

- How to connect online venue -

Ver. July 28, 2023

CONTENTS

- **1. Recommended System Requirements**
- 2. How to Login to Zoom Events a.From invitation email b.From the URL
- 3. How to Set Up Your Profile
- 4. Detailed Description of the Lobby
- 5. How to Search for Sessions
- 6. Q&A
- 7. Contact to Support Desk

Recommended System Requirements

\sim Prerequisites for attending a Zoom event \sim

- · Zoom Desktop Client for Windows, macOS, or Linux : Global minimum version or later
- · Zoom mobile app for Android or iOS : Global minimum version or higher
- Zoom Events web browser:
 - Chromium Edge: 80 or higher
 - Google Chrome: 53.0.2785 or higher
 - Safari: 10.0.602.1.50 or higher
 - Firefox: 76 or higher
 - Internet Explorer: 10 or higher

Note: Microsoft ended support for Internet Explorer (IE) 11 on August 17, 2021. Based on this date, Zoom ended support for IE on September 30, 2021. Users can still use Zoom on IE after this date but we will no longer be supporting IE, fixing issues related to IE, or offering any customer support related to IE.

· Basic, Pro, Business, Enterprise, or Education account

Notes:

• For attendee access to the latest Zoom Events and Webinar features, we highly encourage attendees to update to the latest version of the Zoom desktop client/mobile application.

• Attendees without a Zoom account can use their email address to register for a Zoom Event. They must use the email that they registered with to access the event.

Reference page: <u>https://support.zoom.us/hc/en-us/articles/4404105243405</u> Click here to download and update the Zoom desktop client: <u>https://zoom.us/download#client_4meeting</u>

How to Login to Zoom Events

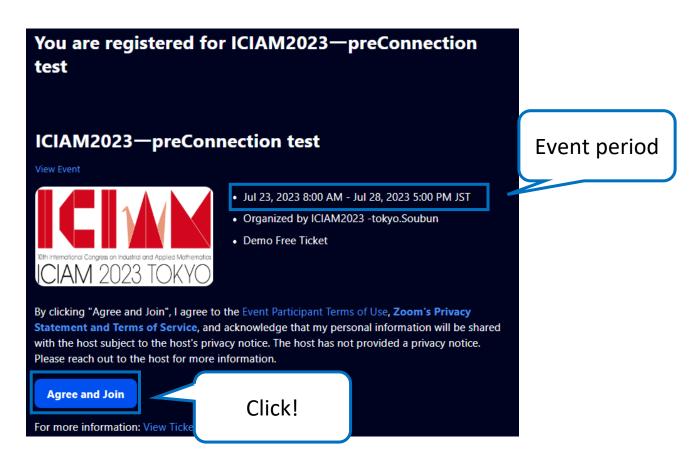
There are two ways to log in to ZoomEvents

- From invitation email —> See page. 5
- From the URL → See page. 6
 *See page. 7 "Email Address For Zoom Events" to check your email address.

From Invitation Email

Invitation email

- An invitation email will be sent to email address of review system.
- Please click "Agree and join" button during the event.



From the URL

URL

- You can connect from the URL by using your Zoom account or Sign-Up.
- If you are using a zoom account, please enter to your • zoom account the email address of review system.
- An invitation email will be sent to email address of review ٠ system.
- Please access the zoomEvents (https://events.zoom.us/) ٠ and sign-in.

zoom Events	mail address password			
Sign in	Did you forget your password? Sign in			
Cigir in				
Are you using it for the first time? Explore Zoom Events	By signing in, I agree to Zoom's Privac and Terms of Service .	y Statement		

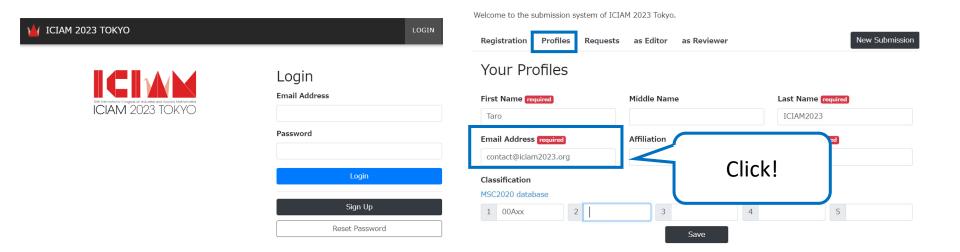
0

help 🖸

Email Address For Zoom Events

URL

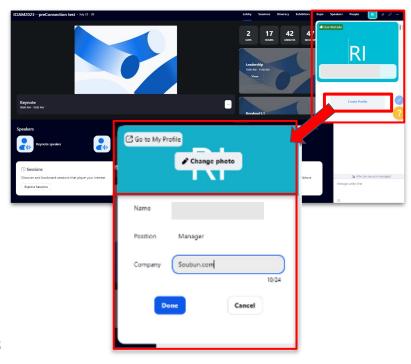
- After the advance date(20 July, 2023 Anywhere on Earth), an invitation email for entering an online venue will be sent to the email address in the review system to those who have already completed registration(including members of Financial support program).
- Please make registration and check your email address in the Review system(<u>https://review.iciam2023.org/</u>).



How to Set Up Your Profile



When you log in to the Lobby, a window for setting up your profile will pop up on your screen. You can customize your photo settings, name settings, affiliations, and enjoy interacting with participants.



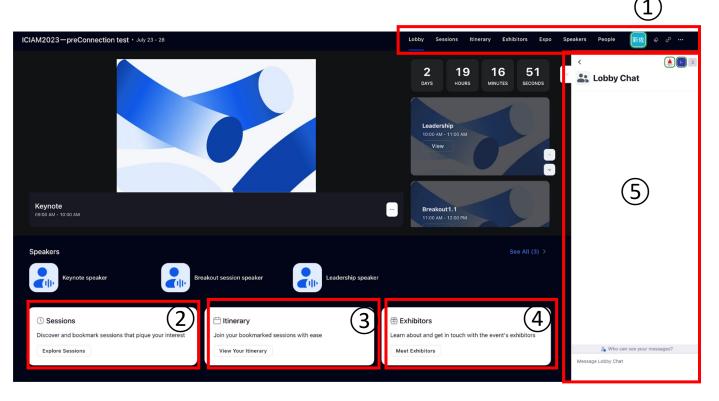
If you cannot customize your profile right after logging in; you can change it later.

- 1. Click on the icon in the upper right corner of the screen
- 2. Click on Create Profile
- 3. Set up lobby photo, set up name, change affiliation

Customize it and enjoy interacting with participants!

Detailed Description of the Lobby

- Once logged in, you will enter a web page called the "Lobby".
- The Lobby allows you to bookmark sessions, view a calendar of bookmarked sessions, interact with sponsors, chat with participants, and view live streaming of webinars.

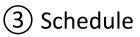


1 Menu

- Sessions
- Schedule
- Exhibitions
- Ехро
- Speakers
- Participants
- My Profile
- Switch Language



View a list of sessions to be held. Search and Bookmark your favorite sessions here.

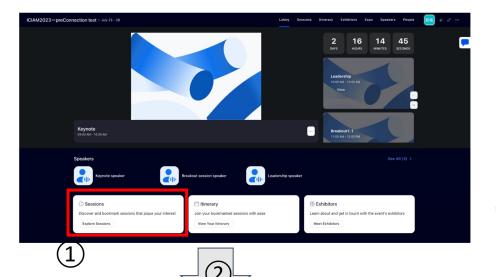


You can view a list of bookmarked sessions in a calendar format. This will ensure that you never miss a session that you want to see.



You can communicate with companies that have opened stores.

How to Search for Sessions



- 1 Click on the session
 - 2) Go to the session list page.
- 3) Search for sessions in the search window.
- (4) The filter function makes searching easier.
- 5) Sessions can be bookmarked.

(6) Bookmark sessions will be consolidated in "Itinerary".

ICIAM2023-preC	Dennection test • July : Q Search Day 1 (Sunday,)	Filter (1) Hide ended t	sessions	Lobby Grot	Itinerary Exhibitors	Expo Spe	akers People	彩佐 4 8 …
	09:00 - 10:00 AM	note Keynote speaker				\mathbf{b}		
	10:00 - 11:00 AM	dership Leadership speaker						
	11:00 AM - 12:00 PM	akout1.1 Breakout session speaker					📃 2	
	11:00 AM - 12:00 PM	akout1.2 Breakout session speaker					🗋 2	
	11:00 AM - 12:00 PM	akout1.3 Breakout session speaker					📃 2	

Q&A

Q1. If you are unable to log in to Zoom Events...

--> Please see page. 5 to 7.

Q2. If you want to change the language setting in the lobby...

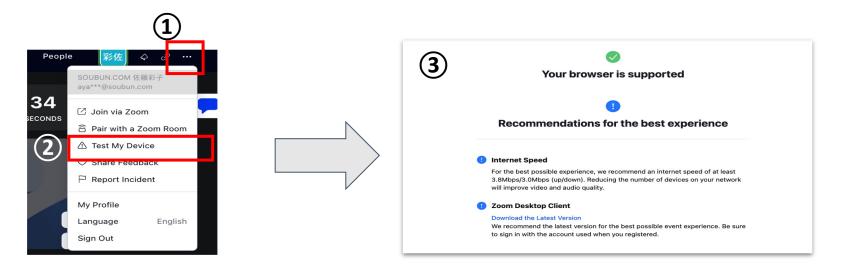


Click "•••" on the upper right corner of the screen
 Click on "Language"
 Select the preferred language and click "Save".

Q&A

Q3. If Zoom does not work properly...

-> You can check if your device and environment is sufficient for using Zoom.



Click "•••" on the upper right corner of the screen.
 Click on "Test My Device"
 The webpage of ③ will open on a new browser.
 You can check the communication environment and whether the browser is compatible with your device.

Contact to Support Desk

Support Desk https://ws.formzu.net/dist/S66081932/

If you encounter any problems, please contact us using the form above.

Response time: 9:30-17:30 (UTC+9)

Your kind patience is appreciated until we respond in order.

Reference: <u>https://support.zoom.us/hc/ja/articles/4402706205325-Zoom-</u> <u>Events-</u> <u>%E5%87%BA%E5%B8%AD%E8%80%85%E5%85%A5%E9%96%80%</u> <u>E3%82%AC%E3%82%A4%E3%83%89</u>