

# How to use VooV Meeting

ISAAT 2021 Organizing Committee

1. Please install VooV Meeting App..
2. 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)

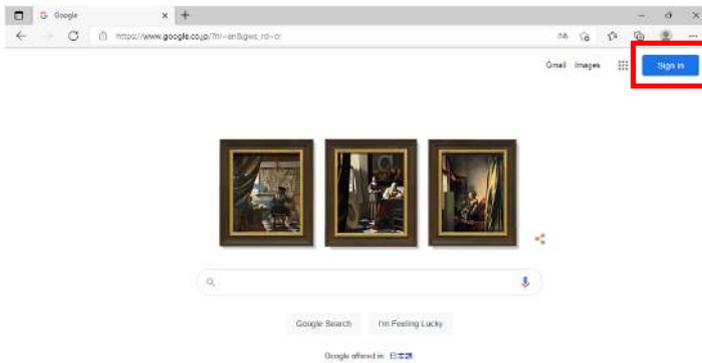


Fig. 3-2 Create a new Google account (1)

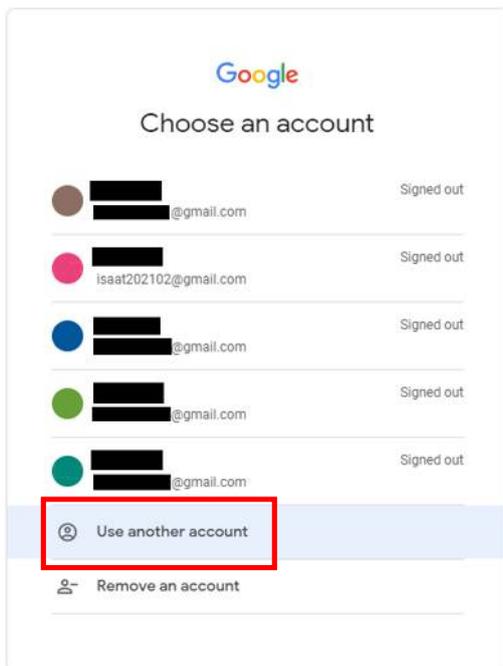


Fig. 3-3 Create a new Google account (2)

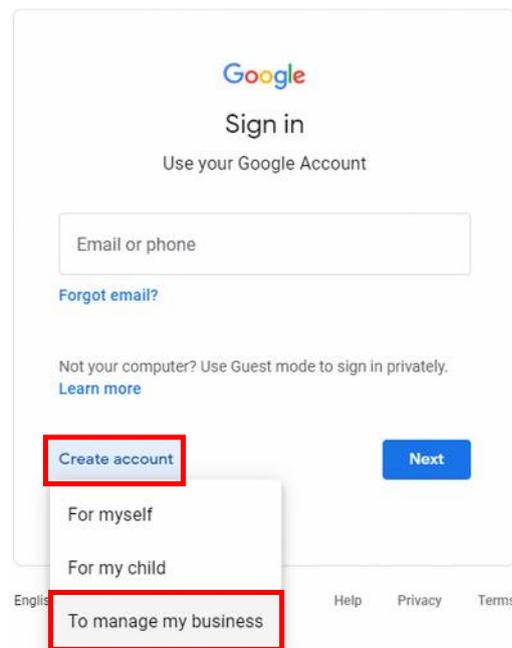


Fig. 3-4 Create a new Google account (3)

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”

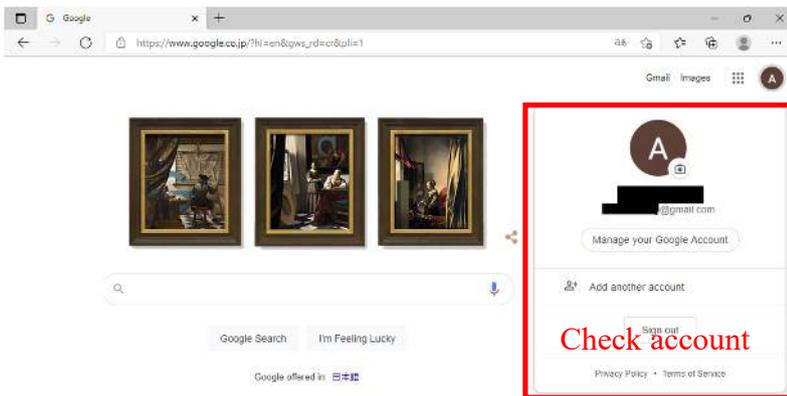


Fig. 4-1 Create a new VooV account (1)

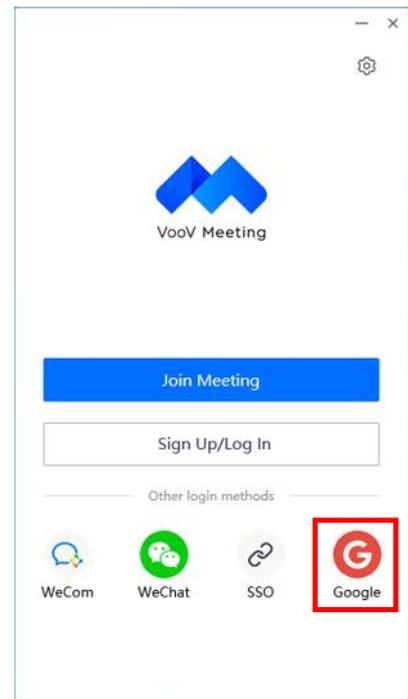


Fig. 4-3 Create a new VooV account (2)



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

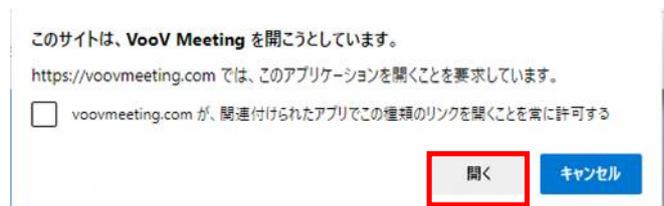


Fig. 4-5 Create a new VooV account (4)

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 is created. (Fig. 4-9)

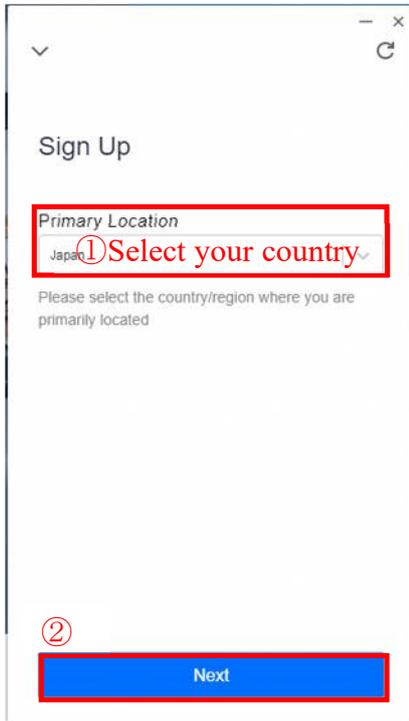


Fig. 4-6 Create a new VooV account (5)



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

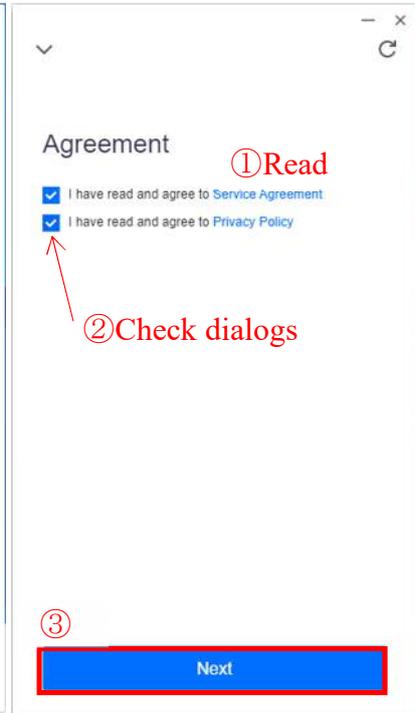


Fig. 4-8 Create a new VooV account (7)

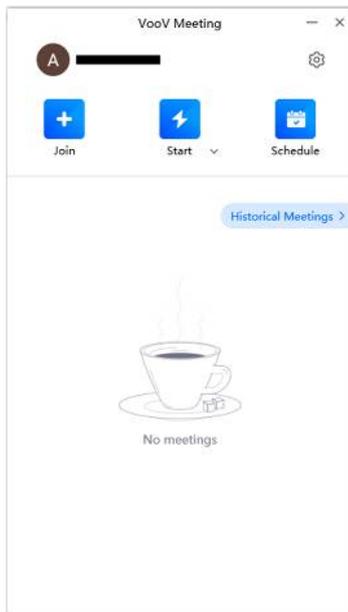


Fig. 4-9 Create a new VooV account (8)

## 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](http://scoop-japan.com/kaigi/isaat2021/member2/ISAAT_online_meeting.pdf)

**\* We don't recommend use the URL recommend by your browser. Enter the room using ID (9 digits number).**

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)

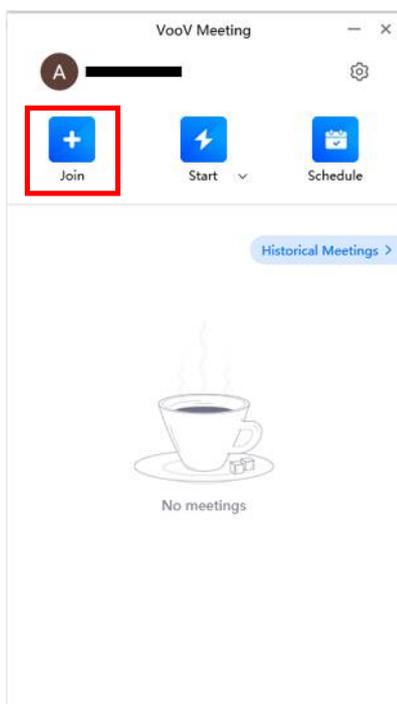


Fig. 5-3 Join Meeting (1)

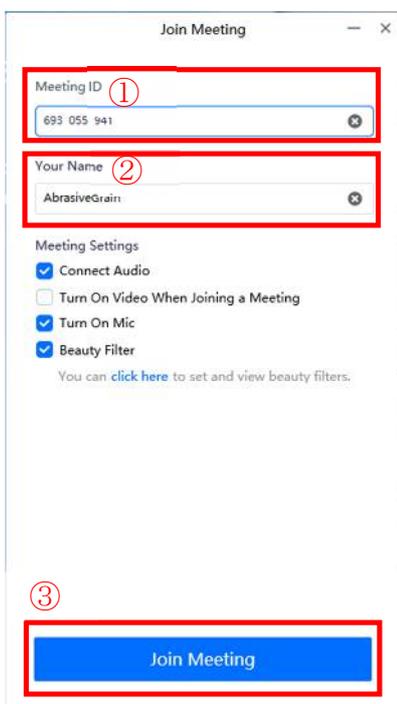


Fig. 5-4 Join Meeting (2)

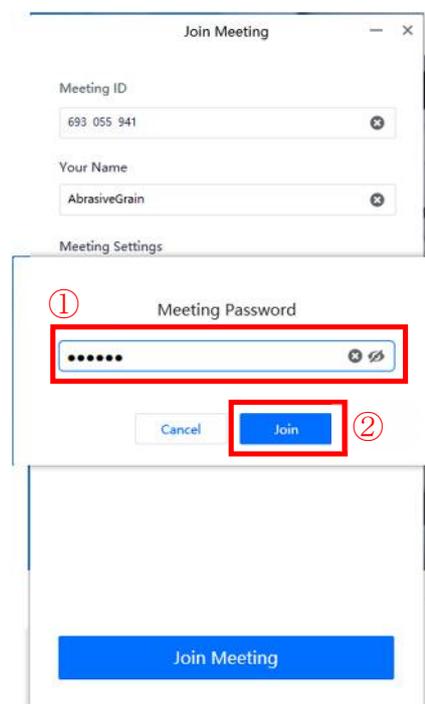


Fig. 5-5 Join Meeting (3)

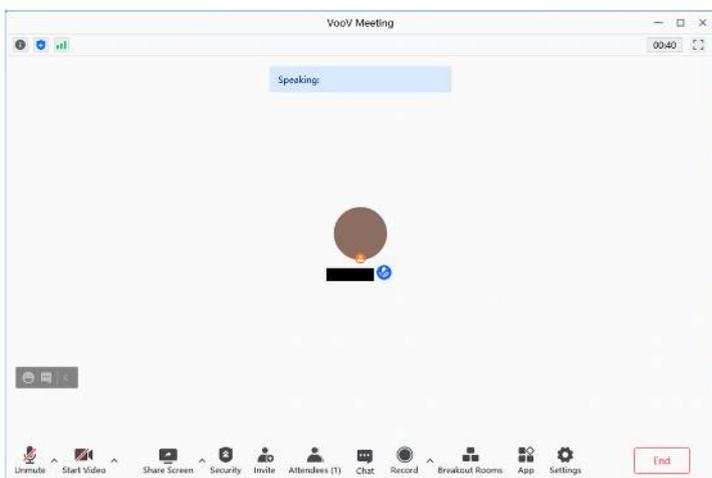


Fig. 5-6 Join Meeting (4)

## 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 use URL.

6-2 Select your PPT file. (In this case, presentation file is in red solid line flame). Then click “Share”. (Fig. 6-3)

[Notice] We recommend “Single monitor environment” to perform your presentation. If you use dual monitor and want to use “Presentation Mode”, please start the “slide show” first, then share “Desktop 2” instead of PPT file.

6-4 You can confirm Green Grid Line on your monitor, which is your shared screen. (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)

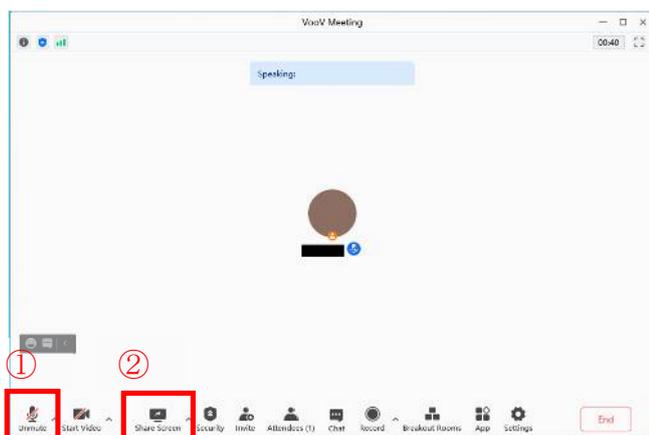


Fig. 6-2 To share your presentation slide (1)

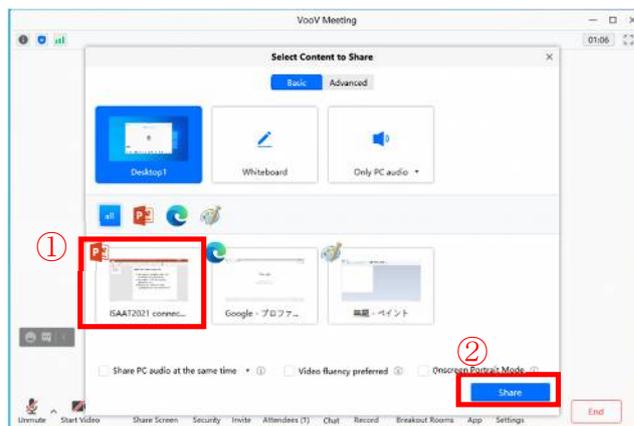


Fig. 6-3 To share your presentation slide (2)

Tool bar hide here. (To indicate this, cursor put on here)

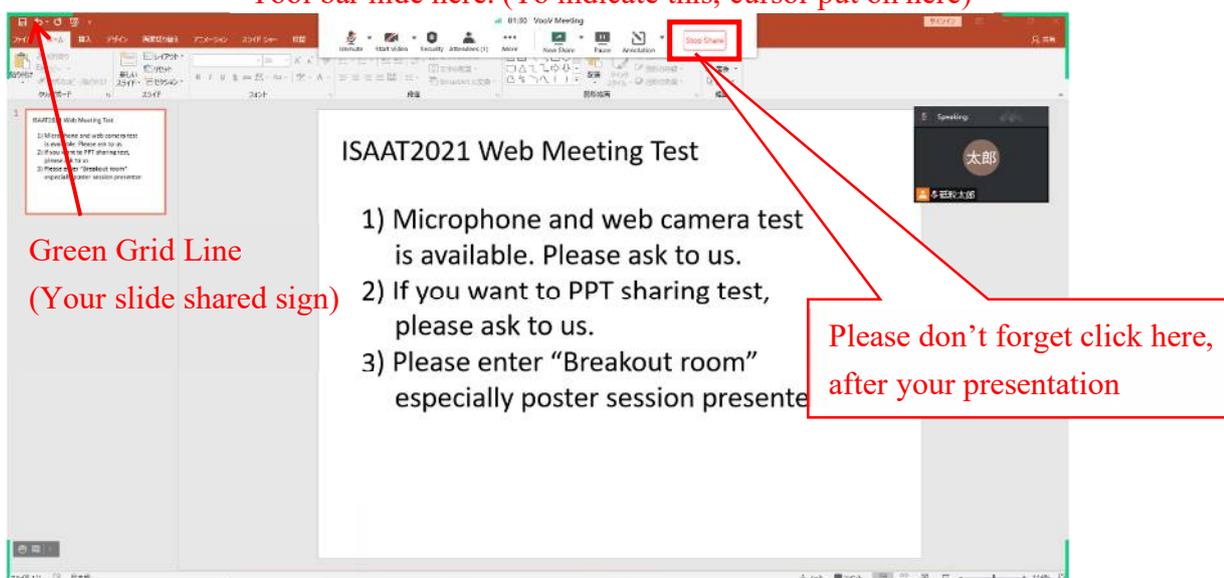


Fig. 6-4 To share your presentation slide (3)

## 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.

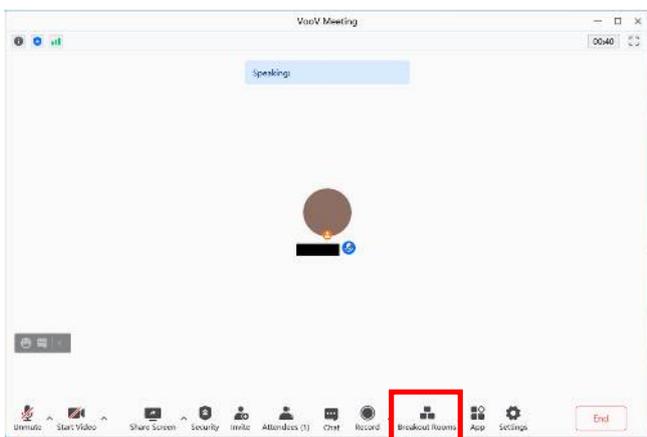


Fig. 7-2 To join poster session (1)

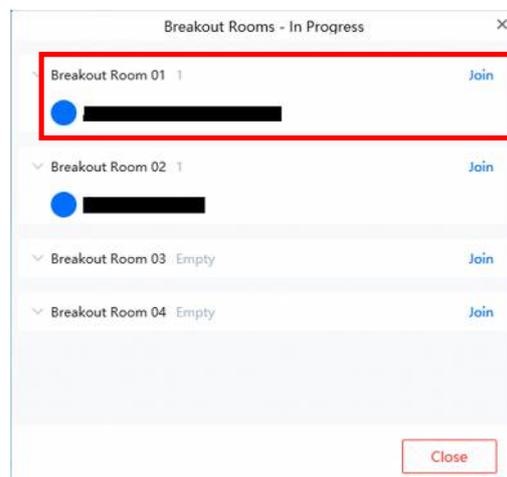


Fig. 7-3 To join poster session (2)