

Instructions for Audience

Online Audience:

1. **Log in to OMS:** [Online Meeting System \(OMS\)](#)
2. **Connect to Zoom:** Click “MEETING SYSTEM” → “TIMETABLE” on the top menu. Select the session you want to join, then click the Zoom URL in the pop-up window.
3. **Set name and affiliation:** Set your display name as your full name and affiliation (e.g., Taro YAMADA (NIPR)).
4. **Mute and Video Off:** Turn off your microphone and video during the session.
5. **Questions/Comments:** Follow the chairperson’s instructions. Turn on your microphone and video only when you wish to speak, and turn them off again afterwards.

In-Person Audience:

- Please do NOT connect to Zoom in order to reduce network load.