

Instructions and Netiquette

Symposium on the Occasion of the 130th Anniversary of the
Opening of the Japanese Parliament

German Institute for Japanese Studies (DIJ Tokyo)



Naming and Attendance

If your name is not displayed correctly in the Zoom meeting, please change it to your real name using the menu (navigate your cursor to the upper right corner, where three dots will appear. Click on them and choose “change name”).

During the lecture please remain quiet and refrain from interrupting the speaker. We will have a short Q&A session after each talk and a longer round of discussion at the end of each day.

To ask a question during Q&A, please write your question in a message to “Everyone”. The moderator will read out your question to the presenter. Please note that due to time restraints, it might not be possible to cover all questions in the Q&A session. You are welcome to repeat your question in person during the discussion.

During the discussion, if you have a question or comment, please send a message with the number “1” to “Everyone”. If you have a follow-up question or comment to something that is currently being discussed, please send a message with the number “2” to “Everyone”. You will be notified by the host when it is your turn to ask. Please do not forget to activate your microphone and video at this point.

If you want to post a comment or want to thank the speaker, without looking for an answer from the speaker, you may use the general chat during the Q&A session.

Audio and Video

Start joining the meeting with your video on but please make sure to set your microphone to “mute”. You may deactivate your camera during the talk but please turn it back on for the discussion, e.g. if you want to ask a question.

Please note that this event will be recorded and screenshots of the meeting might be published on the organizers’ websites, social media accounts etc.

Technical Support

If you experience any technical problems before or during the lecture, please consult the links below or contact the host (on top of the list of participants) through private chat.

How to join a Zoom meeting:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Frequently Asked Questions:

<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>