

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

confit 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

Account Settings

- Profile Management
- Email
- Password

My Schedule

- All (0)
- Oct 29 (0)
- Oct 30 (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

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 - No title
 - Announcements (1)
- Timetable
 - Thu. Oct 29, 2020
 - Fri. Oct 30, 2020
 - Sat. Oct 31, 2020
 - Sat. Oct 31, 2020 Poster Session
- Program
 - Sessions
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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				Room D [S22]PM-1 Special session S22. Geodynamics of the Ryukyu arc
12 pm				
3 pm	Room A [S17]PM-2 Regular session S17. Tsunami		Room C [S08]PM-2 Regular session S08. Earthquake physics	
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.



Meeting Test

Monday, Oct 5 2020 | 11:00 AM - 11:50 AM ⓘ

Starting your meeting...

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

Or

By using web browser,
4a-1) Click on “Join from your browser”

[Join from your browser.](#)

By using desktop app,
4b-1) Click on “Download it now”

If you don't see a message from your browser, [open the desktop app](#). Don't have the desktop app? [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)

Meeting Test




11:00 AM - 11:50 AM

Enter your information

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 shows the Webex join interface. A permission dialog is open in the top-left corner, asking for camera and microphone access. A blue callout box points to the 'Allow' button. In the top-right corner, there is a blue box with a checkmark icon and text about remembering the decision, with an 'OK' button. The main area shows a loading spinner. At the bottom, there is a toolbar with buttons for 'Mute', 'Stop video', and 'Join meeting'. A blue callout box points to the 'Join meeting' button. Below the toolbar, a red box highlights the 'Unmute' and 'Start video' buttons, with a red arrow pointing from the 'Mute' button above. The text 'OK' is written in red next to the red box.

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

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.)




Meeting Test

Opening webex.exe

You have chosen to open:
 **webex.exe**
which is: exe File
from: <https://meetingsapac12.webex.com>
Would you like to save this file?

Save File Cancel

Click the **Downloads** icon in the toolbar and then install the **webex.exe** file.



4b-2) Click on “Save File” and install webex desktop app. in your device

Open Cisco webex meetings app and start collaborating.

Or

[Join from your browser.](#)

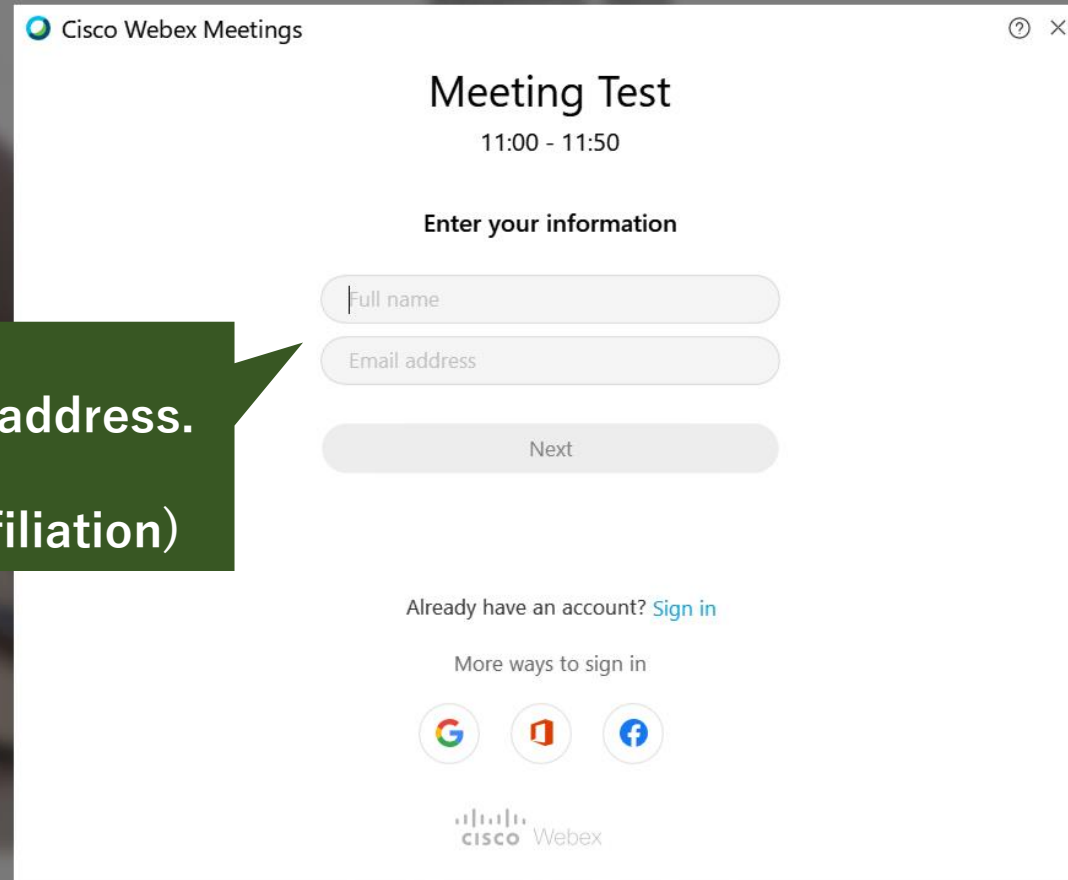
Waiting for the download? [Download the app again.](#)

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.

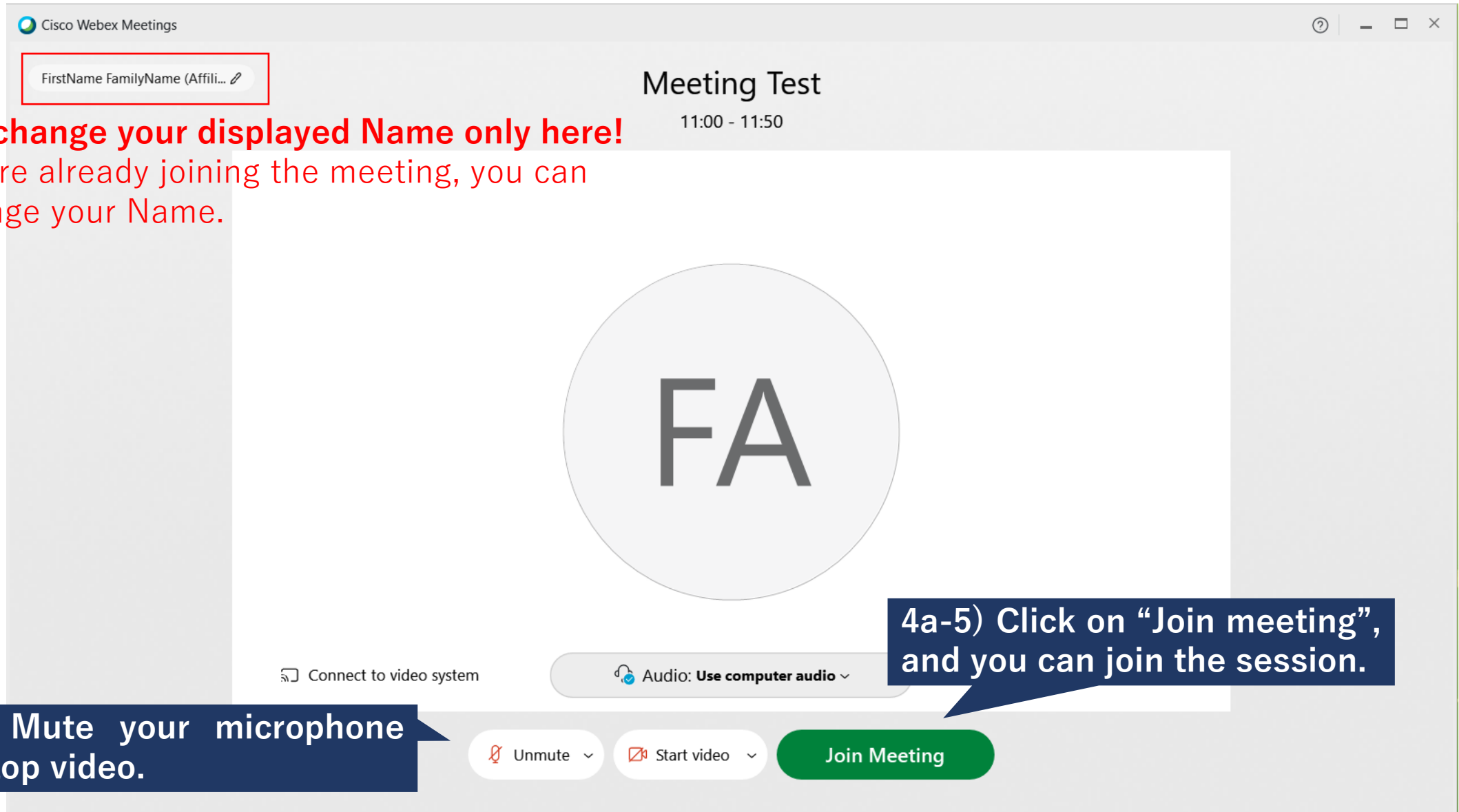
* This step may be skipped if you have ever entered your information.

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 is titled 'Meeting Test' with a subtitle '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 '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.)



For presenters in S22 webex session

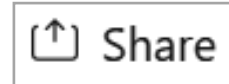
Preparation [The chairperson calls you]

✓ **'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:

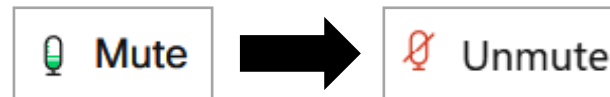
- **1st ring (10 min.)**
- **2nd ring (12 min.)** move on to Q&A
- **3rd ring (15 min.)** stop presentation + Q&A

FINISH

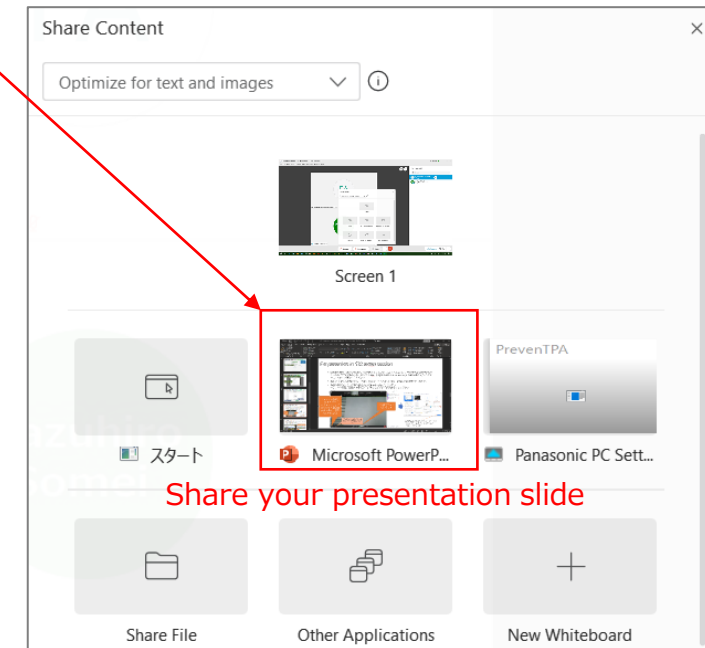
✓ **'Stop Share'** your presentation slide on Zoom



✓ **'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

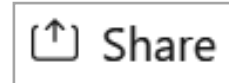
Preparation [The chairperson calls you]

✓ **'Unmute'** your microphone



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

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



Start [The chairperson gives permission to start]

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

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

✓ Bells:

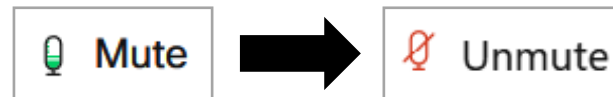
- **1st ring (20 min.)**
- **2nd ring (25 min.)** move on to Q&A
- **3rd ring (30 min.)** stop presentation + Q&A

FINISH

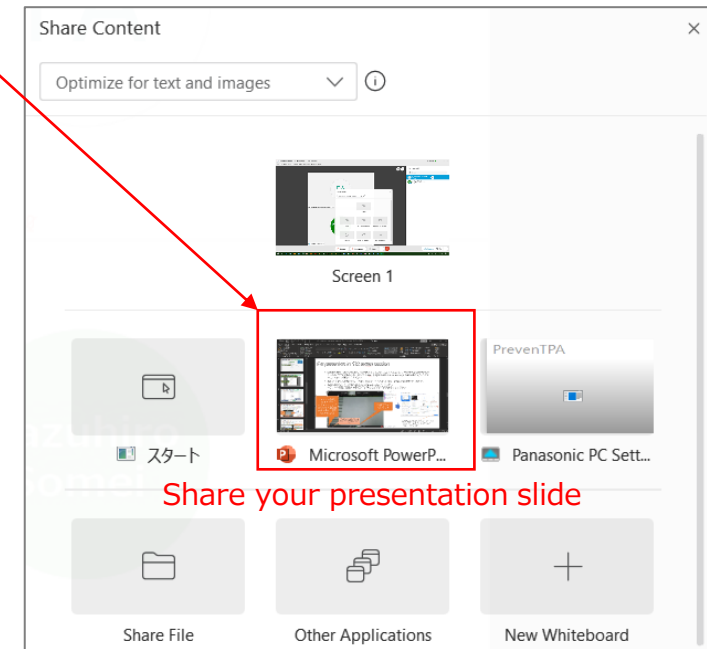
✓ **'Stop Share'** your presentation slide on Zoom



✓ **'Mute'** your microphone



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



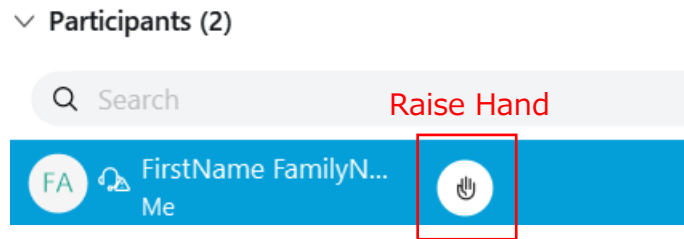
For participants in S22 webex session (How to ask question)

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.

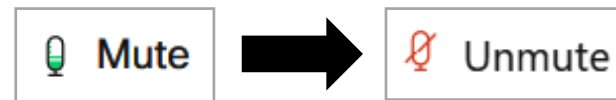
A chairperson can find the attendees who click on the “Raise hand” in the participant list.

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