AIoTcloud

LINC Biz for Online Poster Sessions

Participant's manual

AIoT Cloud inc.

V01 r11

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

Operating environment

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 version79 (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

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*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.

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

Side bar

Proceedings

The channel list is posted here.

Poster Channel

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

Chat Sample

1)   2)   3)   Search in a team   4)   5)   6)

Tool buttons→

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.

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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: [学会／大会名]へご招待のお知らせ

From: LINC Biz アカウントサービス no-reply@account.lincbiz.jp

English follows Japanese

※このメールは『【オンライン】[学会／大会名]』開催で利用するLINC Bizサービスから配信しております。

{メールアドレス} 様

この度の、『【オンライン】[学会／大会名]』は、
LINC Bizを使って開催いたします。
以下のURLからLINC Bizにご登録ください。

https://account.lincbiz.jp/account/public/userRegister・・・

このURLは登録が完了すると有効期限切れになります。

◆LINC Bizの登録手順は下記を参照ください。
  https://getlincbiz.jp/wp-content/uploads/2020/08/LINC-Biz_Registration-procedure.pdf

このメールに心当たりのない方はお手数ですが本メールを破棄頂きますようお願いします。
このメールはシステムが自動的に配信しています。返信することはできません。

本メールに関するお問い合わせは、[学会／大会名]の運営事務局へお願いします。

※This email is delivered from the LINC Biz Service.

Dear (email address)

Invitation to [Online] [meeting name (English)] :

Please sign up for LINC Biz from the following URL:

Registration URL

https://account.lincbiz.jp/account/public/userRegister・・・
This URL will expire once your account registration is complete.

If you were not expecting to receive an email like this, please discard.
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 [meeting name (English)].

LINC Biz運営
株式会社AIoTクラウド
https://www.aiotcloud.co.jp

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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
00回●●学会全国大会 へご招待のお知らせ

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"

The mail address that received the invitation email is displayed.

Register a new LINC Biz account

Email address　aaaaa@example.com

Password　　　Set the password

Password
(confirmation)

The password must be 8 or more characters and contain at least one uppercase letter, one lowercase letter and a number.

By registering an account, you are deemed to have agreed to the
LINC Biz Account Terms of Service , Privacy policy
and LINC Biz Terms of Service.

Register

click

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

(4) Click "Go to login page"

Register LINC Biz service

The registration has been completed.
Please log in from below and use LINC Biz .

Go to login page

click

(5)Enter your email address and password to login

LINC Biz account

Email address

Enter you email address and password

Password

Log In

click

Forgot passwd

COCORO OFFICE ID

Login to the meeting site is complete.

Changing language

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

1. Select "Account settings" from the "Main menu".

<--Main menu

Account settings -->

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

Account settings

Display -->

<-- Language

Save -->

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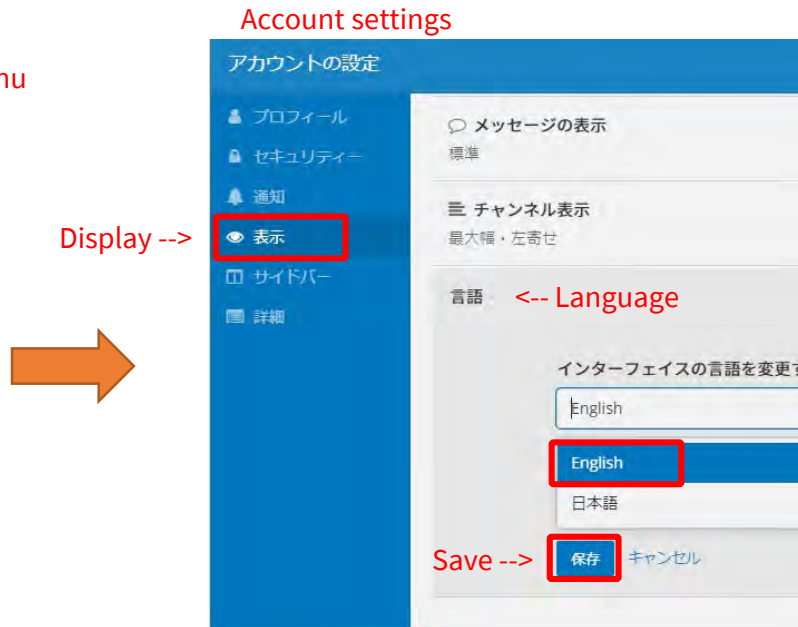
After completing the registration, bookmark the meeting site. Or you can access the meeting site in the following way.

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 用ください。

Click the URL

ログインURL：
https://chat.lincbiz.jp/チームID(a000000)/・・・・

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

LINC Biz account

Email address

Password

Log in

Forgot password?

Login with the mail address registered from the invitation email.

the meeting site

Login from the LINC Biz site

（1)Access to the LINC Biz site.
(2)Click the "Login" on the upper right of the screen.

ビジネスチャット × ビデオ会議

LINC Biz

ントサービス　ログイン/Login

大人数のビデオ会議や
ウェビナーに

チャット×ビデオ会議の
基本的な特長

LINC Biz Homepage　https://getlincbiz.jp/

(3)Login

LINC Biz account

Email address

Password

Log in

Forgot password?

COCORO OFFICE IDでログイン

*team = meeting site

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

click

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

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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.

Timeline

List[2]

select

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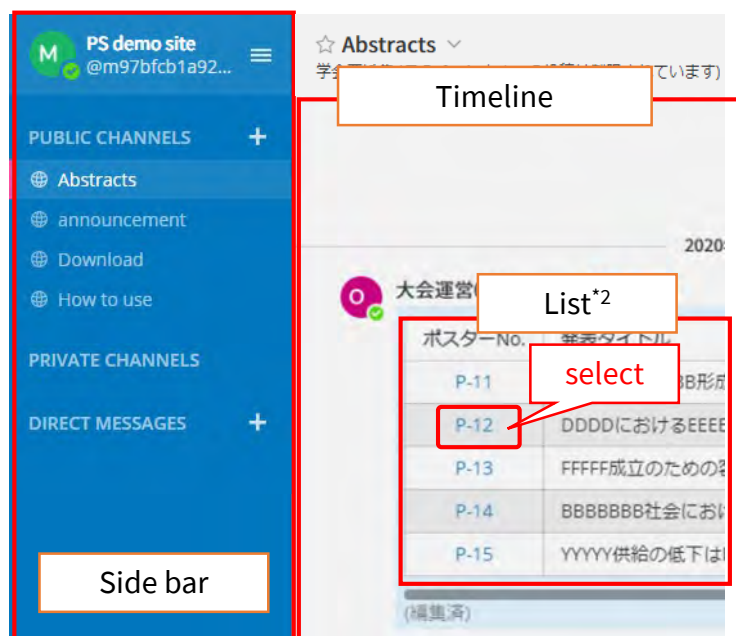
2. You will be moved to the selected channel and it will be added to the public channel.

added

[1] The name of the proceedings might vary depending on the meeting.
[2] The expression of the list varies depending on the meeting.

Click the poster to enlarge it on the preview screen.

1. Click the poster on the timeline (or pinned).
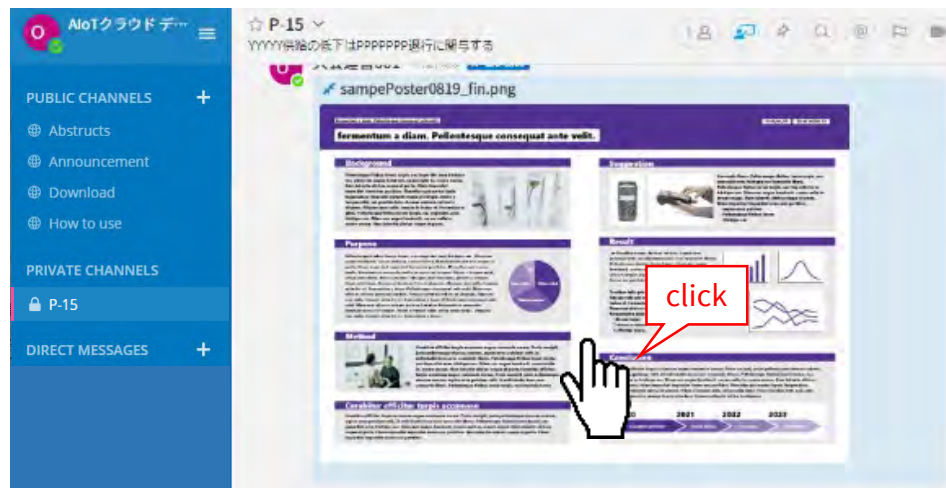
2. The poster can be previewed in the browser.

- 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 -->

poster.pdf
PDF 28KB
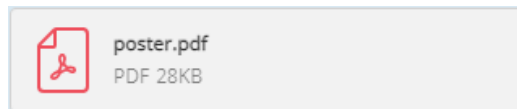
Click the icon to open the preview screen.

5. Posting your message

Send a message

Write to xxxx

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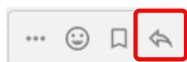
Click the reply arrow mark at the right end of the message. By clicking emoticons button, you can attach reactions or take surveys.

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.

(1) CHANNEL MEMBERS
- @佐藤 修子 AIoTクラウド大学
- @竹内 正治 ○○○○大学
- @鈴木 清正 △△△大学
- @小山 栄作 □□□□大学
- @太田 ○○大学

input @

@| Message input field

(2) CHANNEL MEMBERS
- @佐藤 修子 AIoTクラウド大学   select
- @佐藤

(3) @m5ffd37ec5104fc88 ○○についてど？
実験される予定はあるでし ○か。新しい発見

@佐藤 修子 AIoTクラウド大学

display after posting

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".

More actions
- Mark as Unread
- Copy Link
- Pin to Channel
- Edit
- Delete

Confirm Post Delete
Are you sure you want to delete this Post?
Cancel   Delete
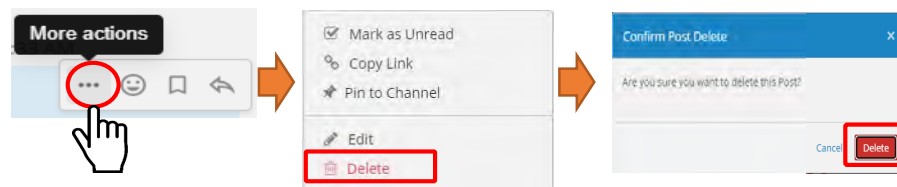
Edit a message

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.

More actions
- Mark as Unread
- Copy Link
- Pin to Channel
- Edit
- Delete

Edit Post
Edit the post.
Help of post
Cancel   Save
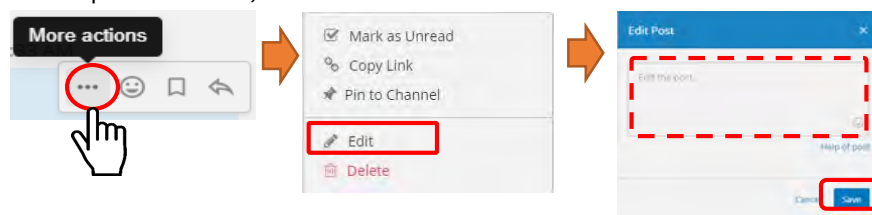
Unread notification will be sent to the presenter's side bar.

PUBLIC   Unread number
PP-14
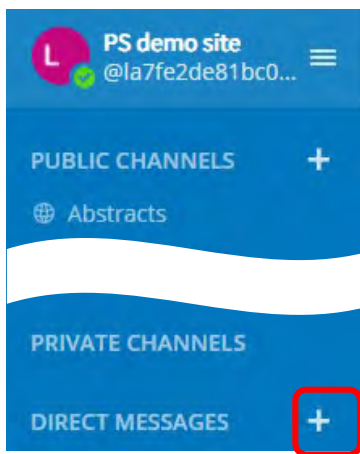
An email notification will be sent to the presenter if the presenter has been offline or away for more than 5 minutes.

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

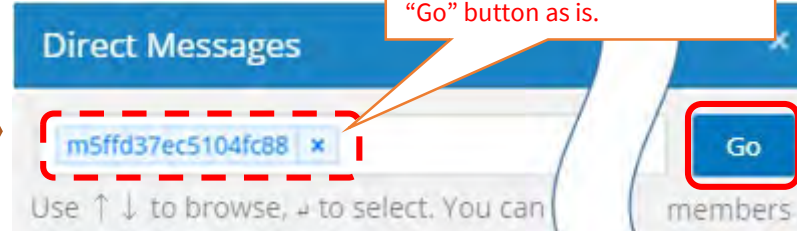*Please follow the meeting operation rules when using direct messages.

*Although the member names will be a list of alphanumeric characters, please click the "Go" button as is.

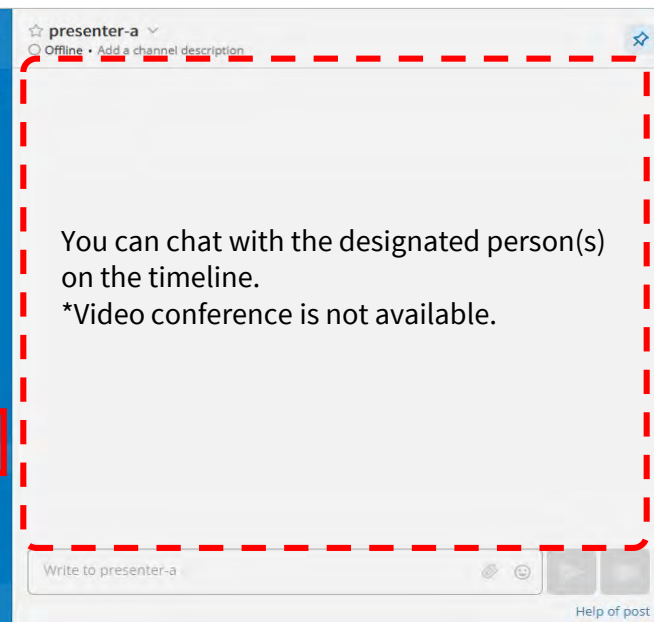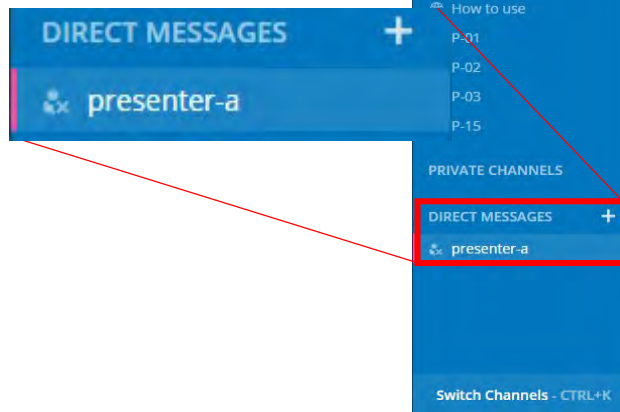(1) Click the "+" mark on the right side of the direct message.

(2) Search the person(s) you want to chat with and select it.
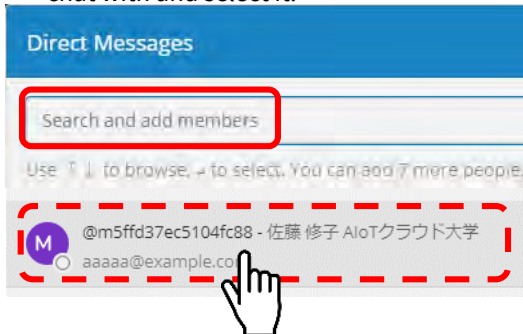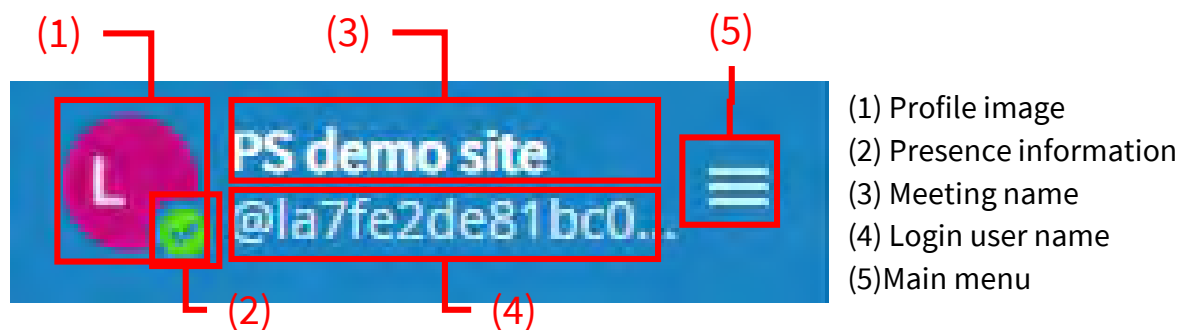
(3) Click the "Start" button.

(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.

You can chat with the designated person(s) on the timeline.
*Video conference is not available.

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(1) Profile image
(2) Presence information
(3) Meeting name
(4) Login user name
(5) Main menu

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

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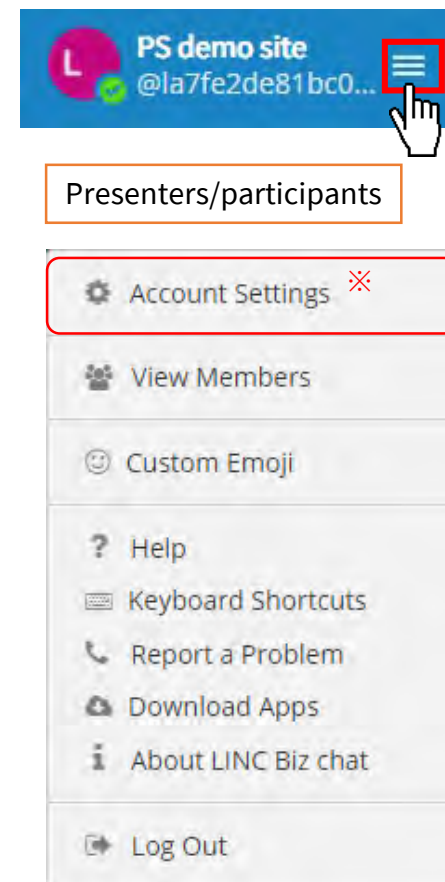It indicates own status. You can change the status manually by clicking this mark.

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.

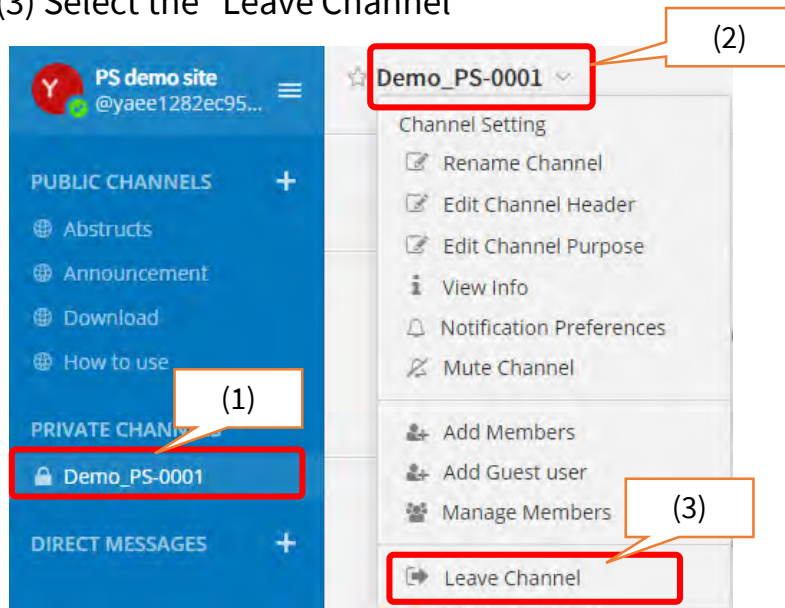(5) Main menu

Presenters/participants

Account Settings ※
View Members
Custom Emoji
? Help
Keyboard Shortcuts
Report a Problem
Download Apps
i About LINC Biz chat
Log Out

*Presenters/participants cannot change their account settings.

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- 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

Operational attentions

(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"

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

No change