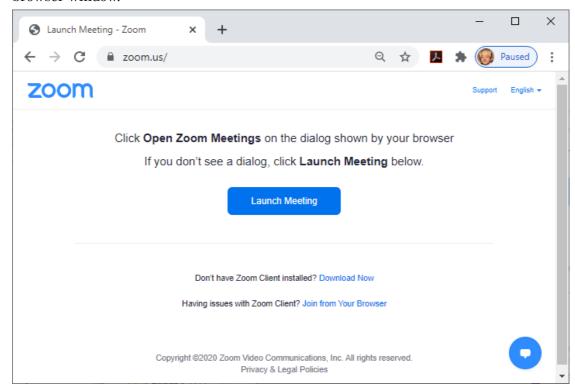
5. The following screen shots show the two types of session lists. A list of oral sessions or so shows Join the session buttons you can click to bring up the zoom activation dialog or page. For some sessions, you can click the Online session button to bring up the screen with a button to join the session.



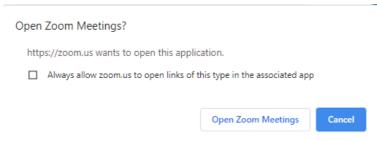




6. When you click the Join the session button you will see the following screen, or the dialog that asks you to "Open Zoom Meetings?" if you already have a Zoom client installed. If you see the "Open Zoom Meetings?" click the Open Zoom Meetings button. If the Zoom client does not start click the Launch Meeting button in the browser window.







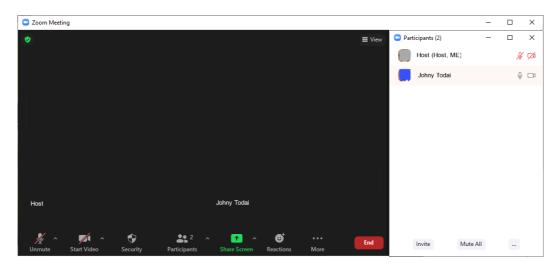
When the Zoom client asks you to set your name, type in your "Registration number [space] Affiliation [space] Name." You can type in your name either in English or Japanese.

Ex) 0112 U.Tokyo Johny Todaiji or 0112 東京大学 東大寺ジョニー

7. If the zoom client asks you whether to use the computer audio, select to use it for participating in the session. Once you have joined the session, check the microphone and video icons in the lower left-hand corner of the zoom client window that the voice is muted and the video is stopped (red diagonal lines cross the icons). You can toggle the ON/OFF statuses of these buttons by clicking on them.

If you need to change your name in the session, click on the "Participants" button at the bottom of your screen, find yourself in the participant list that pops up, and bring the mouse over your name. This action will bring up the More > button to the right of your name, so select "Rename" to type in your new name.

For asking live questions, select "Raise Hand" at the lower right-hand corner of the zoom window to catch the attention of the session chair. When the chair prompts you, toggle the microphone button to "Unmute" and the video button to "Start Video" and start talking. When your question is answered, toggle the voice and video to OFF and select "Lower Hand".





- 8. For some sessions, you can click the Poster button to view poster.
- 9. The following figure shows the off-line Question and Answer screen for you to send comments and questions to specific presentations. The presenter and other participants can reply to your questions. To send a new comment or question, click, immediately under the presentation title and presenter information, where it says "Write your questions or comments and share" to bring up a bigger field to type in the text. Type your affiliation, name, and question or comment contents, and hit the "Send" button.

To reply to a comment, hit the input field immediately under the comment to reply to and follow the same procedure. If you are the author of the presentation, mark the checkbox in the input field. An author icon will be placed on your reply comment.

