

# 1. Instruction for Audience

## 1.1. Important notes

**Saving, recording, and redistributing received video and presentation materials (including screen capture) are prohibited.**

## 1.2. Joining a Zoom webinar

Click the webinar URL in the email sent by ISOM to enter a Zoom webinar. You will receive an email similar to the following:

Hi there,

You are invited to a Zoom webinar.  
When: Nov 29, 2020 11:00 AM Osaka, Sapporo, Tokyo  
Topic: ISOM'20 Zoom Webinar

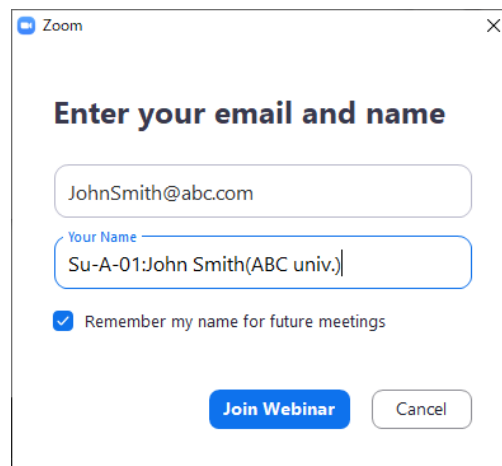
Please click the link below to join the webinar:  
<https://Zoom.us/j/xxxxxxxxxxx?pwd=yyyyyy>  
Passcode: yyyyyy  
Webinar ID: xxxxxxxxxxxx

•When you enter the Zoom webinar, you need to set your email address and name. In ISOM, audience should set the registration ID, your name and affiliation.

For example, if your registration ID is 123456, set your name as follows:

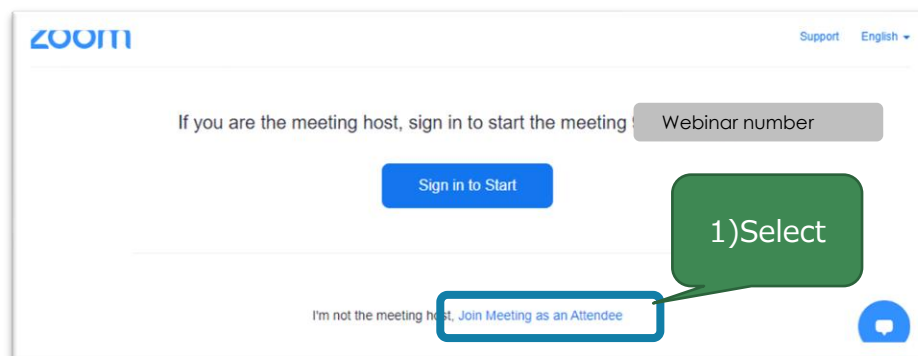
123456:John Smith (ABC univ.)

When the Zoom app is launched by clicking the URL



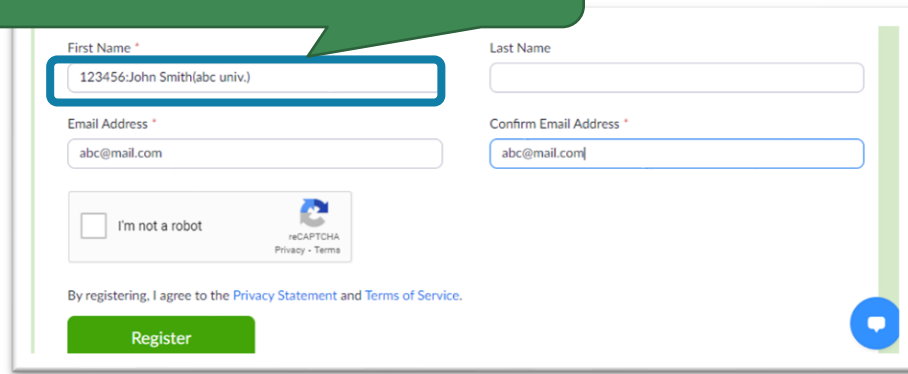
The image shows a Zoom application window titled "Zoom". It prompts the user to "Enter your email and name". There are two input fields: the first contains "JohnSmith@abc.com" and the second, labeled "Your Name", contains "Su-A-01:John Smith(ABC univ.)". Below the fields is a checkbox labeled "Remember my name for future meetings" which is checked. At the bottom are two buttons: "Join Webinar" (blue) and "Cancel" (grey).

When the Web browser is launched by clicking the URL



The image shows the Zoom web browser login page. At the top left is the Zoom logo, and at the top right are links for "Support" and "English". The main heading says "If you are the meeting host, sign in to start the meeting". Below this is a blue button labeled "Sign in to Start". To the right of the heading is a grey input field labeled "Webinar number". At the bottom, there is a link that says "I'm not the meeting host. Join Meeting as an Attendee". This link is highlighted with a blue rectangle, and a green speech bubble with the text "1)Select" points to it.

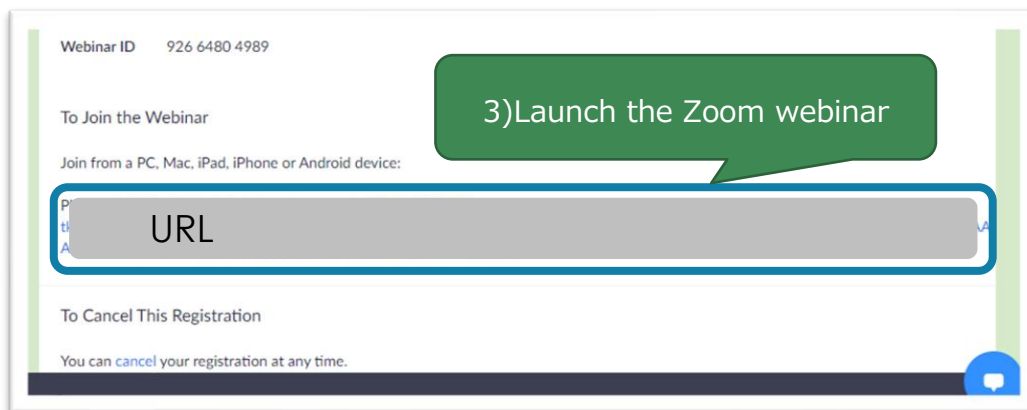
2) Set the name according to the rules



Registration form fields:

- First Name \*: 123456John Smith(abc univ.)
- Last Name:
- Email Address \*: abc@mail.com
- Confirm Email Address \*: abc@mail.com
- ☐ I'm not a robot (reCAPTCHA)
- By registering, I agree to the [Privacy Statement](#) and [Terms of Service](#).
- [Register](#) button

3) Launch the Zoom webinar



Webinar ID: 926 6480 4989

To Join the Webinar

Join from a PC, Mac, iPad, iPhone or Android device:

URL:

To Cancel This Registration

You can [cancel](#) your registration at any time.

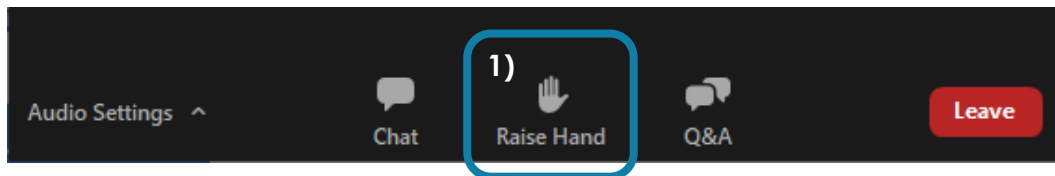
• If we cannot recognize whether you are a registered participant, the administrator will contact you via chat etc. If we cannot confirm your registration and payment, we may isolate you in the waiting room.

• Audiences enter Zoom Webinar as attendees. Attendees cannot use the microphone and camera. Only those who the presider permits for the Q & A can unmute and ask questions by voice.

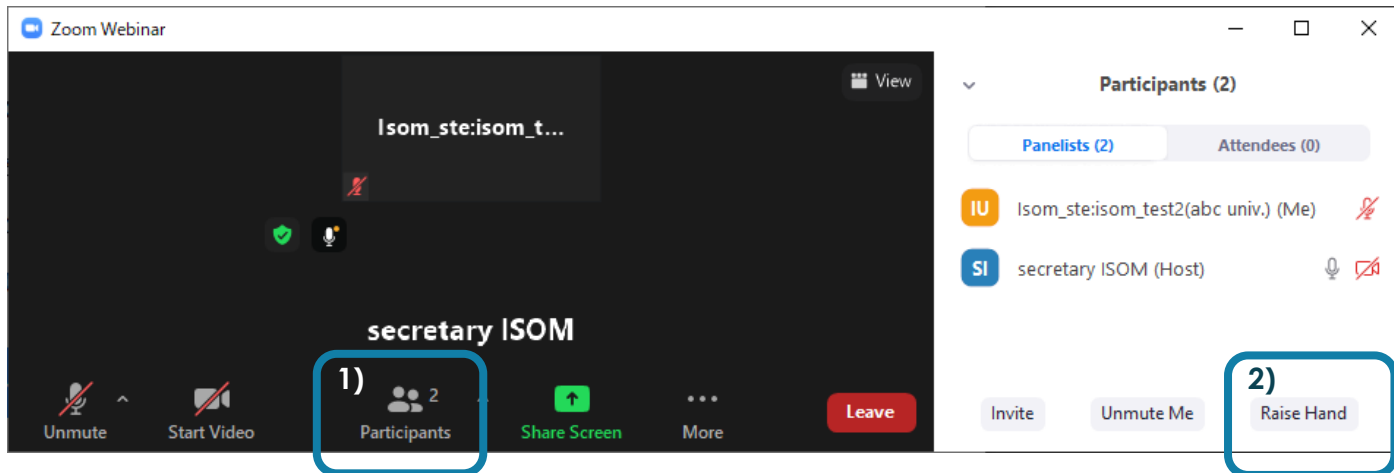
### 1.3. Q & A

• If you have a question, use the raise hand feature of Zoom webinar to tell the presider that you have a question. The presider looks at the mark of the raised hand and nominates the questioner. When you are nominated, please turn on the microphone and ask the question (the presider will operate so that the microphone can be turned on).

When you are an attendee.



When you are a panelist.



## 1.4. Contact information

•If you would like to contact the administrator, please use Zoom's chat function or send an email to the address below.

[secretary@isom.jp](mailto:secretary@isom.jp)