AIoTcloud

LINC Biz **for Online Poster Sessions**

Presenter's manual

AIoT Cloud inc.

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

Operating environment

Please use Web browsers or desktop applications described below.
*Mobile applications Android(8.0~) / iOS(12~) are not available.

Web browsers (versions)

Windows(8.1 / 10)：Google Chrome(78~) ／ Firefox(70~) ／ Microsoft Edge [Chromium edition](79~) ※1
macOS(10.13~)：　Safari(11~) ※2 ／ Google Chrome(78~)
Android(8.0~)：　Google Chrome(78~) ※2
iOS(12~)：　Safari(12~) ※2
iPadOS(13~)：　Safari(13~) ※2

※1 Attention 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.

Desktop applications

Windows(8.1 / 10) / macOS(10.13~)

- Windows(64bit)　LINC Biz chat Ver.1.1.0（94MB）
- Windows(32bit)　LINC Biz chat Ver.1.1.0（91MB）
- macOS　LINC Biz chat Ver.1.0.0（76MB）

Terms and screen structure

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Proceedings

Click a poster channel to participate.

Side bar

Timeline

Chat interactions are displayed in chronological order.

Tool buttons

① view members
② view pinned posts
③ search in a team
④ view mentioned posts
⑤ view flagged posts
⑥ view meeting posts such as meeting reservations

Poster channel

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

Poster

Click the thumbnail to open the preview screen.

"Pinning"

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.

Chat sample

Message input field

You can chat freely with the presenter.

1. Login (LINC Biz account registration)

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Registration of LINC Biz account
（If your LINC Biz account has already been registered, just confirm it.）

Authentication of the meeting site you invited
（You will be registered after completing this process.）

If you register your LINC Biz account for the first time

LINC Biz アカウントの新規登録

メールアドレス　aaaaa@example.com

パスワード

パスワード（確認用）　**set the password**

パスワードは、大文字、小文字、数字を含めた8文字以上を設定してください。

アカウントを登録することで、
LINC Biz アカウントサービス利用規約、プライバシーポリシー
および LINC Bizサービス利用規約 に同意したこととなります。

登録

The mail address that received the invitation email is displayed.

②Registration of LINC Biz account

①Receive an invitation email

Click the URL

LINC Biz アカウントの新規登録

LINC Biz アカウントの登録が完了しました。
以下よりログインし LINC Biz をご利用ください。

ログインページへ

If you already have your LINC Biz account

LINC Bizサービスの登録

既にご利用中のLINC Biz アカウントを使ってLINC Biz をご利用いただけます。
以下よりサービスに登録してください。

サービスに登録することで、
LINC Bizサービス利用規約 に同意したこととなります。

登録

②Registration of LINC Biz service

【Attention】
It is necessary to login with the mail address that received the invitation email. If you login with the other mail address (other LINC Biz account), an error occurs and you cannot login the meeting site.
※If the error occurs, please request another invitation email.

LINC Biz アカウント

メールアドレス

パスワード

ログイン

パスワードを忘れた方はこちら

COCORO OFFICE IDでログイン

③Login screen

Join the site

"Registration completion email" will be sent after registration.

【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

Changing language

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 →

2. Participation after registration

After completing the registration, you can access the meeting site in the following way.
※You can also access it from the login URL described in the "LINC Biz service registration completion email" sent after registration completion.

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

LINC Biz Homepage   https://getlincbiz.jp/

Login from the registration completion email

件名：LINC Biz サービス 登録完了

Click the URL

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。

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.

【Attention】The poster session is not available for the mobile app.

チームID：
a000000

③Login

Login with the mail address registered from the invitation email.

Login with the mail address that receives the registration completion email.

④Select from the list of belonging teams

所属チーム一覧
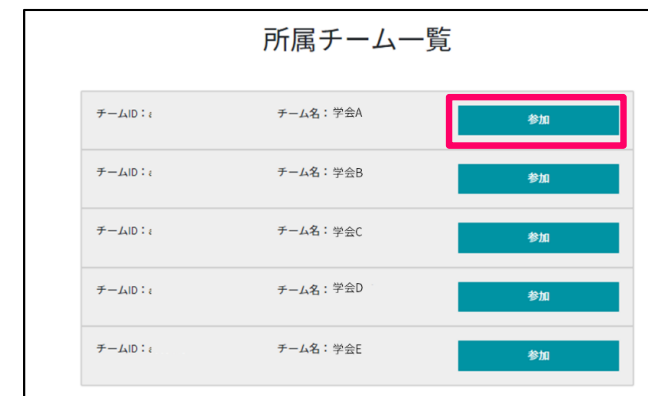
the meeting site

3. Move from the proceedings ※1 to your poster channel
※1 The name of the proceedings might vary depending on the meeting.

- Click your own poster channel from the proceedings.

Side bar

Click your poster channel

※The expression of the list varies depending on the meeting.

- Once logged in, both the presenters and the participants will see the proceedings.
- From the sidebar, you can move to the "Notice from the secretariat" and "How to use" channels.

4. Go to the poster channel

- Go to the poster channel you clicked.
- The poster channel you clicked is added to the sidebar.

Click the ☆ mark to register this channel to "Favorite channels".

The name of the channel

Header

※The name of the channel and the header are pre-registered.

The channel you clicked is added.
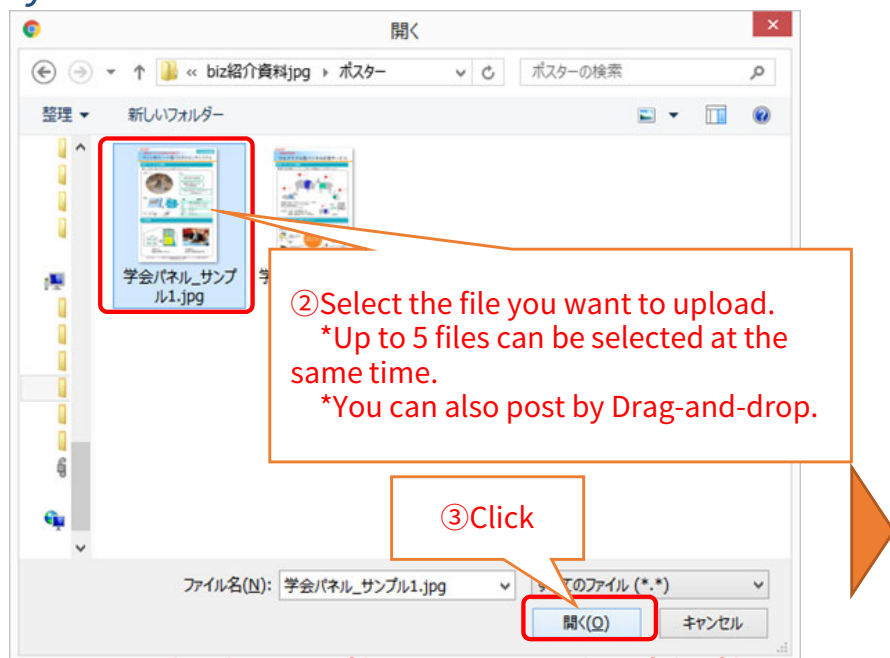
Message input field

Clip mark
(Attachment of files)

5. Upload your poster

1. Click "Clip mark" in the "Message input field". This will open the system file viewer.
2. Select the file you want to upload.
3. Click "Open". Then, the file to be uploaded is displayed in the "Message input field".
4. Placing the cursor in the "Message input field", press the "Ctrl + Enter" key.
   *You can post comments at the same time when you upload the file.
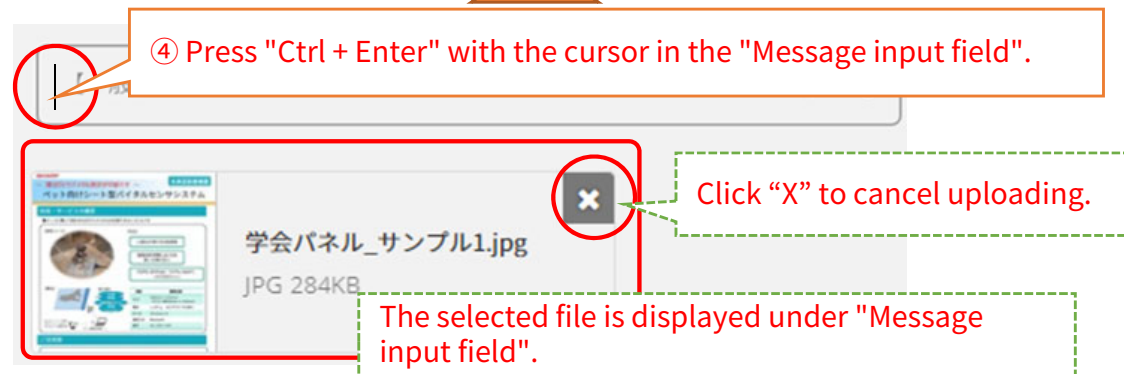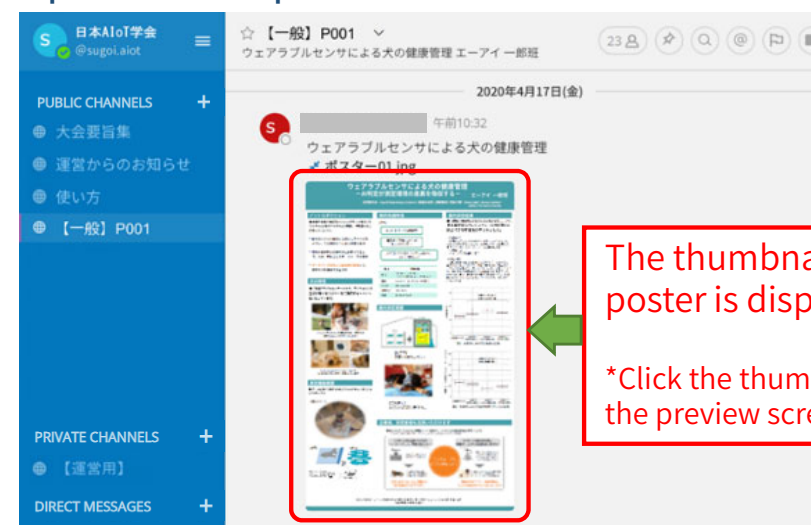
"Message input field"

①Click

System file viewer

②Select the file you want to upload.
   *Up to 5 files can be selected at the same time.
   *You can also post by Drag-and-drop.

③Click

*You can upload up to 5 files at one time, but if the files should be displayed in order, please post the files one by one.

Upload complete

The thumbnail of the poster is displayed.

*Click the thumbnail to open the preview screen.

④ Press "Ctrl + Enter" with the cursor in the "Message input field".

Click "X" to cancel uploading.

学会パネル_サンプル1.jpg
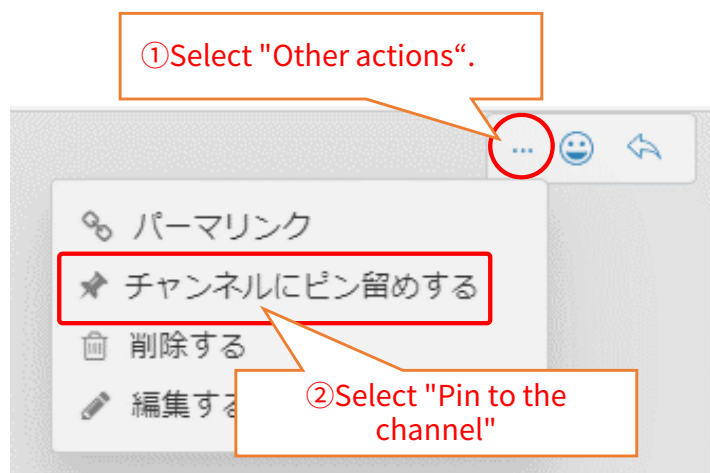JPG 284KB

The selected file is displayed under "Message input field".

6. "Pin" your poster

Please remember to "pin" your poster to the channel in order to display it always in the right frame of the screen.
1. Select "Other actions" at the right of the post you want to pin.
2. Select "Pin to the channel".

①Select "Other actions".

パーマリンク

チャンネルにピン留めする

削除する

②Select "Pin to the channel"

編集する

午前10:32　ピン留め

The "pinning" mark is displayed.

Display example

"Pinning"

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.

displayed in another frame

Suppl. 1. Restrictions on files to be posted

Item	Details
Supported file formats	PDF / JPEG / PNG / MP4 / MP4 audio *Thumbnail images can be displayed only for JPEG and PNG. *Image resolution should be within 6048 × 4032 pixels.
File size	Up to 100MB per file.
Upload restrictions	Up to 5 files can be uploaded at the same time per posting. *If you have more than 5 files, please post multiple times.
Download restrictions	Files posted on the poster channel cannot be downloaded.

【Attention】
　　※ When posting, please note that files posted on the private channel or direct message can be downloaded.

Suppl. 2. How to delete a poster

Follow the steps below to delete a poster.
1. Click "Other actions" at the right of the post you want to delete.
2. Select "Delete". Then, "Confirm deletion of the post" is displayed.
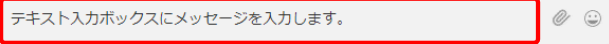3. Click "Delete".

① Click "Other actions" at the right of the post you want to delete.

その他のアクション

②Select "Delete"

Permalink
Pin to channel
Edit
Delete

Confirm Post Delete

Are you sure you want to delete this Post?

③Click "Delete"

Cancel   Delete

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Send a message

テキスト入力ボックスにメッセージを入力します。

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 @(half-width), 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 チャンネルのメンバー
@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

input half-width@

@ Message input field

② チャンネルのメンバー
Select
@佐藤 修子 AIoTクラウド大学
@佐藤

③ @m5ffd37ec5104fc88
実験される予定はあるでしょうか。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"

その他のアクション

⸜ Permalink
📌 Pin to channel
✏ Edit
🗑 Delete

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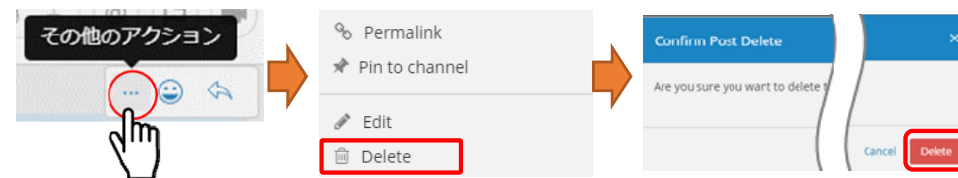
Edit a message

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.
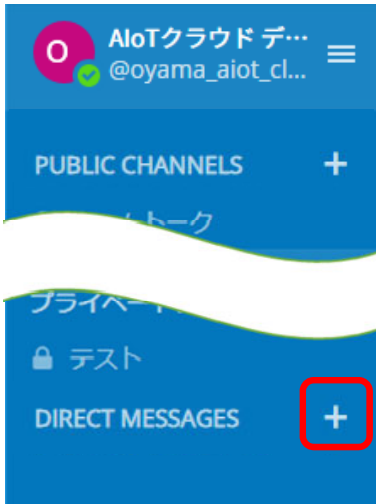
その他のアクション

⸜ Permalink
📌 Pin to channel
✏ Edit
🗑 Delete

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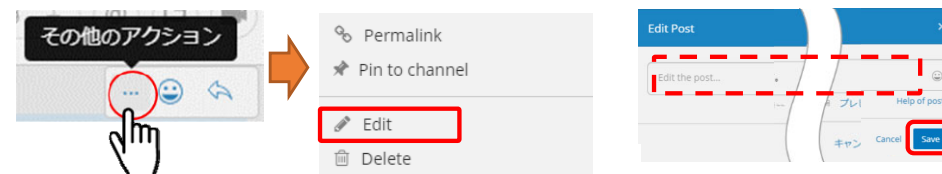
Unread notification will be sent to the presenter's side bar.

Unread number

未読
🌐 PP-14 ①
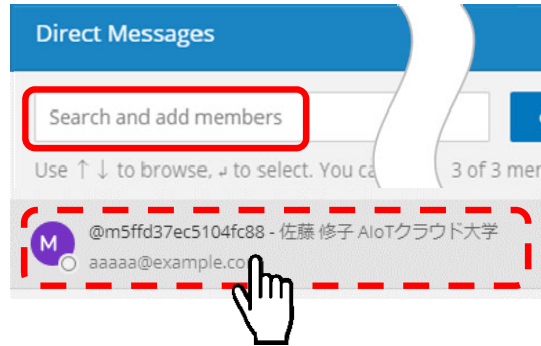
An email notification will be sent to the presenter if the presenter has been offline or away for more than 5 minutes.

Suppl. 4. Direct message (DM)

Participants/presenters can chat with each other on the direct message channel.
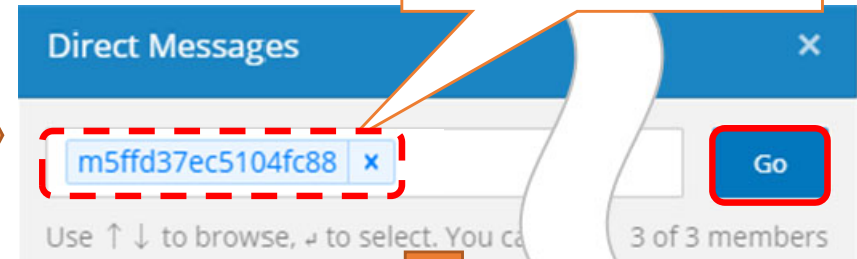
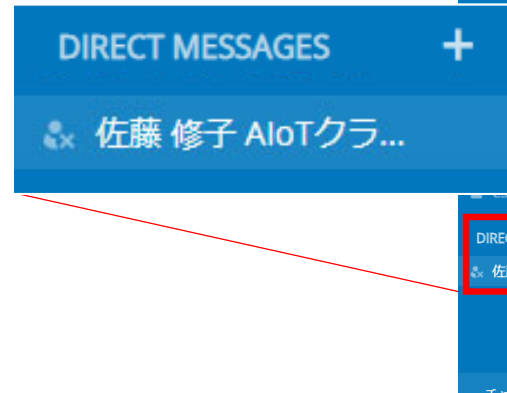① Click the "+" mark on the right side of the direct message.

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

③ Click the "Start" button.

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

Direct Messages

Search and add members

Use ↑ ↓ to browse, ↵ to select. You ca... 3 of 3 mem...

@m5ffd37ec5104fc88 - 佐藤 修子 AIoTクラウド大学
aaaaa@example.co...

Direct Messages ×

m5ffd37ec5104fc88 ×   Go

Use ↑ ↓ to browse, ↵ to select. You ca... 3 of 3 members

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

DIRECT MESSAGES +

佐藤 修子 AIoTクラ...

You can chat with the designated person(s) on the timeline.

【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. 5. Side bar (upper part)

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① Profile image
② Presence information
③ Meeting name
④ Login user name
⑤ Main menu
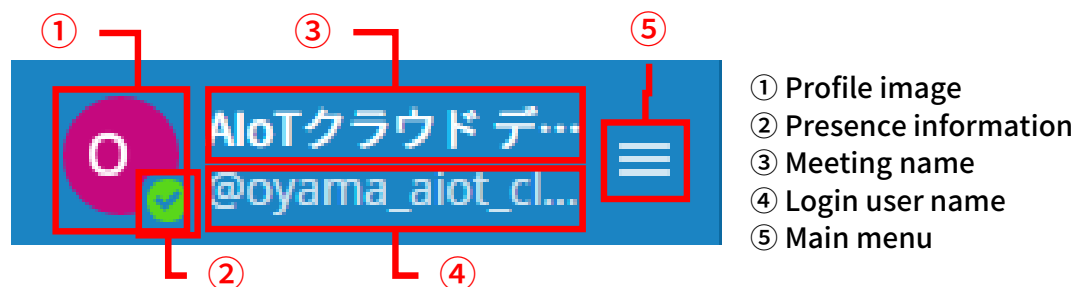
① Profile image：It cannot be changed in the poster session plan.

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：Participants cannot change it.

④ Login user name：Participants cannot change it.

⑤Main menu

The menu includes the following items.
・account settings (invalid)
・View Members
・help
・Keyboard Shortcuts
・Report a Problem
・Download the app
・About LINC Biz chat
・Logout

16
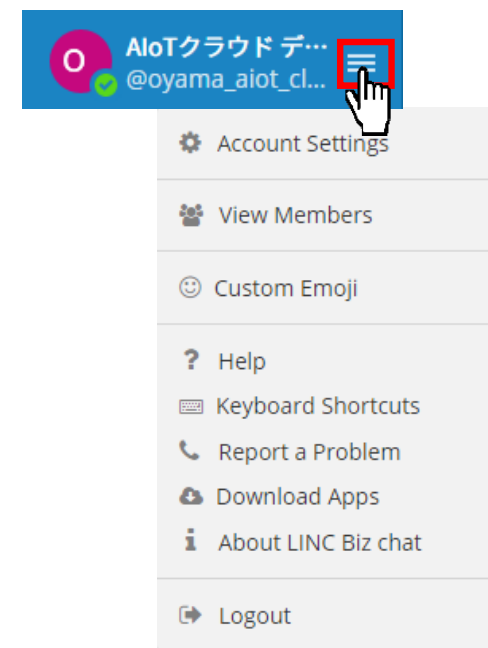
From: LINC Biz アカウントサービス <no-reply@account.lincbiz.jp>
Date: 2020年○月○日(火) 18:48
Subject: [学会／大会名]へご招待のお知らせ
To: aaaaa.bbbb@example.com

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/・・・・
このURLは開催期間終了まで有効です。
URLが無効の場合は [問合先アドレス] にご連絡ください。招待を再送します。
◆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 {メールアドレス}

Invitation to [Online] [学会／大会名（英語名）]:

Please sign up for LINC Biz from the following URL:

https://account.lincbiz.jp/account/・・・・
This URL is valid until the end of the meeting period. If it becomes invalid, please obtain another invitation from {問合先アドレス}.

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 [学会／大会名（英語名）].

——————————————————————————
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https://www.aiotcloud.co.jp
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