

Dear all On-line Participants of ISAAT 2021

How to use VooV Meeting

ISAAT 2021 Organizing Committee

1. Please install VooV Meeting App..
2. To create VooV Meeting account.
 - * To create a new account, you need a mobile phone number or a Google account.
 - * We recommend you create a new Google account and Log-in by the Google account.
3. Create a new Google account.
 - 3-1 Please access google web site, -> <https://www.google.com/>
 - 3-2 Click “Sign in” (Fig. 3-2)
 - 3-3 Select “Use another account” (Fig. 3-3)
 - 3-4 Choose “Create account” and “To manage my business” (Fig. 3-4)

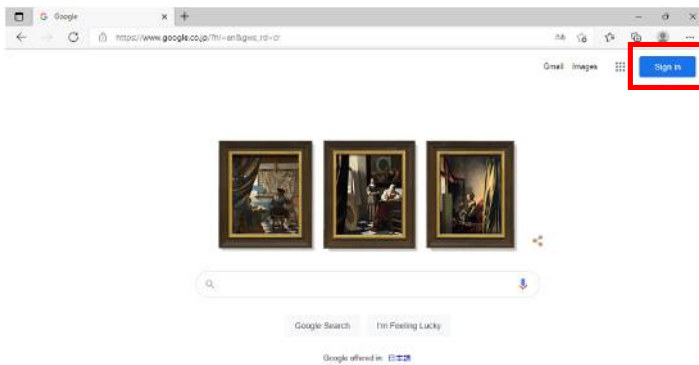


Fig. 3-2 Create a new Google account (1)

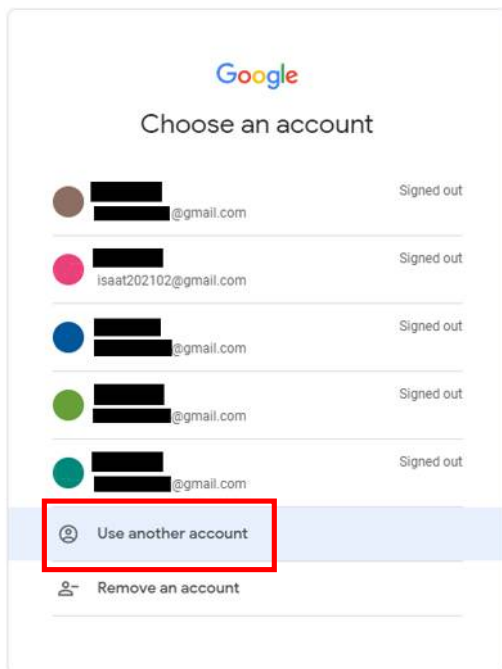


Fig. 3-3 Create a new Google account (2)

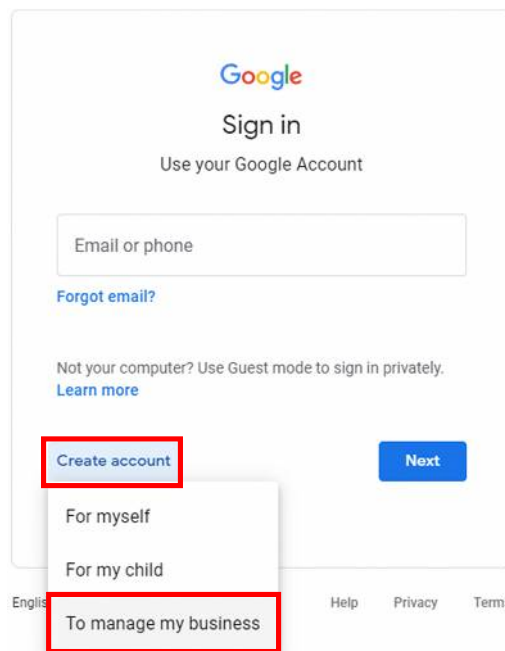


Fig. 3-4 Create a new Google account (3)

3-5 Input your information; Your name, User name, Password, and click “Next”. (Fig. 3-5)

3-6 Input your birthday and gender and click “Next”. (Fig. 3-6)

Fig. 3-5 Create a new Google account (4)

Fig. 3-6 Create a new Google account (5)

3-7 Read Privacy and Terms, if you agree this, click “I agree”. (Fig. 3-7)

3-8 A new your account created. Click “Not Now”. (Fig. 3-8)

Fig. 3-7 Create a new Google account (6)

Fig. 3-8 Create a new Google account (7)

4. Create a new VooV account.

4-1 Sign in your Google account. (Fig. 4-1)

4-2 Start-up VooV Meeting App..

4-3 Click “Google” (Fig. 4-3)

4-4 Select a Google account to create VooV account. (Fig. 4-4)

4-5 Web browser automatically open and indicate a window (Fig. 4-5). Click “Accept”

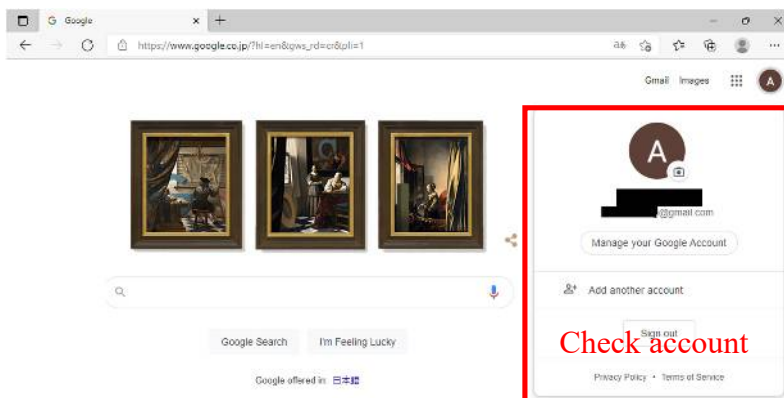


Fig. 4-1 Create a new VooV account (1)

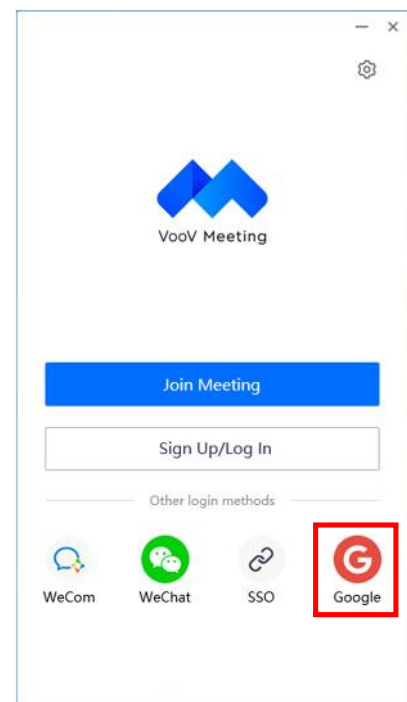


Fig. 4-3 Create a new VooV account (2)



Fig. 4-4 Create a new VooV account (3)

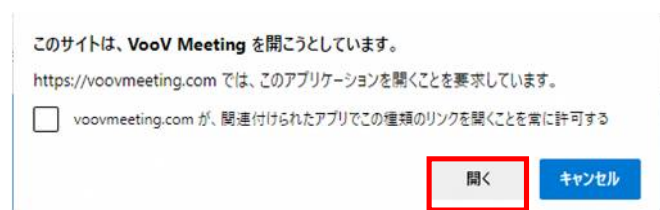


Fig. 4-5 Create a new VooV account (4)

4-6 Sign up window will open. Select your country and click “Next” (Fig. 4-6)

4-7 Date Processing Agreement window open. If you agree this, click “Agree”. (Fig. 4-7)

4-8 Agreement window open. If you agree these, check dialogs and click “Agree” (Fig 4-8)

4-9 Your VooV account created. (Fig. 4-9)

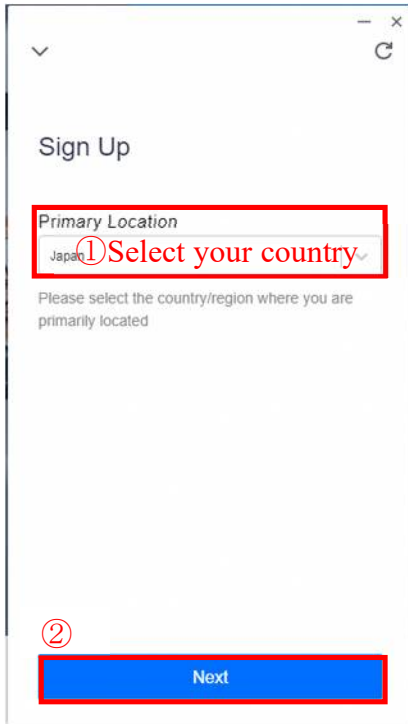


Fig. 4-6 Create a new VooV account (5)



Fig. 4-7 Create a new VooV account (6)

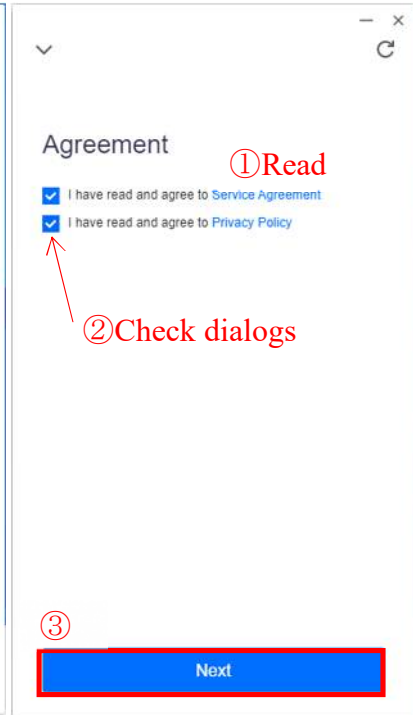


Fig. 4-8 Create a new VooV account (7)

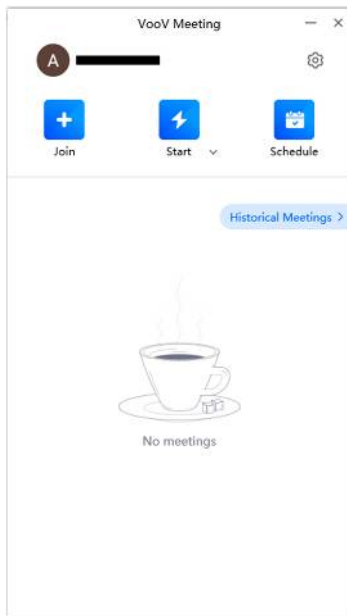


Fig. 4-9 Create a new VooV account (8)

5. Join VooV Meeting.

5-1 Start-up VooV Meeting App..

5-2 Sign in your account.

5-3 Click “Join”. (Fig. 5-3)

5-4 Enter Meeting ID and Your Name. Meeting ID is provided from ISAAT 2021 committee.

http://scoop-japan.com/kaigi/isaat2021/member2/ISAAT_online_meeting.pdf

*** We recommend enter meeting room by Meeting ID (9 digits number), don't recommend by URL.**

In “Your Name”, please input your full name.

If you need, select Meeting Setting checks. (Fig 5-4)

5-5 Enter Meeting Password. (Fig. 5-5)

5-6 You will join the meeting. (Fig. 5-6)

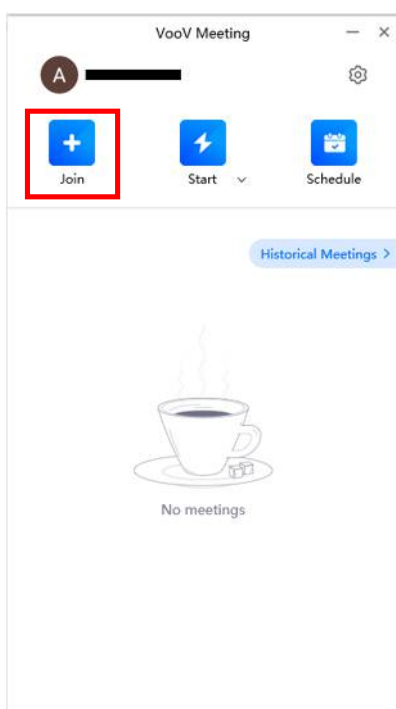


Fig. 5-3 Join Meeting (1)

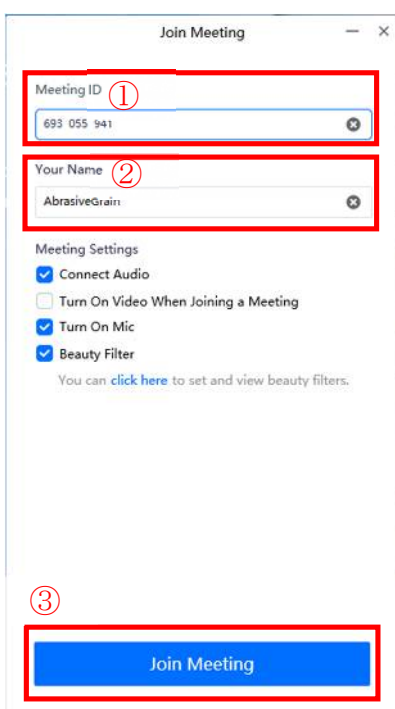


Fig. 5-4 Join Meeting (2)

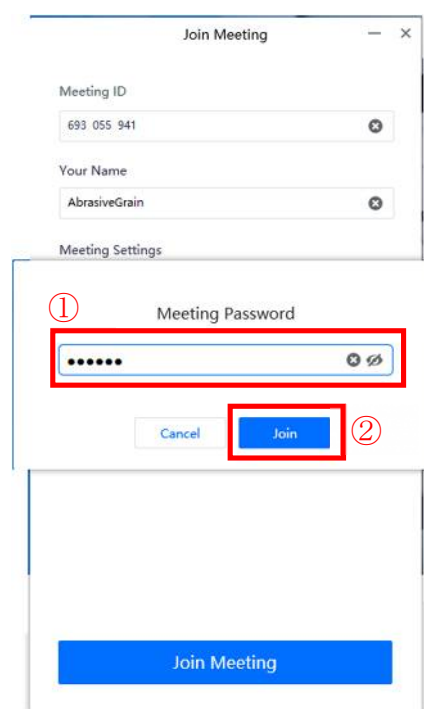


Fig. 5-5 Join Meeting (3)

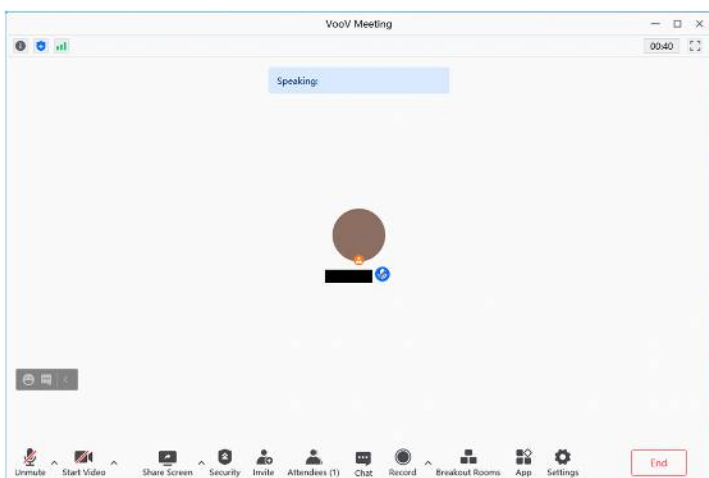


Fig. 5-6 Join Meeting (4)

6. To share your presentation (Oral presentation)

6-1 Enter reserved session room.

6-2 Click “Unmute” and “Share Screen” after instruction by session chair. (Fig. 6-2)

[Notice] If you can't find “Share Screen” button, please exit the meeting room and reentry the room by “Meeting ID (9 digits number)”, please don't entry by URL.

6-2 To select sharing screen. In this case, presentation file selected (red solid line flame).

After select, click “Share”. (Fig. 6-3)

[Notice] We recommend “Single monitor environment” to perform your presentation.

If you want to use “Presentation Mode”, please share “Desktop 2” screen.

6-4 If you can confirm Green Grid Line on your presentation screen, your slide shared already to audience. (Fig. 6-4) Please start your presentation.

6-5 When you finish your presentation and discussion, please click “Stop Share”. (shown in Fig. 6-4)

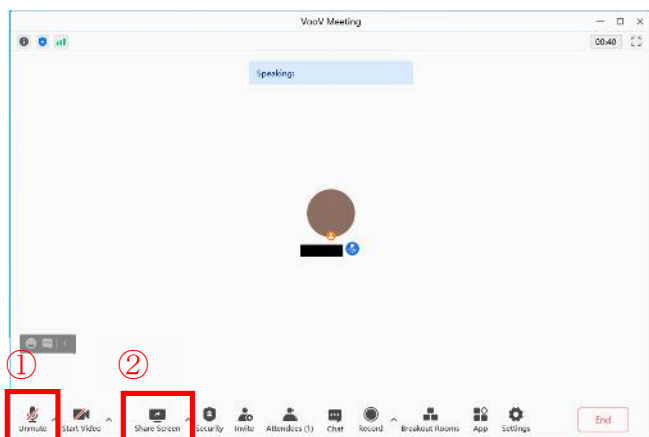


Fig. 6-2 To share your presentation slide (1)

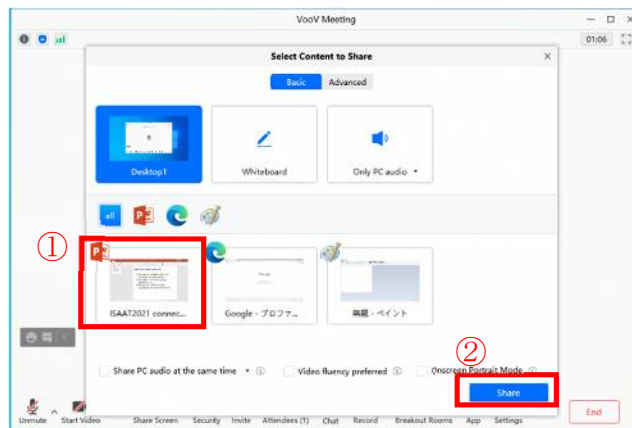


Fig. 6-3 To share your presentation slide (2)

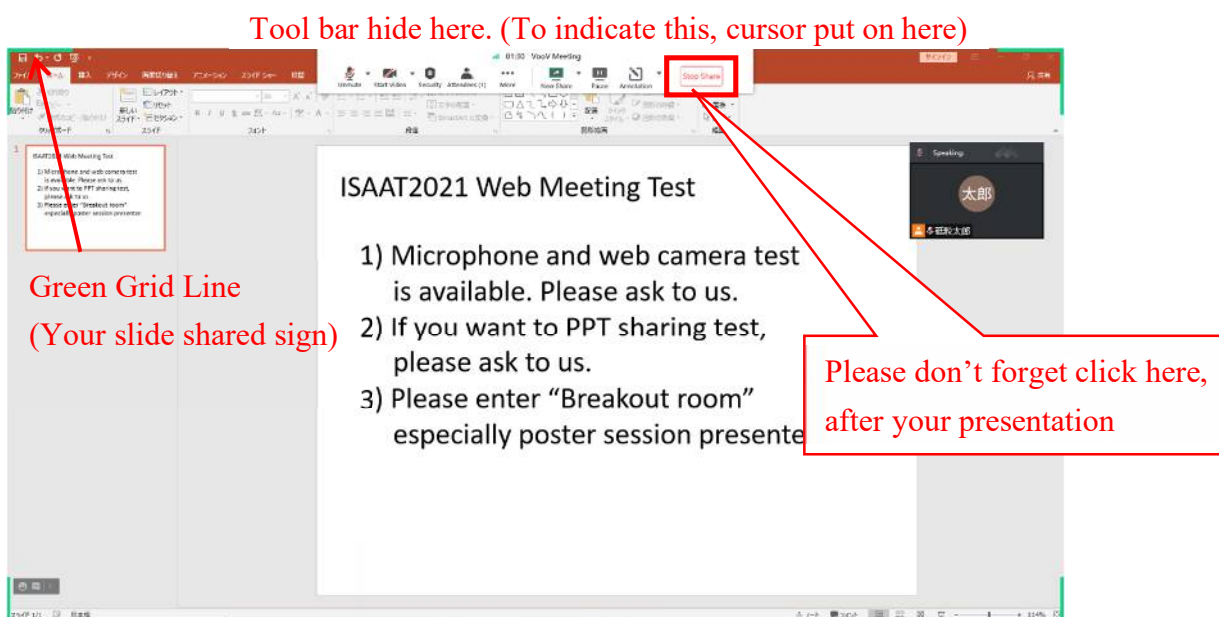


Fig. 6-4 To share your presentation slide (3)

7. To join poster session

7-1 Enter reserved poster session room.

7-2 Click “Breakout Rooms”. (Fig. 7-2)

If you can't find this menu, please contact to committee by chat or visit “Trouble Shooting Room”.
*”Trouble Shooting Room” will open in poster session time, if you have connecting trouble, please contact us.

Open in 2 Dec. 2021

URL <https://voovmeeting.com/s/XEP6HikVqq4U>

ID: 664 082 909

Password: 701194

7-3 “Breakout Room” window opening. Please click “Join” the breakout room reserved for each poster number. (Fig. 7-3)

* Please be informed that each poster will be assigned to a specific breakout room (**match the room number with your poster number**)

7-4 Presenter: Share your poster, similar to “Oral presentation” procedure.

Style of poster presentations is free. (e.g. 3-6 Pages PPT on demand presentation, etc.)

* Please indicate your presentation title and poster number clearly on the top page by the time the poster session starts.

7-5 Be informed that participants will move around breakout rooms during the period of poster session.

7-6 After finish of your poster session, please leave the breakout room.

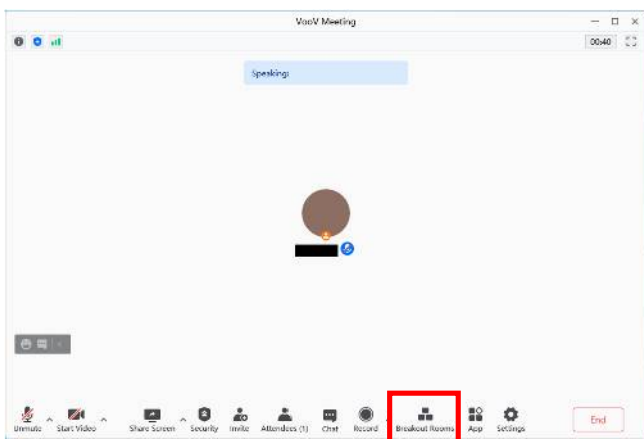


Fig. 7-2 To join poster session (1)

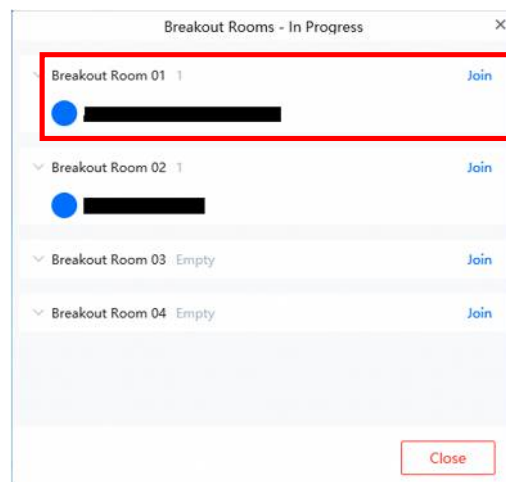


Fig. 7-3 To join poster session (2)