



**EventIn**

Operation manual (for participants)

---



**EventIn**

Operation manual (for participants)

---

Updated: Aug-16-2021



Explains how to participate and operate EventIn

## Table of contents:

### 1. About checking the operating environment

- About your device / browser
- Prior confirmation of operating environment
- About use in an environment where Internet communication is restricted, such as a proxy server or firewall

### 2. About the procedure for participating in EventIn

- ① LP (Landing Page)
- ② My profile
- ③ Usage environment check
- ④ Lobby
- ⑤ Floor guide

### 3. About the Floor

- Talk mode
- Presentation mode
- Exhibition mode
- What is trial viewing?
- Change profile / Notification settings / Exit from event

### 4. About the Table

- Leave
- Camera / Microphone
- Screen sharing chat
- Material cabinet
- Information
- List of participants
- Three-point menu
- Virtual background
- How to speak during the presentation
- How to share audio with screen sharing

### 5. About the opening and closing panel (Right-side of UI)

- Table tab
- Participant tab
- Chat tab
- Questionnaire tab

### 6. Supplementary note: Firefox users

- How to allow camera / microphone
- How to allow screen sharing



### 1. About checking the operating environment

#### ➤ About your device / browser

##### ■ When connecting from a PC

- Please use Chrome (recommended), Firefox, Safari or Microsoft Edge as the browser.

PC	Chrome	Firefox	MS Edge	Safari	IE
Windows	✓ (recommended)	✓ *1	✓	NO	NO
Mac	✓ (recommended)	✓ *1	NO	Screen sharing not possible	NO

\* 1: Customers using Firefox need to make settings. See **Firefox users**.

- Customers who wish to use the service in a more stable environment are recommended to participate via a wired internet line.
- For details, please check the operating environment on our website.

##### ■ When connecting from a smartphone / tablet

- Please use Safari for iPhone / iPad. Please use Chrome for Android devices.
- Please use wired earphones. There may be audio problems with Bluetooth devices.

##### ■ When making it compatible with English

- If the language setting of the browser is other than Japanese, it will be displayed in English.

#### ➤ Prior confirmation of operating environment

Please access the URL below and check the usage environment.

<https://eventin.space/checker>

\* Please be sure to try it on the terminal and browser used on the day of the event, and on the place where you can connect on the day.






## 2. About the procedure for participating in EventIn

### ① LP

### Event Title



**Compliance Conference 2021**  
16<sup>th</sup> – 18<sup>th</sup> November


### Scheduled Event date

[Join](#)

### ② My profile

### Profile Page

Complete your event profile so other attendees can contact with you.



[Change](#)

\* Available to all attendees.

**Attendee Name** Required

HIROKI MUROFUSHI

\* Available to all attendees.

**Company** Required

V-cube Group

**Title** Required

Head of Global Development

\* Available to all attendees.


Please agree to this [Privacy Policy](#)

[Next](#)

### ③ Usage environment check

### Check Your Settings

Please check the your settings before joining the event.



Camera and audio will be OFF when you join a table. You can change this at anytime.

**Camera**

Integrated Webcam

**Microphone**

マイク (Jabra SPEAK 410 USB)

**Test Your Speakers**

0:00 / 2:45

**Browser and Network Results**


- ✔ This browser is compatible with EventIn.
- ✔ The connection with the server was successful.

[Back](#) [Join](#)


### ④ Lobby

BNM Compliance Conference 2021

Lobby | Floor Guide | Floor 01 02 03 04 05



Watch on [YouTube](#)



[Floor Guide](#) | Floor 01 02 03 04 05

### ⑤ Floor Guide

BNM Compliance Conference 2021

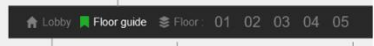
Lobby | **Floor Guide** | Floor 01 02 03 04 05

### Floor Guide

- 01 (Day1) 16th Nov 2021  
Event Detail
- 02 (Day2) 17th Nov 2021  
Event Detail
- 03 (Day3) 18th Nov 2021  
Event Detail
- 04 Exhibition Hall  
Exhibition Detail
- 05 Networking Lounge

#### How to use

Floor Guide Bar - Top of Screen.



Click on the Floor you wish to enter. This Guide Bar is always available inside the Event unless you are seated at a table.

Go to the lobby page.



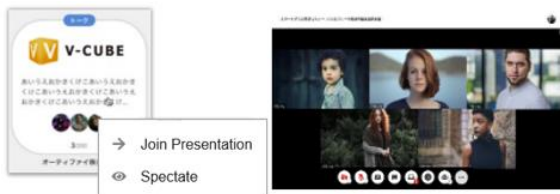
### 3. About the Floor

Immediately after attending the event, you are not attending any table.

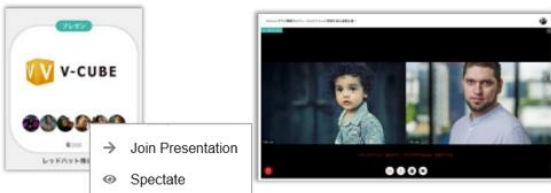
Please select your favorite table and join.

#### 3 types of Table modes (Talk mode, Presentation mode, Exhibition mode)

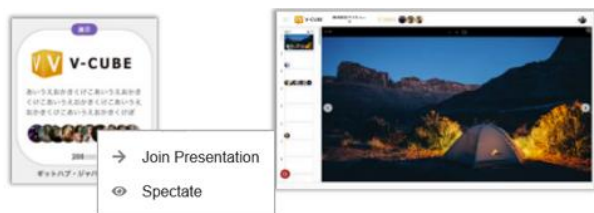
- Talk mode: Anyone can speak with the camera / microphone turned on.  
(Camera / microphone is off at the time of participation.)



- Presentation mode: Participant's camera / microphone is not available. If you want to speak, raise your hand, and let the speaker know.



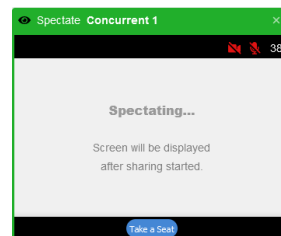
- Exhibition mode: You can freely browse the videos / materials in the table. Only the microphone can be used.



#### \* What is "Spectate"?

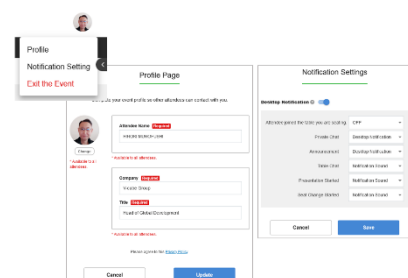
Before joining, you can watch the materials and audio in the table.

(It may not be available depending on the settings of the organizer.)



- Your Profile change / Notification settings / Exit from event

Click on your profile picture at the top right of the screen to select it.





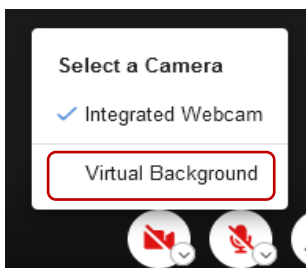
### 4. About the Table



#	Icon Name	Note
①	Leave table	You will return to the floor before you were seated.
②	Camera / Mic	The camera / microphone is off when seated at the table. Turn it on if necessary. You can set a virtual background. Please refer to "How to set virtual background" below.
③	Screen Sharing	You can share the screen. If you are using Firefox, please refer to "How to allow Firefox screen sharing". * Safari users cannot share the screen.
④	Chat	A chat with the members in the table opens.
⑤	Contents Cabinet	You can see contents / videos. (If there is no setting in the table, there is no icon.)
⑥	Information	Display the list of participants in the table.
⑦	List of participants	Display the list of participants in the table.
⑧	Menu	You can check the statistical information. You can check the communication status when the video / audio is disturbed.

#### ➤ How to set virtual background

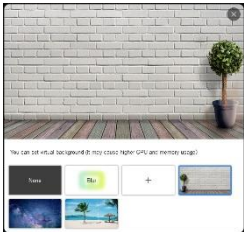
In the table, you can set the virtual background by following the steps below.



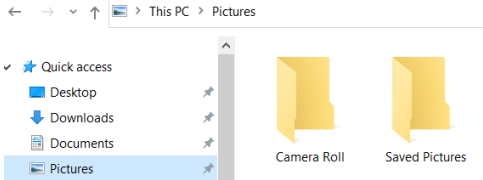
#### Virtual background settings

You can set the default image or your favorite image as the background

##### ➤ Default image



##### ➤ Other image selection



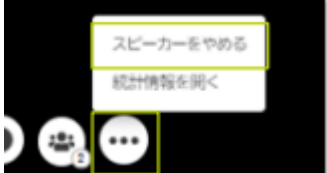




### ➤ How to speak during the presentation

The camera and microphone functions cannot be used in the general presentation mode or table presentation mode.

If you want to speak, raise your hand to let the speaker know. You can turn on the camera and microphone after the speaker consents.

① Raise Hand	② Accept	③ Quit the speaker
		

### ➤ How to share audio with screen sharing (Chrome only)

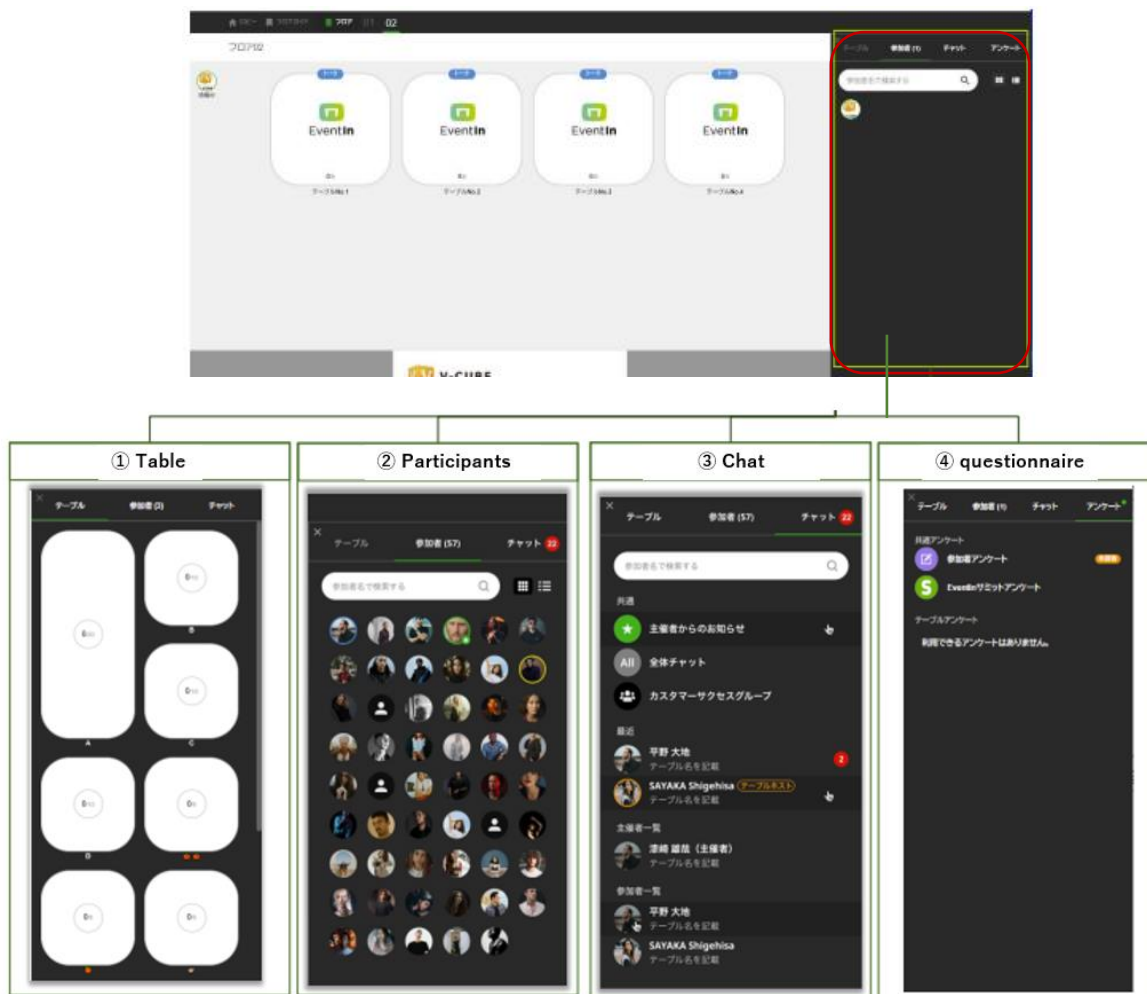
If you want to share the screen including the audio of the video, click the "Screen sharing" button and check "Share audio" at the bottom left.

\* Mac users can share audio only when "Chrome tab" is selected.





### 5. About the opening and closing panel (Right-side of UI)



#	Tab Name	Note
①	Table	You can move to another table.
②	Participants	Display a list of participating participants.
③	Chat	The following 3 types of chat can be used. (It may not be available depending on the settings of the organizer.) <ul style="list-style-type: none"> <li>• Chat All</li> <li>• Table chat</li> <li>• Individual chat</li> </ul> * Only the organizer can post notifications from the organizer.
④	Questionnaire /Survey	Used when posting a survey. (It may not be available depending on the settings of the organizer.)





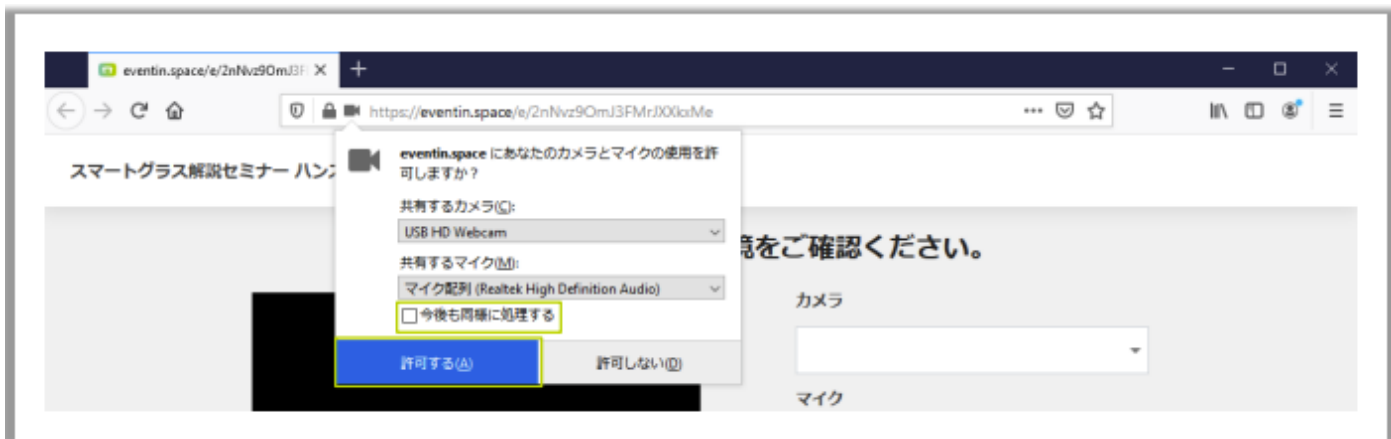
### 6. Supplementary note: Firefox users

If you are using Firefox, please do the following.

#### ➤ How to allow camera / microphone

When you participate in the event, a dialog about the camera / microphone will be displayed in the upper left of the screen on the environment check screen.

- Check [Do the same in the future] to allow it.
- If you do not check [Do the same in the future], you will need to allow it every time you unmute the camera / microphone.



#### ➤ How to allow screen sharing

After clicking the screen sharing icon, click the "Allow" button displayed in the dialog.

If you do not click, it will be considered rejected.

Also, if you do not click the "Allow" button and want to share again, set "Temporarily block" in "Screen sharing".

You need to erase it with "x".

