

Program overview						
No.	Program	Date	Targets	Viewing method	Entrance	
					Targets	Method
1	Awarding ceremony	March 17	Registered participants	Zoom Webinar	Chairpersons/speakers * Online Participation	Entrance guide sheet (PDF)
			Public	Streaming via Youtube live	Viewers	Program Searching Site
						Annual meeting website
2	Award lectures * JSBBA Award, JSBBA Award for Senior Scientists, JSBBA Award for Achievement in Technological Research	March 17	Registered participant	Zoom Webinar	Chairpersons/speakers * Online Participation	Entrance guide sheet (PDF)
					Viewers	Annual meeting website
3	Symposia	March 17	Registered participants	Zoom Webinar	Chairpersons/speakers * Online Participation	On-site Participation
					Viewers	Annual meeting website
4	Award lectures * JSBBA Award for Young Scientists, JSBBA Award for Women Scientists, JSBBA Award for Women Corporate Researchers, JSBBA Award for Young Women Scientists	Award for Young Scientists March 14 Award for Women March 16	Registered participants	Zoom Webinar	Chairpersons/speakers * Online Participation	Entrance guide sheet (PDF)
					Viewers	Annual meeting website
5	General lectures	9 am March 13 to 4 pm March 17	Registered participants	On-demand view	Facilitators, Performers, Viewers	Annual meeting website
		March 14~16		Zoom Meeting	Facilitators, Performers, Viewers	
6	Symposia	March 14~16	Registered participants	Zoom Webinar	Chairpersons, Speakers, etc	Entrance guide sheet (PDF)
			Public * (partial)		Viewers	Annual meeting website
						Informed by personalized email
7	Sponsored seminar	March 14~16	Registered participants	Zoom Webinar	Chairpersons, Speakers, Sponsors	Entrance guide sheet (PDF)
					Viewers	Annual meeting website
8	Junior JSBBA	9 am March 13 ~ 16 pm March 17	Registered participants	オンデマンド配信	All participants	Annual meeting website
		March 14		Spatial Chat		
9	Industry-academia-government exchange forum	March 15	Registered participants	Zoom Webinar	Moderator, chairperson, speaker, etc.	Entrance guide sheet (PDF)
			Public		Viewers	Annual meeting website
						Informed by personalized email

※The “viewers” refer to those other than the moderators, chairpersons and speakers in the session.

General overview

Attending as an audience

Attending as a chairperson or a speaker

General lectures (Zoom Meeting)

Others (Zoom Webinar)

Annual meeting website



Click
【大会プログラム検索】



Type login ID
and password
to login

Enter according to "Entrance
guide sheet" for each program

※ The relevant persons are already
registered as panelists for each program.

【My page】

Clicking the program of your choice will
start Zoom and guide you into the sessions.

Enter as a panelist

Attention for the Programs via Webinar

Please note that the ways to enter the room for programs held by Webinar are different between [chairperson/speaker] and [viewer].

Chairperson/speaker enters as the panelist.

* Panelist can use camera, microphone and screen sharing.

Viewers cannot use camera, microphone and screen sharing.

General outline

How to participate in each program

Each program will have a different method of participation.

In addition, the method of entry differs in some programs depending on your role: as a chairperson / facilitator / speaker, or as an audience.

Please check the entry method for each program before participating.

Program Searching Site

To enter each program, log in to [Participant My Schedule Login] on the conference program search site (<https://jsbba2.bioweb.ne.jp/jsbba2023/>)

A user ID and password are required to log in. Use of My Schedule is available only to those who have registered for the annual meeting and paid the registration fee.

Name notation rule in Zoom

During the conference, please obey the following name notation rules for programs using Zoom:

"Name (Affiliation)"

Example) Smith, John (BBA Univ.)

How to participate in the programs using Zoom breakout room function

[Download Zoom application]

https://zoom.us/download#client_4meeting

[Check for the latest version]

Please make sure that you have the latest version of the Zoom application before starting. Please refer to the following for how to check for the latest version of the application.

<https://support.zoom.us/hc/ja/articles/201362233>

Poster Q&A/discussion session will be in breakout room format.

You will need to download the Zoom application to freely move around the breakout room

What is the breakout room function?

This function allows you to set up additional individual meeting rooms within a meeting room.

Meeting room - the main room (large room)

Breakout room • • • Small room set up inside a meeting room

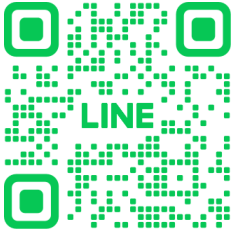
※This is a part of Zoom meeting; the camera and microphone can be used freely by anyone.

Request for confirmation of video/audio/screen sharing operation

Please confirm how to operate each function in advance.

<https://support.zoom.us/hc/ja/categories/201137166>

Inquiry

Where to call	<p>During the meeting period (3/14~17) Inquiries about room entry, etc. are accepted at the following Numbers.</p> <p>①Contact by telephone</p> <table><tr><th colspan="2">March 14~16</th></tr><tr><td>Target</td><td>Convention headquarters</td></tr><tr><td>All participants</td><td>TEL 070-9109-7169</td></tr></table> <table><tr><th colspan="2">March 13~14</th></tr><tr><td>Target</td><td>Junior JABBA committee</td></tr><tr><td>Participants in the junior JSBBA</td><td>TEL 070-9061-7395</td></tr></table> <table><tr><th colspan="2">March 17</th></tr><tr><td>Target</td><td>Society Secretariat</td></tr><tr><td>All participants</td><td>TEL 03-3811-8789</td></tr></table> <p>* If the line is busy, please take a moment and call back.</p> <p>②Official LINE for JABBA Annual Meeting 2023 Inquiries for the meeting (2023) are also accepted on LINE.</p> <div><p>Scan the QR code and you will be added as a LINE friend. Please use the code reader in the LINE app.</p></div> <p>③Others Inquiry by e-mail : jsbba_online@ech.co.jp * During the conference, you can also communicate with us at the above email address</p>	March 14~16		Target	Convention headquarters	All participants	TEL 070-9109-7169	March 13~14		Target	Junior JABBA committee	Participants in the junior JSBBA	TEL 070-9061-7395	March 17		Target	Society Secretariat	All participants	TEL 03-3811-8789
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Rehearsals

For those who do not know Zoom and breakout rooms, and/or are not familiar with presenting in a webinar, we will set up an opportunity of rehearsals in advance. Please participate in the rehearsal session before the presentation to make confirmation.

Zoom will be open for breakout rooms and webinar connection testing guidance, respectively, during the following schedule from March 13 to 16. If you would like to conduct a connection test separately from the program, please enter the room from the URL below and check it out. Staff will be available to guide you if necessary.

March 13 (Mon)	General lectures (Zoom Meeting)	Time	Zoom URL	参加
		10:30~12:00	https://us06web.zoom.us/j/89581163785 Meeting ID: 895 8116 3785	
		Time	Zoom URL	参加
		13:30~15:00	https://us06web.zoom.us/j/82984111316 Meeting ID: 829 8411 1316	
	Symposia (Zoom Webinar)	Time	Zoom URL	参加
		15:30~17:00	https://us06web.zoom.us/j/84575898579 Webinar ID: 845 7589 8579	
March 14 (Tue)	General lectures (Zoom Meeting)	Time	Zoom URL	参加
		8:00~10:30	https://us06web.zoom.us/j/82553794499 Meeting ID: 825 5379 4499	
	Symposia (Zoom Webinar)	Time	Zoom URL	参加
		13:30~15:00	https://us06web.zoom.us/j/81317835796 Webinar ID: 813 1783 5796	
	General lectures (Zoom Meeting)	Time	Zoom URL	参加
		15:30~17:00	https://us06web.zoom.us/j/81169631226 Meeting ID: 811 6963 1226	
March 15 (Wed)	General lectures (Zoom Meeting)	Time	Zoom URL	参加
		8:00~10:30	https://us06web.zoom.us/j/88534352915 Meeting ID: 885 3435 2915	
	Symposia (Zoom Webinar)	Time	Zoom URL	参加
		13:30~15:00	https://us06web.zoom.us/j/85097789177 Webinar ID: 850 9778 9177	
	General lectures (Zoom Meeting)	Time	Zoom URL	参加
		15:30~17:00	https://us06web.zoom.us/j/81438337320 Meeting ID: 814 3833 7320	
March 16 (Thu)	General lectures (Zoom Meeting)	Time	Zoom URL	参加
		8:00~10:30	https://us06web.zoom.us/j/85856332694 Meeting ID: 858 5633 2694	
	Symposia (Zoom Webinar)	Time	Zoom URL	参加
		13:30~15:00	https://us06web.zoom.us/j/82932953955 Webinar ID: 829 3295 3955	

1	Awarding ceremony	March 17
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Delivery ①	Zoom Webinar	Registered participants only
Attend as a chairperson and a speaker	Chairpersons, speakers, and award winners are asked to enter the Zoom Webinar, which will be emailed separately.	
Attend as an audience	Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Zoom.	
Q&A	No Q&A will be held.	

Delivery ②	YouTube Live	Open to public
How to view	<p>[General participants] URL for viewing will be sent by e-mail.</p> <p>Available separately on the convention website (https://www.jsbba.or.jp/2023/) by clicking on the relevant button.</p> <p>* If you wish to view the video without registration, you need to apply in advance. How to apply: https://cloud.dynacom.co.jp/form/g/jsbbaoffice/f_45/index.php</p>	

2	Award lectures *JSBBA Award JSBBA Award for Senior Scientists JSBBA Award for Achievement in Technological Research	March 17
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Delivery ①	Zoom Webinar	Registered participants
Attend as a chairperson or a speaker *Include cases of on-line participation	Chairpersons, speakers, and award winners are asked to enter the Zoom Webinar, which will be emailed separately.	
	Please log in to My Schedule from the program search site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Zoom Webinar.	
Q&A	No Q&A will be held.	

3	Symposia	March 17
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Delivery	Zoom Webinar	Participants
Attend as a chairperson or a speaker	Participation at the venue	
Attend as an audience	Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Zoom.	
Questions and discussion	No Q&A session will be held.	

4	Awarding ceremony * for Young Scientists for Women Scientists	for Young Scientists: March 14 for Women Scientists: March 16	
Delivery	Zoom Webinar		Participants
Attend as a chairperson or a speaker * If you participate online	Chairpersons, speakers, and award winners are asked to enter the Zoom meeting room, which will be emailed separately.		
Attend as an audience	Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Zoom.		
Questions and discussion	No Q&A session will be held.		

5	General lectures	On-demand view: March 13, 9 am – March 17, 4 pm Q&A: March 14 -16
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On-demand view	
How to view	Each presentation data will be available for viewing from 9 am on March 13 to 4 pm on March 17. You can log in to MySchedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/). There is a browsing page and you can submit questions.

【Please confirm!】 Participating Q&A sessions

- * Q&A sessions will be held **LIVE** using Zoom breakout room function
- * Presentation data are posted on the Program Search Site until 4 pm on March 17, so please be sure to view them before attending.


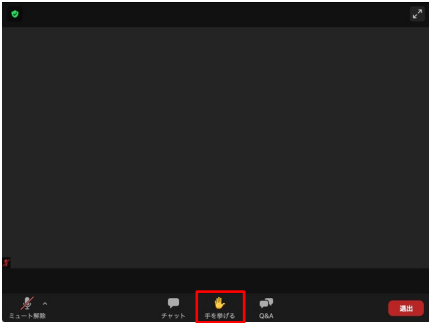
Q&A session	
Delivery	Zoom Meeting (using breakout room function)
How to participate	Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Zoom.
For facilitators and speakers	When entering the meeting room, please inform 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.
For audience	After entering the meeting room, select the desired breakout room on the Zoom screen and move to it.
About breakout room function	<p>Breakout rooms are set up in the meeting room for each abstract number. All participants are requested to move into the breakout rooms on their own.</p> <p>*The Zoom application is needed to move into the breakout room. Please do not participate using a browser.</p> <p>*Please make sure that your Zoom app is the latest version before participating.</p> <p>Downloading Zoom application https://zoom.us/download#client_4meeting</p> <p>Check for the latest version https://support.zoom.us/hc/ja/articles/201362233</p>
Start and end of presentation	<p>The management staff will provide the following information for all participants.</p> <p>Start: "Please begin the Q&A session."</p> <p>The announces will be given 5 and 1 minute before the end time.</p> <p>End: "Time is up. We will now end the session." (Zoom will be closed in 1 minute.)</p>

5	General lectures	On-demand view: March 13, 9 am – March 17, 4 pm Q&A: March 14 -16
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Questions and Discussion	<p>All participants can use the camera and microphone in the Zoom Meeting. When making a question, please turn on the microphone and the camera, and tell first your name and affiliation first to the presenter.</p>
Other notes	<p>【Entering the room before the session starts】 You will be placed in the waiting room once you select the "Meeting Room". The management staff will allow you to go into the meeting room 15 minutes before the session start time, then please move into the breakout room of your choice by yourself.</p> <p>【Entering the room in the middle of a session】 You can enter the meeting room directly without going through the waiting room. Each breakout room in a meeting room has parallel Q&A sessions going on at the same time. When moving between breakout rooms, you can move directly from one breakout room to another on the Zoom screen without going through the waiting room. When moving between meeting rooms, please exit the meeting room and select a different meeting room from the Program Search Site. Each meeting room will be attended by the management staff. If you have any questions, please ask them to turn on the microphone. *Please note that microphones and chat are not available in the waiting rooms.</p> <p>【How the sessions are proceeded】 The facilitator will not introduce the speakers. Please start the Q&A session in each breakout room at the scheduled time. Presenters are requested to share their presentation data on the screen and discuss with the participants as needed. When the time is up, the meeting room will be closed by the management.</p>

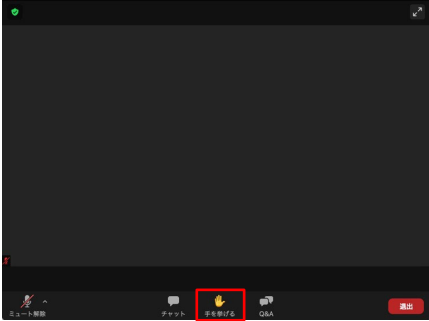


Attention

If you have any concerns about how to operate the breakout rooms, please make sure to attend the connection guidance provided separately before entering the corresponding Zoom room, regardless of whether you are the chairperson, speaker, or viewer.(see page 5)

6	Symposia	March 14 – 16
Delivery	Zoom Webinar	
Attend as a chairperson or a speaker	Chairpersons and speakers will be registered as the Zoom Panelists. Please enter according to 【Entrance guidance sheet】 (PDF) * 【Entrance guidance sheet】 (PDF) will be emailed separately to the relevant persons.	
Attend as an audience	Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Zoom.	
Questions and discussion	<p>If you wish to ask a question, please click 【raise hand】 and wait. The chairperson will make a nomination. If you are nominated, you will be asked to unmute form the management staff, then please click 【unmute】 and speak. * The nominated person will be able to use the microphone only at that time. Please ask your question orally. * If you are attending as a viewer, you will not be able to use the microphone and camera. The management staff will give you permission to temporarily use the microphone and camera only when you ask the questions.</p> <div></div> <p>Click 【Raise hand】</p> <p>Click 【Unmute】</p>	


6	Symposia	March 14 – 16
Symposia open to the member of the Japanese Society of Bacteriology	<p>[1AJ] Joint symposium with the Japanese Society for Bacteriology</p> <p>Not only the intestinal bacterial flora! Oral bacterial flora affecting the whole body</p> <p>March 14 (Tue) 16:00-18:30 【where to apply】 https://cloud.dynacom.co.jp/form/g/jsbbaoffice/f_66/index.php</p> <p>* No specific application is needed for the member of the Japanese Society of Bacteriology * If you are a JSBBA, you need to register.</p>	
Symposia open to Public	<p>The following programs are open to the public and can be viewed by non-registrants. If you wish to view the video other than the conference participants, you need to apply in advance.</p> <p>[2BS] Challenges for "Seeing and Creating" Innovation in the Field of Agricultural Chemistry</p> <p>March 15 (Wed) 16:00-18:30 【where to apply】 https://cloud.dynacom.co.jp/form/g/jsbbaoffice/f_51/index.php</p>	

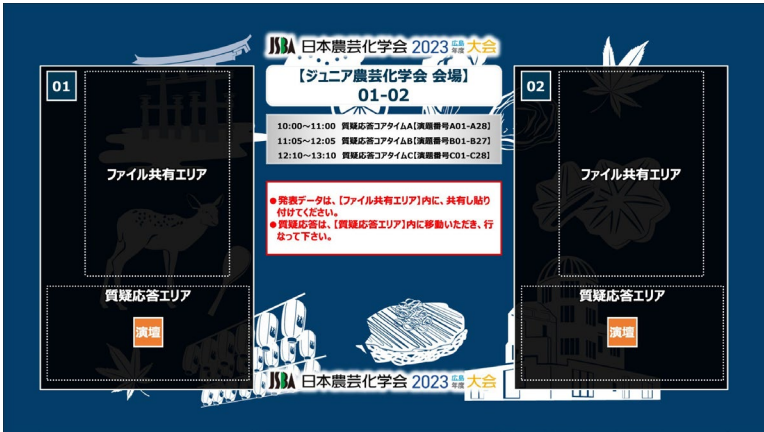
7	Sponsored seminar	March 14 – 16
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Delivery	Zoom Webinar
Attend as a chairperson or a speaker	<p>Chairpersons and speakers will be registered as the Zoom panelists. Please enter according to 【Entrance guidance sheet】 (PDF)</p> <p>* 【Entrance guidance sheet】 (PDF) will be emailed separately to each sponsor. * Sponsors are also requested to enter according to 【Entrance guidance sheet】 (PDF) * The room is open 60 minutes prior to the start of the lecture to prepare for the lecture.</p>
Attend as an audience	<p>Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Zoom.</p> <p>The method of taking questions will vary for each sponsored seminar.</p> <p>Using [raise hand]function</p> <p>If you wish to ask a question, please click [raise hand]and wait. The chairperson will make a nomination. If you are nominated, you will be asked to unmute form the management staff, then please click [unmute] and speak.</p> <p>* The nominated person will be able to use the microphone only at that time. Please ask your question orally. * If you are attending as a viewer, you will not be able to use the microphone and camera.</p> <p>The management staff will give you permission to temporarily use the microphone and camera only when you ask the questions.</p> <div><div><p>Click [Raise hand]</p></div><div><p>Click [Unmute]</p></div></div> <p>Using [Q&A]function</p> <p>Questions can be typed in using Zoom's Q&A feature. You can also input your questions during the lecture. The chairperson will ask questions on your behalf after the lecture. Due to the limited time of the event, we may not be able to answer all questions. We ask for understanding. *All questions will be visible to all participants.</p> <div></div> <p>* If you have any questions, please click [Q&A] and type in your question.</p>
Questions and discussion	

8	Junior JSBBA	On-demand view : March 13, 9 am – March 17, 16 pm Q&A : March 14
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On-demand view	
How to view	Each presentation data will be available for viewing from 9 am on March 15 to 6 pm on March 18. You can log in to MySchedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/). There is a browsing page and you can submit questions.

Q&A session	
Delivery	Spatial.Chat
How to participate	Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Spatial.Chat.
For the high schools	<p>【Entrance】 A pair of ID and password will be given to each school. Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023) and click the relevant button to enter Spatial.Chat.</p> <p>【After entrance】 After entering Spatial.Chat, please tell the management staff (in the information room) that you are in. The staff will confirm your attendance by checking the list.</p>
In the Spatial.Chat	<p>●Three Reception desks (A, B, and C) are prepared for participating high schools, so please check-in to the relevant desk.</p> 

8	Junior JSBBA	On-demand view : March 13, 9 am – March 17, 16 pm Q&A : March 14
In the Spatial.Chat	<p>Each frame is set for each high school.</p>  <p>* There are two frames are in one meeting room. High school A01、B01、C01 uses frame 01. High school A02、B02、C02 uses frame 02.</p>	
Guidance to speakers and participants	<p>[About the presenters]</p> <ul style="list-style-type: none"> • SpatialChat room entry URL will be sent to all presenters beforehand. Please move to your own room/slot. • Please stay in the room during the core time. • In each frame, the presenter can upload their own presentation data in the [File sharing area] within the frame to make an oral presentation. • For questions and answers, please gather in the [質疑応答エリア] (question and answer area) in the bottom frame for an oral discussion. <p>* Only those who are close will be able to hear the presenter's voice, but depending on the environment, you may hear a different voice. In such a case, please move closer to the person you want to listen to.</p> <p>[About participants]</p> <ul style="list-style-type: none"> • Participants should move to the appropriate room/slot and participate. 	
Start and end of presentation	<p>The management staff will provide the following information for all participants.</p> <p>Start: "Please begin the Q&A session." The announcements will be given 5 and 1 minute before the end time. End: "Time is up. We will now end the session."</p>	
Recommended browser	<ul style="list-style-type: none"> • Google Chrome • Firefox • Microsoft Edge <p>* Spatial.Chat also recommends Safari, but in our testing environment, we have seen cases where Safari does not work well.</p> <p>* If you have problems after entering the room, please change your browser and enter the room again.</p>	

9	Industry-academia-government exchange forum	March 15
Delivery	Zoom Webinar	
Attend as a chairperson or a speaker	Chairpersons and speakers will be registered as the Zoom panelists. Please enter according to 【Entrance guidance sheet】(PDF) *【Entrance guidance sheet】(PDF) will be emailed separately to the relevant persons.	
Attend as an audience	Please log in to My Schedule from the Program Search Site (https://jsbba2.bioweb.ne.jp/jsbba2023/) and click the relevant button to enter Zoom.	
Questions and discussion	<p>Questions can be typed in using Zoom's Q&A feature. You can also input your questions during the lecture. The chairperson will ask questions on your behalf after the lecture. Due to the limited time of the event, we may not be able to answer all questions. We ask for understanding. *All questions will be visible to all participants.</p> <div data-bbox="425 922 1325 998">  </div> <div data-bbox="796 1036 1073 1094">  </div> <p>*If you have any questions, please click [Q&A] and type in your question.</p>	
Public view *No specific application is needed for the registrants of annual meeting.	This forum is open to the public and can be viewed by non-registrants. Non-registrants need to apply in advance. 【where to apply】 https://cloud.dynacom.co.jp/form/g/jsbbaoffice/vkCHHp7UVS/index.php	

Supplement

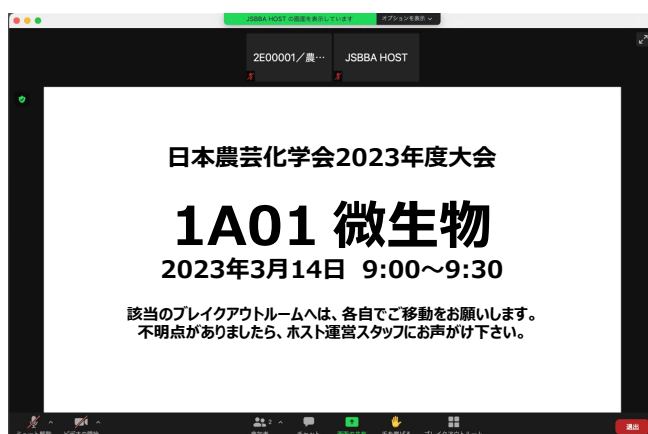
How to use breakout rooms



① Enter to waiting room

You may enter the waiting room 15 minutes before the start of core time.

* Please wait in the waiting room until the core time starts.



* The display screen is a sample.

② Entering to meeting room 【Speakers and chair persons】

Speakers and chair persons must be checked in by management staff (otherwise the staff will not be able to confirm that the lecture can proceed on time). After check-in, please move to the designated breakout room.

【Participants (listeners)】

When the lecture begins, the waiting room will be released and all participants will move to the main meeting room.

Zoom meeting is used for the general lectures.

For the Zoom screen display, please set the [Gallery View] and [Speaker View] by yourselves.

Reference sites

[https://support.zoom.us/hc/ja/articles/201362323-](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)

[%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](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)

Supplement

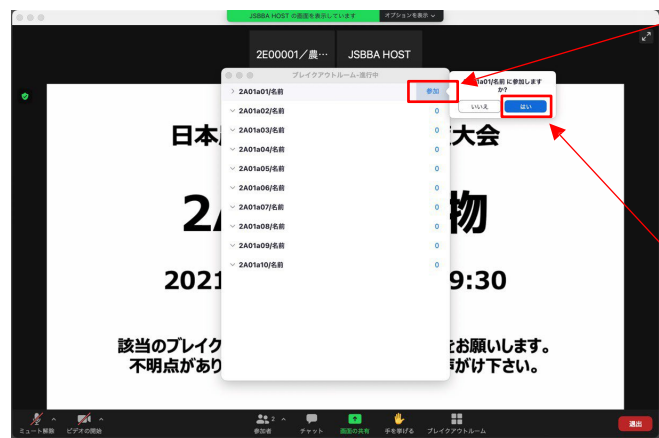
How to use breakout rooms



③ Entering the breakout room

Click on **[Breakout Rooms]** and you can see the breakout rooms that have been set up for the meeting.

*Please move to each breakout room by yourselves.



①Click **[参加(Join)]**

Select the breakout room you want to join and click **[Join]**. You will be asked whether or not to participate, so click **[Yes]** to move to the selected breakout room.

②Click **[はい(Yes)]**

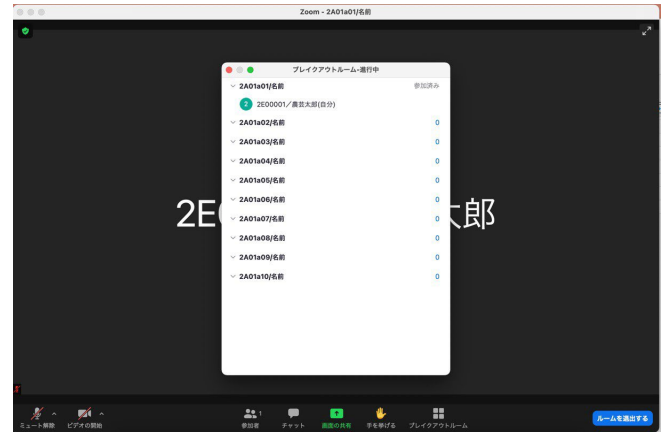
Supplement

How to use breakout rooms



④ Move to another breakout room

Click **[Breakout Room]** on the menu bar and select **[Move Breakout Room]**.



The breakout room set in the meeting room will be displayed, so move to the breakout room you want to join by following the procedure ③ **Entering the breakout room**.



⑤ Move to another meeting room

To move to another meeting room and join, click **[Leave Room]**.



Click **[Leave Room]**.

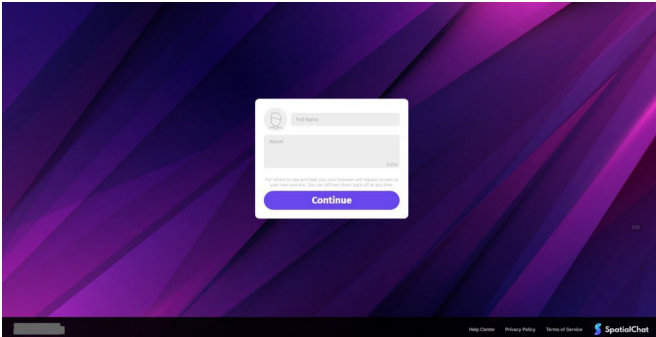
After leaving the meeting, visit the event program search site (<https://jsbba2.bioweb.ne.jp/jsbba2023/>) Please select the desired meeting room and join.

Supplement	How to use Spatial.Chat
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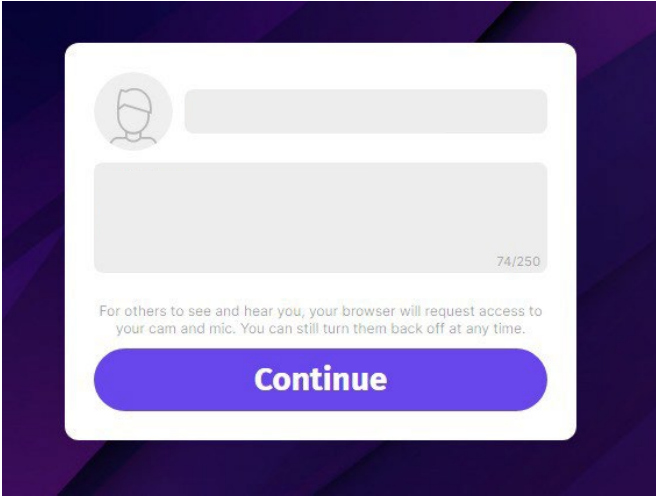
①What is Spatial.Chat・・・See the link below.

https://youtu.be/E03QN6Lr_Y0

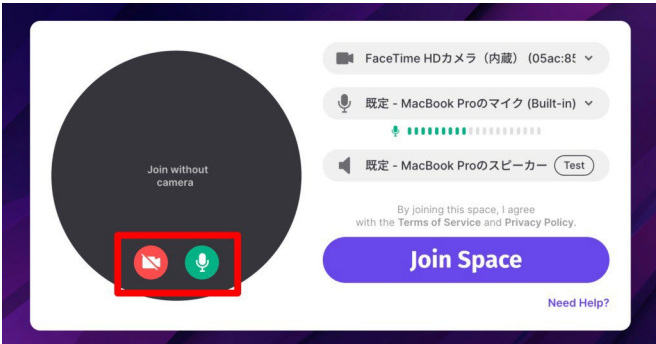
②How to enter the Spatial.Chat



When you click the corresponding button (URL), a pop-up like a login screen will be displayed.

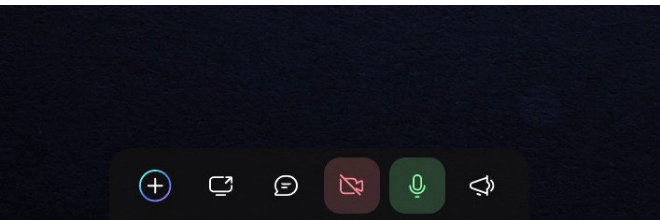


Fill in your name and profile and click the Continue button. The profile you entered here will be displayed like a pop-up when others mouse over to your icon on the screen.



You can turn on/off the camera and microphone. The left screen capture means the setting is [camera OFF and microphone ON] .

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



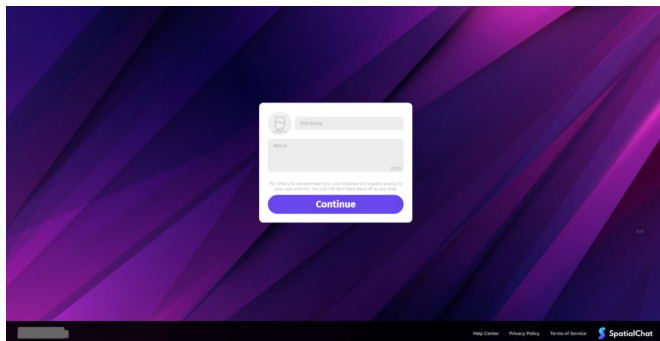
If you want to turn on or off the camera and microphone after logging in, you can set it from the icons at the bottom of the screen.

Supplement	How to use Spatial.Chat
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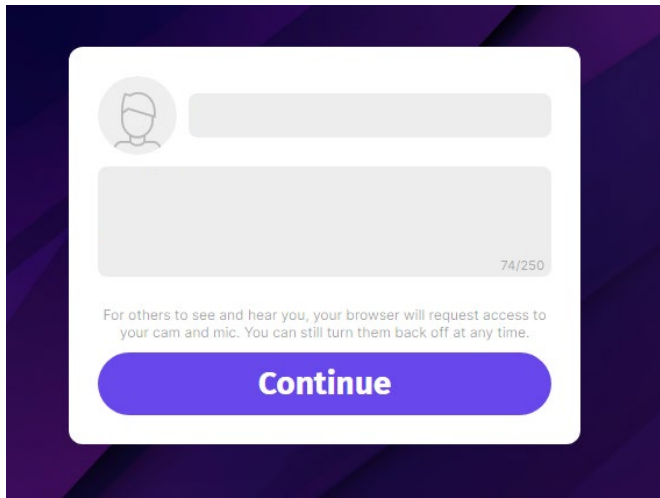
① What is Spatial.Chat?

https://youtu.be/E03QN6Lr_Y0

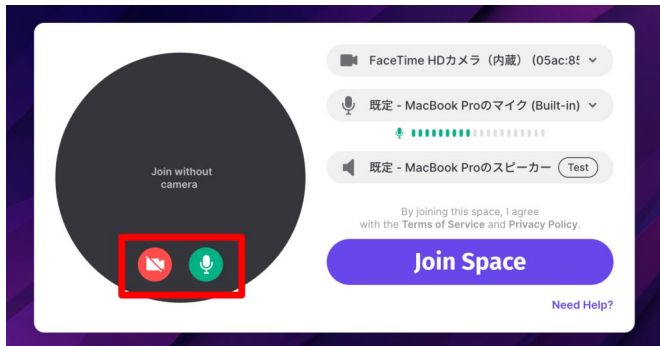
② To enter Spatial.Chat



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

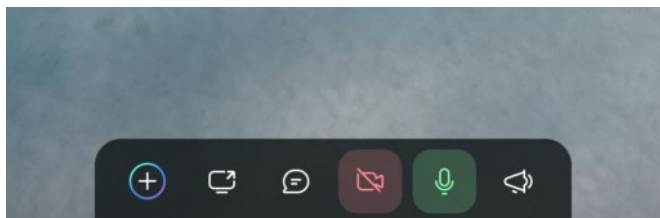


Fill in your name and profile and click the Continue button. Editing your profile according to the purpose of your offline gathering is useful for communicating with others. The profile entered here will appear as a popup when you mouse over each participant's icon on the post-login screen.

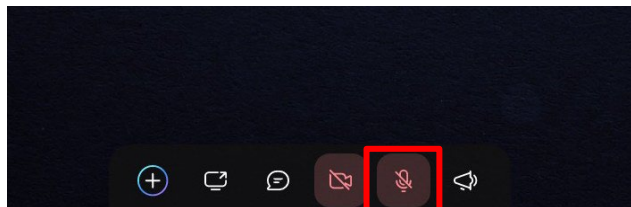


Set camera and microphone ON/OFF as desired. Capture is set with camera OFF and microphone ON.

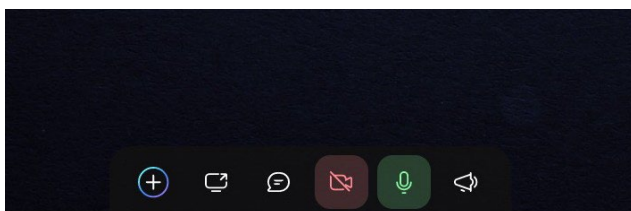
After setting up the microphone, click the Join Space button to log in.



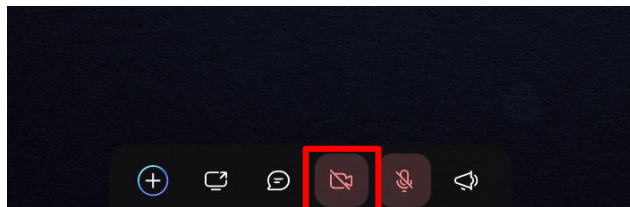
If you wish to turn the camera and microphone on or off after logging in, you can do so from the icons at the bottom of the screen.

Supplement How to use Spatial.Chat**③What to do when the microphone remains muted／④What to do when the camera cannot be turned on****Microphone**

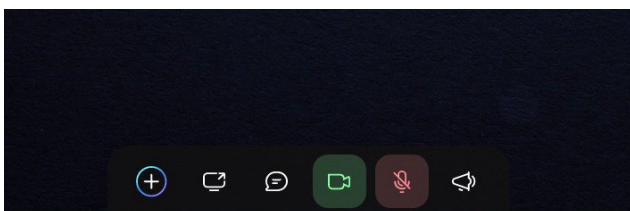
"I tried logging in, but my microphone won't go in!" If this is the case, please check the microphone settings. Click on the microphone ON/OFF button at the bottom of the screen.



If the microphone icon turns green, it is OK.

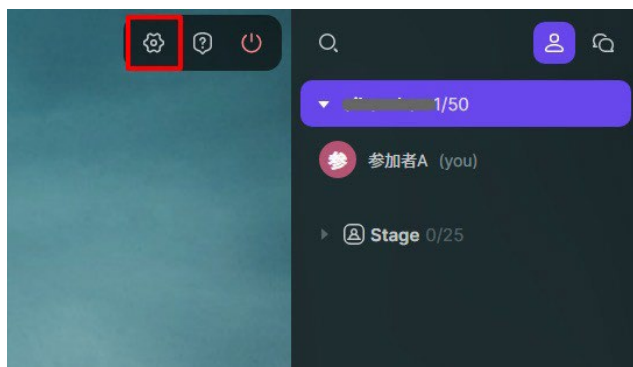
Camera

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.

Both for microphone / camera

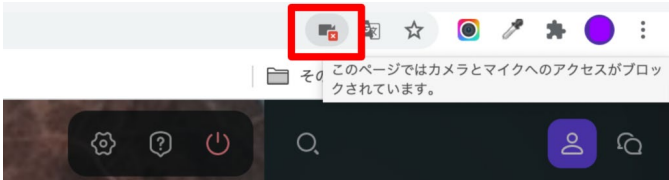
If the buttons at the bottom of the screen do not work, configure the device.

Click the Settings button in the upper right corner of the screen,

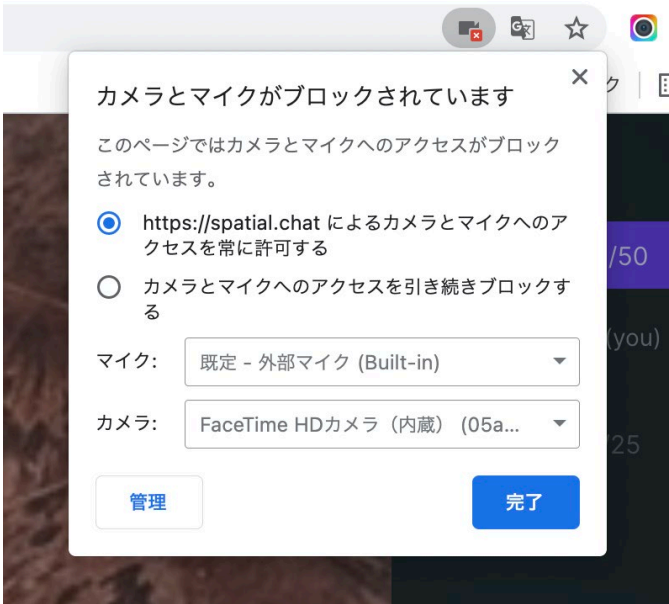
Supplement

How to use Spatial.Chat

Both for microphone / camera



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

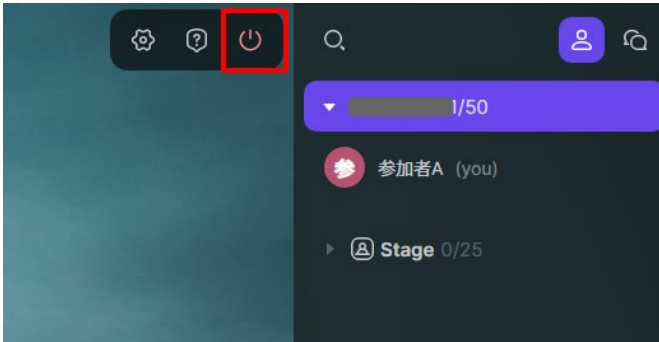


In Chrome, if camera and microphone access is blocked, a "X" icon will appear on the right side of the tab's search window, as shown in the following capture.

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.

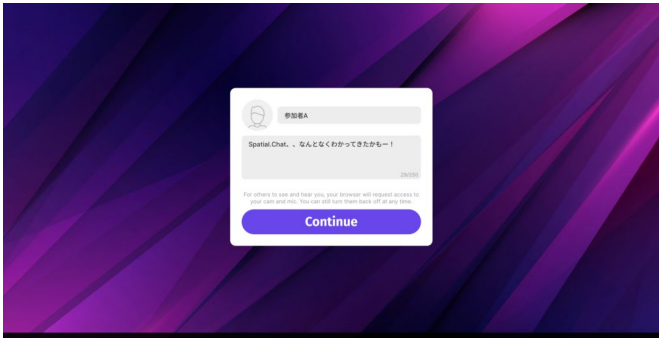
Supplement	How to use Spatial.Chat
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⑤ When you want to leave



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

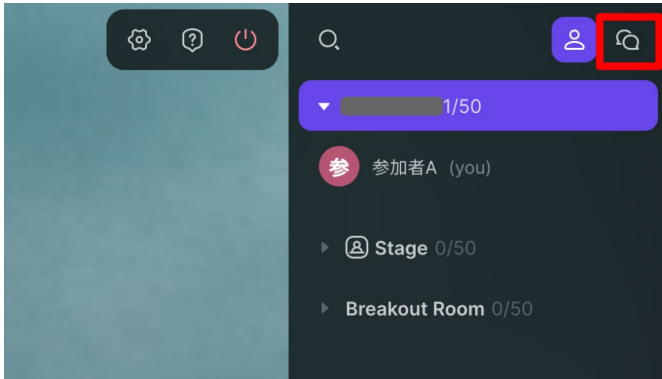
Click the red power button in the upper right corner of the screen.



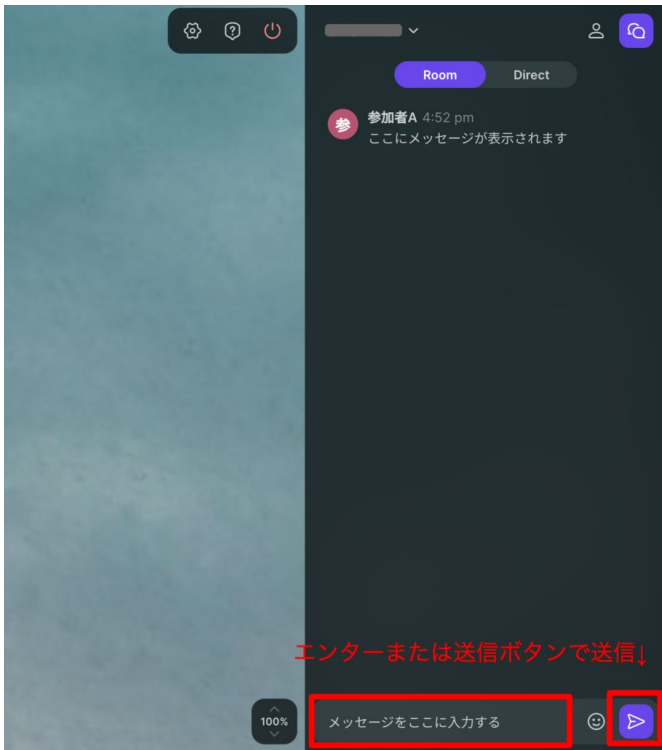
When the first login screen appears, you are already done exiting.

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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.



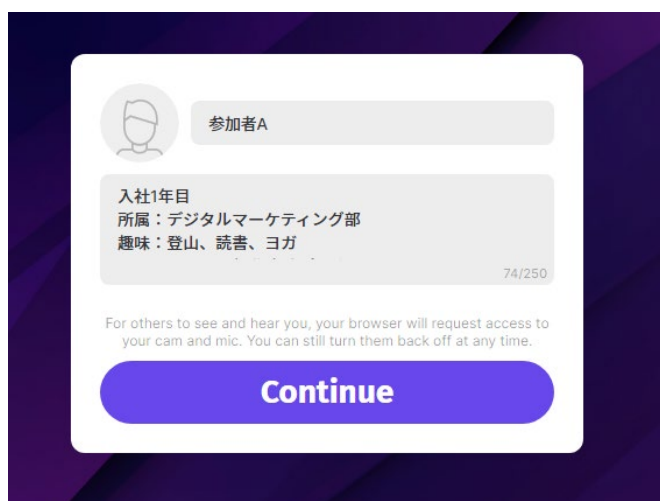
Then a chat box will appear, and you can type your message in the input box in the lower right corner of the screen. Enter or click the "Send" button on the right to send your message.

Supplement How to use Spatial.Chat

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



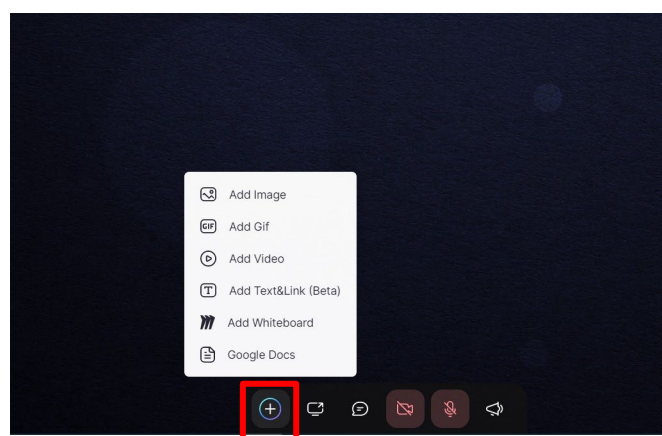
Screen sharing like Zoom is also possible. The operation method is almost the same as other videoconferencing systems.

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.

[Note]
DO NOT put a check here!
(Do not share system sound)

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.

Select ADD VIDEO and input URL of the delivery platform like Youtube

If you wish to publish your video, we recommend that you do so using this embedding method. Otherwise the sound and voices are shared and heard among all the devices logging in.