



LINC Biz for Online Poster Sessions

Participant's manual

AIoT Cloud inc.

V01 r12

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"LINC Biz" is a service planned and operated by AloT Cloud Inc.

Please use Web browsers described below.

■ Web browsers (Versions)

OS(Versions)	Browsers(Versions)
Windows(8.1 / 10)	Google Chrome(78~) Firefox(70~) Microsoft Edge [Chromium版](79~) ^{*1}
macOS(10.13~)	Google Chrome(78~) Safari(11~) ^{*2}
Android(8.0~)	Google Chrome(78~) ^{*2}
iOS(12~)	Safari(12~) ^{*2}
iPadOS(13~)	Safari(13~) ^{*2}

*1 Attentions for Microsoft Edge users

If Microsoft Edge on Windows 10 has not been automatically updated to Chromium edition, installed versions before version 78 cannot start video conference, so you should update it after version 79 (Chromium edition) by manual or install other browsers described above. If you use an OS other than Windows 10, Microsoft Edge is not updated automatically.

*2 Screen sharing is not available in video conference.

Terms and screen structure

*In this manual, LINC Biz poster session site is referred to as the “meeting site”.

Channel name in the sidebar may change depending on the event.

Side bar

Proceedings
The channel list is posted here.

Poster Channel
The poster channel you clicked is added to the side bar.

Chat Sample

Timeline

Poster

- Thumbnail images can be displayed only for JPEG and PNG.
- Click the thumbnail to open the preview screen.
- Up to 5 files can be uploaded at the same time per posting. (Up to 100MB per file)
- Files posted on the poster channel cannot be downloaded.

Pinned Posts

The pinned poster appears in the right frame of the screen. The poster can always be displayed in the right frame of the screen even if the thread of the poster channel grows due to a series of questions and answers.

Message input field
You can chat freely with the presenter.

Tool buttons

- 1) View members
- 2) Webinar/large meeting room creation
- 3) View pinned posts
- 4) View mentioned posts
- 5) View flagged posts
- 6) View meeting posts such as meeting reservations

Search in a team

Invitation email example

- The following invitation email will be sent before the meeting holds. Register your account from the "Registration URL" in the invitation email. (Please refer to the next page.)
 - * The "Registration URL" is different for each participant. Also, the URL will expire once the account registration is complete.

Subject: Invitation to <meeting name>

From: LINC Biz Account Service <no-reply@account.lincbiz.jp>

From : LINC Biz Account Service <no-reply@account.lincbiz.jp>
 subject: Invitation to < meeting name>

This email is delivered from the LINC Biz Service used by the [Online] <meeting name>.

Dear username@example.com

The [Online] <meeting name> will be held by using LINC Biz. Please sign up for LINC Biz from the following URL:

<https://account.lincbiz.jp/account/public/userRegister/LAPP/One-Time URL/>

Registration URL

This URL will expire once your account registration is complete.

If you were not expecting to receive an email like this, please discard it.

This email is automatically delivered by the system. Please do not reply to it.

If you have any question about this email, please ask those who operate PS demo site.

 LINC Biz Service
 AIoT Cloud Inc.
<https://www.aiotcloud.co.jp>

1. Registration from an invitation email

[Attention]
 Mail settings should be set so that you can receive an email from domain : @account.lincbiz.jp or address : no-reply@account.lincbiz.jp

(1) Receive an invitation email

■ Subject
Invitation to <meeting name>

You will receive an invitation email with this title before the meeting holds. The sender's email address is as follows.
no-reply@account.lincbiz.jp (LINC Biz account service)

(2) Click the Registration URL

...
 Please sign up for LINC Biz from the following URL:
<https://account.lincbiz.jp/account/public/userRegister> ...

Click the URL

The URL described in the invitation email is for registration, not for login. The URL will expire once the account registration is complete.

*The URL for login is included in the "LINC Biz Service Registration Complete" email sent after registration is complete.

(3) Set the password and click "Register"

(4) Click "Go to login page"

If you have already attended another meeting and registered a LINC Biz account, this screen will not be displayed.

(5) Enter your email address and password to login

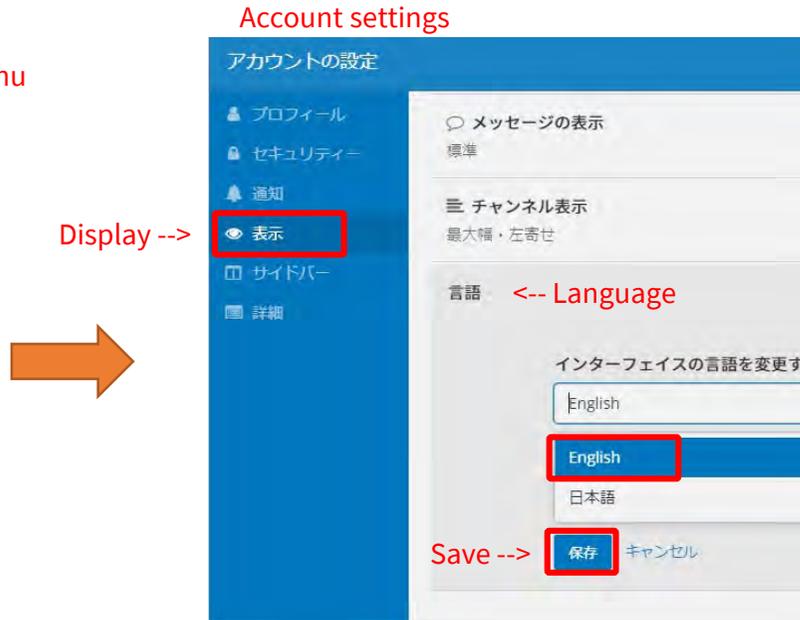
Login to the meeting site is complete.

After logging in, if it is in Japanese, please switch to English from the menu below.

1. Select “Account settings” from the ”Main menu”.



2. Move to the “Display” menu, then select English as the Language setting and “Save” it.



2. Participation after registration

After completing the registration, bookmark the meeting site. Or you can access the meeting site in the following way.

Login from the registration completion email

(1) Click the URL

件名：LINC Biz サービス 登録完了

サービスへの登録が完了しました。
以下のURLよりログイン頂き、LINC Bizをご利用ください。

ログインURL：

[https://chat.lincbiz.jp/チームID\(a000000\)/...](https://chat.lincbiz.jp/チームID(a000000)/...)

Click the URL

If you need a team ID to login, such as when using the mobile app, please input the team ID described below.

チームID
a000000

[Attention]

The poster session is not available for the mobile app.

(2) Login

Login with the mail address registered from the invitation email.

the meeting site

チャンネル名	発表タイトル
PS-P01	AAAAAのBBBBB形成過程におけるCCC
PS-P02	DDDDにおけるEEEE関係の特性

Login from the LINC Biz site

(1) Access to the LINC Biz site.

(2) Click the "Login" on the upper right of the screen.

LINC Biz Homepage

<https://getlincbiz.jp/>

(3) Login

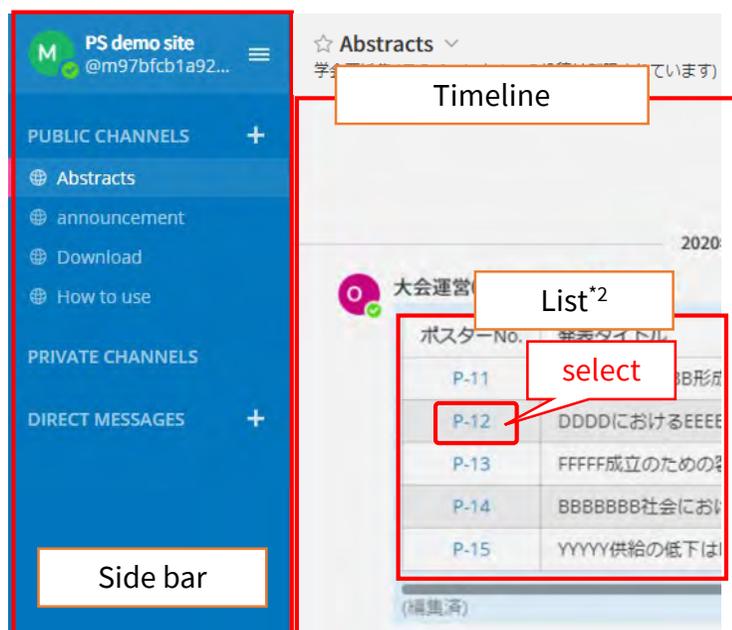
(4) Select a team from the list of belonging teams*
*team = meeting site

If you belong to only one team, this screen will not be displayed

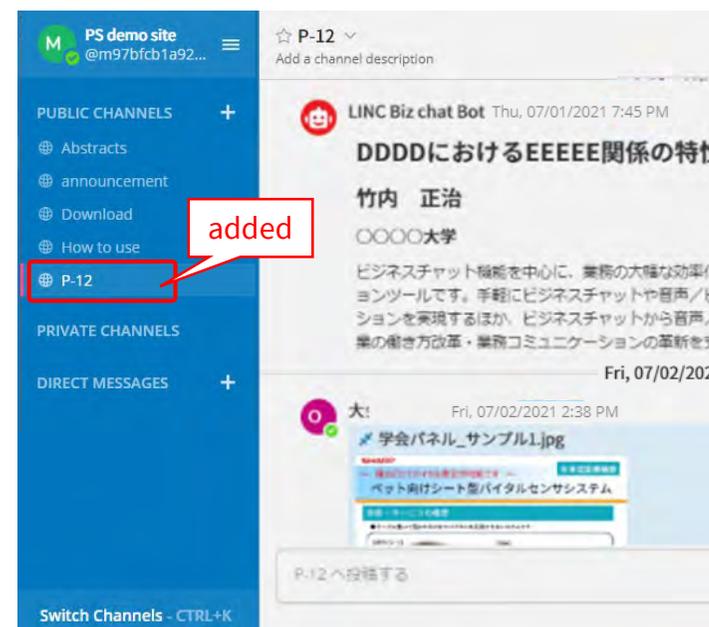
3. Participation to poster channels

When you login for the first time, the "Abstracts" channel will be displayed.
 You can visit the poster channel from the list of the proceedings.*1
 The poster channel you selected will be added to the public channel.

1. Select a poster channel from the list posted on the timeline of the proceedings.



2. You will be moved to the selected channel and it will be added to the public channel.



*1 The name of the proceedings might vary depending on the meeting.

*2 The expression of the list varies depending on the meeting.

4. Browsing posters

Click the poster to enlarge it on the preview screen.

1. Click the poster on the timeline (or pinned).



2. The poster can be previewed in the browser.



- Thumbnail images can be displayed only for JPEG and PNG. Other formats are displayed as icons.
- Files (posters) posted on poster channels cannot be downloaded. (Before the poster channel is public, only members of the channel can download files.)

ex.) in the case of PDF -->



Click the icon to open the preview screen.

5. Posting your message

Send a message



Use the message input field at the bottom of the screen to post to the channel. CTRL + Enter will send the message. By using Enter, you can start a new line without sending a message.

Reply to the message



Click the reply arrow mark at the right end of the message. By clicking emoticons button, you can attach reactions or take surveys.

Notify the presenter

You can notify the presenter of your post.

Input the name of the presenter after @, send a notification of the post to the presenter.

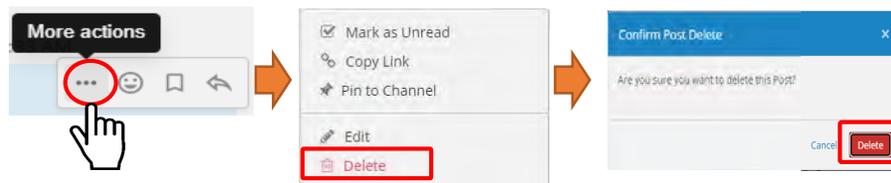
- (1) Input @. -> Channel members are displayed.
 - (2) Input the name of the presenter after @. --> Members are narrowed down.
 - (3) Select the presenter and send a message.
- *Although the member names will be a list of alphanumeric characters (see below), please post it as is.



Delete a message

You can only delete messages that you posted.

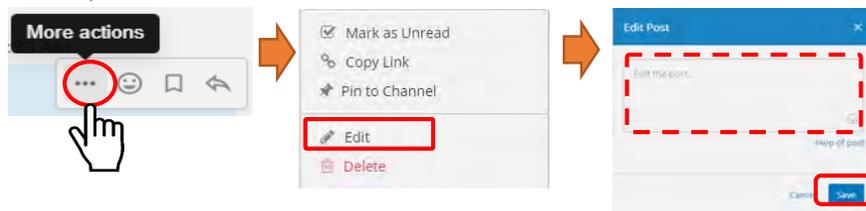
You can delete a message by clicking the [...] icon next to the message and the "Delete".



Edit a message

You can only edit messages that you posted.

You can edit a message by clicking the [...] icon next to the message and the "Edit". You can save changes by clicking the "Save" after editing the message. Editing messages does not trigger @(mention) notifications, desktop notifications, or notification sounds.



Unread notification will be sent to the presenter's side bar.

Unread number

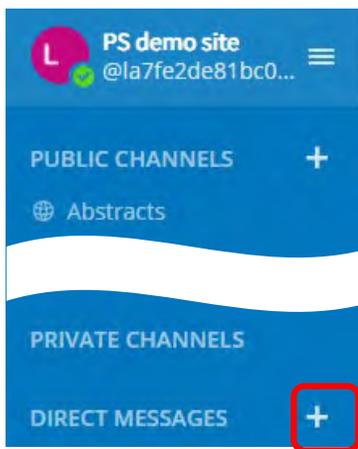
An email notification will be sent to the presenter if the presenter has been offline or away for more than 5 minutes.

6. Direct message (DM)

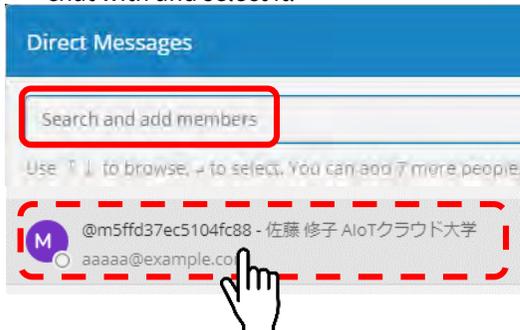
Participants/presenters can chat with each other on the direct message channel.

***Please follow the meeting operation rules when using direct messages.**

(1) Click the “+” mark on the right side of the direct message.



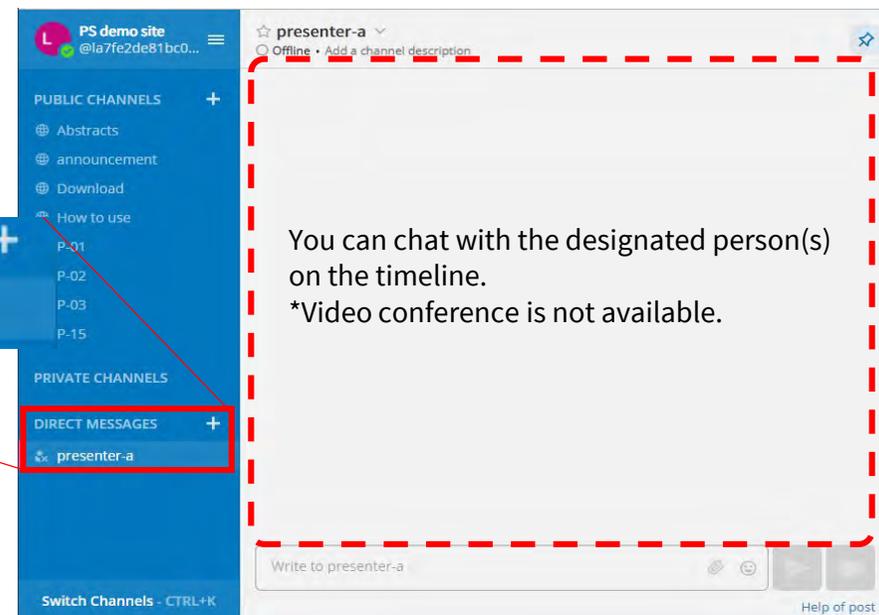
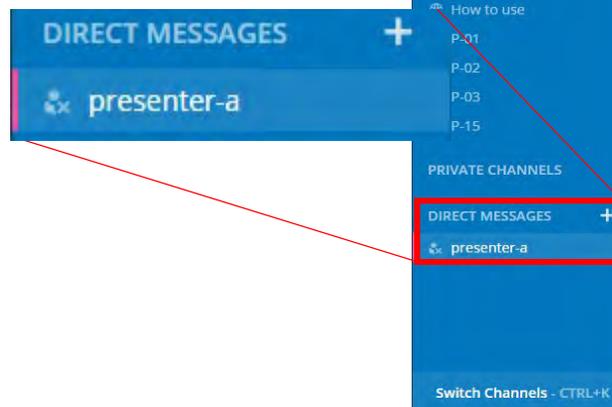
(2) Search the person(s) you want to chat with and select it.



(3) Click the “Start” button.



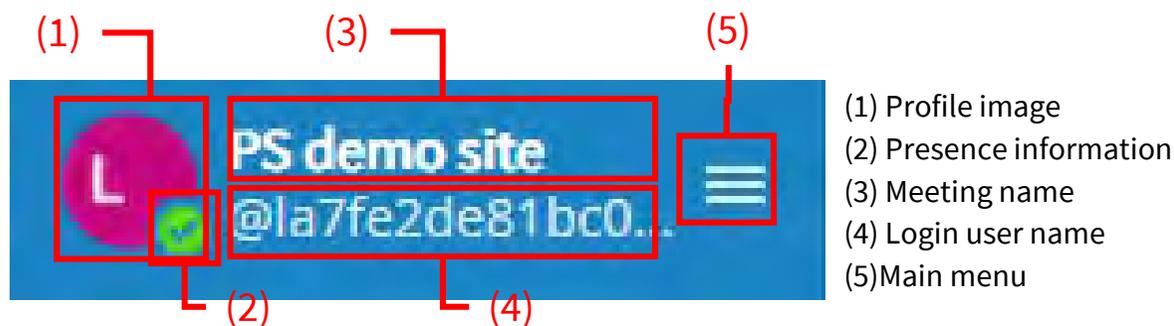
(4) The channel with the name of the person(s) is created.



[About direct messages]

- You can exchange chats between 2 to 8 specific members including yourself.
- Members cannot be added to the created channel.
- Only the members who join the channel can see the chat contents.

Suppl.1. Side bar (upper part)



(1) Profile image : It cannot be changed in the poster session plan.

(2) Presence information :
 It indicates own status. You can change the status manually by clicking this mark.

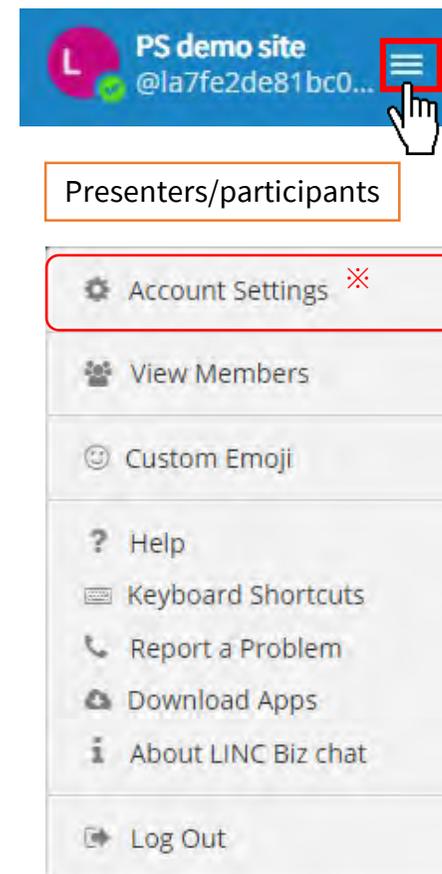
Status	Icon	Description
Online	 	Logged in and operating the PC
Away	 	Not operating the PC for more than 5 min.
Busy	 	Notification (desktop, mail) is disabled
Offline	 	Logged out or offline

(3) Meeting name : Presenters/participants cannot change it.

(4) Login user name : Presenters/participants cannot change it.

*The user name of the presenters/participants will be random alphanumeric characters due to the specifications.

(5) Main menu



*Presenters/participants cannot change their account settings.

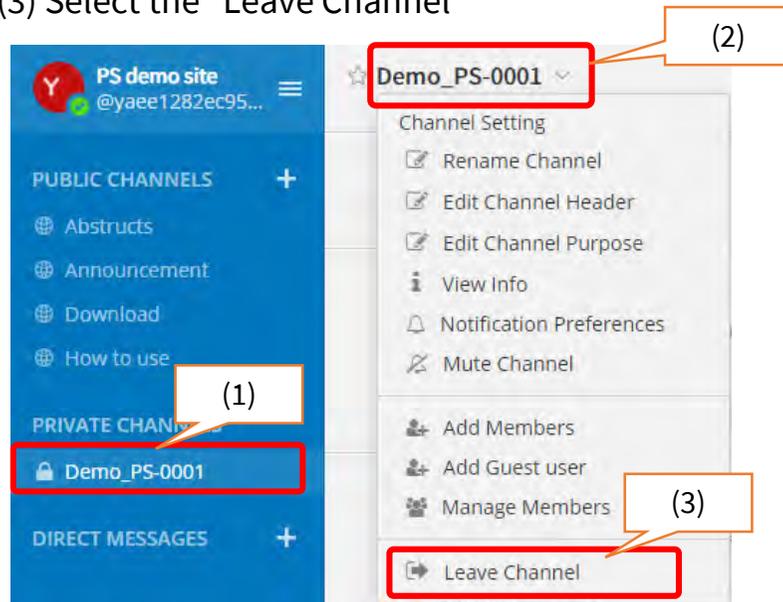
Suppl.2. How to remove a channel from side bar and attentions

- Channels that are registered by mistake in the side bar can be removed with "Leave Channel".

• Do not remove the channels registered in the side bar from the beginning.

Procedure to remove a channel from the side bar

- (1) Select the channel you want to remove from the side bar
- (2) Click the “v” on the right side of the channel name
- (3) Select the “Leave Channel”



Operational attentions

Since it will affect the operation, it is prohibited to change the red frame below on all channels except the operator.

