

# ATENA Forum 2021

Zoom Webinar : Guideline for Participants

As of 10 February 2021

# ※For participants: Things to prepare

- Internet connection (Wired connection is recommended)
- Viewing device (PC, Tablet, Smart phone)

## ◆ Camera

You do not need a camera.

## ◆ Microphone

You do not need a microphone.

## ◆ Earphone

You do not need earphones if your PC has a built-in speaker.

※We recommend you use wired earphones, if you wish to use one.

※If the sound is disturbed by the wireless earphone,  
please change to the sound output directly from viewing device.

# Important Points for Participation

## 【Zoom】

- ◆ Tablet/Smartphone : You need to install the Zoom app for viewing.
- ◆ PC : You can join this forum on the web browser or using the Zoom app.  
✖ Simultaneous interpretation cannot be used on the web browser version.
- ◆ Please check if the Zoom app or browser is updated to the latest version.
- ◆ Zoom may not be available due to security restrictions of the device.

## 【Internet】

- ◆ We recommend a wired Internet connection.
- ◆ Please use Zoom in a place with good connection environment.

## 【Device setting】

- ◆ If you join in from a browser, it is highly recommended to use Google Chrome, Firefox or Safari.
- ◆ Please close all unnecessary applications to smoothen the connection.

# 1. Please click URL on your invitation E-Mail

Access information for Zoom Webinar has been sent to you on 16 February. Please click Login URL or copy and paste it on the WEB Browser.

※If you do not receive the login information e-mail by the day before the forum, please contact to the Registration Desk.

■ Forum Overview  
Date: Feb. 18, 2021(Thu) 16:00-18:00(JST)

■ Login Details  
Auto Login : [https://us02web.zoom.us/webinar/register/WN\\_OgWQXN0JTBay81VXMLA-og](https://us02web.zoom.us/webinar/register/WN_OgWQXN0JTBay81VXMLA-og)

\*If you cannot access from the automatic login, please access from the link below using Meeting ID and Passcode

Manual Login : <https://zoom.us/join>  
Meeting ID : xxxxxxxxxxxx  
Passcode: xxxxxx

Click the URL or Copy and paste the URL on your web browser.

Manual Login using Meeting ID and Passcode

## Registration Desk of the ATENA Forum 2021

TEL : +81-3-3508-1277

E-mail : [reg-atenaforum@convention.co.jp](mailto:reg-atenaforum@convention.co.jp)

※Opening Hours: 10:00~17:00

(excluding weekends and holidays)

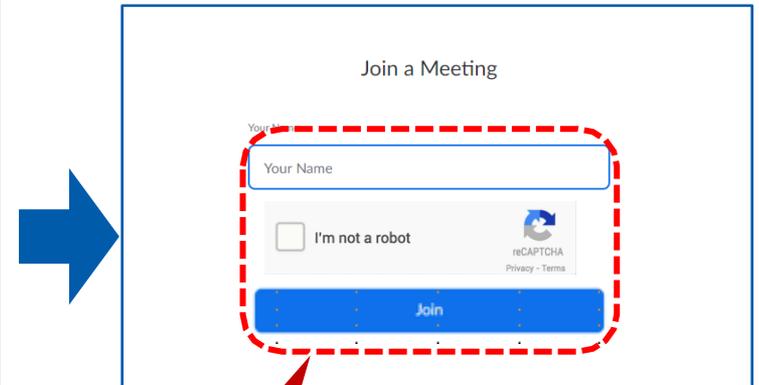
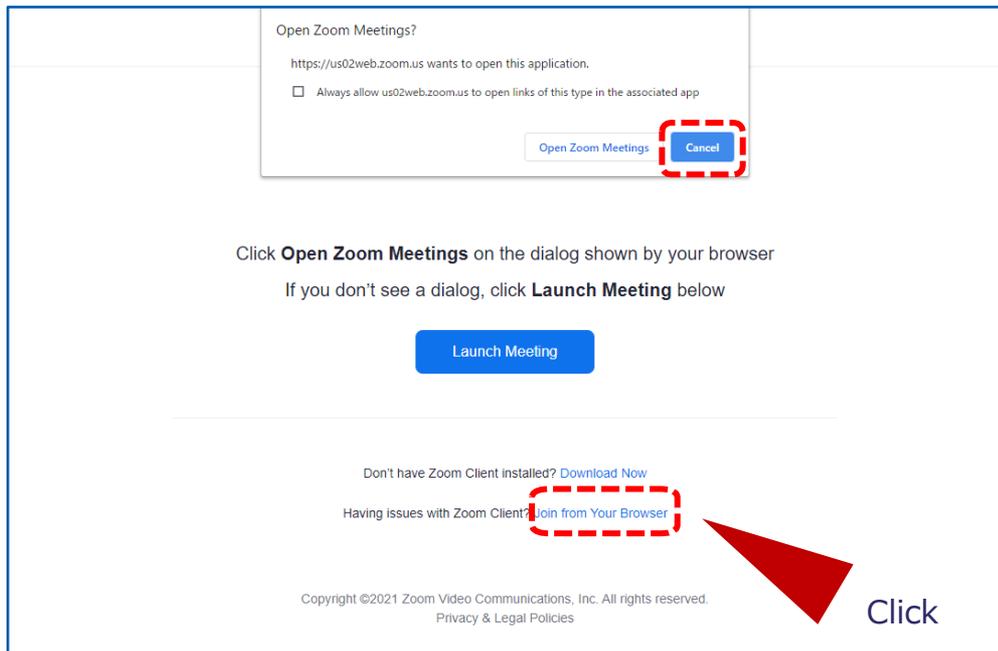


# <Joining by Web Browser ※only for PC>

If you already have Zoom app on your PC, the pop-up message will appear. Please click 'cancel' and 'join from your browser.'

Before entering the meeting, you will see the page below. Please enter your name, check on 'I'm not a robot' and click 'join' button.

※Simultaneous interpretation cannot be used in the web browser version.



Enter your name and  
Check on 'I'm not a robot'

## 2. Sign in to Zoom

If you already have Zoom app on your device, the pop-up message will appear. Please click 'Open Zoom' to activate your Zoom app.

The image shows a sequence of two screenshots from the Zoom web interface. The first screenshot displays a browser dialog box titled "Open Zoom Meetings?" with the text "https://us02web.zoom.us wants to open this application." and a checkbox "Always allow us02web.zoom.us to open links of this type in the associated app". The "Open Zoom Meetings" button is highlighted with a red dashed box. Below the dialog, the text "Click **Open Zoom Meetings** on the dialog shown by your browser. If you don't see a dialog, click **Launch Meeting** below" is visible, along with a "Launch Meeting" button. A red arrow points from the "Open Zoom Meetings" button to the second screenshot. The second screenshot shows a "Join Audio" pop-up with a "Join with Computer Audio" button highlighted by a red dashed box and a "Test Speaker and Microphone" link below it. A blue arrow points from the first screenshot to the second. Below the second screenshot, the text "And please wait until meeting will start." is displayed.

Open Zoom Meetings?  
https://us02web.zoom.us wants to open this application.  
 Always allow us02web.zoom.us to open links of this type in the associated app

Open Zoom Meetings Cancel

Click **Open Zoom Meetings** on the dialog shown by your browser.  
If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)  
Having issues with Zoom Client? [Join from Your Browser](#)

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Join Audio

Join with Computer Audio  
Test Speaker and Microphone

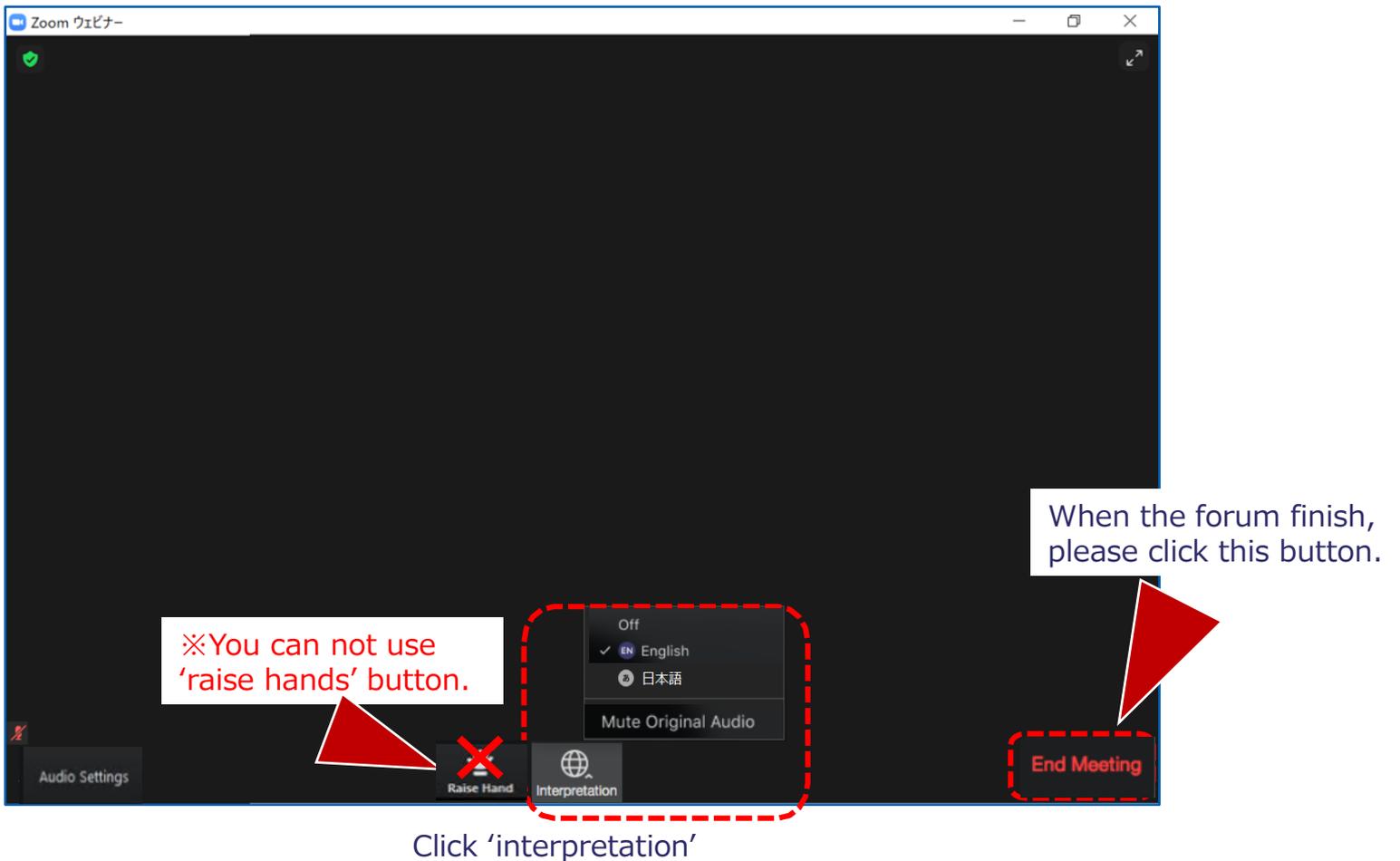
Automatically join audio by computer when joining a meeting

Click

And please wait until meeting will start.

# 3. Simultaneous interpretation

You may choose Japanese/English sound after clicking 'interpretation' button.



# Vimeo

If you are not able to use Zoom, you can join this forum by the video distribution platform "Vimeo".

- ◆ Japanese
- ◆ English

Please contact the Secretariat in case you require the access information to the "Vimeo" platform.