

# Guidelines for Attending Webinar

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# Steps for Attending Webinar

- Step 1
  - Register at <https://gnss.peatix.com>
- Step 2
  - Setup ZOOM in your PC and/or mobile phone or tablet device
    - We use ZOOM for webinar. It can be accessed from PC or mobile device.
    - Install and test before the webinar.
    - Test audio (speaker and microphone) and video in your PC or mobile device

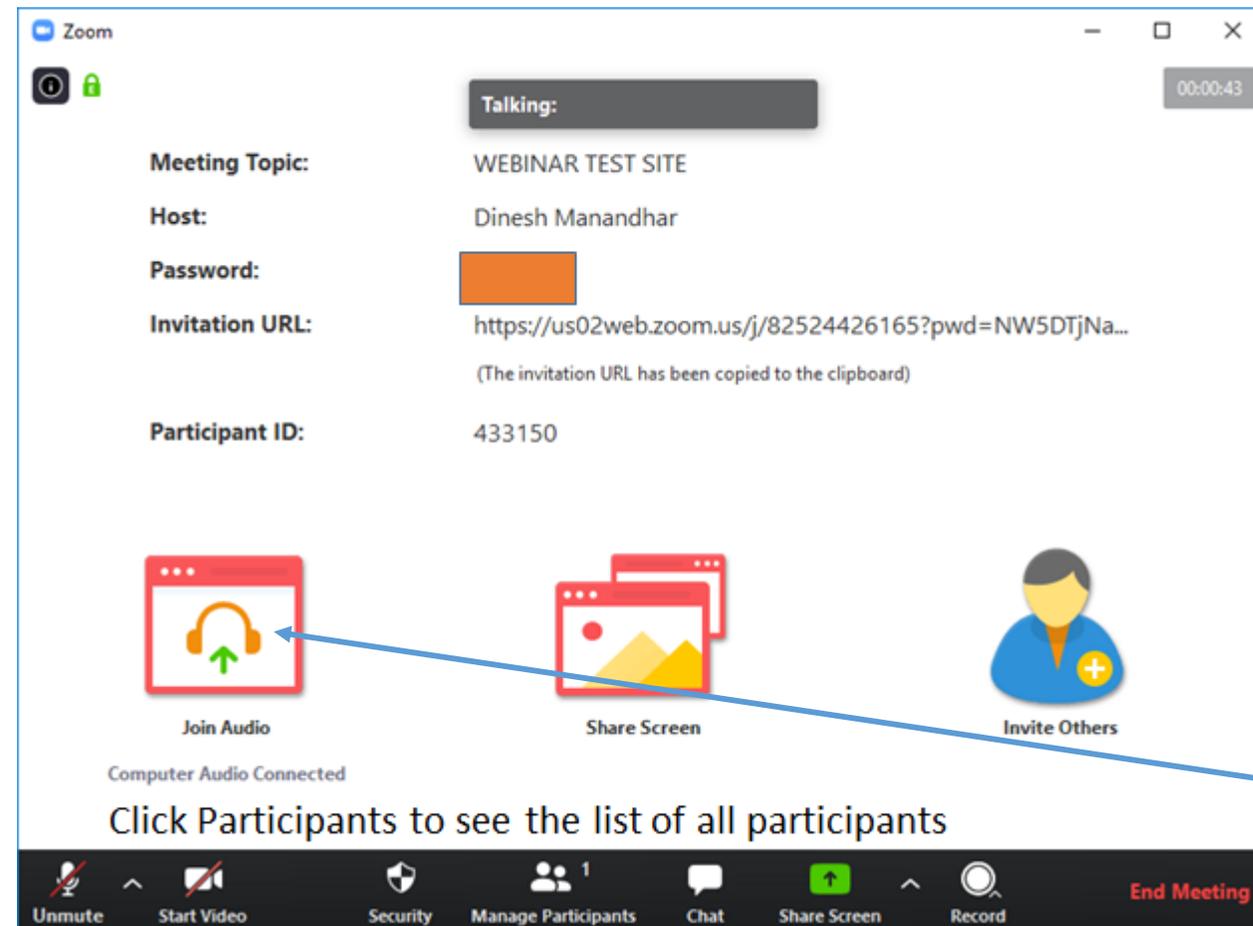
# Webinar Registration

- Register for the webinar (of your interest) at “PEATIX”
  - The webinar links can be accessed from
    - <https://gnss.peatix.com> OR
    - <http://www.csis.u-tokyo.ac.jp/~dinesh/WEBINAR.htm>
  - Select “GET TICKET” and enter requested information
    - All webinars and on-line lectures are free

# ZOOM Setting

- A ZOOM Meeting ID will be send to the registered users before the webinar
  - The meeting ID looks like:
    - <https://zoom.us/j/82524426165> (This ID is for webinar test site)
- Click the meeting ID to access webinar
  - You can also type the ID in browser to access the webinar
  - A password is required.
- You will see webinar window as shown in the next slide
  - This sets up ZOOM and connects to the host and other members of the meeting.

# ZOOM Setting



Click Participants to see the list of all participants

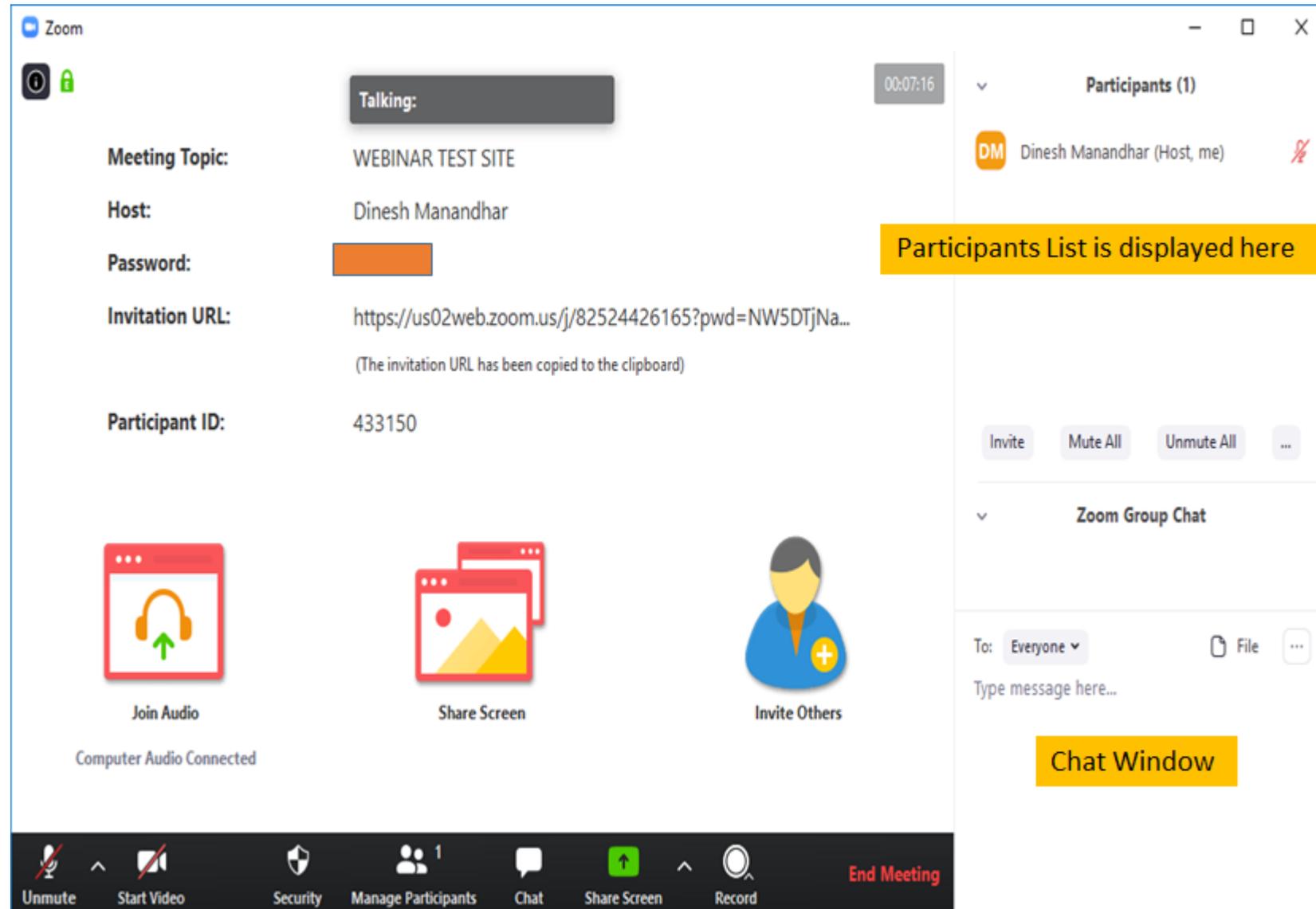


Click here to access Audio if necessary.  
You will get this window.  
Test and Setup your Speaker and Microphone

Click Chat to send your comments, questions to  
the Host or to all members

# Asking Questions and Notes

- You can see a list of all the participants on your right side.
- Click “RAISE HAND” button to put a question and wait until the host ask you to put a question.
  - By default, your microphone may be in mute mode. Unmute before you talk.
- You can also send questions and comments by typing in the chat section.
- **Always MUTE your microphone when you are not talking**
  - To avoid surrounding noise
  - Your host may put your mic off
- Do not put Video On unless it is necessary. Video will take more bandwidth.
- Please note that we record all webinars for post-webinar online access. Your questions (audio), video and chats will also be recorded.



# Screen Sharing

- The host will share his/her screen to all the members
  - At anytime, only one member can share his/her screen to others
- In this case, at your side you will see the Host's Screen
  - This may cover your whole screen (Full Screen)
  - In this case, you may not see the complete ZOOM window but only a small navigation window.
    - Click this window to access other ZOOM functions like Participant List, Chat Window etc.
    - You can also access this navigation window by clicking the ZOOM icon at the bottom of your screen.

