

70th SPSJ Annual Meeting

Webex Meeting Guide

- Set your Participant Name -

The Society of Polymer Science, Japan

■ **Participant Name at the SPSJ meeting.**

All participants should set Participant Names in each room by following format.

Venue staff confirms the admission of speakers, presenters, and chairs based on **Participant Names**.

Participant will also know the venue staff, chair, and presenter by **Participant Name**.

You can know which presentation is being proceeded by the presentation number in **Participant Name**.

● Format of Participant Names

Audience : **Name (Affiliation)** ex. John Smith (SPSJ Univ)

Presenter : **Presentation Number Name (Affiliation)** ex. 1A03IL John Smith (SPSJ Univ)

Chair : 00 Name (Affiliation) ex. 00 John Smith (SPSJ Univ)

Venue Manager : 0 Name (Affiliation) ex. 0 John Smith (SPSJ Univ)

Venue Staff : 0 Name (Affiliation)

- How to set the Participant Name for joining the meeting.
The method depends on the version of the application.



Original Webex Meeting Application

- a) Enter the meeting as a guest user, change your account name and enter the meeting.
(You can easily set your participant name.)

or

- b) Sign in with your Webex account, change your account name and enter the meeting.



New Webex Meeting Application (New application is subject to change without notice.)

- c) Enter the meeting as a guest user, change your account name and enter the meeting.

or

- d) Sign in with your Webex account, change your account name and enter the meeting.

or

- e) Edit your profile before joining the meeting.

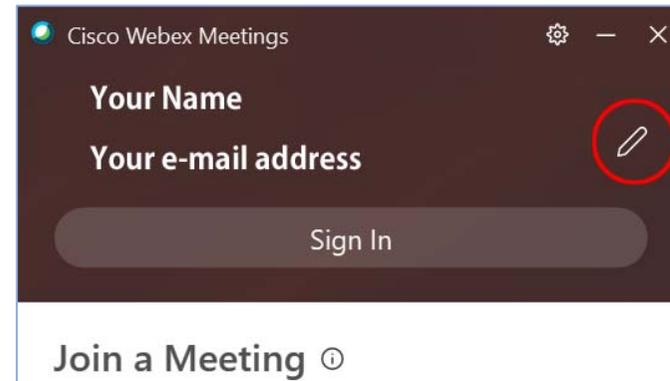
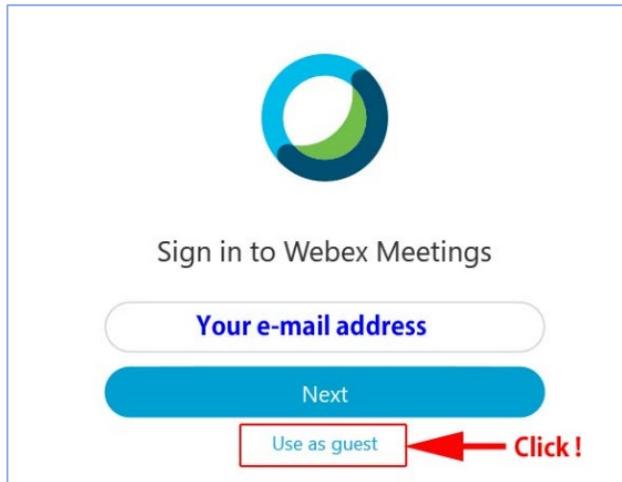
■ a) Enter the meeting as a guest user using **original** Webex application.

(1) Sign out after you log in Webex meetings.

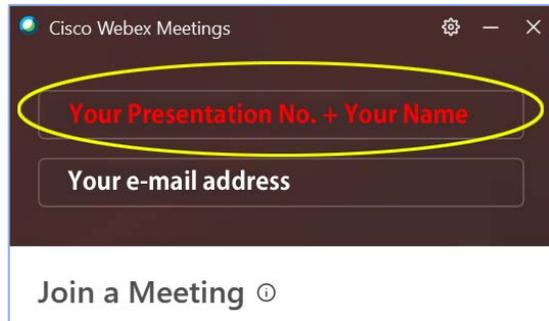


(2) Rejoining the meeting as a guest user via the Webex Meetings desktop application

When you log in as a guest, you will show the pencil mark on your Webex application.



- (3) You can edit your name by selecting the “Pencil” icon to make changes to your Participant Name. When you are presenter, please rename your name as following.



For example

1A03IL John Smith (SPSJ Univ) (Presenter)
John Smith (SPSJ Univ) (Participant)

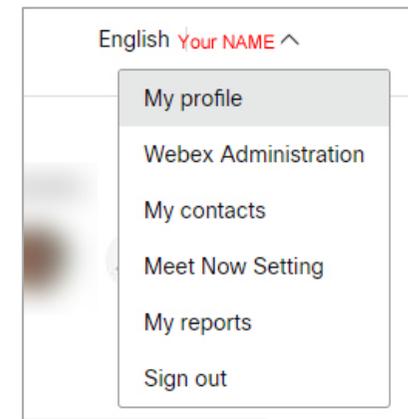
Presenters use only the name (Presentation No + Name) at your presentation room. When you will be an audience at other rooms, please rename to a participant name again.

■ b) Sign in with your Webex account, change your account name and enter the meeting.

- (1) Click on your name in the top right corner of the web page.
- (2) Click on My Profile and click Edit My Profile. You will can change your display name to Participant Name.

For example

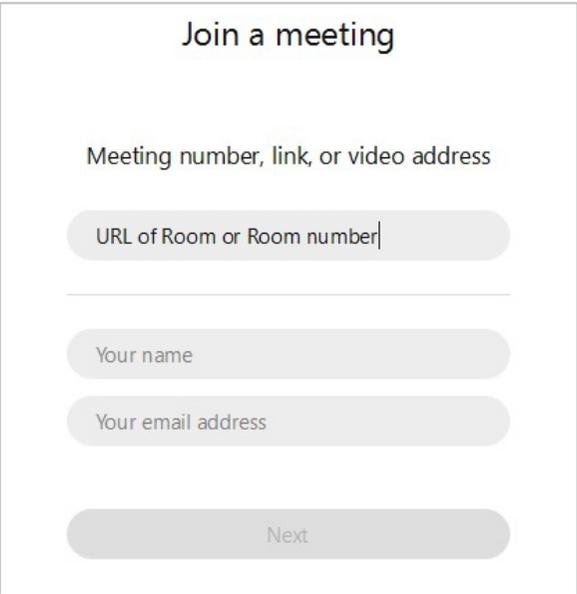
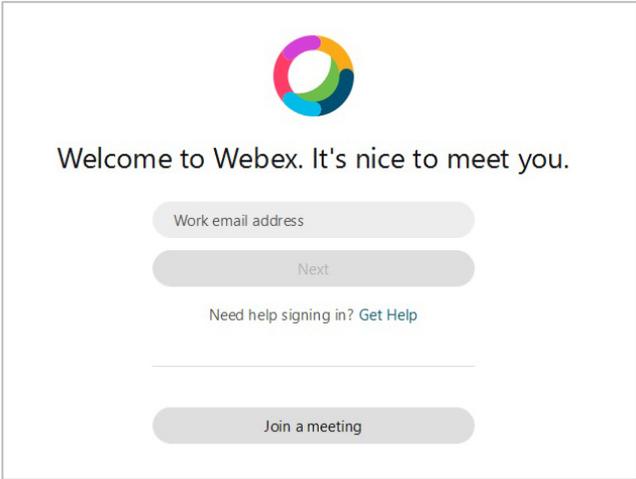
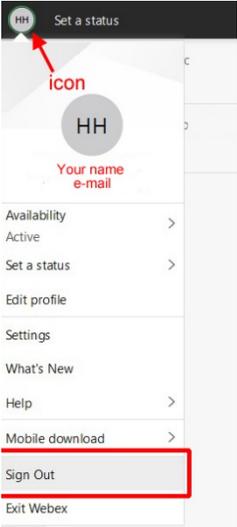
1A03IL John Smith (SPSJ Univ) (Presenter)
John Smith (SPSJ Univ) (Participant)



■ c) Enter the meeting as a guest user using **New** Webex application.

(1) If you are already signed in Webex, click the icon in the top left corner of the web page and select "sign out" from the pull-down menu.

(2) After click Join a meeting, input URL of room or room number, Participant Name and e-mail.



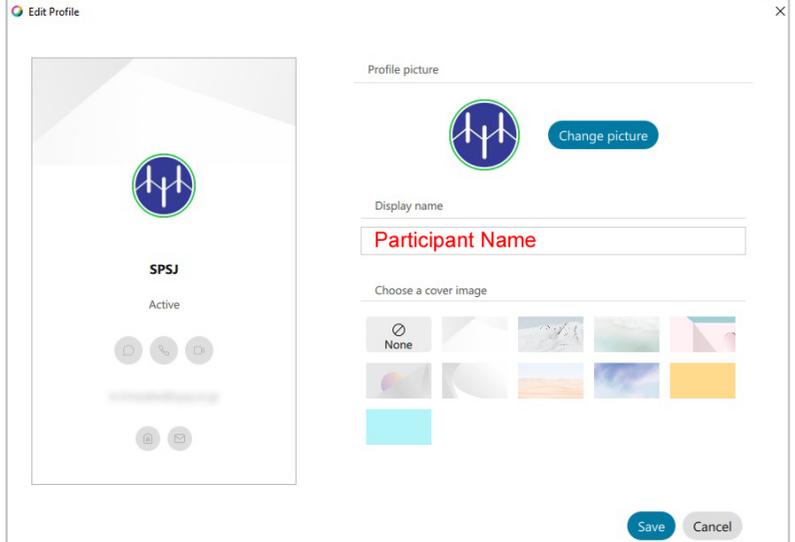
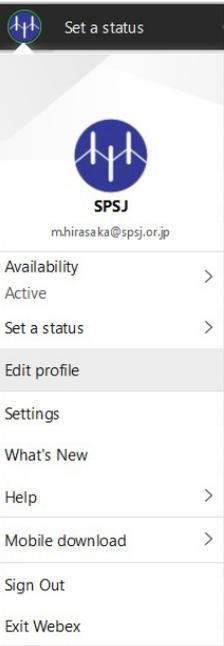
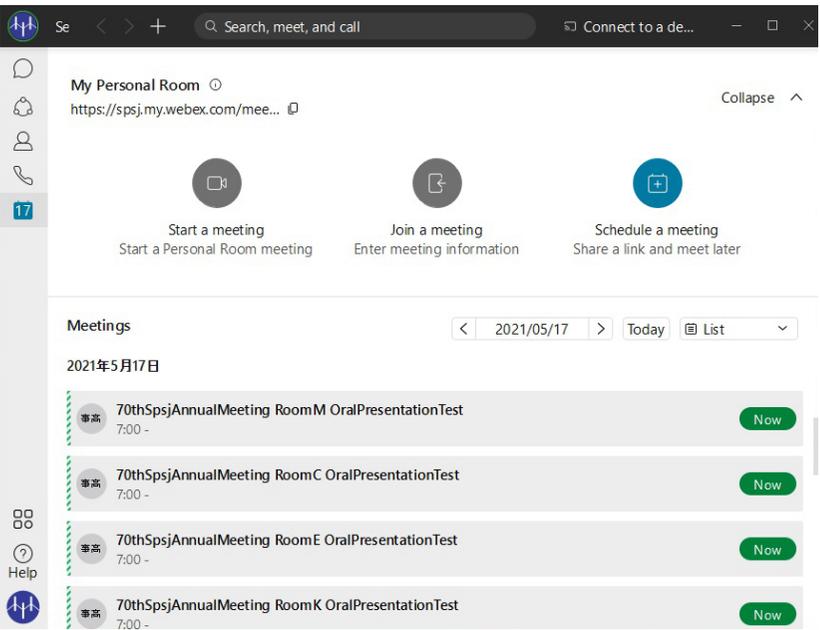
■ d) Sign in with your Webex account to join a meeting

(1) Edit Profile

Click the icon in the top left corner of the web page and select "Edit profile" from the pull-down menu.

(2) Join a meeting.

Click calendar in the left bar and join a meeting.



e) Edit your profile before joining the meeting.

If you log in to Webex directly from the SPSJ annual meeting web site, you can modify your profile clicking the pencil icon before joining a meeting.

