Explains how to participate and operate EventIn

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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.

<table>
<thead>
<tr>
<th>PC</th>
<th>Chrome</th>
<th>Firefox</th>
<th>MS Edge</th>
<th>Safari</th>
<th>IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Widows</td>
<td>✓ (recommended)</td>
<td>✓ *1</td>
<td>✓</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Mac</td>
<td>✓ (recommended)</td>
<td>✓ *1</td>
<td>NO</td>
<td>Screen sharing not possible</td>
<td>NO</td>
</tr>
</tbody>
</table>

* 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.

Two checkmarks (green) on “Browser and Network Results”
2. About the procedure for participating in EventIn

1. Login

   ![Event Title](image)

   **Event Title**

   Compliance Conference 2021
   16th - 18th November

   **Scheduled Event date**

   ![Scheduled Event date](image)

   **Scheduled Event date**

   ![Scheduled Event date](image)

   **Join**

2. My profile

   ![Profile Page](image)

   **Profile Page**

   Complete your event profile so other attendees can contact you.

   **Attendee Name**
   HIRIOK MURAI

   **Company**
  橱柜 Group

   **Title**
   Head of Global Development

   ![Profile Page](image)

3. Usage environment check

   ![Check Your Settings](image)

   **Check Your Settings**

   Please check your settings before joining the event.

   **Camera**
   Integrated webcam

   **Microphone**
   "Y" (extra SPEAK 410 USB)

   ![Check Your Settings](image)

   **Test Your Speakers**

   ![Check Your Settings](image)

   **Browser and Network Results**

   ![Check Your Settings](image)

   ![Check Your Settings](image)

   ![Check Your Settings](image)

   ![Check Your Settings](image)

   ![Check Your Settings](image)

   ![Check Your Settings](image)

   ![Check Your Settings](image)

4. Lobby

   ![Lobby](image)

5. Floor Guide

   ![Floor Guide](image)

   **Floor Guide**

   **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.
3. About the Floor

Immediately after attending the event, you are not attending any table. Please select your favorite table and join.

<table>
<thead>
<tr>
<th>3 types of Table modes (Talk mode, Presentation mode, Exhibition mode)</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Talk mode: Anyone can speak with the camera / microphone turned on.</td>
</tr>
<tr>
<td>(Camera / microphone is off at the time of participation.)</td>
</tr>
</tbody>
</table>

![Image of talk mode]

<table>
<thead>
<tr>
<th>➢ Presentation mode: Participant's camera / microphone is not available. If you want to speak, raise your hand, and let the speaker know.</th>
</tr>
</thead>
</table>

![Image of presentation mode]

<table>
<thead>
<tr>
<th>➢ Exhibition mode: You can freely browse the videos / materials in the table. Only the microphone can be used.</th>
</tr>
</thead>
</table>

![Image of exhibition mode]

* 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.)

![Image of spectate mode]

➢ 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

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

➢ 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.

<table>
<thead>
<tr>
<th>① Rase Hand</th>
<th>② Accept</th>
<th>③ Quit the speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Hand Raise" /></td>
<td><img src="image2" alt="Accept" /></td>
<td><img src="image3" alt="Quit" /></td>
</tr>
</tbody>
</table>

➤ 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)

<table>
<thead>
<tr>
<th>#</th>
<th>Tab Name</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>①</td>
<td>Table</td>
<td>You can move to another table.</td>
</tr>
<tr>
<td>②</td>
<td>Participants</td>
<td>Display a list of participating participants.</td>
</tr>
<tr>
<td>③</td>
<td>Chat</td>
<td>The following 3 types of chat can be used. (It may not be available depending on the settings of the organizer.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>・ Chat All</td>
</tr>
<tr>
<td></td>
<td></td>
<td>・ Table chat</td>
</tr>
<tr>
<td></td>
<td></td>
<td>・ Individual chat</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Only the organizer can post notifications from the organizer.</td>
</tr>
<tr>
<td>④</td>
<td>Questionnaire/Survey</td>
<td>Used when posting a survey. (It may not be available depending on the settings of the organizer.)</td>
</tr>
</tbody>
</table>
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".