

The 21st Asian Conference on Clinical Pharmacy (ACCP 2022 in Nagoya)

User Manual for Participants



zoom Webinar

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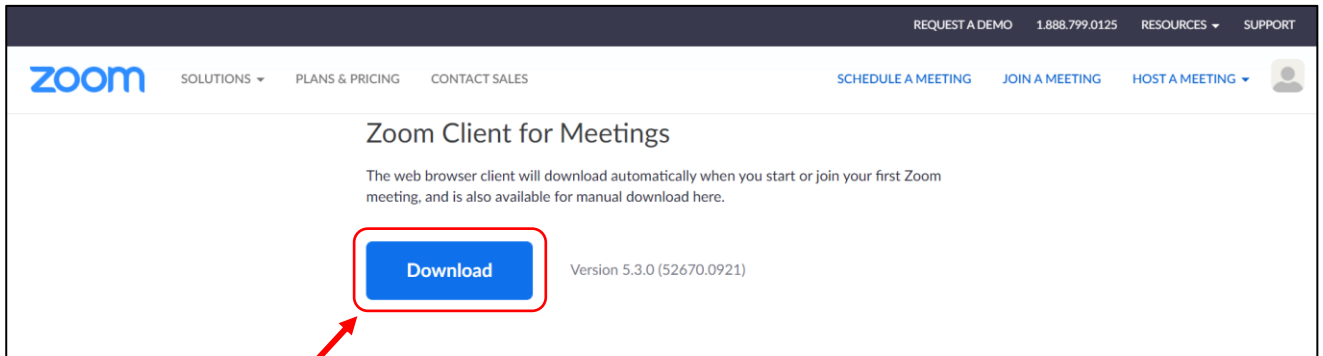
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Online Meeting Participants: Setting Up Zoom

STEP 1 Download and install the Zoom client (PC version)

1. Download the "Zoom Client for Meetings" installer from the Zoom website:
https://zoom.us/download#client_4meeting



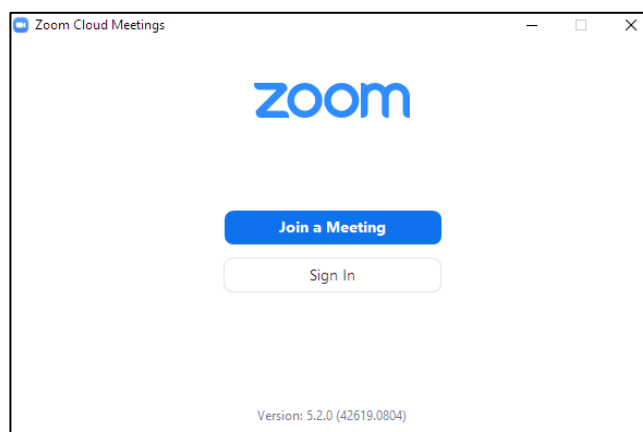
2. Launch the downloaded file (ZoomInstaller.exe) to install Zoom.



Mac



3. The download and install process has been completed if the following window is displayed.



Online Meeting Participants: Setting up Connection and Conference Environments

STEP 2 Set up a connection

1. Prepare a device: Make sure you are using a computer or tablet capable of connecting to the Internet.
2. Establish an Internet connection: A stable Internet connection is preferred for Zoom sessions, so we recommend using a wired Internet connection. A weak or unstable connection may result in lower picture quality, audio cut-outs and other problems for meeting participants.
3. Set up audio: Use earphones, a headset, externally attached speakers or similar.

Online Meeting Participants: Joining a Webinar

STEP 1 Join the Zoom Webinar

1. Sign in the Online Conference site from ACCP 2022 Website.
※the screenshot is sample
2. Click the program on the Online Conference site,.



3. Fill the required form, then click the Registration button.

Please fill your name in ENGLISH

4. Click the following button and open Zoom application.

Webinar Registration

Topic Symposium3

Description ACCP2022 Symposium3

Time Feb 12, 2022 08:20 AM in Osaka, Sapporo, Tokyo

* Required information

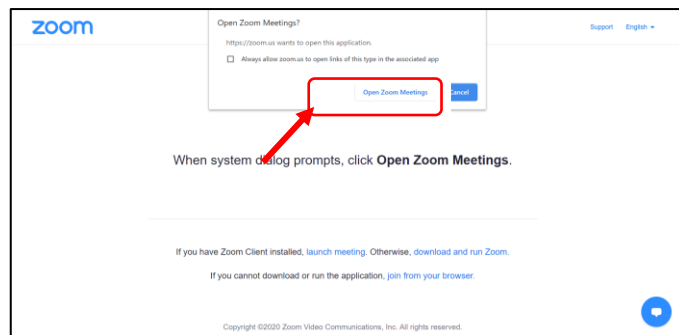
First Name *

Last Name *

Email Address *

Confirm Email Address *

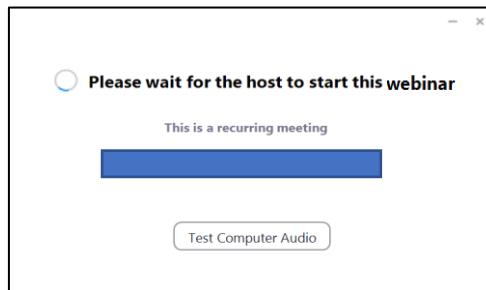
Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.



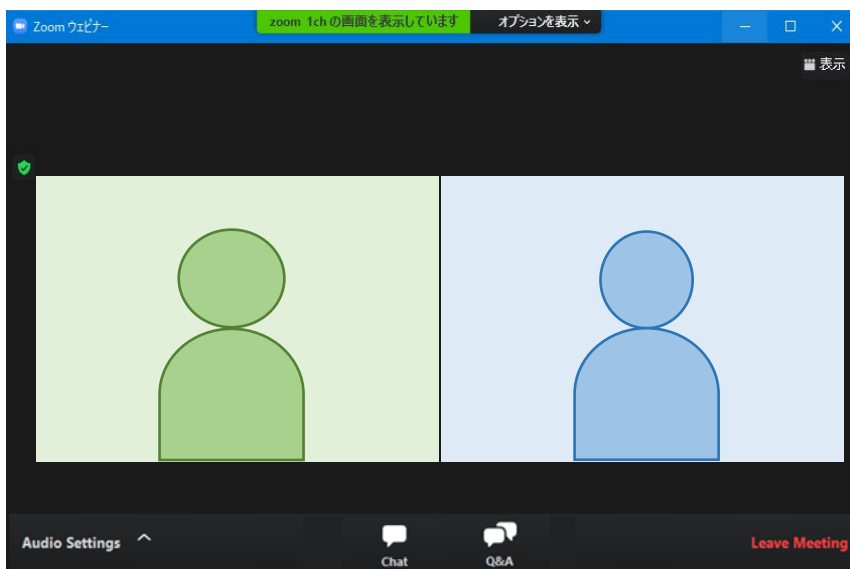
Online Meeting Participants: Joining a Meeting

STEP 1 Join the online meeting

4. This screen will be displayed until the meeting host (Congress Secretariat) gives you permission to join the meeting. Wait until permission is granted.



5. This screen will be displayed after the Webinar starts.



Chat :

Message will be sent if the Congress Logistic Office have something to inform to the participants.

Question & Answer :

Open the Q&A window, to ask a question: Enter your question into the Q&A box, then click **Send**.

Note: Select **Send Anonymously** if you do not want your name attached to your question in the Q&A.

Leave meeting:

Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress.

Make sure to close all unnecessary programs running on your computer.
If you run unneeded during the Webinar, it may slow computer performance.

*Participants

Poster Viewing

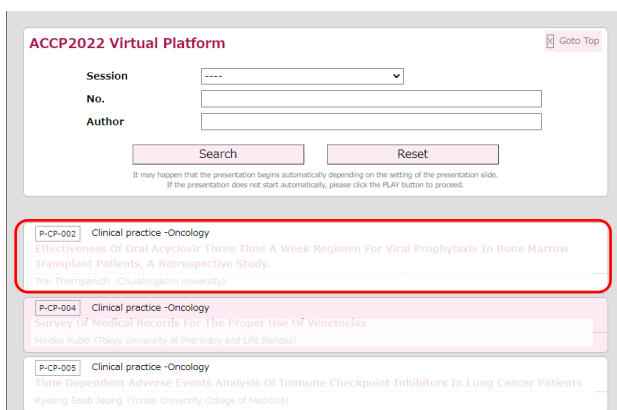
STEP 1 Access to POSTER VIEWING page

1. Sign in the Online Conference site from ACCP 2022 Website.
※the screenshot is sample

2. Click “POSTER VIEWING” on the Online Conference site,.



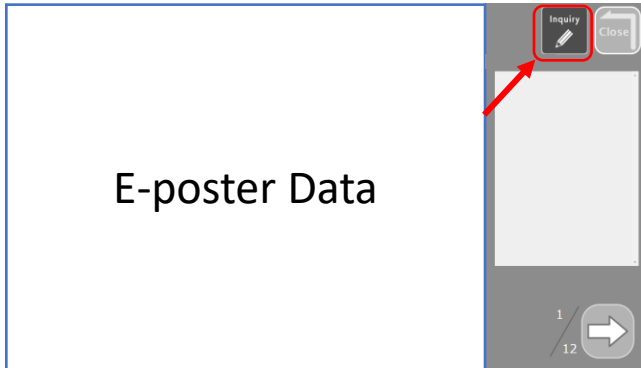
3. Click the e-poster title to open e-poster data



Poster Viewing

STEP 2 Send Inquiry

1. Click "Inquiry" at the poster viewing page



2. Put your "Inquiry" and submit.

