

Poster Session with oVice Quick Reference

First edition: 04/26/2022

Second edition: 05/03/2022

Technical Program Committee

configuration

- [Common configuration](#)
- [Configuration for presenters](#)

Contents (Common configuration)

Log in

Logout

When you enter the room...

Setting up your own information

Movement within the space

Chat function

Voice setting

Voice Calls

Screen Sharing

Use of Meeting Rooms

Watch a video of the company's exhibit

View Poster

... Ask a question.

If you are in trouble...

reference information

Login

Open <https://isrs2022-1f.ovice.in/>

We recommend using **Google Chrome** as your internet browser.

(1) Enter your name (affiliation).
Example:
Taro Fukushima (ABC University)

(2) Press "Next".

ISRS2022_1F へようこそ

スペース内での名前

名前を入力

☐ プライバシーポリシーと利用規約に同意します。

☐ 18歳以上または、18歳未満の場合は保護者の同意をもらいました。

次へ

oViceアカウントを持っている方は[ログイン](#)

Login

Open <https://isrs2022-1f.ovice.in/>

We recommend using **Google Chrome** as your internet browser.

(3) Select audio and video settings.

(4) Press "Start".



Login

Open <https://isrs2022-1f.ovice.in/>

We recommend using **Google Chrome** as your internet browser.

Do not press the “call” button.

(5) Enter your e-mail address registered to ISRS2022.

(6) Press "Enter".



The screenshot shows a login interface for ISRS2022_1F. At the top, it says "ISRS2022_1F へようこそ". Below that, a message reads: "はじめまして、TestUserさん！ スペース内の人を呼び出して入室許可をもらいましょう。". There are three main elements: a "呼び出し" (Call) button, an email input field, and an "ENTER" button. A red "戻る" (Back) link is at the bottom. Annotations with green lines point to the "呼び出し" button (warning not to press it), the email input field (instruction to enter the email), and the "ENTER" button (instruction to press it).

ISRS2022_1F へようこそ

はじめまして、TestUserさん！
スペース内の人を呼び出して入室許可をもらいましょう。

呼び出し

メールアドレス

メールアドレスは必須です

ENTER

戻る

Logout

(1) Click on the icon at the bottom of the screen to exit the poster room.*



Transition to the lobby screen.



*When you are in the conference room, you will see an icon similar to this one, but it is for leaving the meeting room (see "Using the Meeting Room").

To log in again, please refer to the procedure on the previous pages.

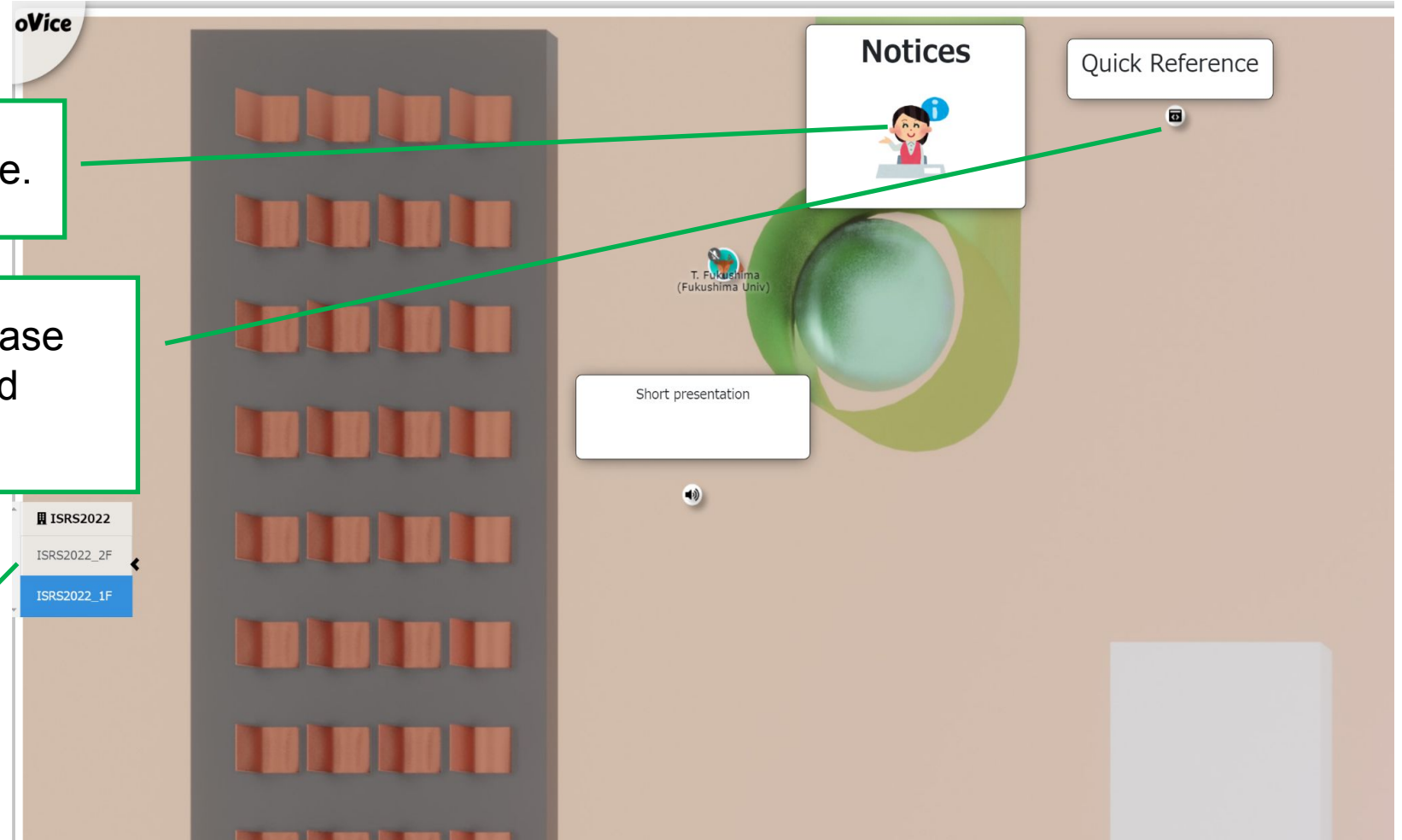
Once you enter the room

If you have any questions, please contact the committee member in charge of oVice, who will be patrolling the space or waiting in the waiting area located at various locations on the screen.

(1) Click the icon and check a notice.

(2) Refer to manuals if needed. Please check the operating instructions and other information.

(3) Click “ISRS2022_2F” when you want to move to second floor.



Setting up your own information

You can set and change your own information. You can also change your profile image. As an example of using, if you have an electronic business card and enter the URL (or website URL) in the profile field, other participants can view it by clicking on the URLs.

(1) Click on this icon



(2) Enter your name and profile. If necessary, you can change the profile image.

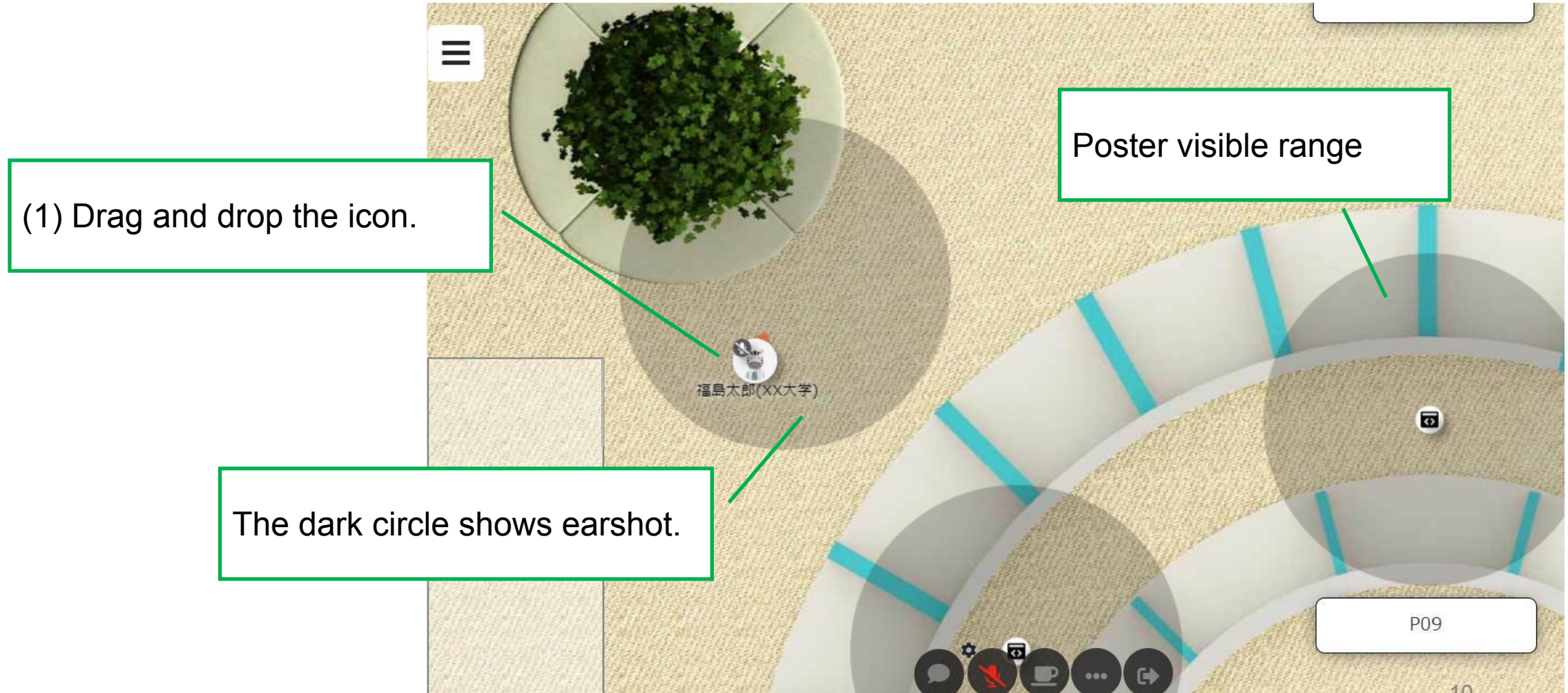
For participants from Korea and Taiwan

(3) Change “日本語” to “English”

(4) Click “Save” button.

Moving within a space

You can move within a space by double-clicking where you want to go, or by dragging and dropping your own icon. In the latter case, a circle will appear as shown below. This is the area where other participants can hear your voice (and vise-versa) and you can see the poster material.

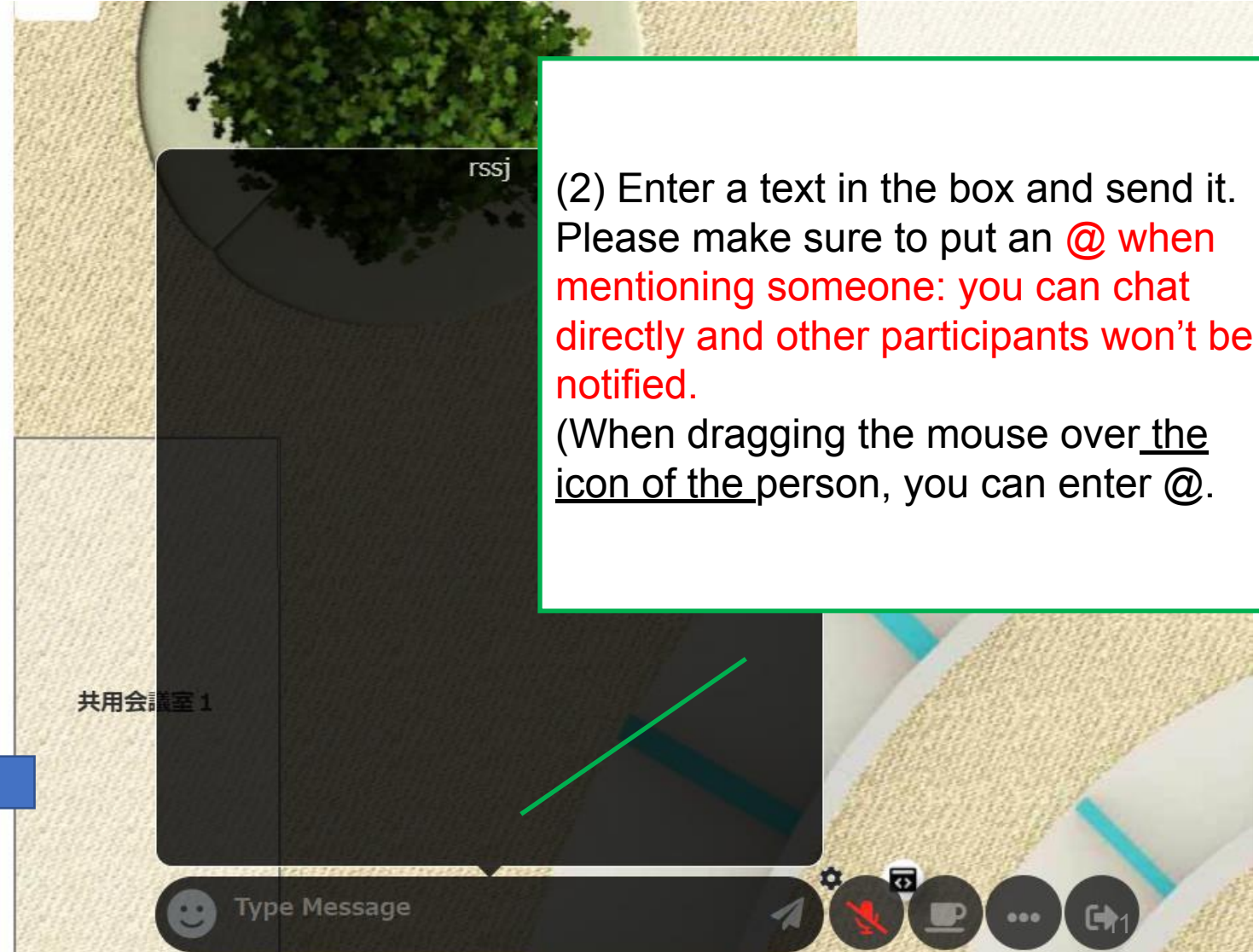


Chat function

Use to send a text message to people around you or directly to individuals. Click a balloon icon at the bottom of the screen within the space.



(1) Click on the balloon icon. Then, the chat screen will open.



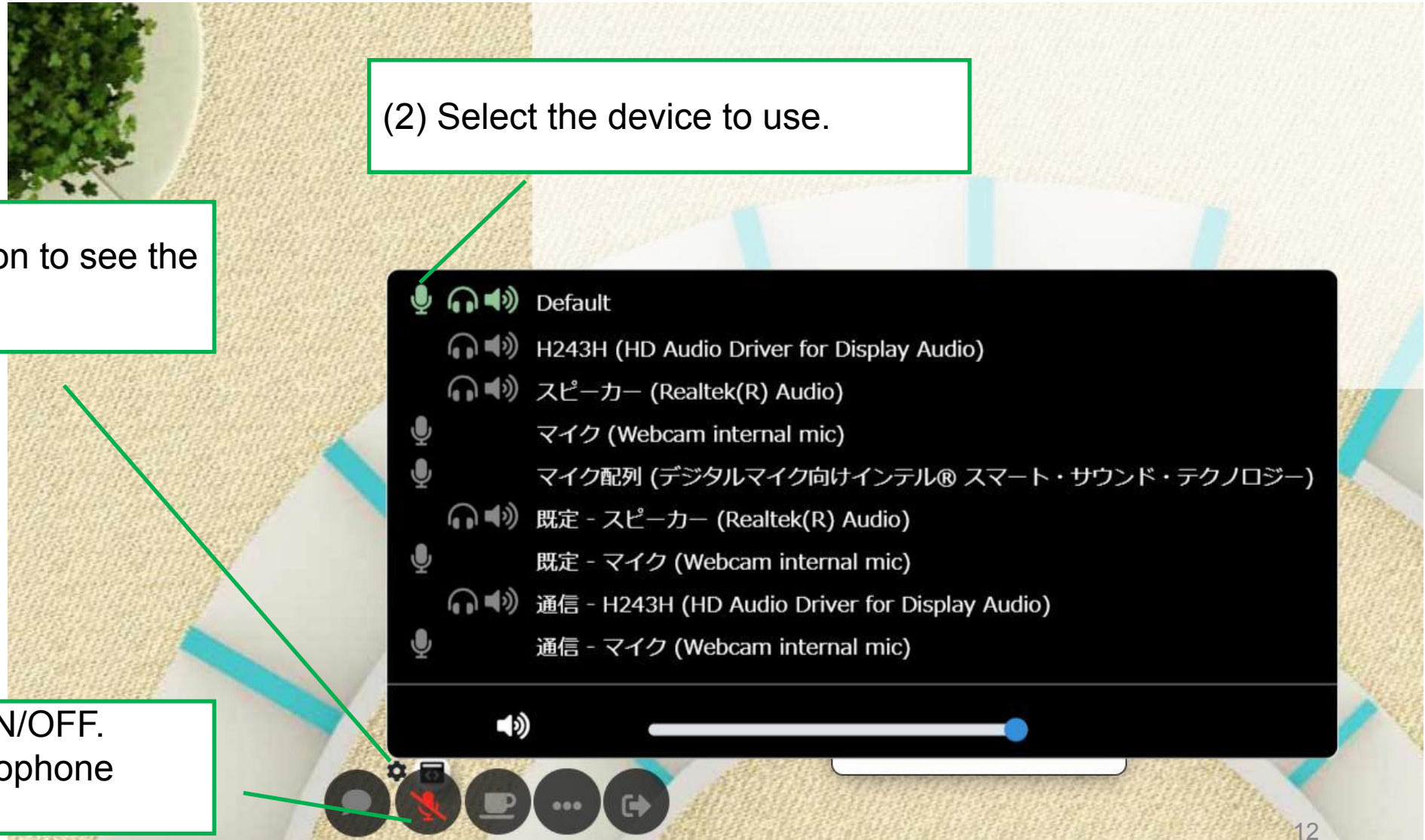
Voice setting

You can make voice calls to people around you. You can change the microphone and speaker settings.

(1) Click on the gear icon to see the settings menu.

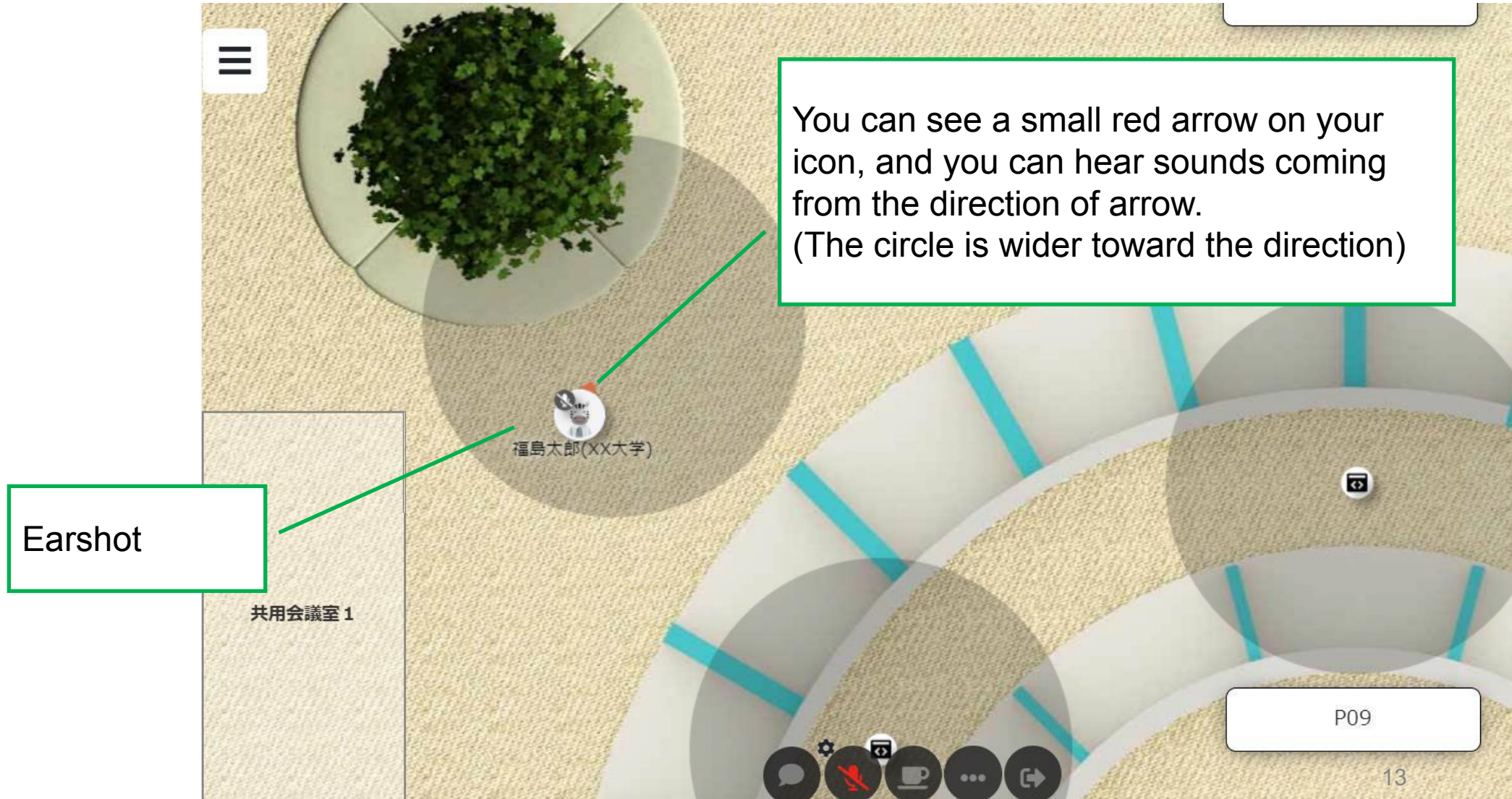
(2) Select the device to use.

Turns the microphone ON/OFF.
Please turn off your microphone
except for when you talk.



Voice call

Please turn on your microphone and speak. The area where your voice can reach is within the circle that appears when you click your icon.



Screen sharing

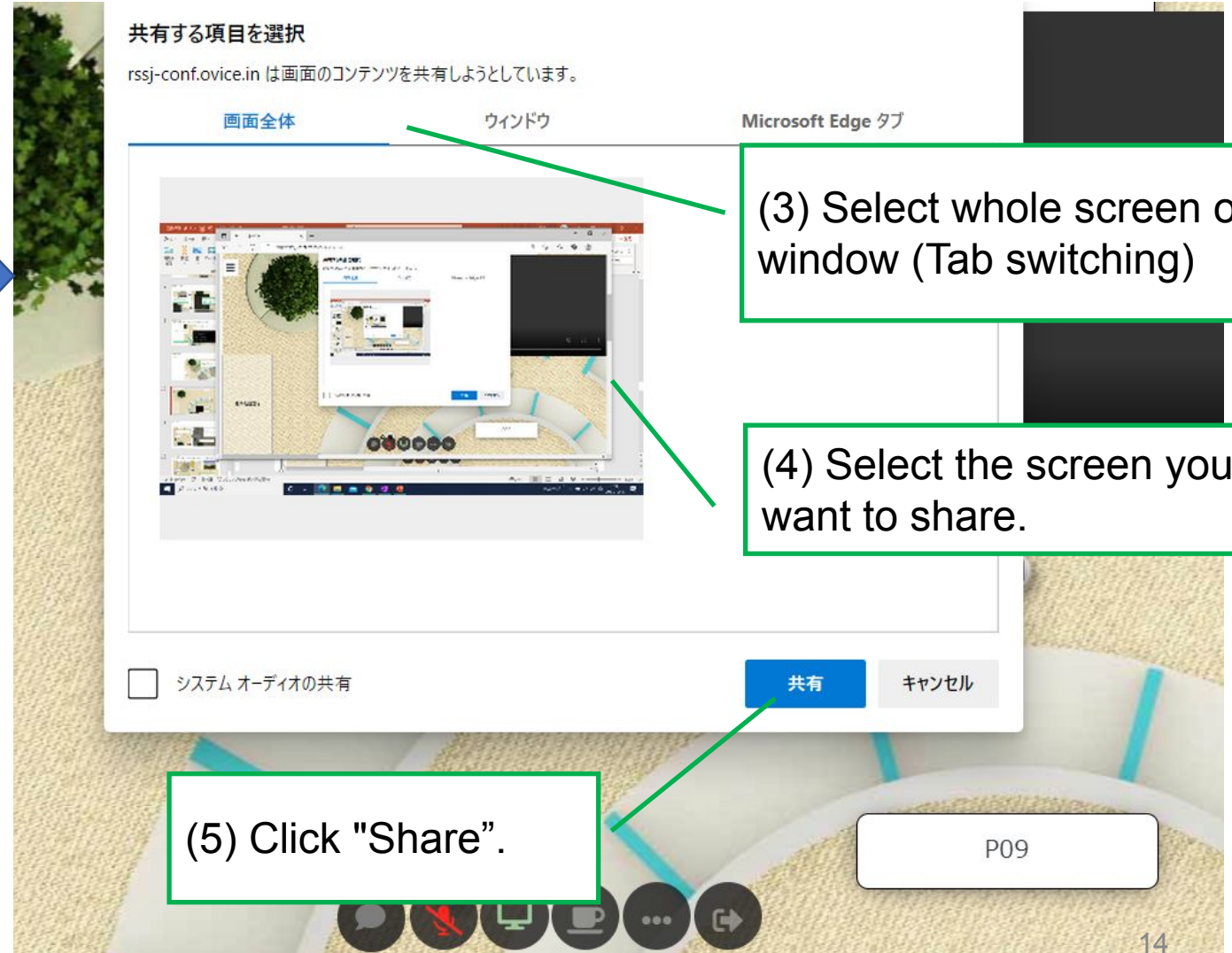
This is a way for participants to talk with each other while watching the same materials.

Note that if you are using the system in an open space (outside of a conference room), the shared screen will be visible to those around you.



(1) the "... " icon.

(2) Select screen sharing



(3) Select whole screen or window (Tab switching)

(4) Select the screen you want to share.

(5) Click "Share".

P09

Use of Conference Room

Please use this function when you want to have a conversation with other participants while browsing materials. This is especially useful when you do not want other people to hear your conversation or see materials.

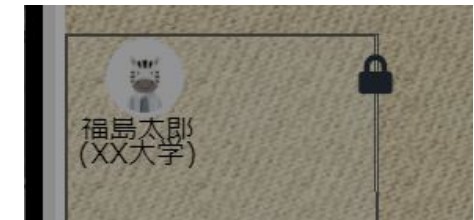
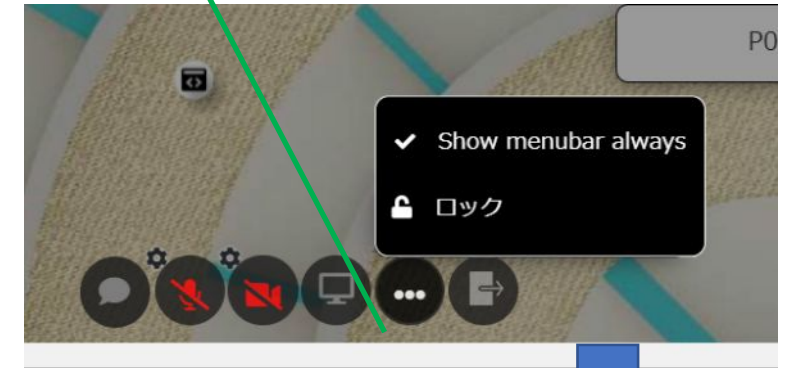


(1) Click on the conference room you wish to enter

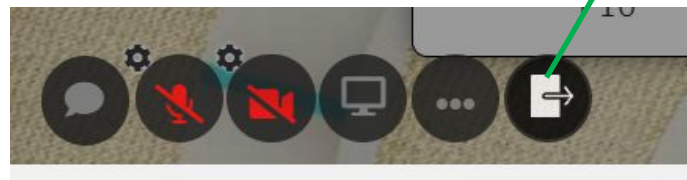
Notice: the icon for leaving the poster room is very similar to the icon for leaving conference room.



(2) You can select the "Lock room" option by selecting "lock" from the "..."
menu.

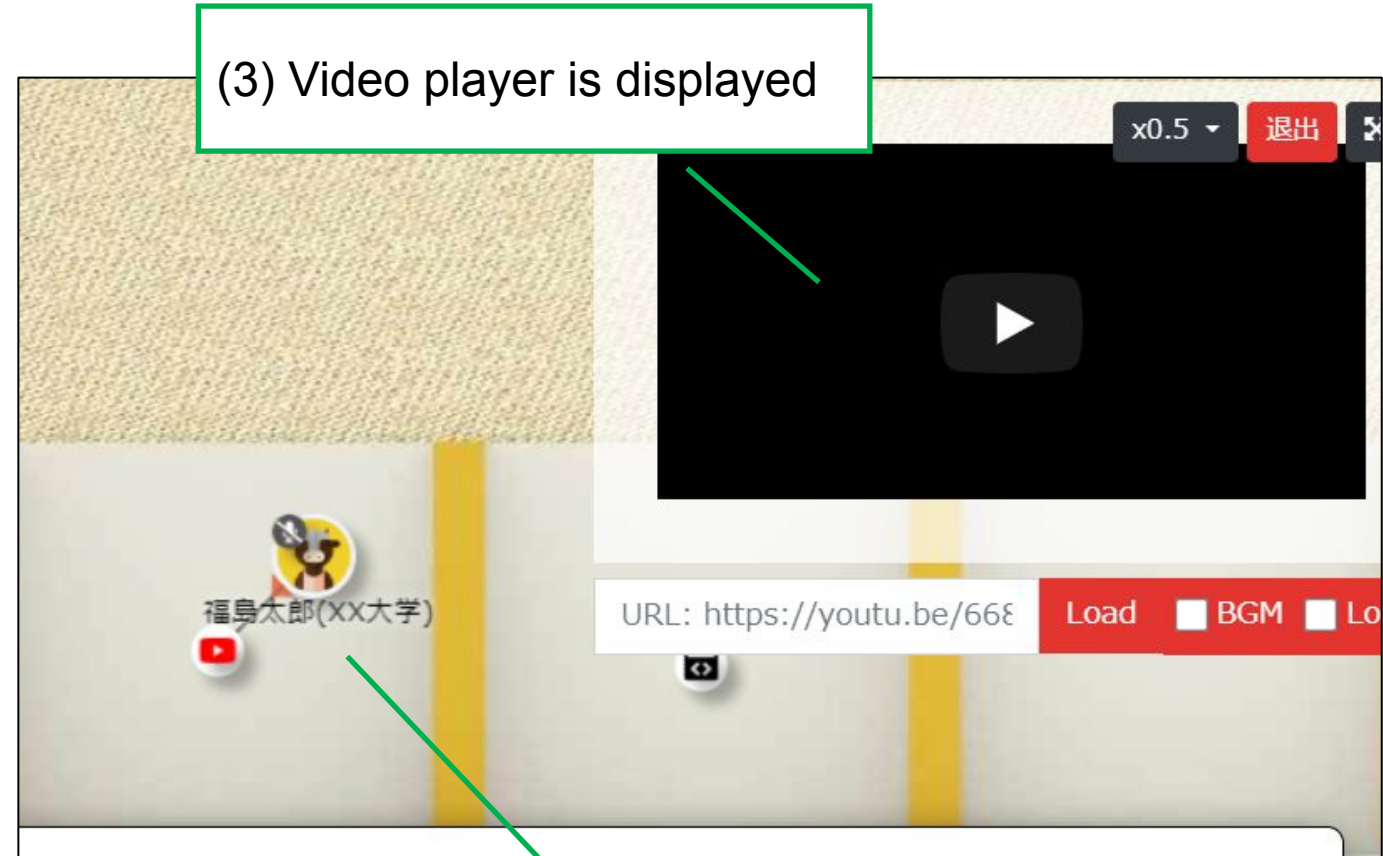


Click this icon to leave the room*.



Watch a video of the corporate exhibition

Move your icon close to the youtube video icon you want to watch. And click on the video icon to connect it to your icon for viewing the video.



(1) Move inside the circle of the video icon

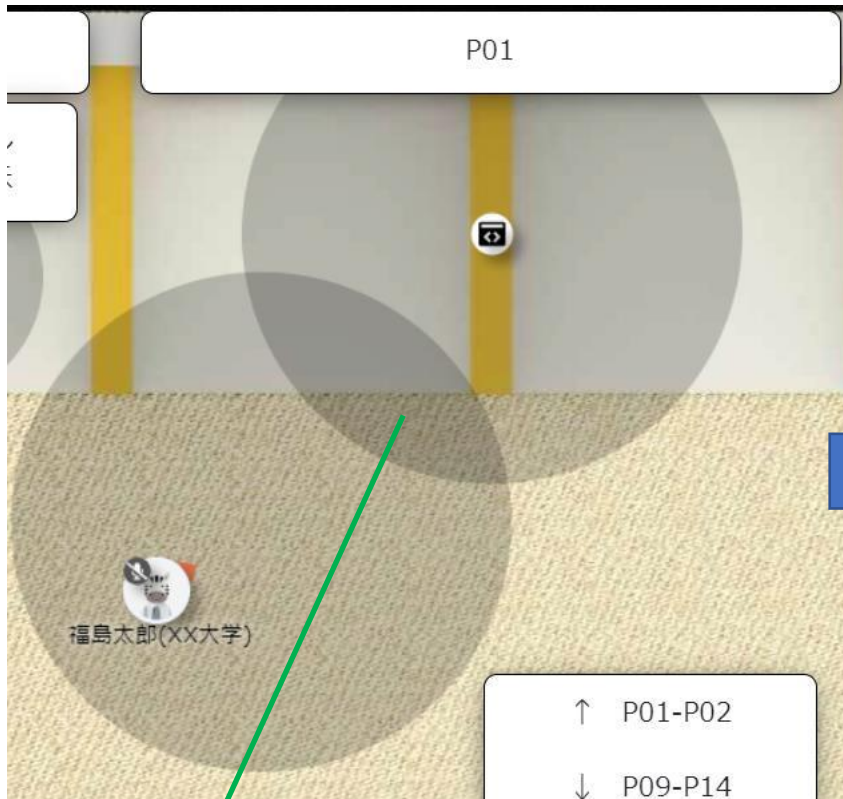
(2) Click on the video icon and connect it to your own icon

View Poster

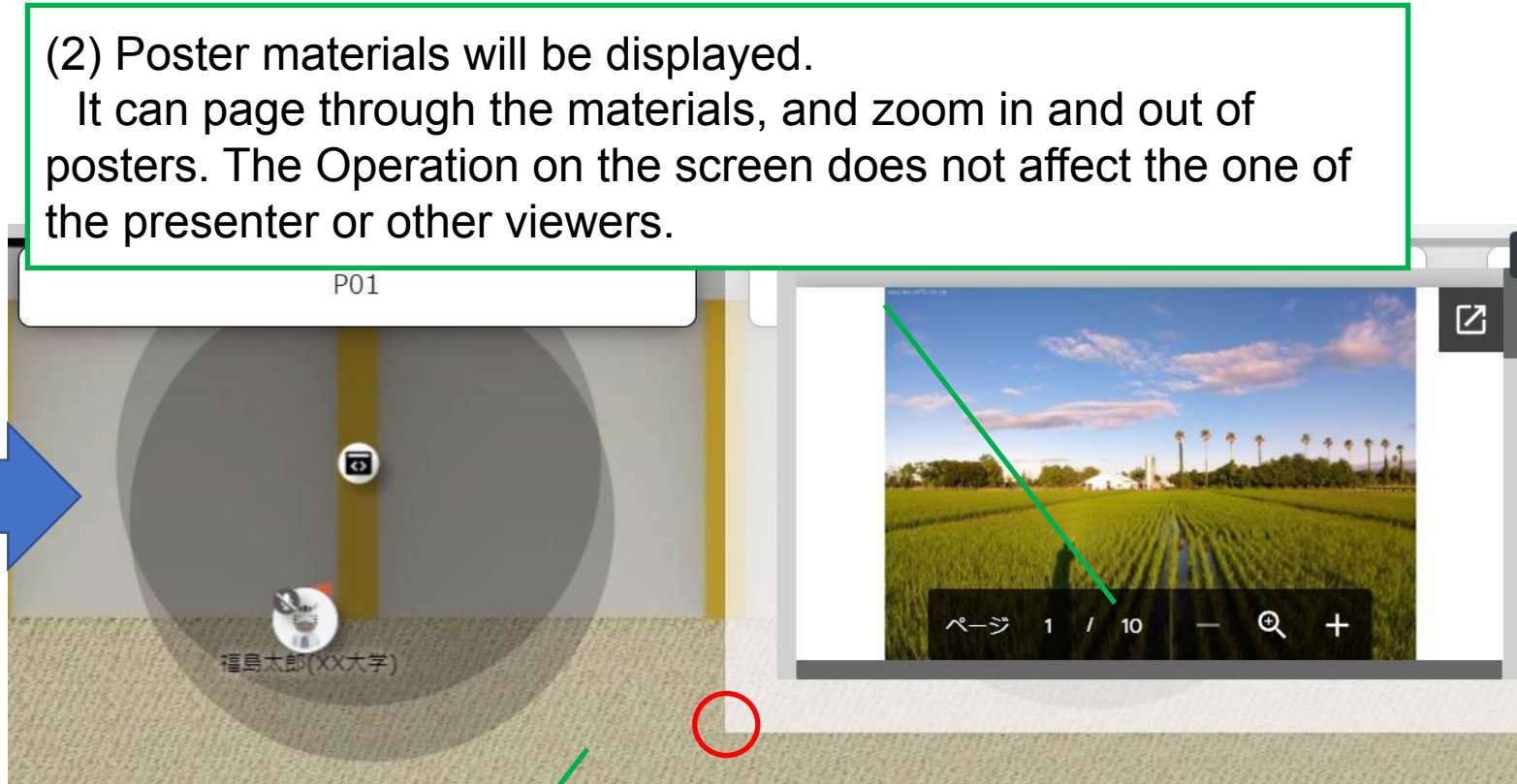


Move your icon to the poster icon you want to see, then the poster will be displayed.

You can check the dark grey circle by dragging your own icon. When you click on the icon **you can see the link and presentation materials, but never delete or change it.**



(1) Move inside the circle.



(2) Poster materials will be displayed.

It can page through the materials, and zoom in and out of posters. The Operation on the screen does not affect the one of the presenter or other viewers.

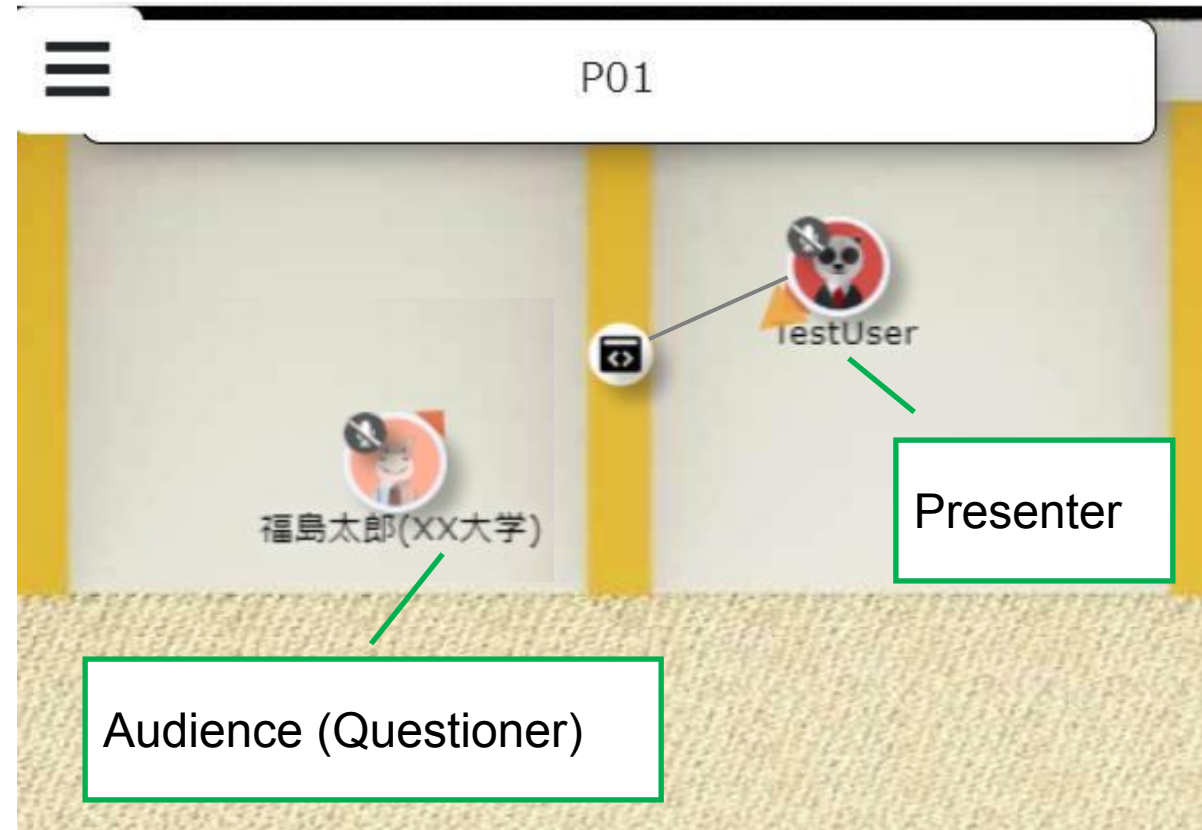
(3) Grab the edge and drag the window to the new size (to resize) as needed.

Ask a question



While you are inside the circle, you can ask questions to the presenter by using chat or voice conversation functions.

Notes: If you want to ask a question in chat box, please send a text message directly to the person as described in the "Chat Function" section. When you chat without mentioning, the conversation will be shared to people in the same space.



If you are in need of help, please contact

Before entering the poster room (before logging in)

e.g.) Cannot log in, etc.

⇒ Please check "Possible Issues" on the next page.

Or, please contact the oVice committee member via the inquiry contact form.

After entering the poster room (after logging in)

(e.g.) I don't know how to use a function, etc.

⇒ Please refer to this manual or the oVice Official Help Center.

Reference: oVice official website and help center

<https://ovice.notion.site/ovice/Help-Center-English-def2008790d946ddb14247fe65a7be9>

In addition, the committee members for helping you will be in the poster room.

If you are in need of help, please contact

Possible Issues

Audio is not heard well. Other malfunctions or unstable operation may occur.

- Changes the usage environment (network environment, browser, etc.)
Google Chrome is recommended as most appropriate browser for the oVice.

Reference: <https://ovice.notion.site/Which-devices-do-you-support-0dacec84409044fbaf1579b16e231f99>

If you are in need of help, please contact

Possible issues

The login page does not appear, functions are not available, etc.

⇒ Please check your environment and try to change it.

Reference: <https://ovice.notion.site/Which-devices-do-you-support-0dacec84409044fbaf1579b16e231f99>

Reference information

In addition to this manual, please refer to the following URL

<https://ovice.notion.site/ovice/Help-Center-English-def2008790d946ddb14247fe65a7be9>

For Japanese

<https://ja.ovice.wiki/2172b542fb3e4992aeba14e8db9a357b>

<https://www.youtube.com/watch?v=C8r02gYDA50>

<https://ja.ovice.wiki/bcba101d4be649ee9ed4bb4863ea5a6a>

<https://ja.ovice.wiki/cc93059cfcfe420f8b4716492e2aa584>

<https://ja.ovice.wiki/5b5b3f49882b42738437e7a1351ec63e>

<https://ja.ovice.wiki/b57e5a96338b4c3c8356e7b49d642a1d>

For Presenters

[Make a short oral presentation](#)

Make a poster presentation/explanation

Make a short oral presentation

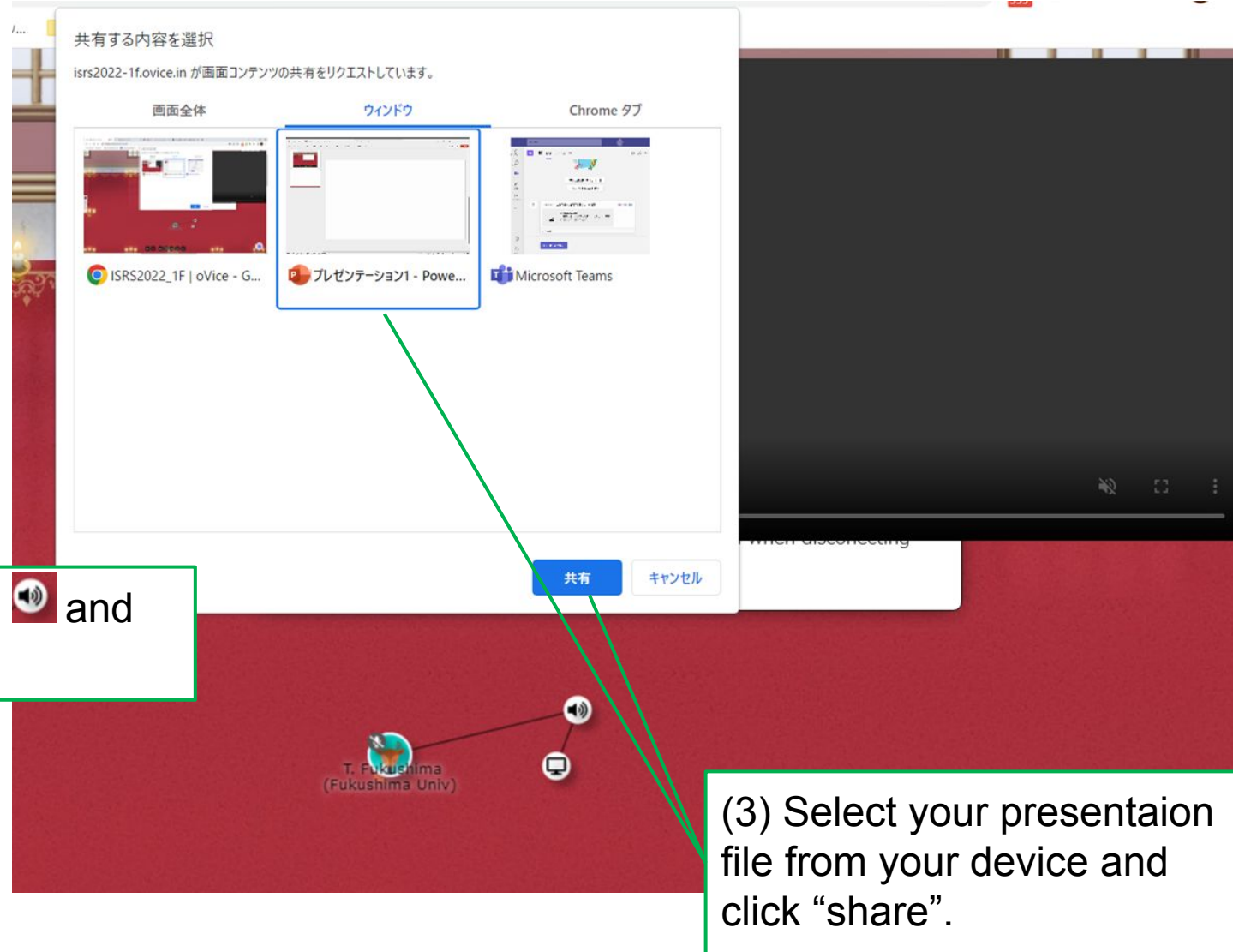
Short presentation

For poster presenters (PXX-PXX).

1. Please come here **at least 5 minutes before the session starts.**
2. Wait near "speaker icon" until your name called.
3. Click on "speaker icon".
4. Right click near "speaker icon" and click "screen share icon", then select your presentation file from your device.
5. Click "cross button" on shared screen when finishing your presentation.
6. Click "leave button" on top of your oVice screen when disconnecting from "speaker icon".

(2) Right click near  and click .

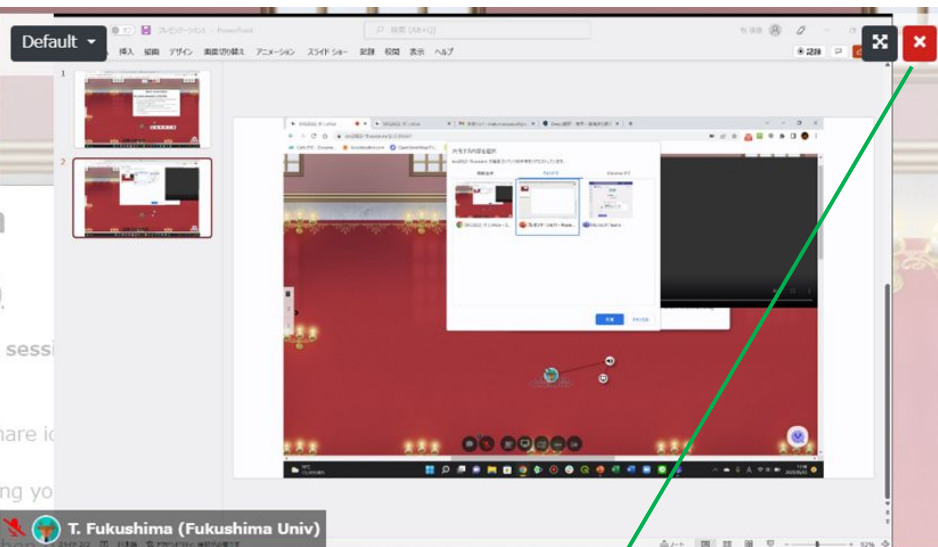
(1) Click on the icon.



Short presentation

For poster presenters (PXX-PXX)

Please come here **at least 5 minutes before the session starts**.
1. wait near "speaker icon" until your name called.
2. double click on "speaker icon".
3. right click near "speaker icon" and click "screen share icon".
4. select your presentation file from your device.
5. click "cross button" on shared screen when finishing your presentation.
6. click "leave button" on top of your oVice screen when disconnecting from "speaker icon".



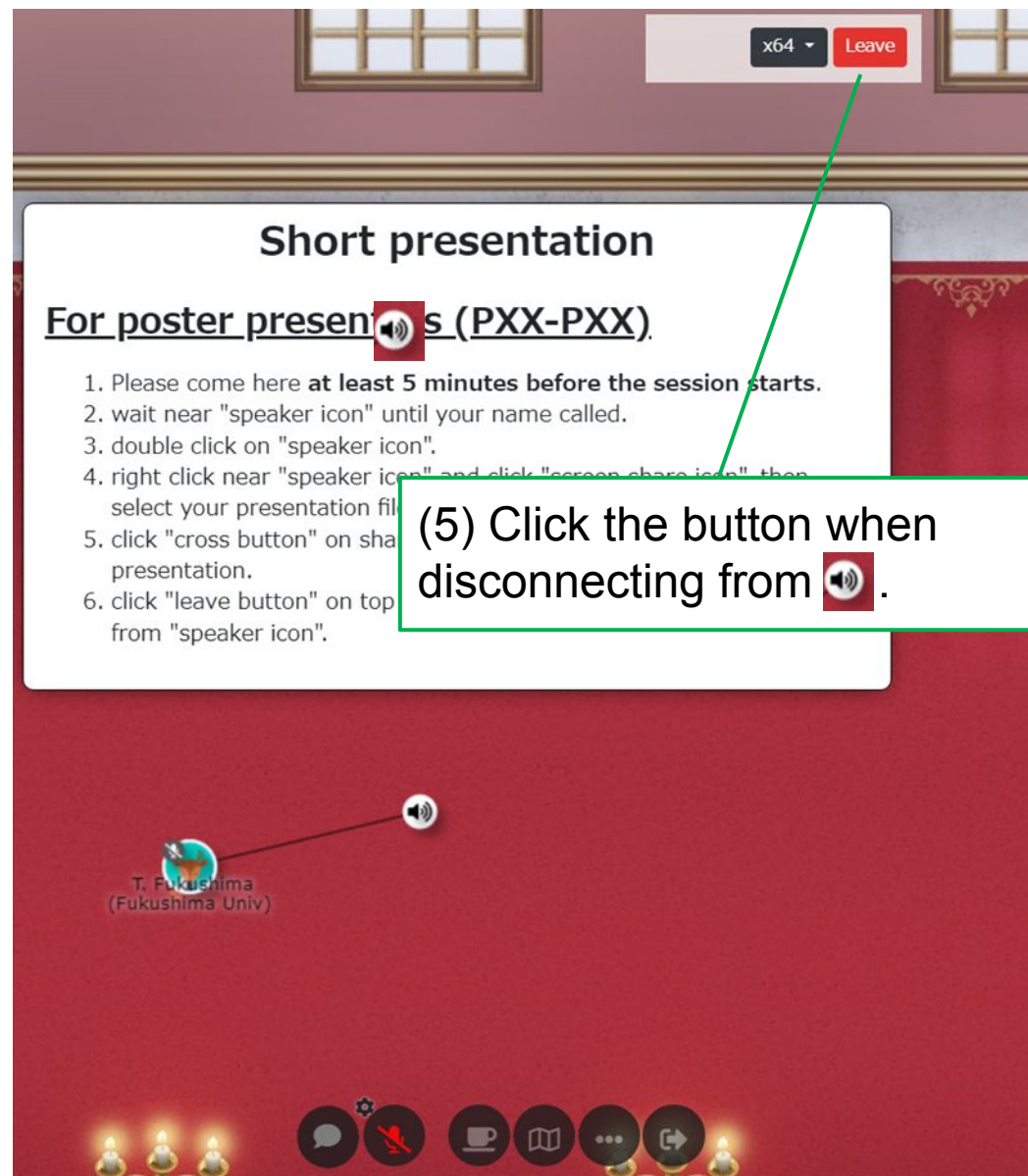
(4) Click the button when finishing your presentation.

Short presentation

For poster presenters (PXX-PXX)

1. Please come here **at least 5 minutes before the session starts**.
2. wait near "speaker icon" until your name called.
3. double click on "speaker icon".
4. right click near "speaker icon" and click "screen share icon" then select your presentation file.
5. click "cross button" on shared screen when finishing your presentation.
6. click "leave button" on top of your oVice screen when disconnecting from "speaker icon".

(5) Click the button when disconnecting from .



Make a poster presentation/explanation



Go to the circle of icons and click on the icon. During your presentation, you will see your own icon and a line connected to it. Your voice will be reached to those within the circle area.

Please note that you will be able to edit the URL of the presentation material once it is connected to the line, but please do not edit it at all.

The presenter's operation is not synchronized with the viewer's display, so that the presenter should let the audience know the place/slides you talk about. For example, "Explain Figure 1," "Explain Page 2," etc.

