

A Guide for oral session with Microsoft Teams

**The 64th Annual Meeting of
the Japanese Radiation Research Society**

Mito, Ibaraki

September 22-24, 2021

How to join the meeting

1. On Your PC (p.3~)

or

2. On your Smartphone or tablet (p.10~)

We recommend that you join the session on your tablet or PC for the convenience of showing the materials on the screen.

Be sure to turn off the microphone.

- * When participating on a PC, make sure that you can use either the Microsoft Edge or Google Chrome browser.
- * If you want to participate on your smartphone (tablet), please install **Microsoft Teams** in advance.
- * On the day of the event, a Teams meeting will be set up at each venue from 9 o'clock.
- * Please note that we do not provide support for problems such as inaccessibility.

1. Join on your PC

(1) Click the URL in the guide or "Join the Meeting".

* Please join the meeting after the set-up time (9:00).

Meetings will be set up for each venue (Room A, Room B, Rom C), so please select the meeting link for your desired venue.

1. Join Teams on your PC

(2) A web page opens with Downloaded Windows App and Join on the Web Instead (or Continue in this browser).

If you join on the web, you can use either **Microsoft Edge** or **Google Chrome**.

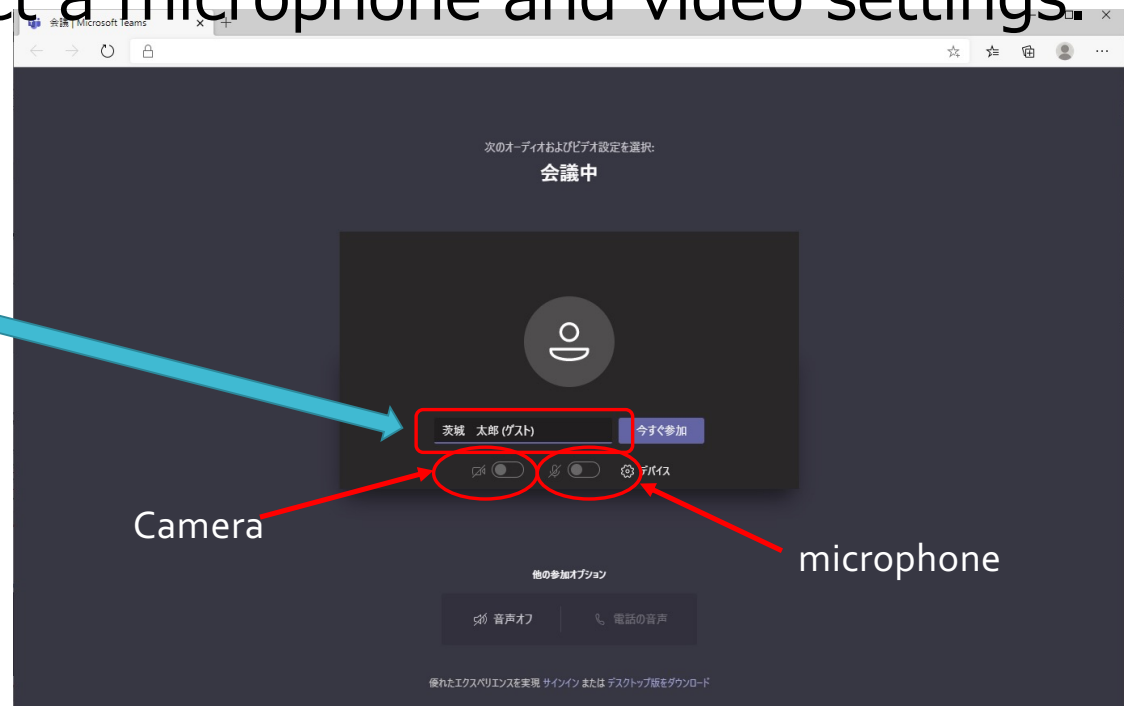
If you have the Teams app installed, you can also join with the app.
We recommend this way.



1. Join Teams on your PC

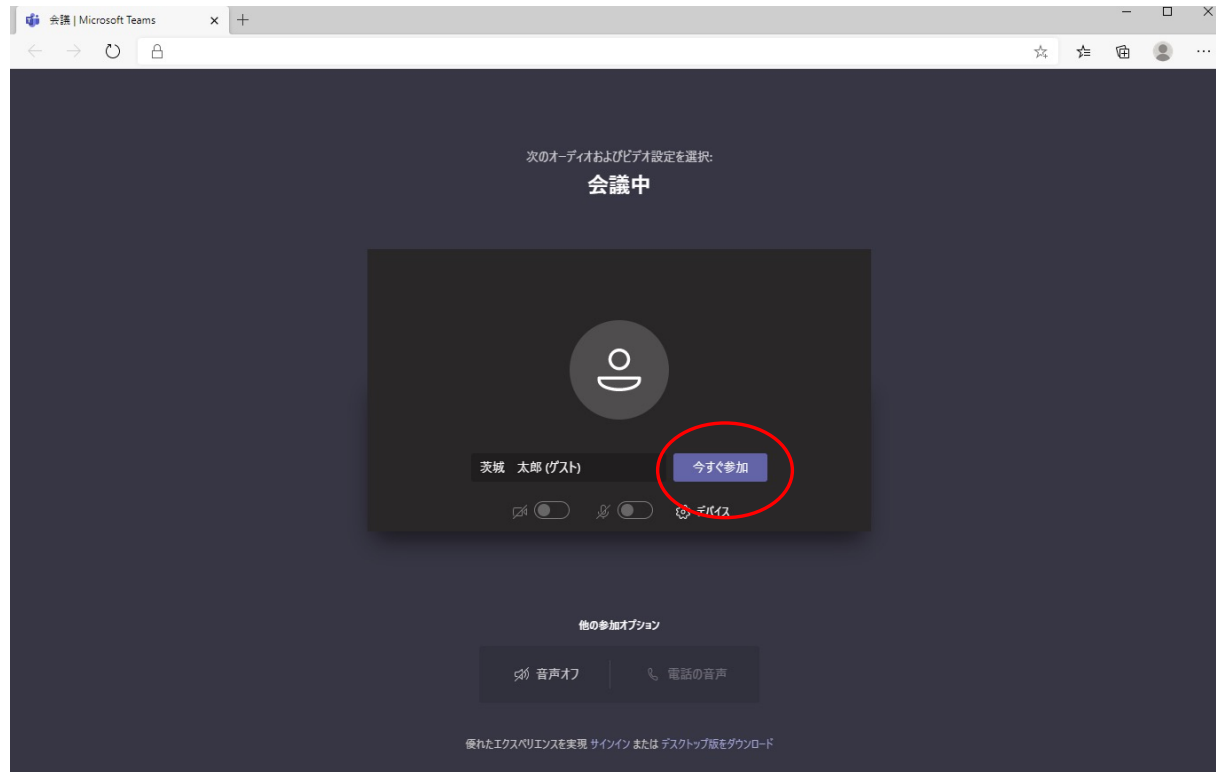
(3) Enter a name and select a microphone and video settings.

- * Please enter the name you applied for.
- * Please **turn off** both microphone and camera at the start of the meeting.



1. Join Teams on your PC

(4) When you're ready, select Join Now.

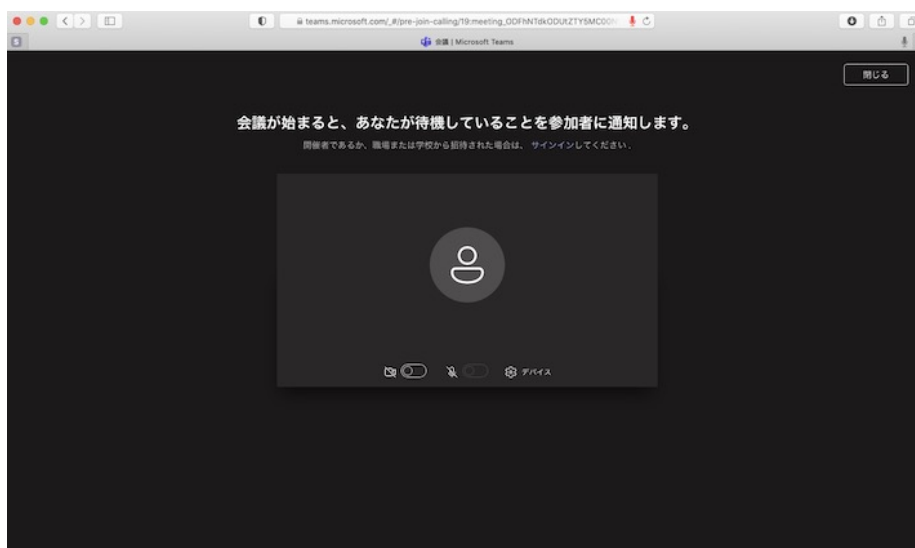


1. Join Teams on your PC

Now you may join the meeting

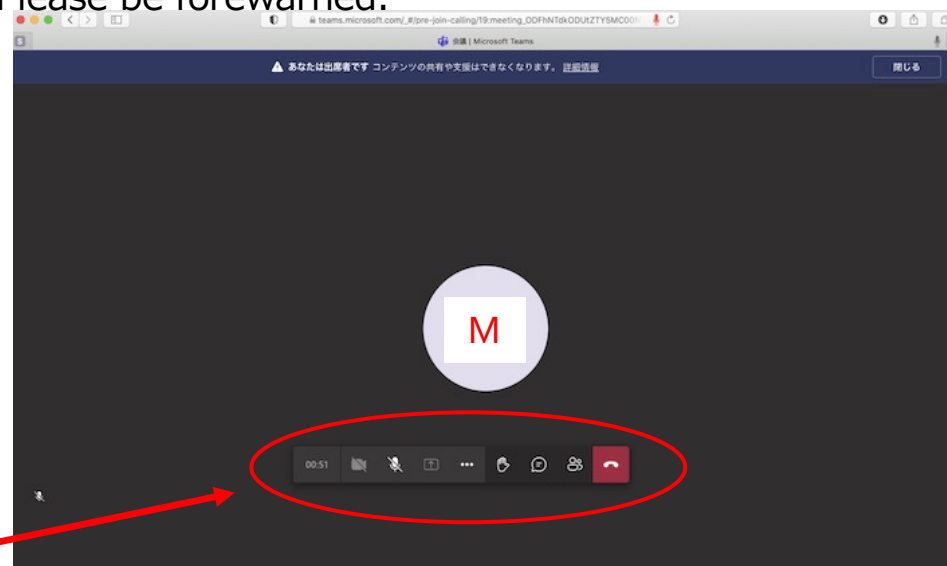
You are ready to join the meeting.

* If it is found that you are not an applicant for participation, or if secretary see any suspicious behavior, the administrator may delete it from the meeting. Please be forewarned.




You may have to wait for the administrator's permission, but we will allow you to enter the room within a few minutes.

Here is the operation menus.

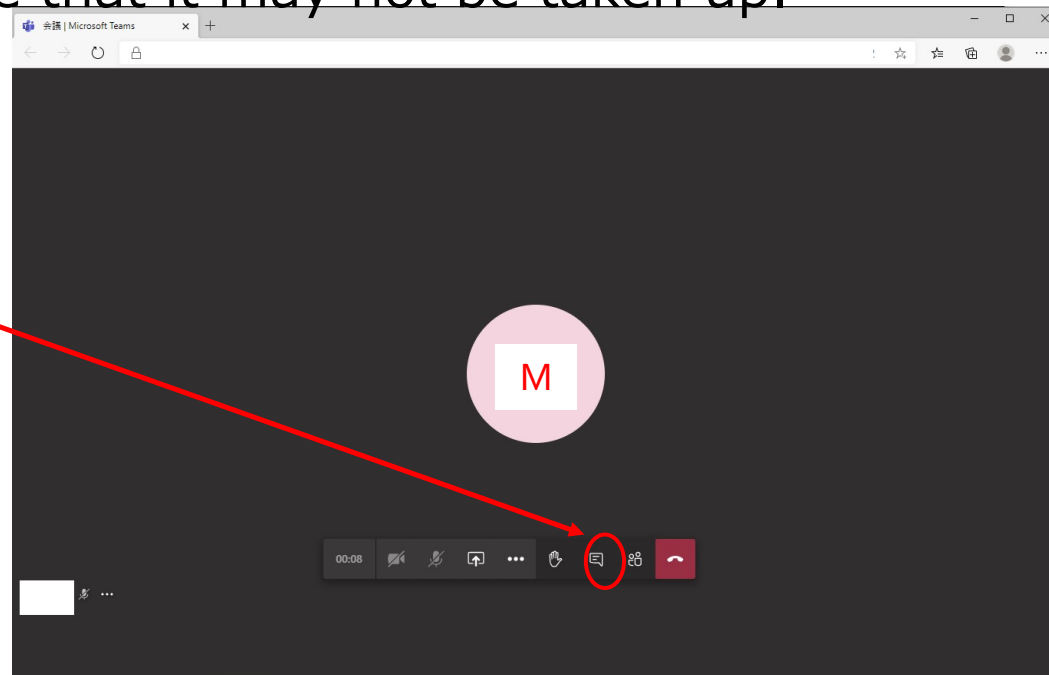


1. Join Teams on your PC

- (5) Questions will be accepted via chat. When asking a question, please click on  mark and enter it in text. If there are many questions, the chairperson will choose within the lecture time. Therefore, please note that it may not be taken up.

Click the 

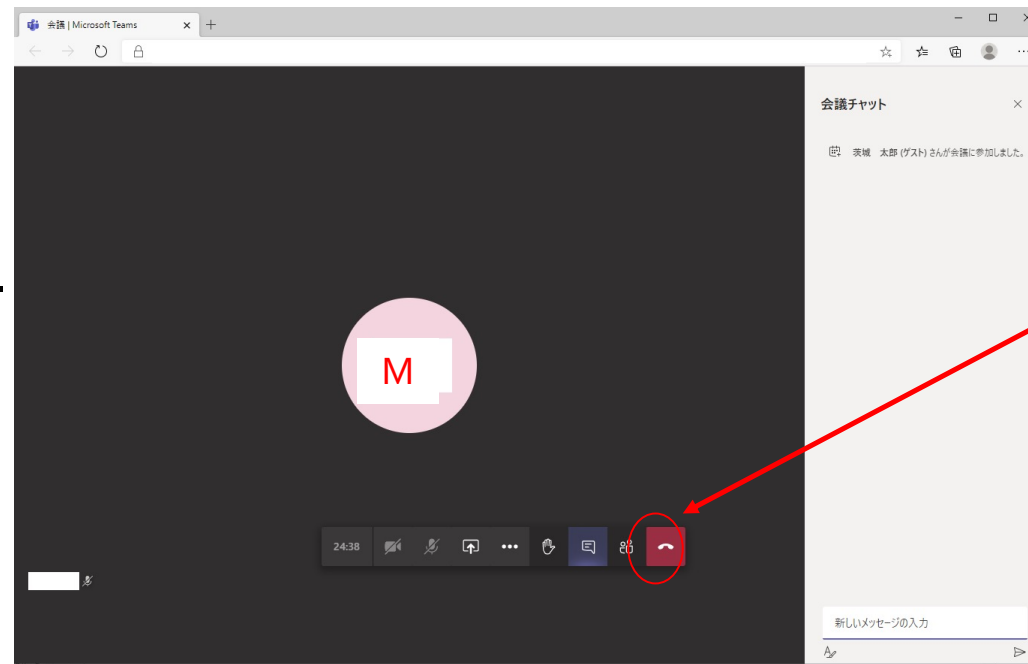
Please type in the question text briefly and send it.



1. Join Teams on your PC

(6) If you want to change venues or finish, click on the far right (red phone mark) on the conference control bar to exit.

Please refrain from using the hold function.



Click here

2. On your Smartphone or tablet

(1) Before joining the meeting

Download the App.

* It can be downloaded from the Microsoft site.

(2) Tap the URL in the guide.

* Please connect to the meeting after 9 o'clock.

Microsoft Teams で会議に参加する



最初に、アプリをダウンロードする必要があります。

Teams を入手する

アプリを既にお持ちですか？

会議に参加

2. On your Smartphone or tablet

(3) Tap [Join as a guest] to join the meeting.

Microsoft Teams



会議の時間です!
どのように参加しますか?

ゲストとして参加

サインインして参加

2. On your Smartphone or tablet

(4) Enter your name and tap Join Meeting.

* Please use the name you registered.

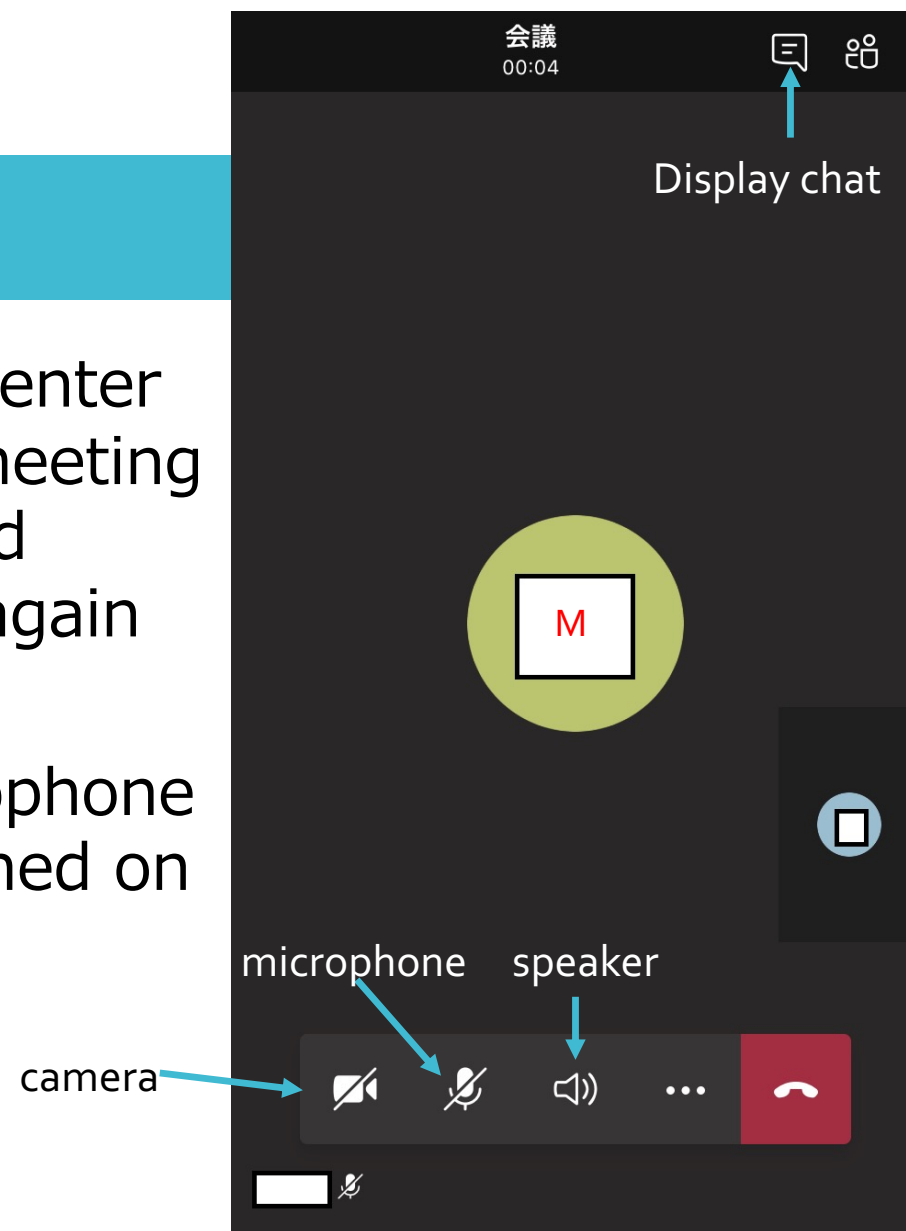


The screenshot shows a mobile application interface for joining a meeting. At the top left is a back arrow. In the center, there is an illustration of three people in a meeting. Below the illustration, the text reads: "自分の名前を入力し、[会議に参加] を選択します。" (Enter your name and select [Join Meeting]). A text input field with the placeholder "名前" (Name) is highlighted with a red border. Below the input field is a blue button labeled "会議に参加" (Join Meeting). At the bottom of the screen, a Japanese keyboard is visible, showing the hiragana characters "あ", "か", "さ", "た", "な", "は", "ま", "や", "ら", "わ", and punctuation marks.


2. On your Smartphone or tablet

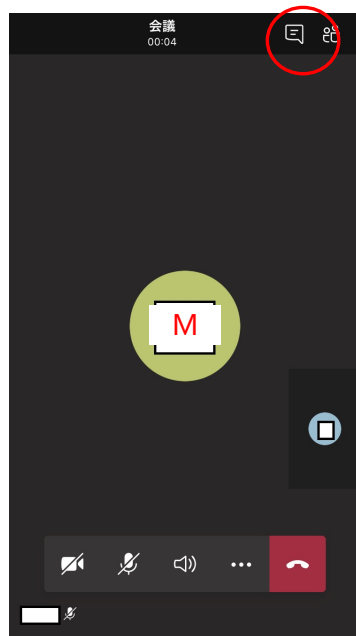
(5) Once join a meeting, tap the center of the screen to bring up the meeting controls to turn the camera and microphone on and off. Tap it again to hide it.

* Please wait with the camera/microphone turned off and the speaker turned on at the start of the meeting.



2. On your Smartphone or tablet

- (6) Questions will be accepted via chat. When asking a question, tap  mark and enter it in text. If there are many questions, the chairperson will choose within the lecture time.



Tap the 

Please type in the question text briefly.

2. On your Smartphone or tablet

- (7) If you want to change venues or finish, click on the far right (red phone mark) on the conference control bar to exit.

Please refrain from using the hold function.

