

**Attendee guide for
JQA JIS 標章認證業者定例研討會 課程報名簡章(MS Teams Meeting)**

Learn how to connect and use Go to Webinar

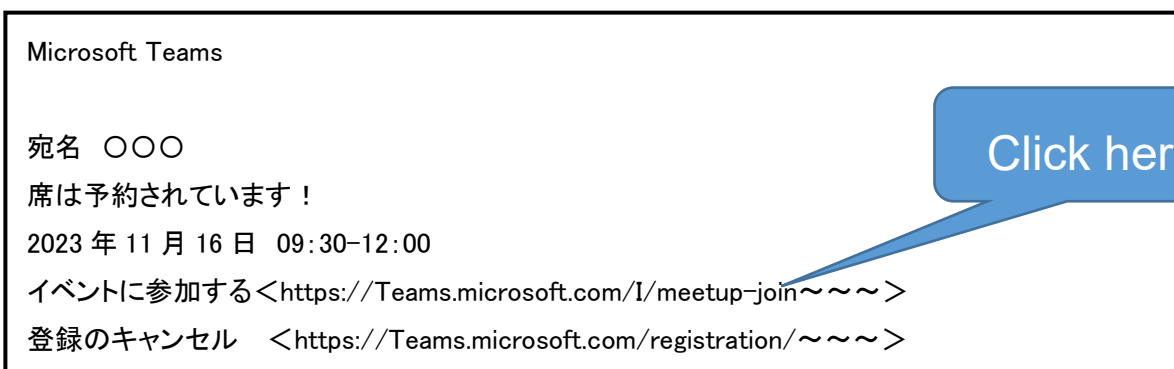
- An online Webinar using the video conference system "Microsoft Teams Meeting mode".
- Join from anywhere on your computer, tablet or smartphone.
- Customers are responsible for the communication charges for receiving the Webinar.
- No webcam required.
- Participate in a quiet place where you cannot hear the voices of others and in a stable internet environment.
- Depending on the communication environment in which you participate, audio may be interrupted or video may be distorted.

- How to join a Webinar -

1, By the day before the event, Microsoft Teams will send a "Teams Meeting Invitation Email (from Microsoft Teams registration)" to the registered attendee.

* you will get an e-mail message look like following (black boxed)

2, On the day(00/00) of the Webinar, please click "Join the event" in the invitation email until 10 minutes before (12:50 Taiwan time) the starting time (start: 13:00 TST).

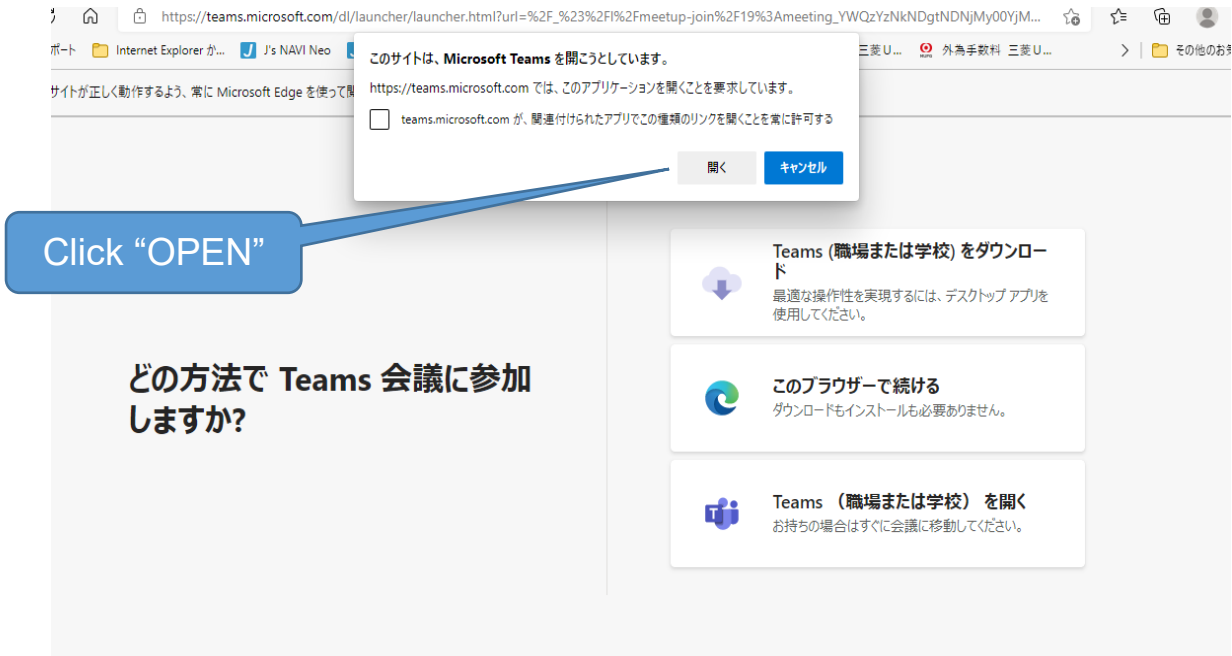


(This e-mail message may in your local language)

3, When you see the message:

「This site is try to open Microsoft Teams (このサイトは、Microsoft Teams を開こうとしています。)」,

click 「open」

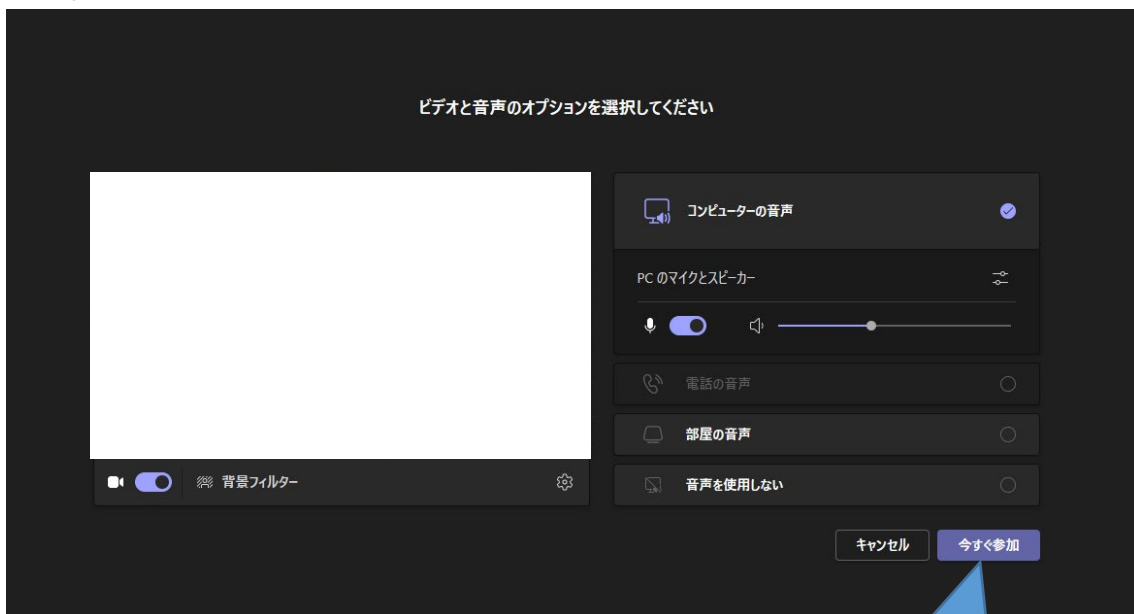


(This PC message may in your local language)

4, Then you will the window:

「Choose video and audio options (ビデオと音声のオプションを選択してください)」,

click 「join now (今すぐ参加)」



(This PC message may in your local language)

Click "Join now"



5, Then you can watch the Webinar !

- Important notice -

- **Check if you can hear the sound of the ear/headphones or speakers.**
- **Make sure that the microphone has a diagonal line (mute).**
- **You cannot ask "questions" during the Webinar.**
- **"Chat" and "Raise your hand" cannot be used.**

6, Please cooperate with the questionnaire after the completion.

Even if you leave your seat on the way, please answer the questionnaire displayed on the screen after you leave.

Questions and answers are not possible, so if you have any questions, please do not hesitate to contact us.

Please fill in the questionnaire.

- Notice and points of attention -

- **Please connect with one terminal for each participant.**
- **The video and audio may be disturbed depending on the internet connection conditions at the online venue of this Webinar. Depending on the situation, it may be reconnected and restarted.**
- **If the connection becomes unstable due to the connection status on the viewer side, or if the internet connection is cut off during participation, please reconnect immediately.**
- **Please refrain from taking a photo, recording of sound and video, or secondary use of screenshots of images or display slides.**
- **Please note that we cannot respond to technical inquiries or connection, audio or video distortion due to the Internet environment.**
- **Please refrain from making inquiries by phone after the start of this Webinar.**

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