

SSJ Fall Meeting 2020
Manual to **Webex** oral session

For participants to special session
S22 “Geodynamics of the Ryukyu arc”

Meeting Program Committee of the SSJ

How to join webex oral session 1

1) Login with your ID/Password to the Meeting Portal.

Meeting Portal

Meeting Portal

conftt Click here for past conference programs Japanese Help Account Settings / Log Out

日本地震学会 -秋季大会-
Seismological Society of Japan - Fall Meeting

TOP

My menu
Presentations You 'Like'(0)
My Profile
プログラム
確認用
My Schedule
All (0)
Oct 30 (0)

Account Settings
Profile Management
Email
Password
Oct 29 (0)
Oct 31 (0)

Latest Announcement
一部の予稿PDFで発生していた図表の表示に不具合について、正常に表示されるように修正しました。
(2020/10/02 7:37 AM)
Show more announcements

Search for presentations
Title, Speaker, etc.
Search
Advanced Search

Click here for past conference programs

MENU
General information
No title > Announcements (1) >
Timetable
Thu. Oct 29, 2020 > Fri. Oct 30, 2020 >
Sat. Oct 31, 2020 > Fri. Oct 30, 2020 Poster Session >
Sat. Oct 31, 2020 Poster Session
Program
Sessions > Download PDF for print >
Search for presentations >

2) Click on "Timetable"

Timetable (Sat, Oct 31)

	ROOM A	ROOM B	ROOM C	ROOM D
8 am				
9 am	Room A [S23]AM-1 Special session S23. Pioneering the future of seismology	Room B [S02]AM-1 Regular session Room B	Room C [S08]AM-1 Regular session S08. Earthquake physics	Room D [S14]AM-1 Regular session S14. Earthquake physics
10 am	Room A [S17]AM-2 Regular session S17. Tsunami	Room B [S03]AM-2 Regular session S03. Crustal deformation, GNSS, and gravity	Room C [S08]AM-2 Regular session S08. Earthquake physics	Room D [S22]AM-2 Special session S22. Geodynamics of the Ryukyu arc chairperson:Shuichi Kodaira(JAMSTEC) 10:30 AM - 11:45 AM Webex
11 am				
12 pm				
1 pm				
2 pm	Room A [S17]PM-2 Regular session		Room C [S08]PM-2 Regular session	Room D [S22]PM-1 Special session S22. Geodynamics of the Ryukyu arc
3 pm				
4 pm				

3) Click on "Webex" icon on the S22 session, and Webex meeting room will open.

How to join webex oral session 2

If you have already installed the Webex desktop app. in your device, Webex desktop app may automatically open after this screen.

The screenshot shows a Webex meeting join screen. At the top left is the Cisco Webex logo. The main heading is "Meeting Test" with the date and time "Monday, Oct 5 2020 | 11:00 AM - 11:50 AM". Below this, it says "Starting your meeting...". A large instruction reads "Click Open Cisco Webex Meetings if you see a message from your browser." Below this is a horizontal line with "Or" in the center. At the bottom, there is a link: "If you don't see a message from your browser, open the desktop app. Don't have the desktop app? Download it now." There are two callout boxes: a dark blue one on the left pointing to the "Join from your browser" link, and a dark green one on the right pointing to the "Download it now" link.

**By using web browser,
4a-1) Click on "Join from your browser"**

**By using desktop app,
4b-1) Click on "Download it now"**

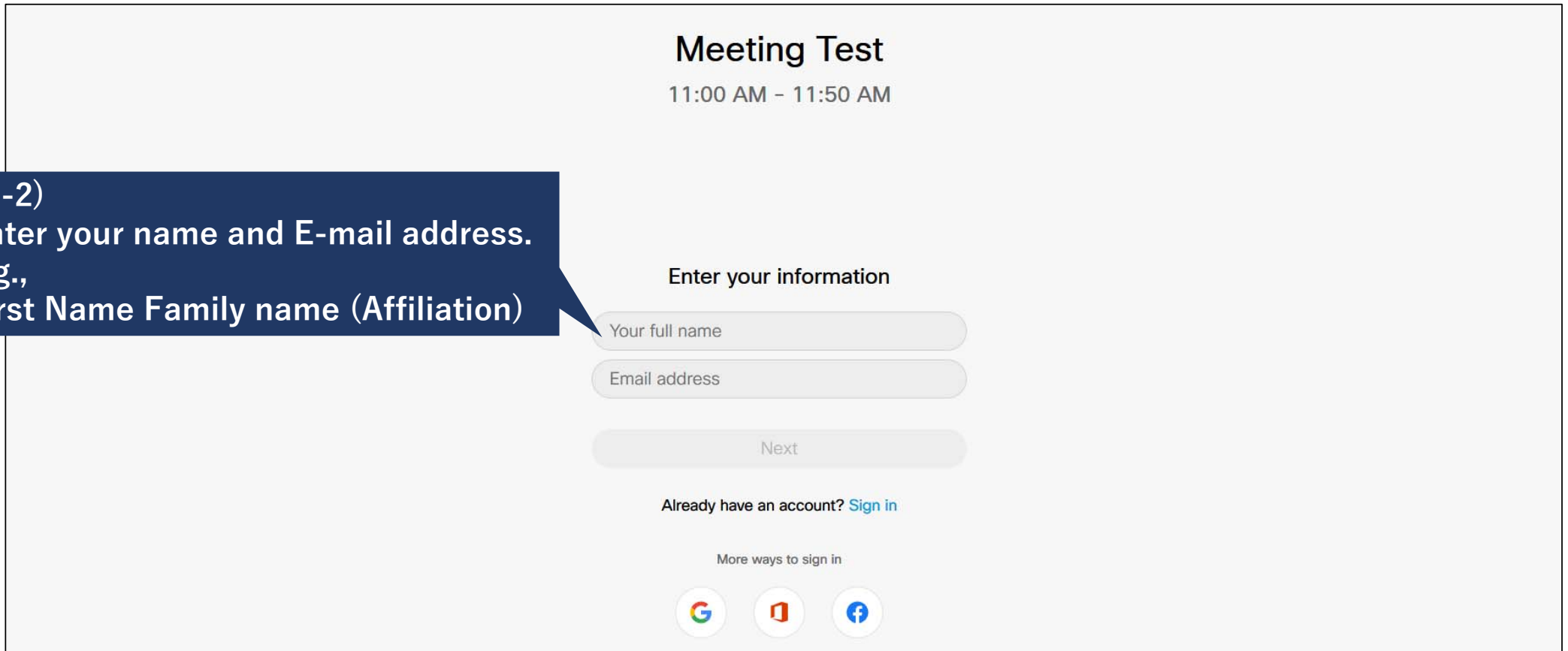
Join from your browser.

Download it now.

How to join webex oral session 3 (by using web browser)

You are requested to enter your information to join the meeting.
* This step may be skipped if you have ever entered your information.

4a-2)
Enter your name and E-mail address.
e.g.,
First Name Family name (Affiliation)



The screenshot shows a registration page for a meeting titled "Meeting Test" scheduled for 11:00 AM - 11:50 AM. The page prompts the user to "Enter your information" and features two input fields: "Your full name" and "Email address". Below these fields is a "Next" button. At the bottom, there is a link for "Already have an account? Sign in" and a section for "More ways to sign in" with icons for Google, Microsoft, and Facebook.

Meeting Test
11:00 AM - 11:50 AM

Enter your information




Your full name

Email address

Next

Already have an account? [Sign in](#)

More ways to sign in

How to join webex oral session 4 (by using web browser)

The screenshot displays the Webex browser interface during a session. In the top-left corner, a permissions dialog asks for access to the camera and microphone, with 'USB HD Webcam' and 'マイク (Realtek High Definition Audio)' selected. A blue callout box with a checkmark and microphone icon prompts the user to 'Remember this decision' to skip the dialog in the future. The top-right corner contains links for 'Show help tips' and 'Send problem report'. The main area is a large white rectangle. At the bottom, a control bar includes 'Use video system', 'Audio: Use computer audio', and buttons for 'Mute', 'Stop video', and 'Join meeting'. A red arrow points from the 'Join meeting' button to a second control bar below, which features 'Unmute' and 'Start video' buttons, with the word 'OK' in red text to the right.

Will you allow meetingsapac12.webex.com to use your camera and microphone?

Camera to share:
USB HD Webcam

Microphone to share:
マイク (Realtek High Definition Audio)

Remember this decision

Allow Don't Allow

Check **Remember this decision** so you can skip this window the next time you join a meeting.

OK

Show help tips | Send problem report

4a-3) Click on "Allow" to allow webex meeting to use your camera and microphone.

4a-4) Mute your microphone and stop video.

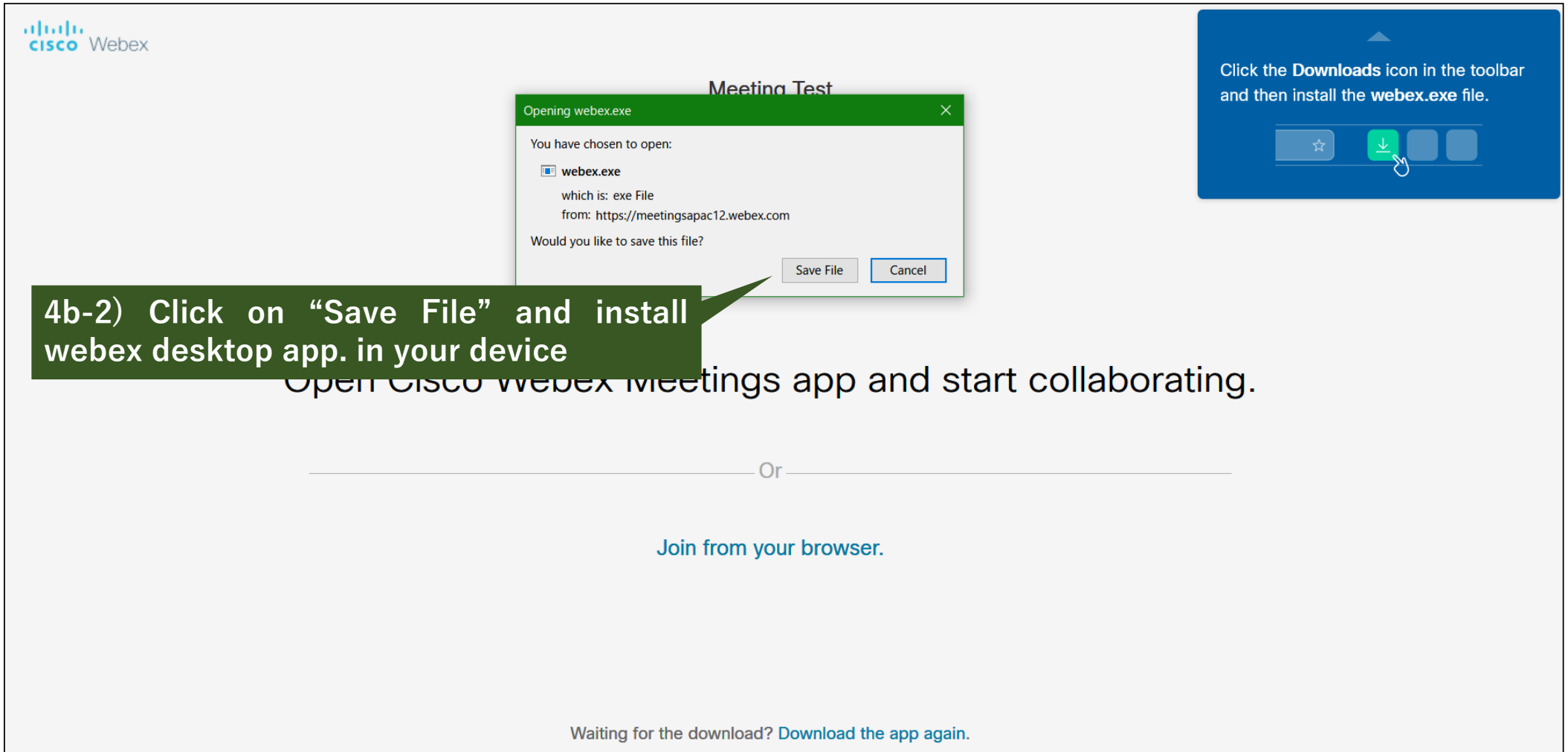
4a-5) Click on "Join meeting", and you can join the session.

Use video system Audio: Use computer audio

Mute Stop video Join meeting

Unmute Start video OK

How to join webex oral session 5 (by using desktop app.)



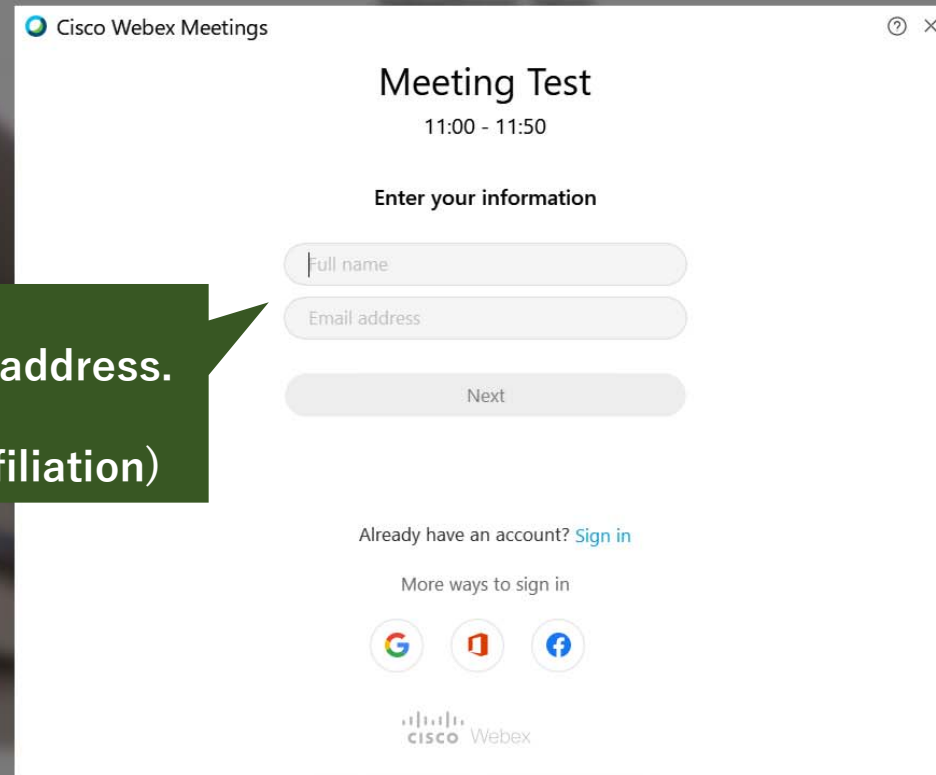
The screenshot shows the Cisco Webex interface. In the top left corner, the Cisco Webex logo is visible. The main content area displays a "Meeting Test" window. Overlaid on this is a file dialog box titled "Opening webex.exe" with the following text: "You have chosen to open:", "webex.exe", "which is: exe File", "from: https://meetingsapac12.webex.com", and "Would you like to save this file?". Below the text are "Save File" and "Cancel" buttons. A green callout box points to the "Save File" button with the text: "4b-2) Click on 'Save File' and install webex desktop app. in your device". In the top right corner, there is a blue instruction box that says: "Click the **Downloads** icon in the toolbar and then install the **webex.exe** file." Below this text is a toolbar with a star icon, a green download icon, and two other icons. A hand cursor is pointing at the download icon. At the bottom of the interface, there is a horizontal line with the word "Or" in the center, followed by the text "Join from your browser." and "Waiting for the download? [Download the app again.](#)"

How to join webex oral session 5 (by using desktop app.)

When the desktop app is installed successfully (or you have already installed it),
You are requested to enter your information to join the meeting.

* This step may be skipped if you have ever entered your information.

4b-3)
Enter your name and E-mail address.
e.g.,
First Name Family name (Affiliation)



The screenshot shows the Cisco Webex Meetings desktop application window. The title bar reads "Cisco Webex Meetings". The main content area displays "Meeting Test" with a time of "11:00 - 11:50". Below this, it says "Enter your information". There are two input fields: "Full name" and "Email address". A "Next" button is positioned below the email field. At the bottom, there is a link "Already have an account? Sign in" and a section titled "More ways to sign in" with icons for Google, Microsoft, and Facebook. The Cisco Webex logo is at the very bottom.

How to join webex oral session 5 (by using desktop app.)

4a-4) Mute your microphone and stop video.

4a-5) Click on "Join meeting", and you can join the session.

For presenters in S22 webex session

Preparation [The chairperson calls you]

✓ **'Unmute'** your microphone



✓ **'Share'** your presentation slide on Zoom

**'Start Video' is left to the discretion of the speakers.*



Start [The chairperson gives permission to start]

✓ **'Start'** your presentation (start a time count)

✓ **12 min for presentation + 3 min for Q&A**

✓ Bells:

- **1st ring (10 min.)**
- **2nd ring (12 min.)** move on to Q&A
- **3rd ring (15 min.)** stop presentation + Q&A

FINISH

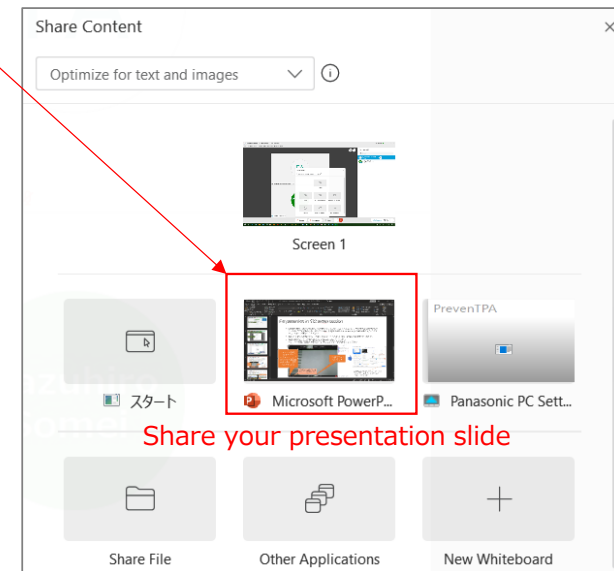
✓ **'Stop Share'** your presentation slide on Zoom



✓ **'Mute'** your microphone



Presenters are requested to join the webex oral session room **5 min. before** the session start.



For invited presenters in S22 webex session

Preparation [The chairperson calls you]

✓ **'Unmute'** your microphone



✓ **'Share'** your presentation slide on Zoom

**'Start Video' is left to the discretion of the speakers.*



Presenters are requested to join the webex oral session room **5 min. before** the session start.

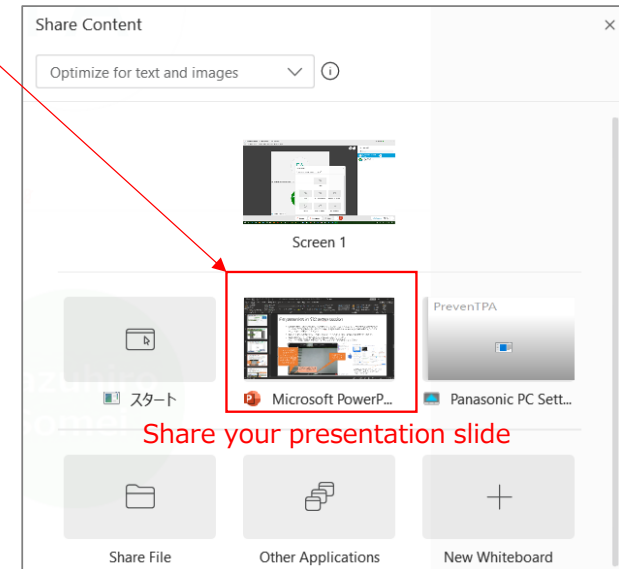
Start [The chairperson gives permission to start]

✓ **'Start'** your presentation (start a time count)

✓ **25 min for presentation + 5 min for Q&A**

✓ Bells:

- **1st ring (20 min.)**
- **2nd ring (25 min.)** move on to Q&A
- **3rd ring (30 min.)** stop presentation + Q&A



FINISH

✓ **'Stop Share'** your presentation slide on Zoom



✓ **'Mute'** your microphone



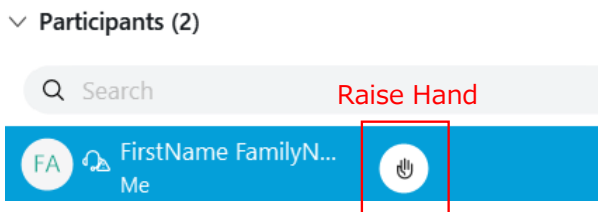
For participants in S22 webex session (How to ask question)

If you have any questions and/or comments,

1. Find your name on the participant list by clicking on “Participants”.



2. Click on the “Raise Hand” button which will place next to name in the participant list.



Click on the “Lower Hand” button to withdraw the request.

A chairperson can find the attendees who click on the “Raise hand” in the participant list.

Once you (your ID) are nominated by chairperson,

3. ‘UNMUTE’ your microphone and speak.



After you finish a question/comment,

4. ‘MUTE’ your microphone.



Test to join Webex

- The Meeting Program Committee of the SSJ plan to give all the participants a trial access to Webex meeting from October 26th to October 28th. The detail information will be informed of via e-mail. Please use this opportunity to prepare for sufficient environment to access the Webex meeting.
- The Webex test meeting website is also available on <https://www.webex.com/test-meeting.html> to test your own environment. Attendees who use the Webex platform for the first time are strongly recommended to join the above test room.

<https://www.webex.com/test-meeting.html>

Try out a real
Webex online meeting.

Test a video meeting on your device.

Join