Brief Instruction for Attendees of 2022 IEEJ Annual Meeting

Ver. 2022.3.1

This instruction is for attendees (listeners) of 2022 IEEJ Annual Meeting. Presenters are required to refer to "2022 IEEJ Annual Meeting Online Manual".
https://www.iee.jp/wp-content/uploads/2022/01/taikai2022_presenter_manual_en.pdf

You can also see "Manual for Attendees" in Japanese on following website.
https://www.iee.jp/wp-content/uploads/2022/02/taikai2022_attendee_manual0210.pdf

1. Introduction

IEEJ Annual Meeting will be held on Cisco Webex Meetings (hereinafter referred to as "Webex"). All of the presenters are required to make a presentation through Webex in real time. Taking photographs and recording video and audio of this meeting are strictly prohibited. We also do not record any presentations and do not provide any on-demand services.

In order to participate in the meeting, attendees are required to prepare following equipment.

* PC or Tablet device
  Please make sure that your device meets Webex System Requirements.
  https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements
* Internet Connection (LAN cable connection is recommended for stability.)
* Headset (Recommended / Build-in microphone and speaker are also acceptable.)

Sharing information of this meeting (ID, password, and proceedings etc.) with the third party is strictly prohibited. We also do not allow applicants to transfer his/her participation right to the third party.

Only one person can participate per one application. Applicants are not allowed to see presentations with others on one screen even if they all pay participation fee.

If the violation about above-mentioned matters is found, we may force violators out of the meeting and claim his/her participation fee.

All of the access information of this meeting are recorded in order to know participants' information.

2. Test Connection in Advance

We do not help you with access for Webex. Please make sure to join Webex Test Meeting in advance. https://www.webex.com/test-meeting.html

3. How to access Webex and setting system during the Annual Meeting

In order to enter a session, please access "日程表", the session program, via "個人ページ", the personal page, for this meeting, and click Webex icon which is located under the session name you would like to join. If you fail to join with icon, please enter the meeting number and password to Webex app.

"個人ページ": https://gakkai-web.net/p/iee/reg/mod2.php

Your name shown in Webex is required to set as follows.

"Attendee"_"Application number*"_"Your name*"_"Your affiliation (must be shortened)*"

* Please replace it with your information.

If you are Taro Denki belongs to Denki University, and has the application number "7000", please set as follows.

Attendee_7000_Taro Denki_Denki Univ.

Please divide each item by an underscore symbol.

The application number is announced in an e-mail sent after you finish your application.

Please make sure to finish setting your name before joining the Webex.

Webex may update irregularly. In order to prevent Webex app from unintentional update, we recommend you enter the Webex in plenty of time.

4. How to participate in the session and Q&A

Each Webex is opened by 30 minutes before the session starts. When you are in Webex, please mute and keep your video off except when you are allowed to ask a presenter a question. If you have a question for a presentation, please send a message "I have a question for [presenter's name]." to all of the participants by chat first. When you are allowed to ask a question by a chair, please unmute and talk to a presenter.

If any troubles are caused in this meeting, we notify on following website.
https://www.iee.jp/blog/taikai2022/

If you have any inquiries, please contact IEEJ Secretariat at taikai10@iee.or.jp .

* To prevent the spread of covid-19, we have been encouraged the teleworking and staggered commuting. During this period, any replies might be delayed.