

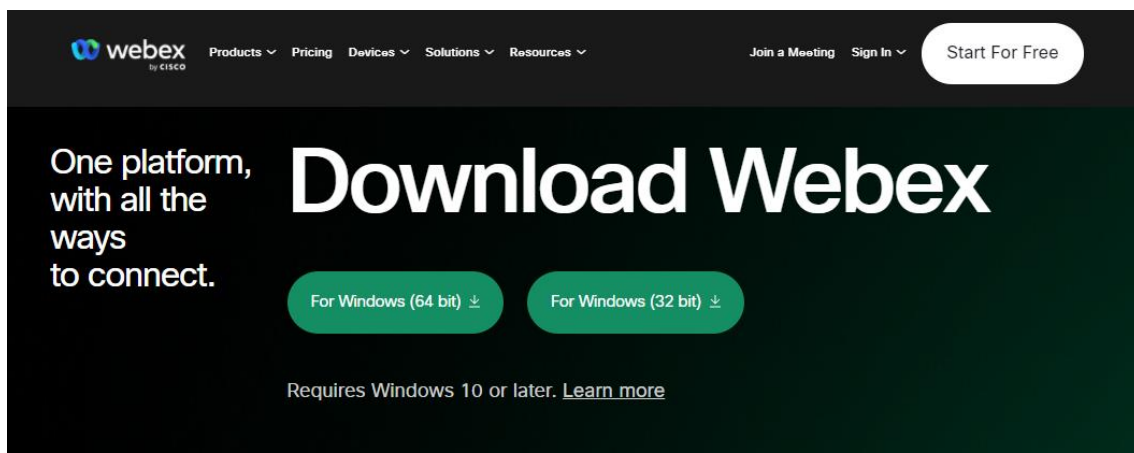
For all attendees (including speakers and session chairs)

Downloading and Installing Webex

We will use **Cisco Webex Meetings** for the ISS2021.

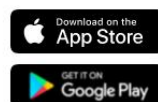
You can join the symposium using a desktop or mobile app or using a web browser. For the latter case, please use **Google Chrome** as a browser (Do not use **IE** or **Microsoft Edge**). We strongly recommend the **downloaded-app**.

Visit the Cisco Webex website (<https://www.webex.com/downloads.html>). Download **Webex.msi** (green buttons in the Figure below) and install the latest version of the **Cisco Webex** app by double clicking **Webex.msi**.



Download mobile app

Available on app store
and google play



Scan QR code to
download mobile app



How to join the Webex Meeting

There will be four parallel sessions at the ISS2021. Each session will have its own Webex meeting room, which will open from **6:00 to 21:00 (Japan Standard Time)** every day. See Table 1 for the room names of the sessions.

Table 1. Session Categories, Room Names, and Invitation Subject Lines

Session Category	Room Name	Invitation Subject Line
Large Scale Applications (AP)	Room A	ISS2021 Room A
Wires and Bulk (WB)	Room B	ISS2021 Room B
Physics and Chemistry (PC)	Room C	ISS2021 Room C
Electronics Devices (ED)	Room D	ISS2021 Room D

A Webex meeting email invitation to each session room will be sent separately on **November 20, 2021**. You will, therefore, receive total four Webex meeting invitations containing information you need to join the sessions. Please pay attention to the invitation subject lines for the right meeting rooms (see Table 1). For instance, use the email invitation with “ISS2021 Room A” on the subject line to join the Large Scale Applications session. The meeting number (access code) and the meeting password will remain the same for the symposium, so please keep the email invitations. Changing rooms or reentry is possible anytime through the symposium.

The meeting rooms for plenary lectures are as follows (Table 2).

Table 2. Rooms for Plenary Lectures

Plenary Lecture	Room Name
Plenary Lecture 1 (PL1)	Room C
Plenary Lecture 2 (PL2)	Room D
Plenary Lecture 3 (PL3)	Room B
Plenary Lecture 4 (PL4)	Room C
Plenary Lecture 5 (PL5)	Room A

1. A Webex email invitation looks like Figure 1. To join the meeting room, click the green “Join meeting” button (① in Figure 1).

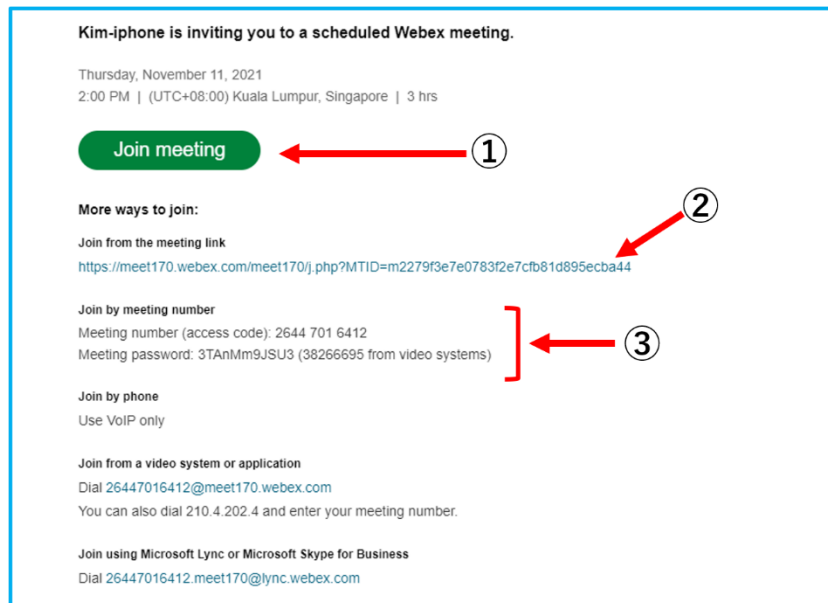


Figure 1

2. If you are using a desktop app, click ① or ② in Figure 2. If you want to use a web browser, click ③.

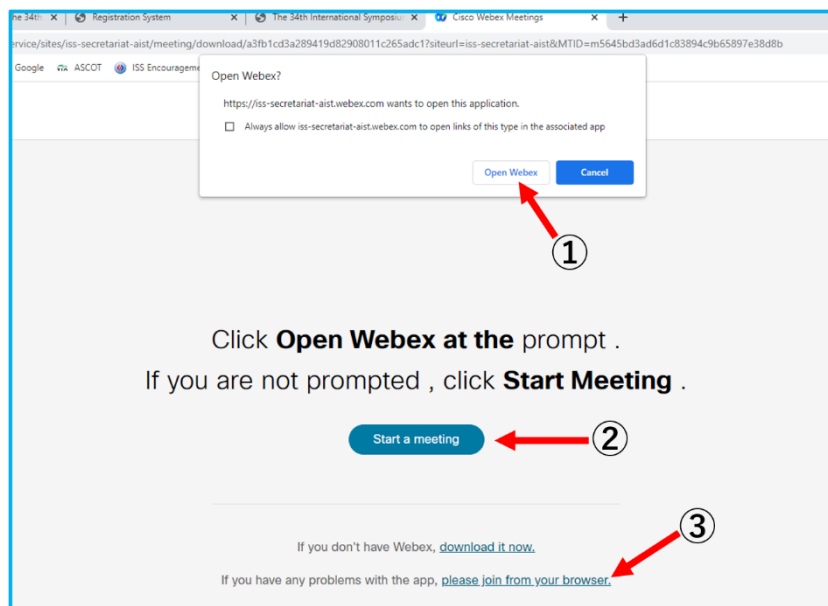


Figure 2

3. Enter your name in ① in Figure 3 and click the “Join as a guest” button (② in Figure 3).

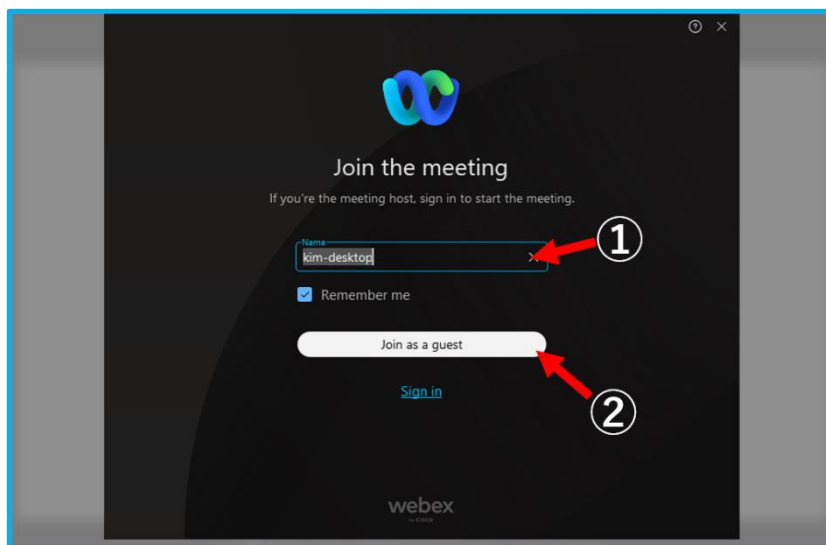


Figure 3

4. Mute your microphone and stop video as shown in ① or ② in Figure 4. Click the green “join meeting” button (③ in Figure 4).

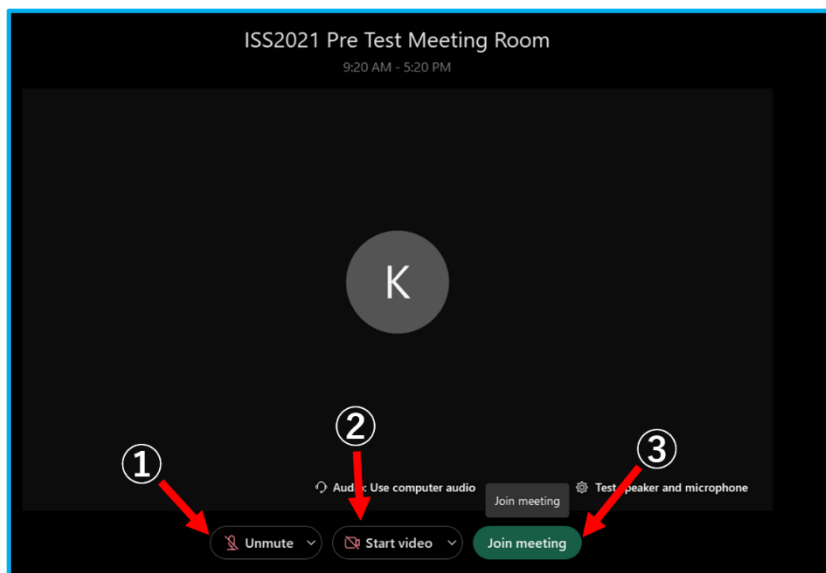


Figure 4

5. Now you have successfully entered the meeting room. Turn on your built-in speaker system or headphone to hear the presenters. Each presentation has a 3~5 minute Q&A session. Use the chat feature for your questions or comments. To open the chat panel, click the “chat” button (① in Figure 5). Your questions and comments will be shared immediately to the audience including the session chair if “**Everyone**” is selected.

To leave the meeting click ② in Figure 5.

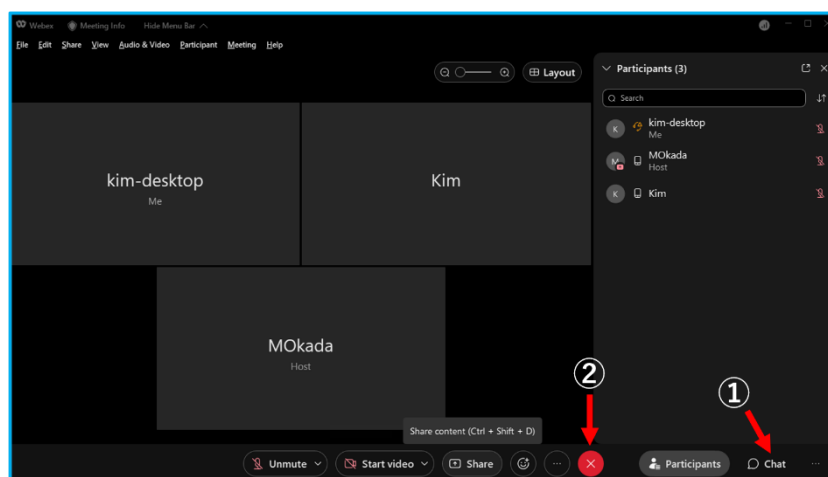


Figure 5

Tip: If possible, please refrain from transmitting video to save the bandwidth of communication.

Tip: Echoes and howling may occur if multiple participants in the same physical area simultaneously access the same session. They should use their own headphones (not built-in PC speakers) and mute all of their microphones as a preventive measure.

If you have any questions, contact us by email at info@iss-secretariat.org