

Guide for audiences at the 70th SPSJ Annual Meeting

1) System

All oral presentation at the annual meeting will be done using Webex Meeting

Please check internet speed, Webex application and your devices before the meeting.

Your mail address for joining the Webex Meeting is same as the address when you registered in the meeting.

2) Participant Name

Format of Participant Name is Name (Affiliation) as John Smith (SPSJ Univ).

Please set your Participant Name before joining the meeting. (Refer to the other guide)

If the affiliation is unknown, SPSJ staff ask you via chat. In case of no reply, you may be forced to leave the online venue.

3) Enter the online venue

Log in the website of the 70th Annual Meeting (<https://member.spsj.or.jp/convention/spsj2021/>)

Room List will be displayed in the Web abstract (From 26 to 28 May)

You can access each linked room from the Web abstract by online.

Please access directly to above URL not via SPSJ web page.

4) In online presentation

- **You should mute your microphone**
- You may turn on your camera if you need.

- You can know which presentation is being proceeded by the presentation number in Participant Name.
- Cancellation and Rescheduling of presentation will be posted on the Web proceeding.

5) Q&A

- Q&A will be done using a microphone by online.
- The chair asks any questions. If you have questions to the presenter, you will tell your name via the microphone.
- The chair will nominate questioner and the questioner will ask a question.

6) Access Test

- There is no Webex room for the access test, but the preview rooms will be available.