

## Supplement

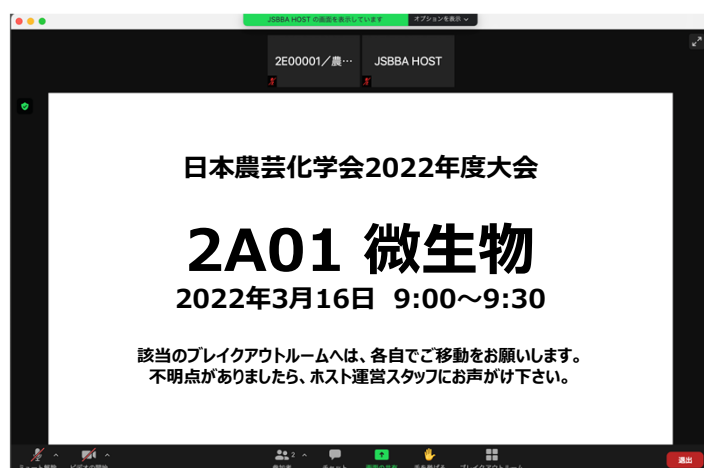
## How to use Breakout Room



### ① Enter the Waiting Room

Entrance into the meeting room will be allowed from 15 min before the Q&A session time.

\* Please wait in the waiting room until then.



\* Example of display screen

### ② Entrance into the meeting room

#### 【Speakers/Facilitators】

When entering the meeting room and moving into the breakout room, please inform the management staff by voice that you have entered the room (if not, we will not be able to confirm your presentation). After that, please move to the designated breakout room by yourself.

#### 【Participants (audiences)】

Waiting room will be released when Q&A session starts. Then, all the participants may enter the main meeting room.

Q&A sessions of General Lectures use Zoom meeting.  
Display mode in Zoom can be set either as **【Gallery view】** or **【Speaker view】** by yourself.

#### Reference

<https://support.zoom.us/hc/ja/articles/201362323-%E3%83%93%E3%83%87%E3%82%AA%E3%81%AE%E3%83%AC%E3%82%A4%E3%82%A2%E3%82%A6%E3%83%88%E3%82%92%E5%A4%89%E6%9B%B4%E3%81%99%E3%82%8B>

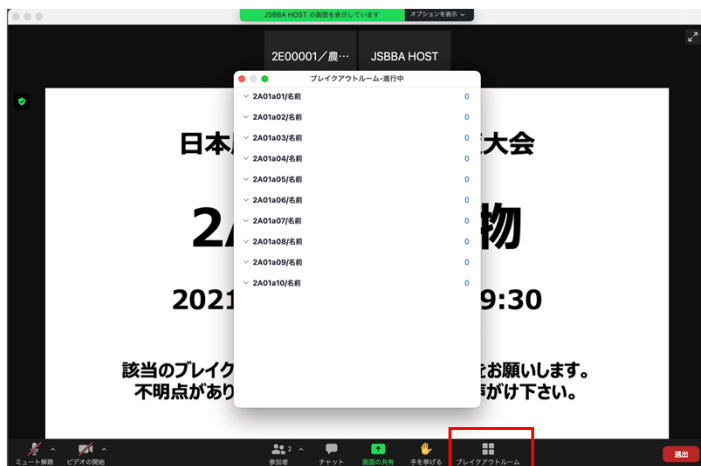
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## How to use Breakout Room

### ③ To move into breakout room

When [Breakout room] is clicked, all the breakout rooms set up in the meeting will be displayed.

Please make your own way to and from each breakout room.



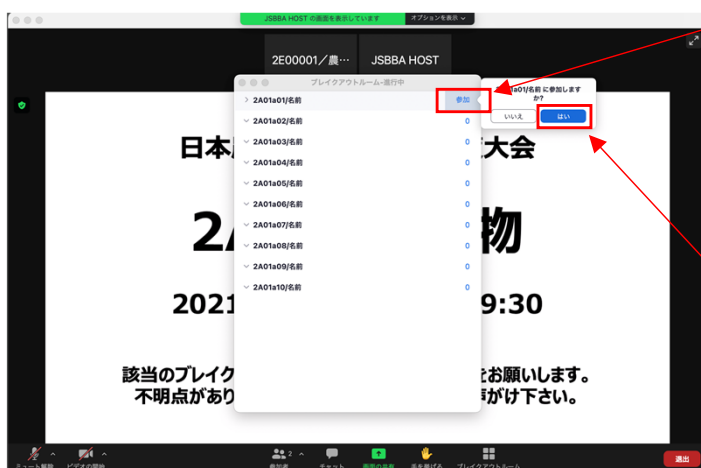
↑ Click

#### ① Click on 【参加 (Join)】

Select the breakout room you wish to participate in and click on [Join].

You will be asked to join the room.  
You will be moved to the breakout room you have selected.

#### ② Click on 【はい (yes)】



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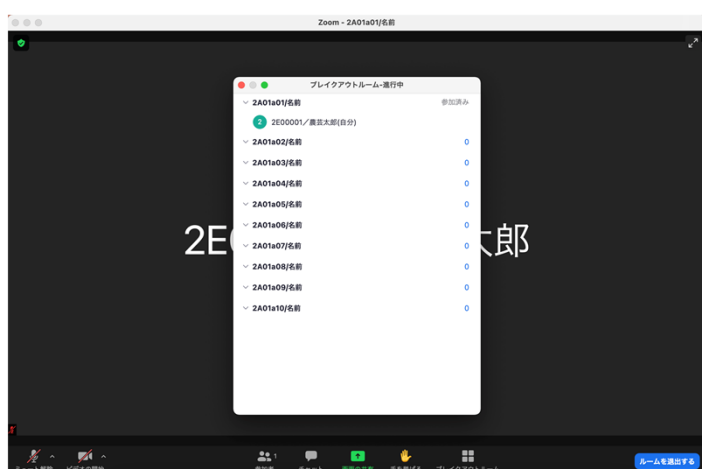
## How to use Breakout Room

### ④ To move into different breakout room

Click on **Breakout room** on the menu bar, and select **select breakout room**



↑ Click on



The list of breakout rooms in the same meeting room will be shown, so move into the aimed room, following the procedure described in ③ "To move into breakout room."

### ⑤ To move into different Meeting room

Click on **Leave room**



←Click on



Click on **Leave meeting**

←Click

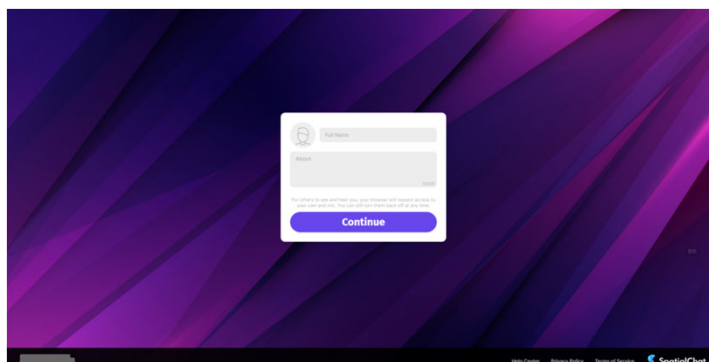
After leaving the meeting, please select the meeting room of your choice from Program Search Site at <https://jsbba2.bioweb.ne.jp/jsbba2022/>

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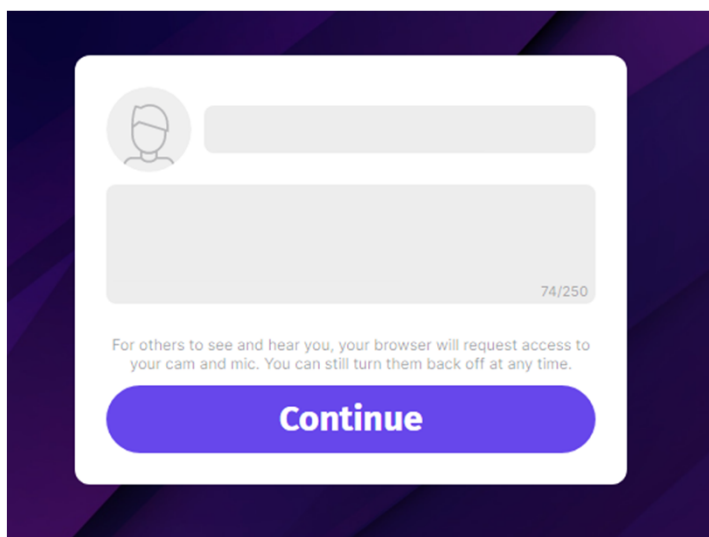
## ① What is Spatial.Chat?

[https://youtu.be/E03QN6Lr\\_Y0](https://youtu.be/E03QN6Lr_Y0)

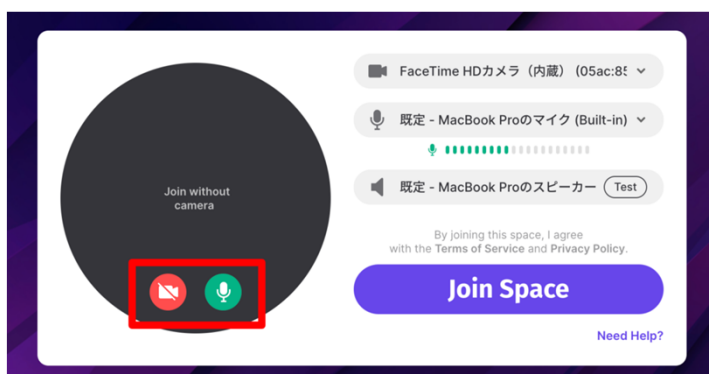
## ② To enter Spatial.Chat



Click on the relevant button (URL).  
A pop-up window will appear in the login screen.

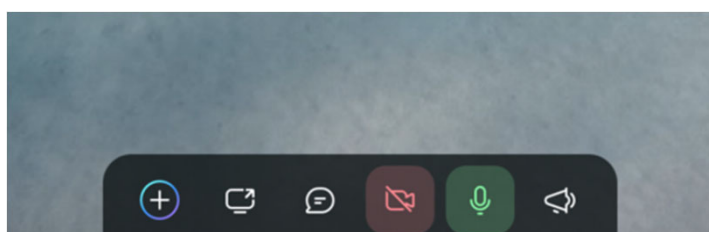


Fill in your name and profile and click the Continue button. Editing your profile according to the purpose of your offline gathering is useful for communicating with others. The profile entered here will appear as a popup when you mouse over each participant's icon on the post-login screen.



Set camera and microphone ON/OFF as desired. Capture is set with camera OFF and microphone ON.

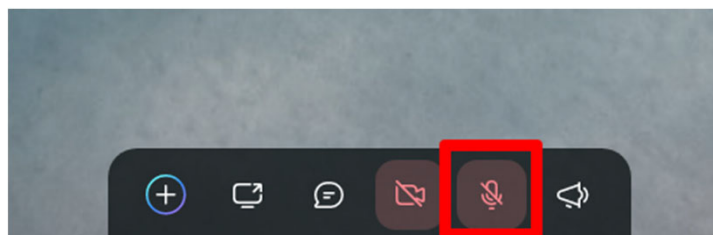
After setting up the microphone, click the Join Space button to log in.



If you wish to turn the camera and microphone on or off after logging in, you can do so from the icons at the bottom of the screen.

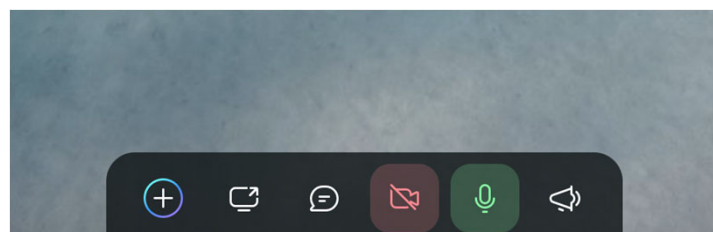
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### ③ What to do when the microphone remains muted

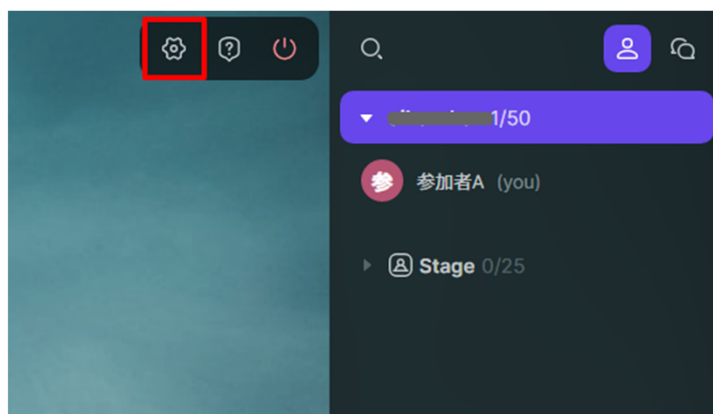


I tried logging in, but my microphone won't go in! If this is the case, please check the microphone settings.

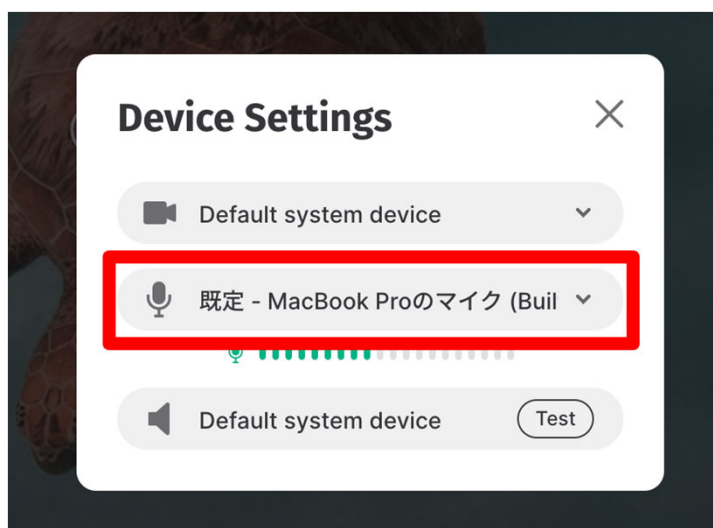
Click on the microphone ON/OFF button at the bottom of the screen.



If the microphone icon turns green, it is OK.

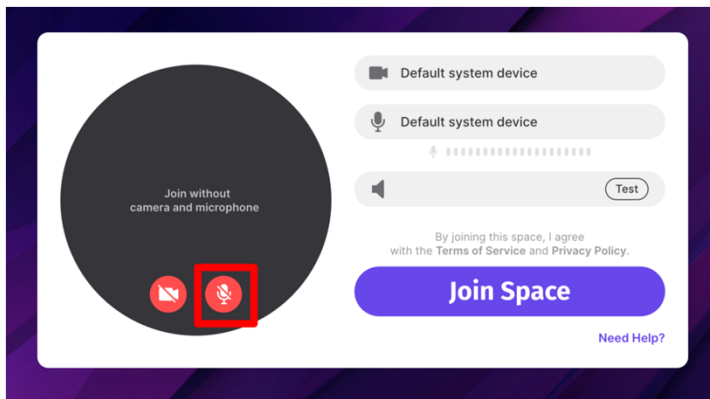


If the buttons at the bottom of the screen do not work, configure the device. Click the Settings button in the upper right corner of the screen,

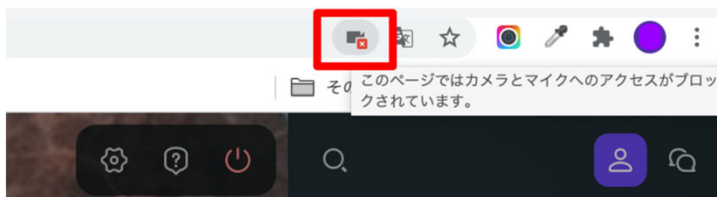


Then, device setting pop-up will appear as shown in ←. Make sure that the available microphones are selected.

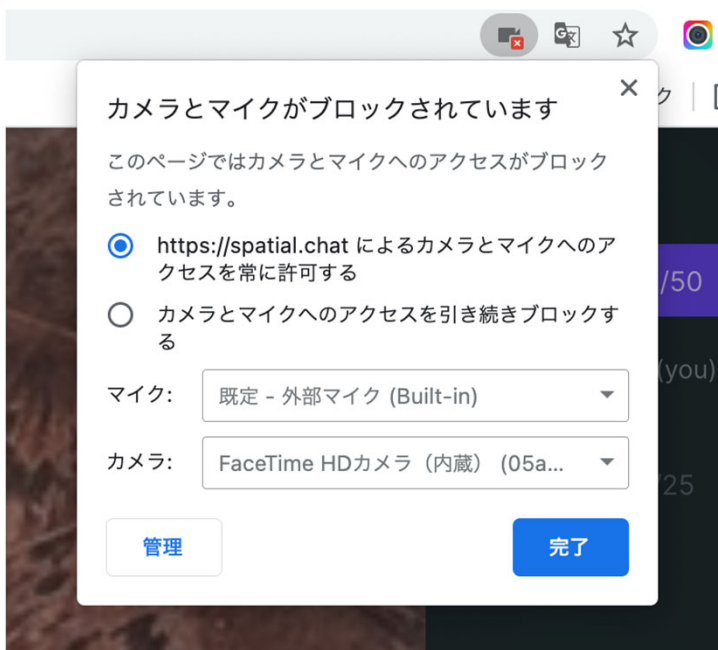
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If the microphone is still muted, you may have muted the microphone when you logged in.



There is no need to log back in, just check the search window at the top of the screen.

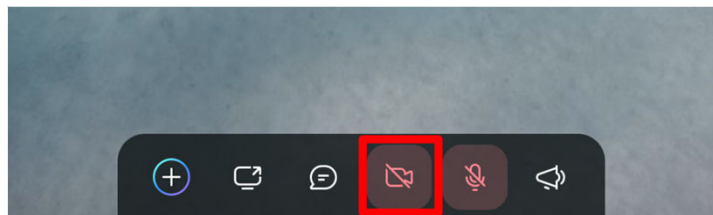


In Chrome, if camera and microphone access is blocked, a "X" icon will appear on the right side of the tab's search window, as shown in the following capture.

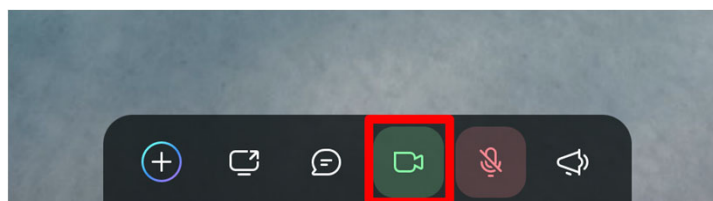
Clicking on the "X" icon will bring up a popup telling you that access to the microphone and camera is blocked. Check the "Always allow access to camera and microphone" radio button and click the "Done" button.

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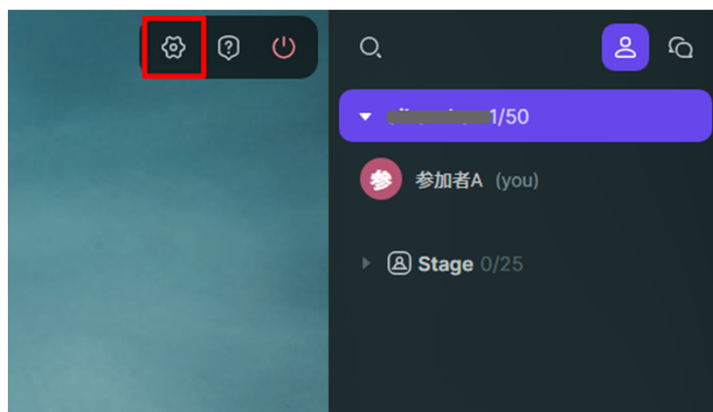
#### ④ What to do when the camera cannot be turned on



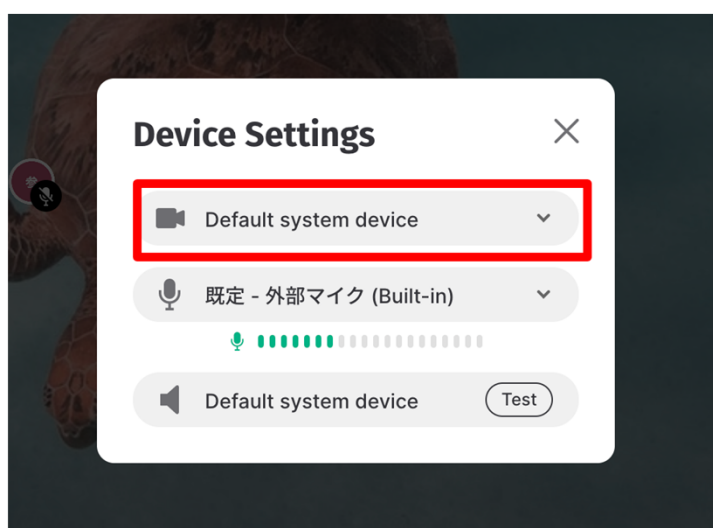
If you log in but do not see your face in the round icon, you need to check the camera setup.



Click on the camera ON/OFF button at the bottom of the screen.  
If the camera icon turns green, you are good to go. Your face should appear on the screen.



If the buttons at the bottom of the screen do not work, configure the device.  
Click the Settings button in the upper right corner of the screen,

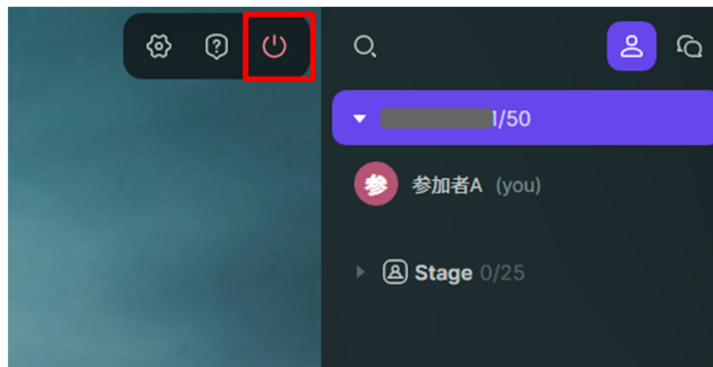


Then, device setting pop-up will appear as shown in ←.

Make sure that the available camera is selected.

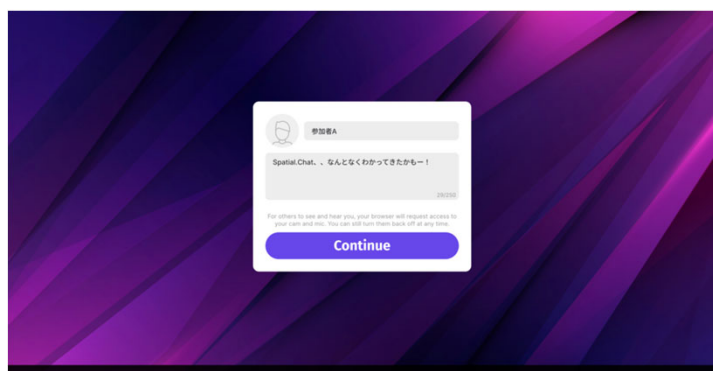
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## ⑤ When you want to leave



If you want to leave the room in the middle of the session, click the "Exit Button" as in Zoom, and leave.

Click the red power button in the upper right corner of the screen.

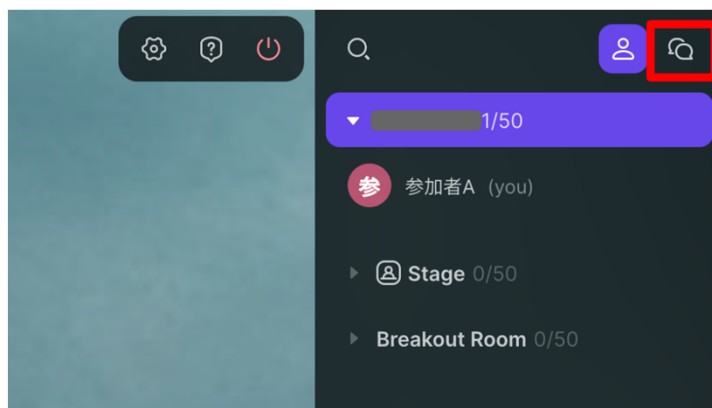


When the first login screen appears, you are already done exiting.

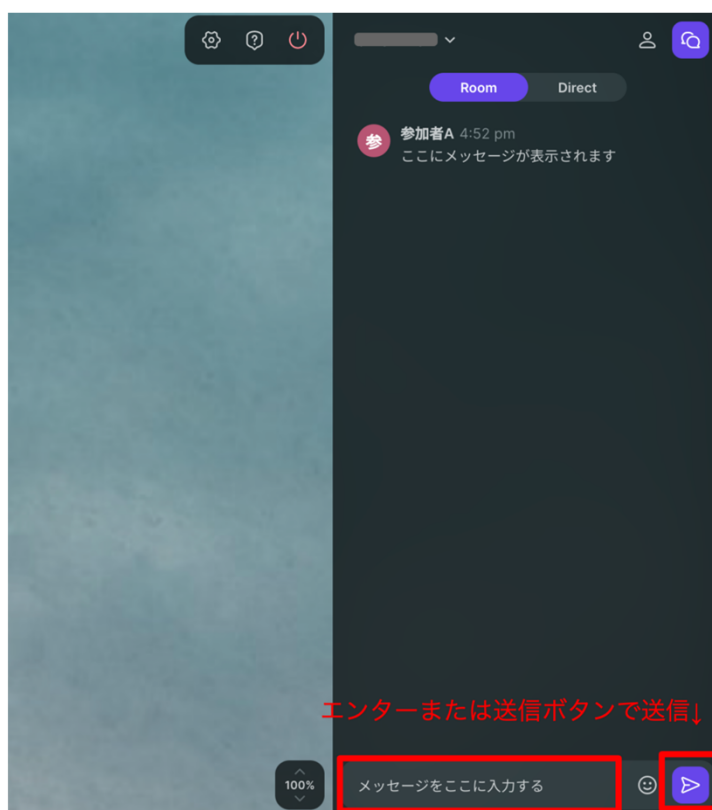


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## ⑥ Send a message via chat



Click on the icon that looks like a "balloon" in the upper right corner of the screen.



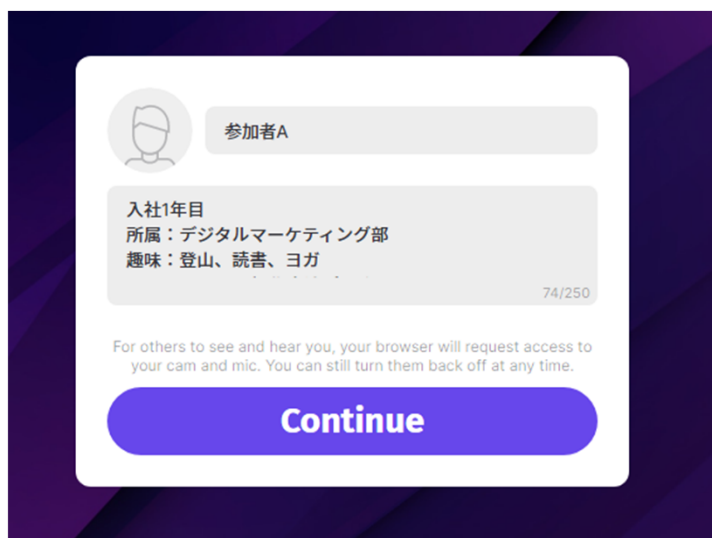
Then a chat box will appear, and you can type your message in the input box in the lower right corner of the screen. Enter or click the "Send" button on the right to send your message.

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## ⑦ Modify your profile



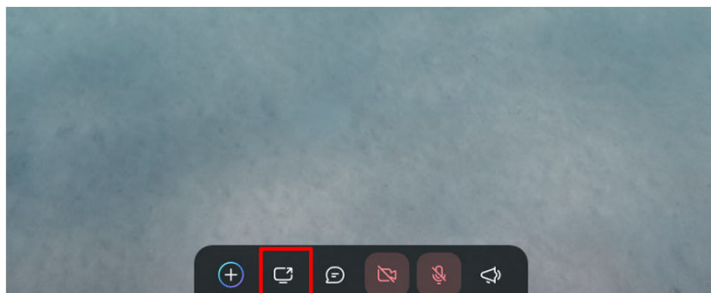
Profiles can be modified later.  
Click on the menu button that appears on the right when you mouse over your icon.



When you see a small pop-up that says "Edit Profile," click on it.  
This will bring up the edit profile screen that was displayed when you logged in, and you can make any changes you wish.  
It may be helpful to enter your affiliation and other details in your profile to help us communicate with you.

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## ⑧ Screen sharing



Screen sharing like Zoom is also possible. The operation method is almost the same as other videoconferencing systems.

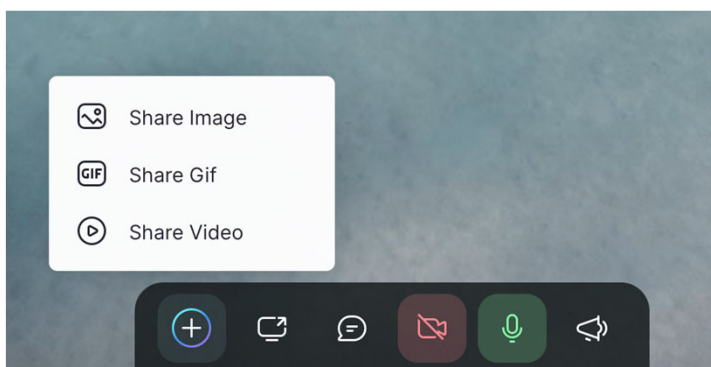
Screen sharing is performed by clicking on the second button from the left that looks like the screen icon at the bottom of the screen.

A screen selection pop-up will appear, and you can then select the screen to be shared in the same way as with Zoom or Skype.

## ⑨ Embedding video movies



Movies like YouTube videos and images can also be embedded (appear on the screen). Click on the + button at the bottom left of the screen.



Images, Gifs, and YouTube videos can be embedded. You can also embed YouTube videos in the screen and have a video viewing party with other participants! .

**If you wish to publish your video, we recommend that you do so using the embedding method.**