

**Guidelines for Organizing Online Meetings for  
RIMS Joint Research Activities  
Using Zoom**

# **Operation Manual for Webinar**

**Attendees: Guests**

## Rules that must be observed by all participants of an online joint research meeting

- Do not share URLs, IDs, and passwords for online joint research meetings with outsiders. It is strictly prohibited to post such URLs, IDs, and passwords at locations that are accessible to many and unspecified third parties (e.g., websites, social media).
  - Outsiders (third parties) may enter without permission and jeopardize the online joint research meetings by engaging in annoying behavior (e.g., activities irrelevant to joint research).
  
- Use your correct email address.
  - Using an incorrect address may result in information leakage to third parties.
  
- It is prohibited to record online joint research meetings and save the videos and images for purposes other than for personal references. It is strictly prohibited to distribute such videos and images at locations accessible to many and unspecified third parties.
  
- ※ Recording and saving the videos for on-demand sharing is, however, acceptable when the organizer or the speaker deems it necessary to accomplish a joint research meeting.
  
- Speakers must exercise utmost care in handling of reference materials used as presentation documents. They must implement appropriate measures (e.g., clearly indicating the source).
  - Regarding handling of copyright, appropriate measures must be implemented in accordance with relevant laws and regulations.
  
- When using this operation manual for purposes other than joint usage projects of RIMS, contact the Cooperative Research Service Section ([kyodo\(at\)kurims.kyoto-u.ac.jp](mailto:kyodo@kurims.kyoto-u.ac.jp)).

# Operation Manual for Webinar

## Attendees: Guests

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# 1. What is Webinar?

Zoom Webinar is the customized feature for holding an “online seminar”. Only “Host” and designated “Panelist” (organizer or speaker at RIMS Joint Research Seminars) are enabled to show videos, sound or screens. Other participants are just view-only attendees and are unable to operate camera or microphone in principle. View-only attendees are able to communicate with host/panelist via preset features such as Q&A or Chat but unable to view other attendees.

| <b>Host</b><br>Organizer, Chairs                                  | <b>Panelist</b><br>Speakers                                                                                                                                                                                  | <b>View-only Attendees</b><br>Participants                                                                                          |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Host controls all the participants and features of zoom webinars. | Panelists share videos and sound with viewers, answer questions and are also able to check the status of all participants including the view-only attendees. (Number of the participants, hands raised, Q&A) | Participants are unable to share videos, sound or screens in principle. Participants are able to ask questions via chatting or Q&A. |

## Differences between Zoom Webinar and Zoom Meeting

As for Zoom Meeting, the host and the participants share the same screen and proceed with the meeting interactively through video calls. Participants are able to view the list of participants. The major difference between Zoom Webinar and Zoom Meeting are as follows;

|                                                                      | Zoom Webinar            | Zoom Meeting |
|----------------------------------------------------------------------|-------------------------|--------------|
| Operation of camera, microphone                                      | Only for Host, Panelist | ○            |
| Browsing list of participants                                        | Only for Host, Panelist | ○            |
| Participating only by viewing                                        | ○                       | X            |
| Text Chatting                                                        | ○                       | ○            |
| Q&A                                                                  | ○                       | X            |
| Breakout room (The feature to divide participants into small groups) | X                       | ○            |
| Screen sharing                                                       | ○                       | ○            |
| Waiting room                                                         | X ※                     | ○            |

※ Waiting room is not available by the default setting of RIMS' webinar.

# 1. URLs for pre-registration and a Webinar

The organizer is to send the URL for pre-registration, Program for the joint research meeting, and Zoom Webinar Manual to prospective participants by email (invitation). Pre-registration is prerequisite for RIMS workshops.

## [Note]

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※As for the installation of Zoom application on your device, please refer to “1 Zoom settings” of “Guidelines for Organizing Online Meetings for RIMS Joint Research Activities Using Zoom Operation Manual”.

Hi there,

You are invited to a Zoom webinar.  
When: Nov 10, 2020 11:30 AM Osaka, Sapporo, Tokyo

Register in advance for this webinar:



After registering, you will receive a confirmation email containing information about joining the webinar.

In the invitation mail, Click the URL shown under **[Register in advance for this webinar:]**.

## Webinar Registration



Topic: [REDACTED]  
Time: [REDACTED]

First Name\*  Last Name\*   
 Email Address\*  Confirm Email Address\*   
 Organization\*  Job Title\*

\* Required information



On the [webinar Registration] window, fill out the fields for [First Name], [Last Name], [Email Address], [Confirm Email Address], [Organization], [Job Title], and others if any. Click **[Register]**.

\* Enter all information correctly, especially your e-mail address.

Hi [REDACTED]

Thank you for registering for [REDACTED]

Please submit any questions to [REDACTED]

Date Time: Nov 10, 2020 11:30 AM Osaka, Sapporo, Tokyo

Join from PC, Mac, Linux, iOS or Android [Click Here to Join](#)  
Passcode: 635076

Note: This link should not be shared with others; it is unique to you.  
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or an H.323/SIP room system:  
[REDACTED]

You can [cancel](#) your registration at any time.

An email to confirm the pre-registration is sent to the registered email address with the Webinar URL.

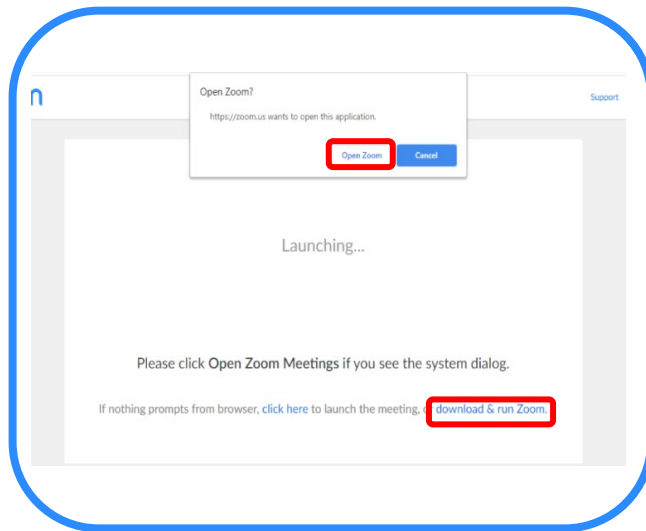
\* To cancel registration, click **[Cancel]**

You can join the Webinar by clicking **[Click here to join]** on the day of the Webinar. Enter the **passcode** if necessary.

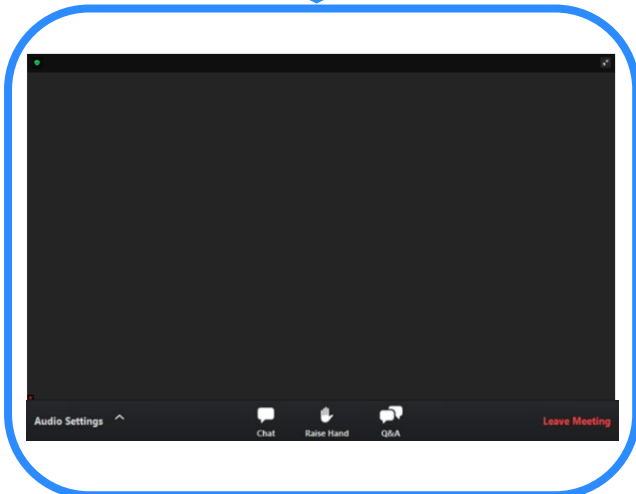
# 1. Joining a Zoom Webinar

Click the **URL for the Webinar** (or enter the ID and password) in the pre-registration confirmation email to join the Webinar.

\* Referring to the “Program”, you can join the Webinar whenever you would like to.



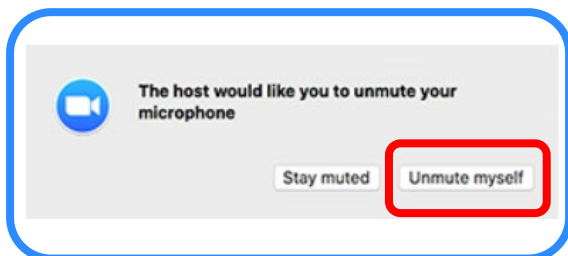
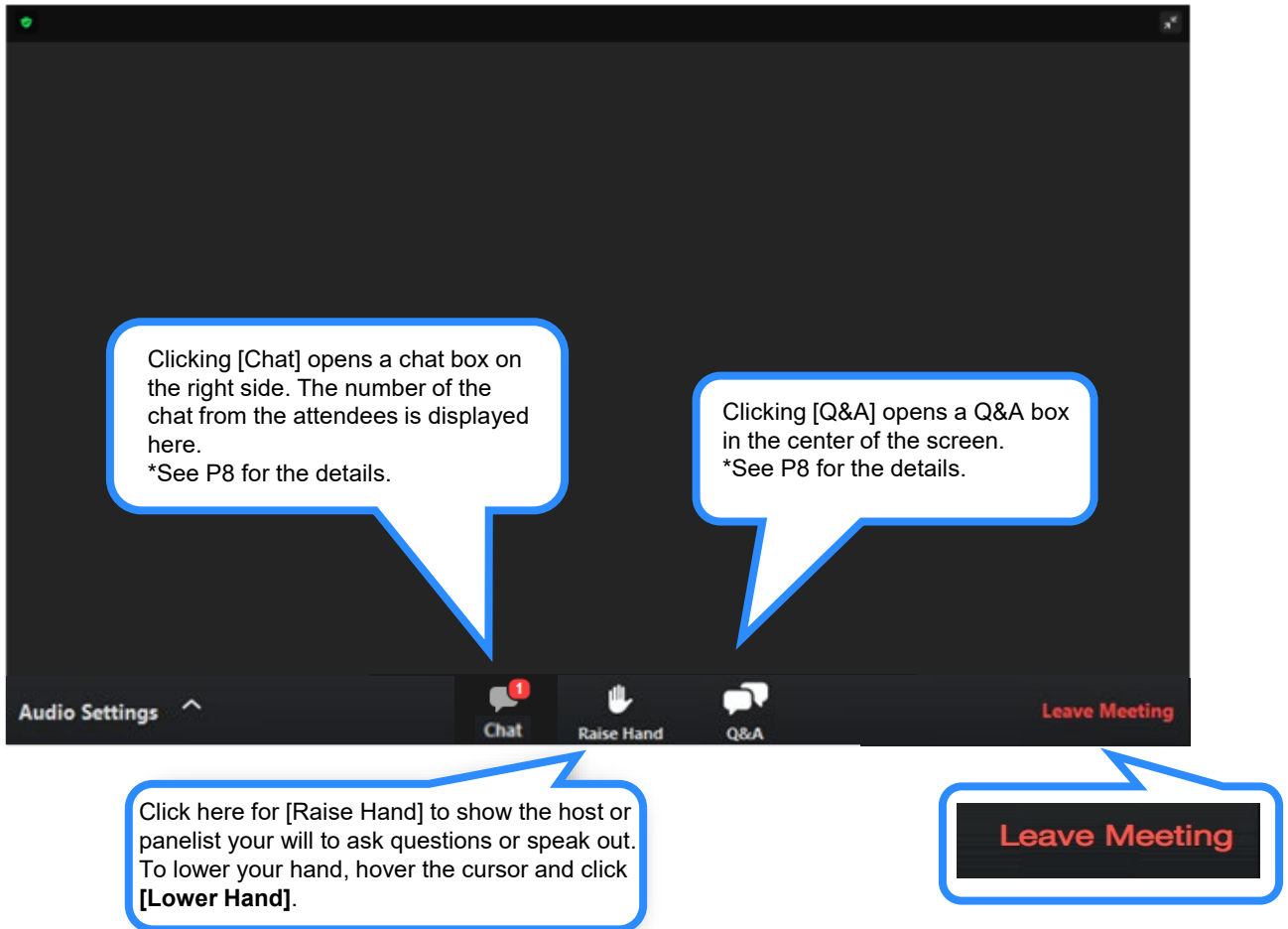
Click the URL for the Webinar, and join the Webinar by clicking [**Open zoom.us**]. As for the installation of Zoom application on your device, please refer to “1 Zoom settings” of “Guidelines for Organizing Online Meetings for RIMS Joint Research Activities Using Zoom Operation Manual”.



Viewers' screen is as shown on the left. A speaker appears on the screen as the lecture starts.

## 2. What you can do during a Webinar

Viewers' screen during the webinar is as shown below. There are three icons of Chat, Raise Hand and Q&A at the bottom. Attendees are unable to view other participants.



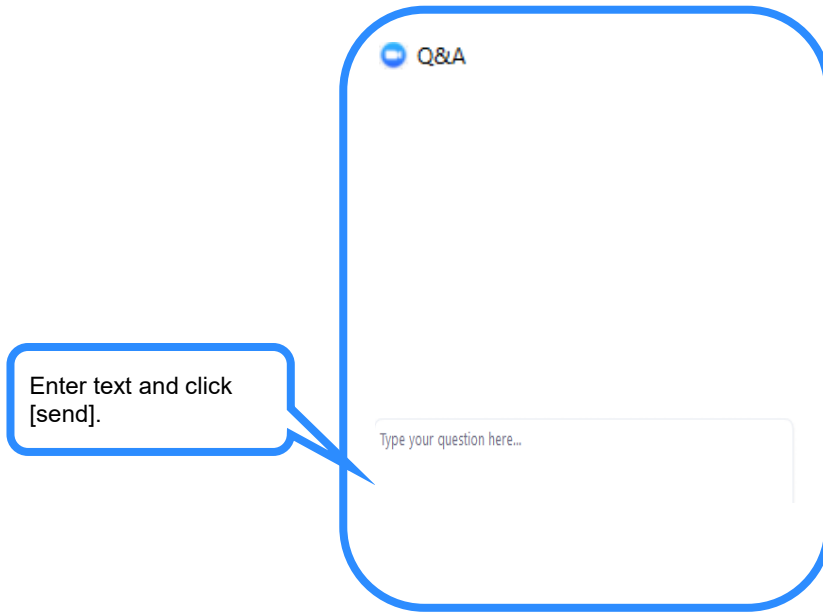
\*The window shown on the left pops up when you are requested to speak out from the host. Click **[Unmute]** for speaking.

## 3. Features for Webinar

### Q&A

\*Q&A may be disabled by the host.

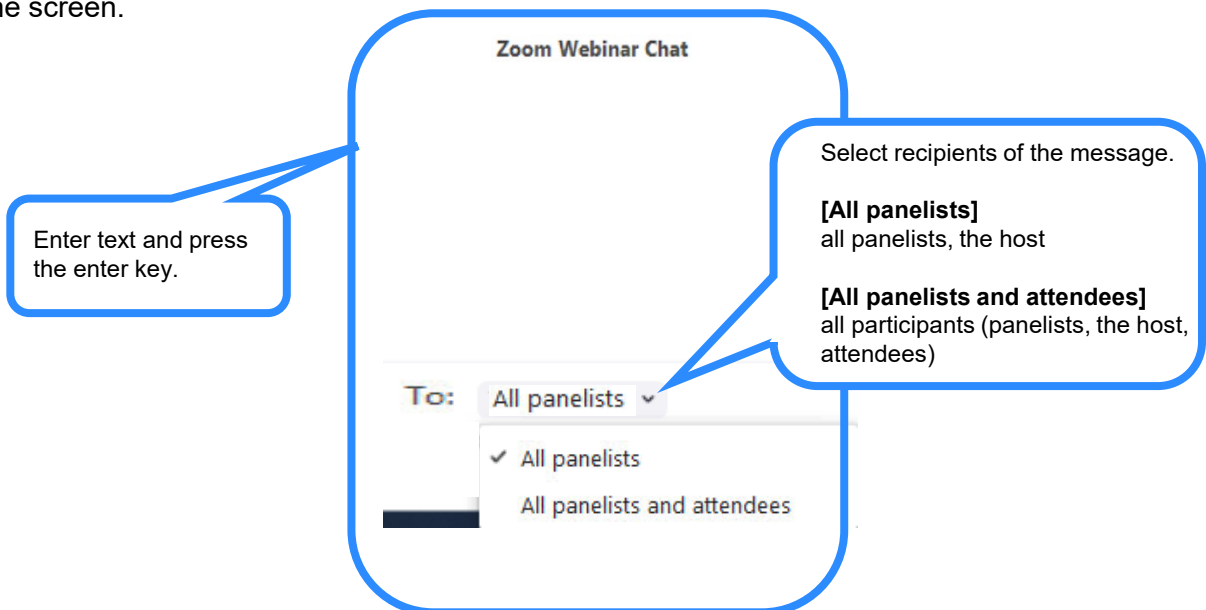
Clicking [Q&A] at the bottom of the screen, [Question & Answer] window pops up in the center to ask questions to panelist or host. Replied to the question, the answer appears on the screen.



### Chatting

\*Chatting may be disabled by the host.

Clicking the [Chat] icon at the bottom of the screen, [Chat] window pops up on the far right of the screen.

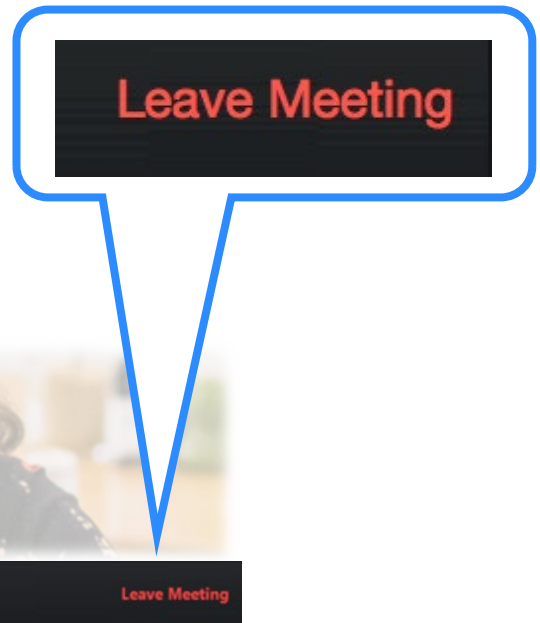




## 4. Leaving a Webinar

To leave a Webinar, click **[Leave]** at the bottom of the screen and click **[Leave Meeting]**.

\* It is possible to rejoin during the Webinar, clicking **[Click here to join]** in the webinar confirmation email.



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