

For attendees (1/8)

- You will receive three online event URLs: those for April 15, 16, and 17.

1. Wednesday, April 15, 2020 8:30 am, Japan Time (Tokyo, GMT+09:00)

https://**.webex.com/***/onstage/g.php?MTID=***1215126612

2. Thursday, April 16, 2020 8:30 am, Japan Time (Tokyo, GMT+09:00)

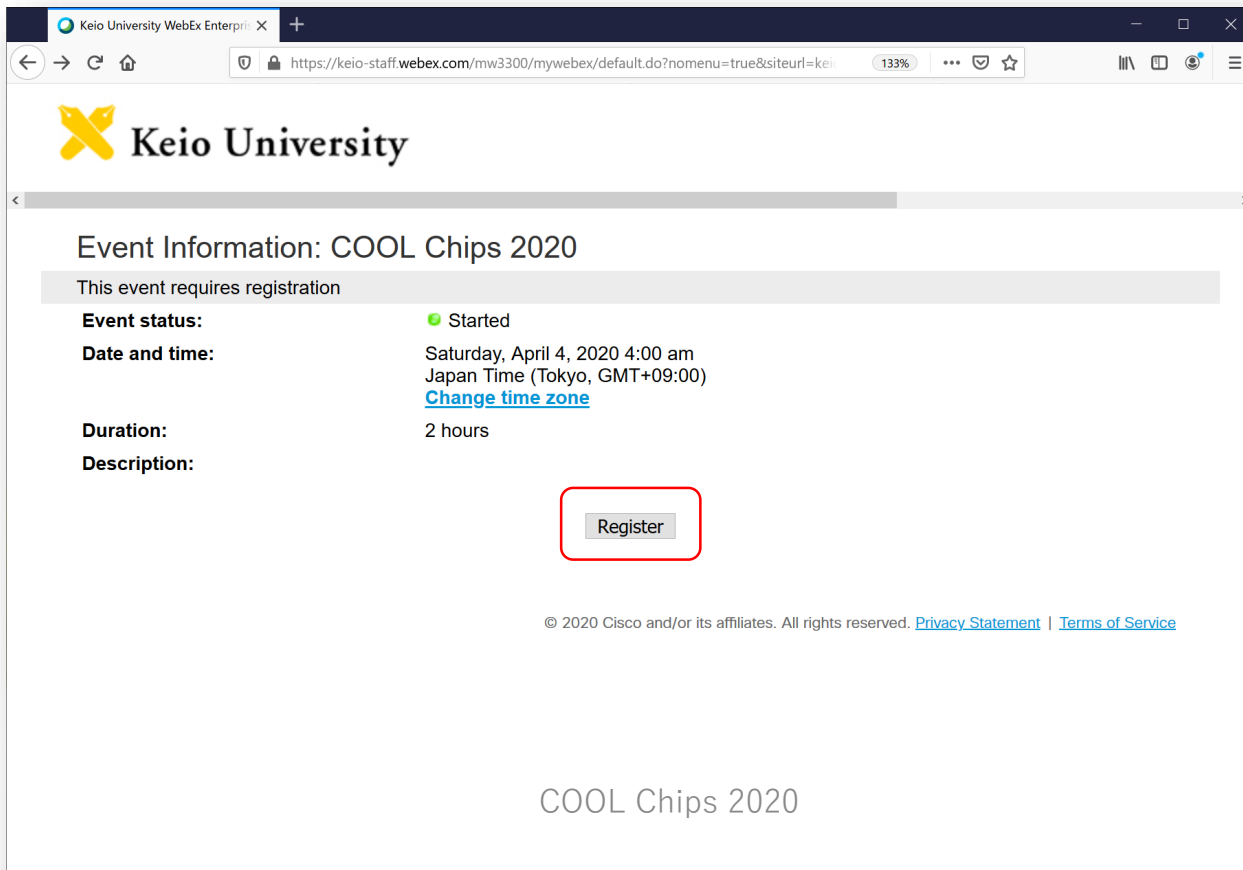
https://**.webex.com/***/onstage/g.php?MTID=***1215126612

3. Friday, April 17, 2020 8:30 am, Japan Time (Tokyo, GMT+09:00)

https://**.webex.com/***/onstage/g.php?MTID=***1215126612

For attendees (2/8)

- Go to the today's URL and click "Register".



The screenshot shows a web browser window with the Keio University logo at the top left. The main heading is "Event Information: COOL Chips 2020". Below this, a grey bar states "This event requires registration". The event details are listed as follows:

- Event status:** Started (indicated by a green dot)
- Date and time:** Saturday, April 4, 2020 4:00 am Japan Time (Tokyo, GMT+09:00). A link for "Change time zone" is provided.
- Duration:** 2 hours
- Description:** (The text is partially obscured by the registration button)

A "Register" button is highlighted with a red rectangular box. At the bottom of the page, there is a copyright notice: "© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)".


For attendees (3/8)

- Fill out your name and email address and click “Submit”.
- For speakers: Please enter correct name since a session chair will pick up you based on this.

Keio University WebEx Enterprise

https://keio-staff.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=kei

133%

 Keio University

Please complete this form to register for the event. An asterisk (*) indicates required information.

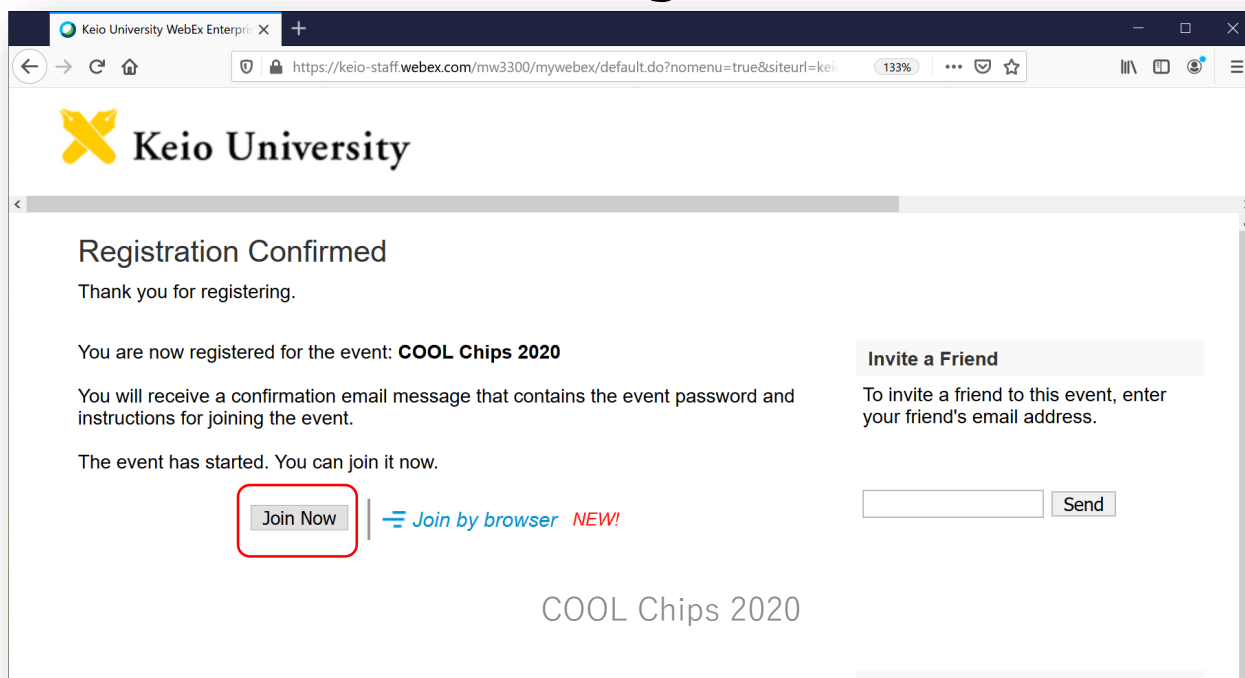
Please answer the following questions.

* First name:	<input type="text" value="Firstname"/>	* Last name:	<input type="text" value="Lastname"/>
* Email address:	<input type="text" value="abc@example.com"/>	Phone number:	<input type="text" value="1"/> <input type="text" value=""/>
* Confirm email address:	<input type="text" value="abc@example.com"/>	Title:	<input type="text" value=""/>
Company:	<input type="text" value=""/>		
Address 1:	<input type="text" value=""/>		
Address 2:	<input type="text" value=""/>		
City:	<input type="text" value=""/>	State/province:	<input type="text" value=""/>
ZIP/postal code:	<input type="text" value=""/>		
Country/region:	<input type="text" value="United States of America"/>		

COOL Chips 2020

For attendees (4/8)


- Click “Join Now”.
 - You will receive a confirmation email that contains another URL. Please use this URL for the next time on the same day. You can join the event without registration.



Keio University WebEx Enterprise

https://keio-staff.webex.com/mw3300/mywebex/default.do?nomenu=true&siteurl=kei

133%

 Keio University

Registration Confirmed

Thank you for registering.

You are now registered for the event: **COOL Chips 2020**

You will receive a confirmation email message that contains the event password and instructions for joining the event.

The event has started. You can join it now.

[Join Now](#) | [Join by browser](#) **NEW!**

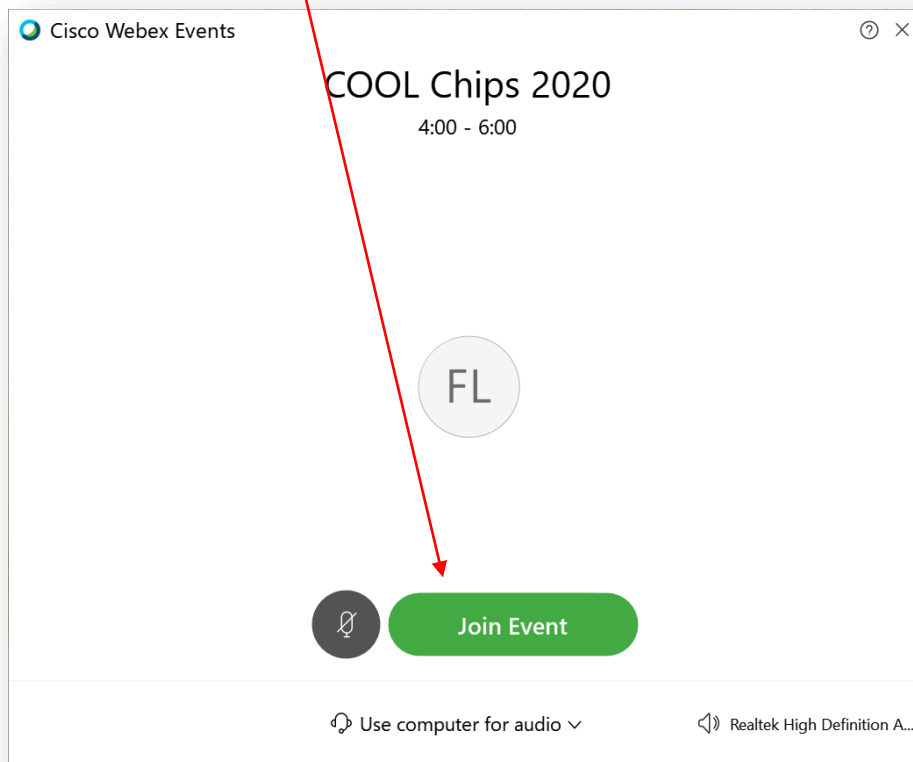
Invite a Friend

To invite a friend to this event, enter your friend's email address.

COOL Chips 2020

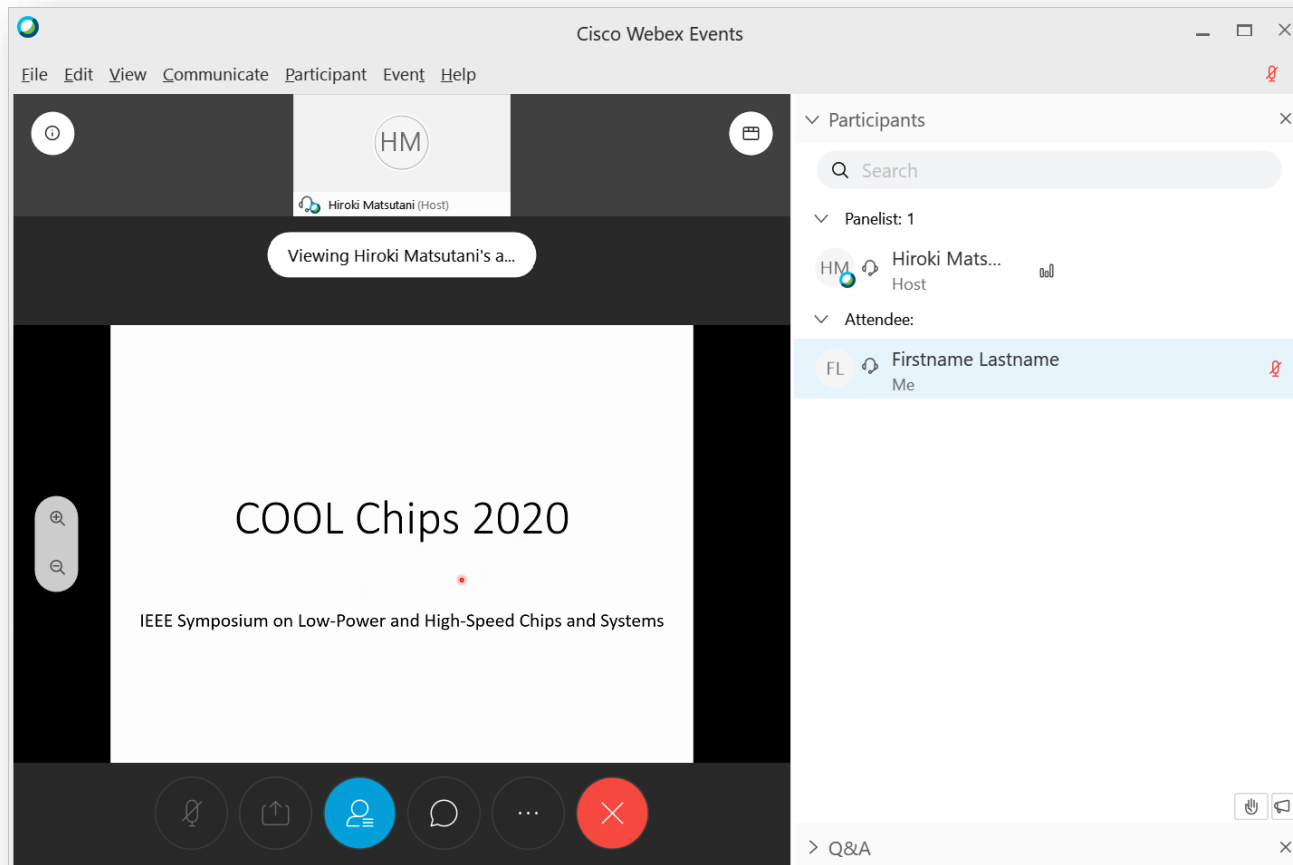
For attendees (5/8)

- Click “Join Event”.



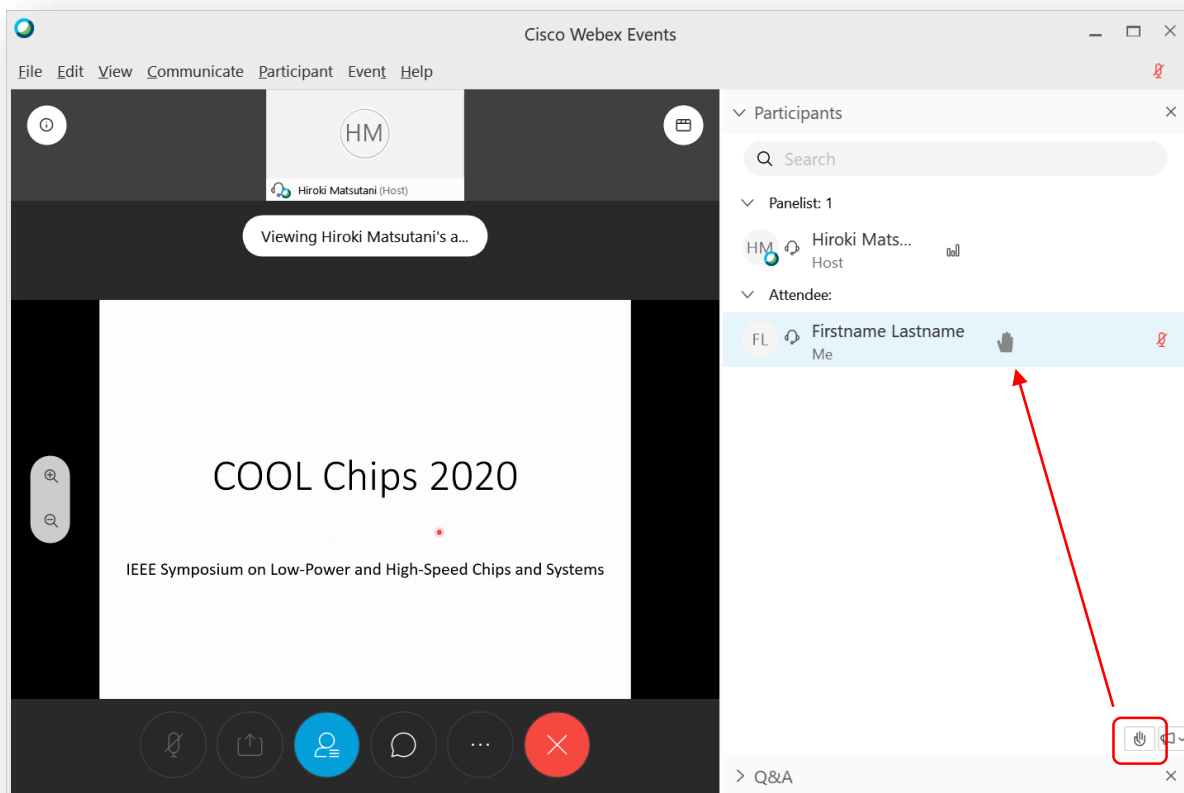
For attendees (6/8)

- Note your microphone is muted by default.



For attendees (7/8)

- You can raise your hand.
 - A session chair will unmute you so that you can ask (speak) your question.



For attendees (8/8)

- During a talk, you can input questions, which may be picked up at the Q&A time.

The screenshot shows the Cisco Webex Events interface. The main content area displays a slide titled "COOL Chips 2020" with the subtitle "IEEE Symposium on Low-Power and High-Speed Chips and Systems". The host, Hiroki Matsutani, is visible in the top right corner. The right sidebar shows the "Participants" list, including the host and the attendee "Firstname Lastname Me". A "Q&A" panel is open, showing a dropdown menu with "All (1)" selected. The "Ask:" field is set to "All Panelists". The "Send" button is visible at the bottom right of the Q&A panel.

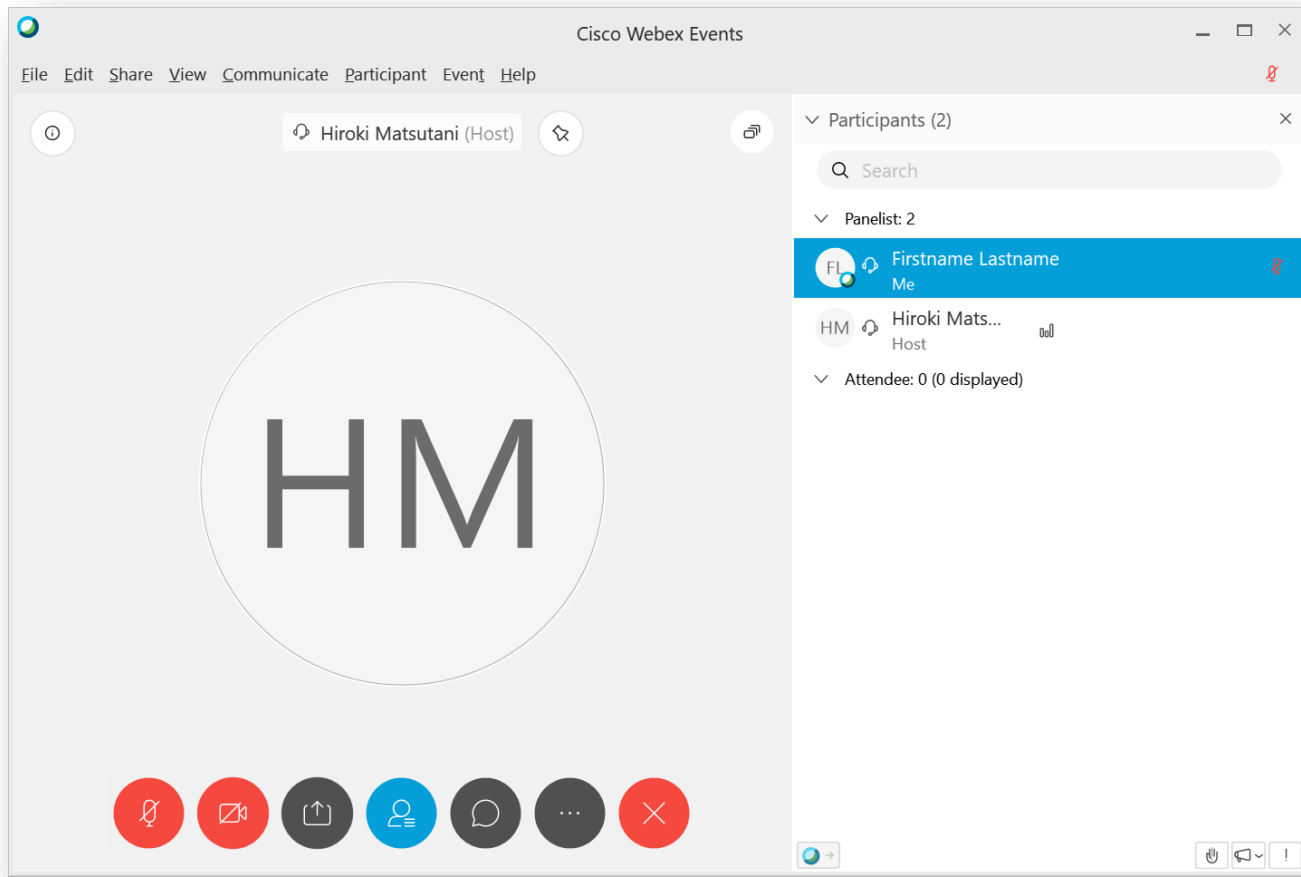
(1) Click "Q&A"

(2) Select "All Panelists"

(3) Input question and "Send"

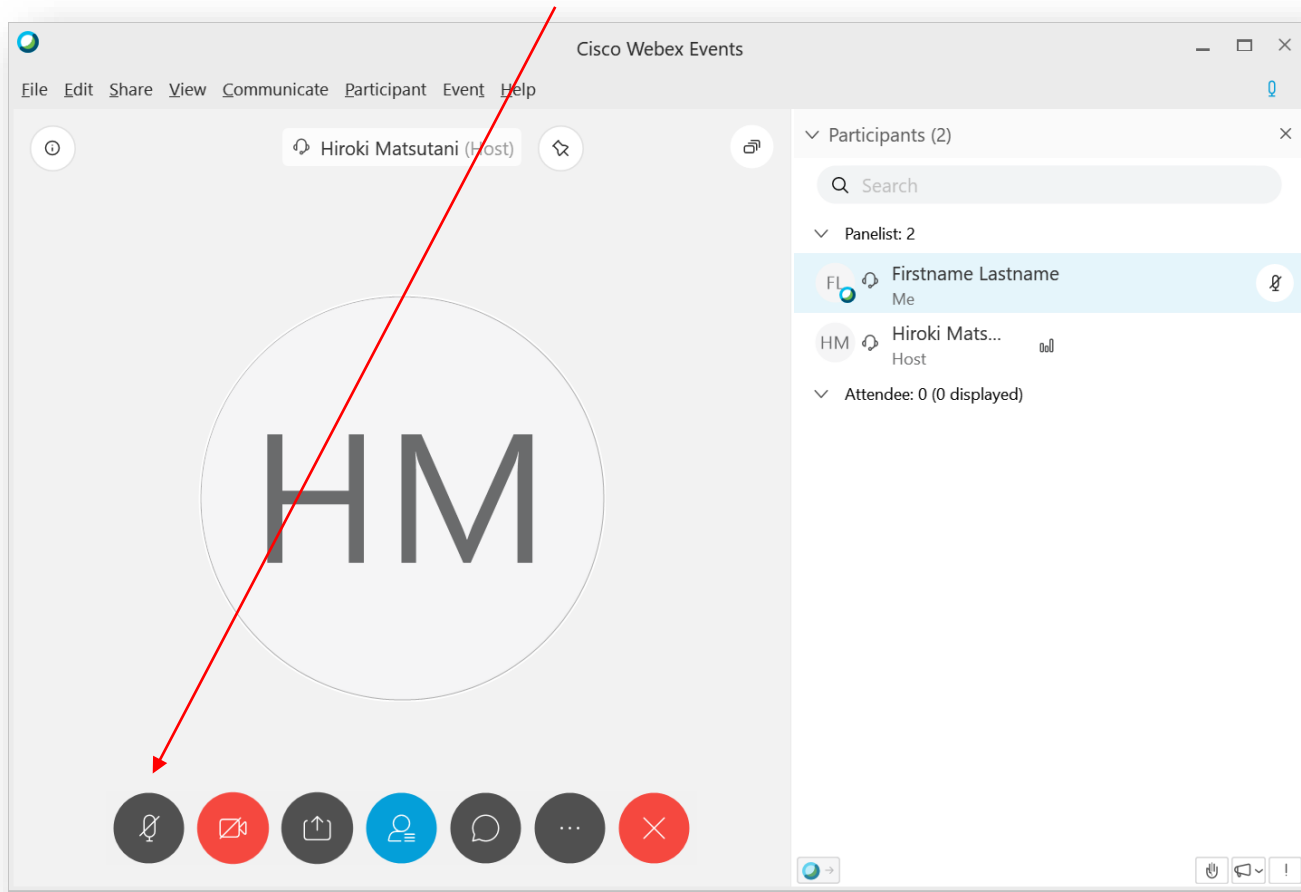
For invited speakers (1/6)

- Your role will be changed to “Panelist” by the organizer before your talk.



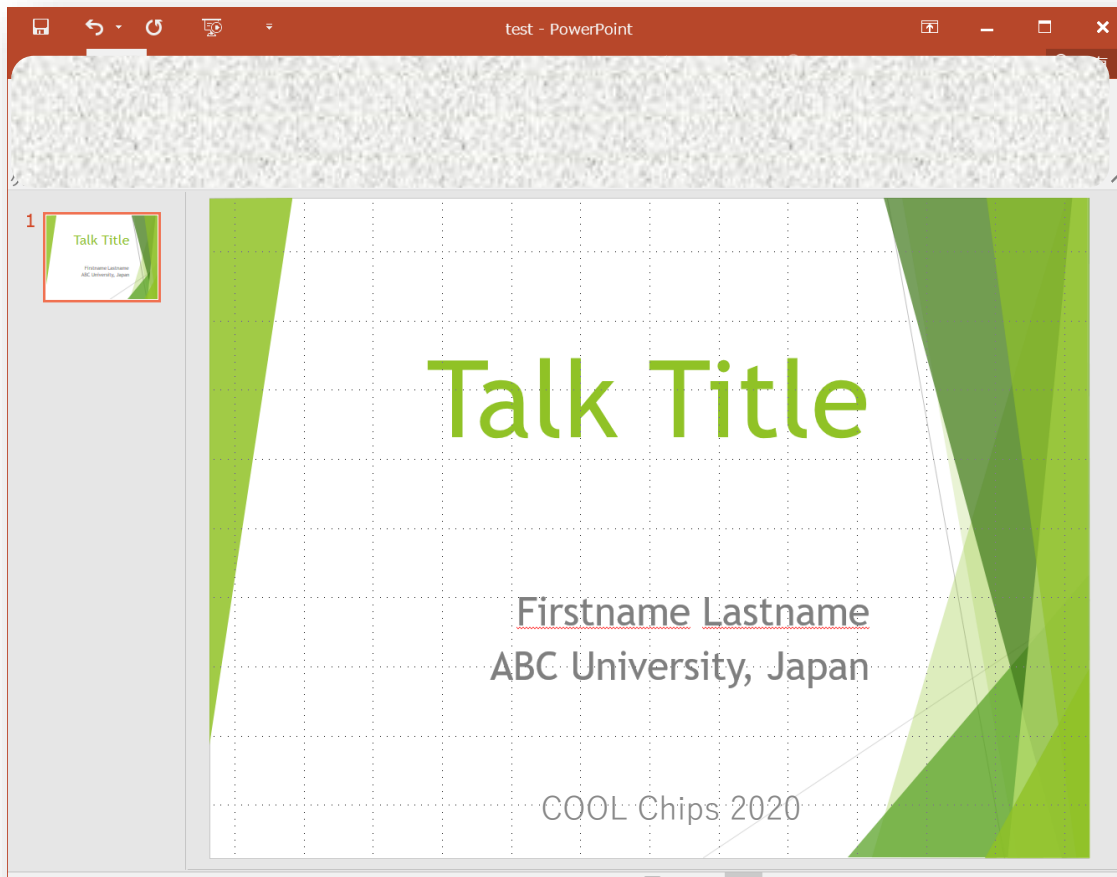
For invited speakers (2/6)

- Please unmute. Be sure that microphone mark becomes black.



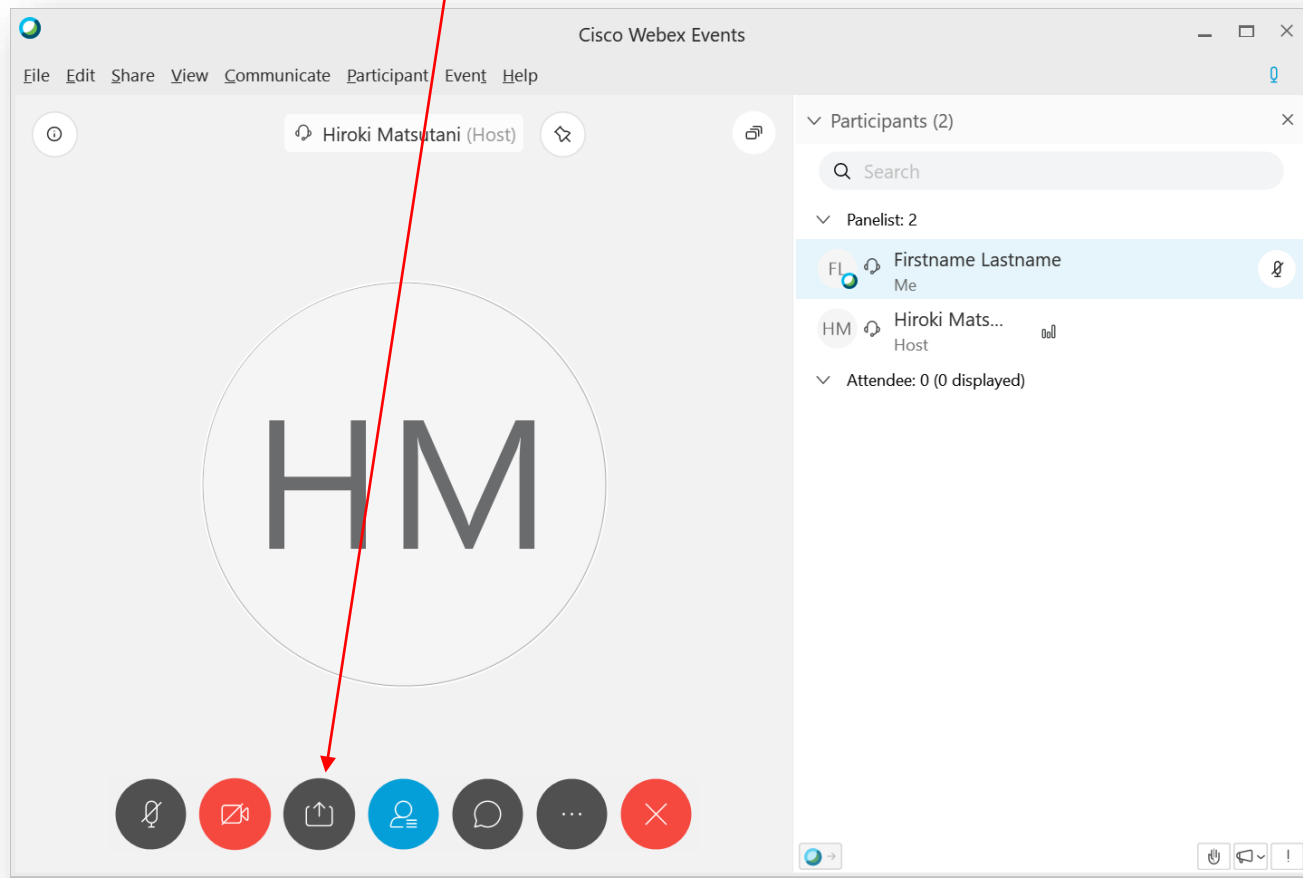
For invited speakers (3/6)

- Open your slides (e.g., MS PowerPoint).



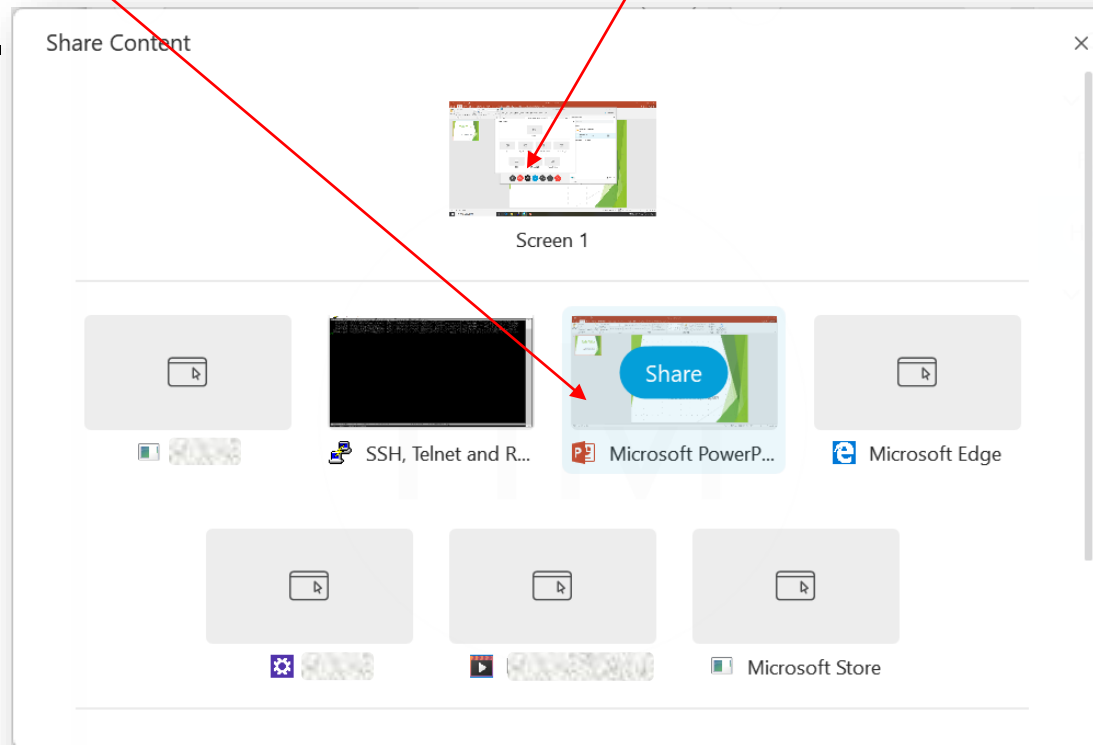
For invited speakers (4/6)

- Click “Share Content”.



For invited speakers (5/6)

- Select a presentation software (e.g., MS PowerPoint) or entire screen then click "Share".

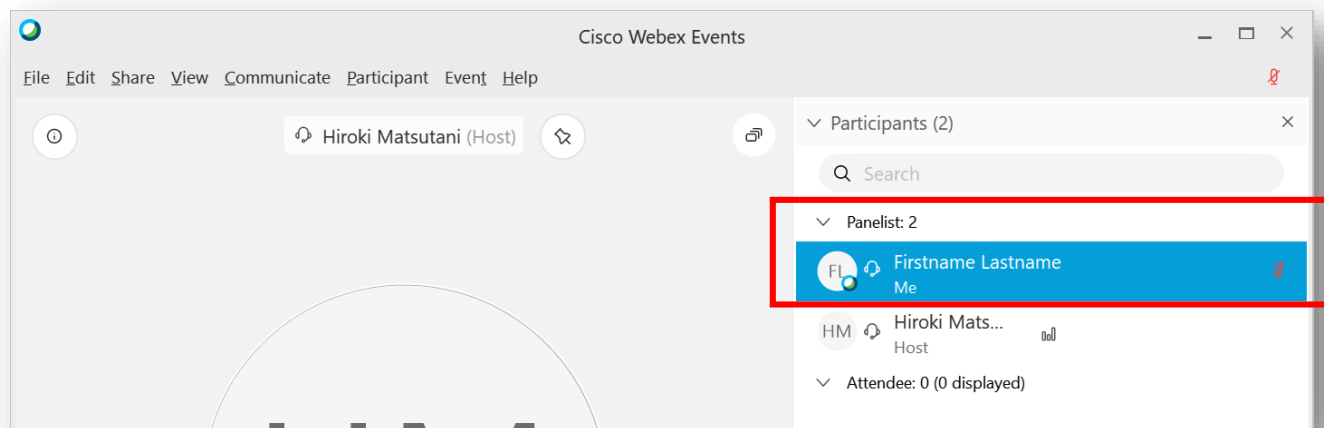


For invited speakers (6/6)

- Start your presentation.
- Use a laser pointer feature of your presentation software.
- A session chair will pick up questions from attendees during your talk and then ask you a few questions at the Q&A time. (Or a session chair will unmute an attendee who raise a hand then he/she will ask you directly)

For regular paper speakers

- Your role will be changed to “Panelist” by the organizer before your presentation.



- After playing your presentation video, a session chair or attendees will ask you a question. Then unmute and answer to the question.

