

To enjoy the Virtual Event of the Kyoto Congress

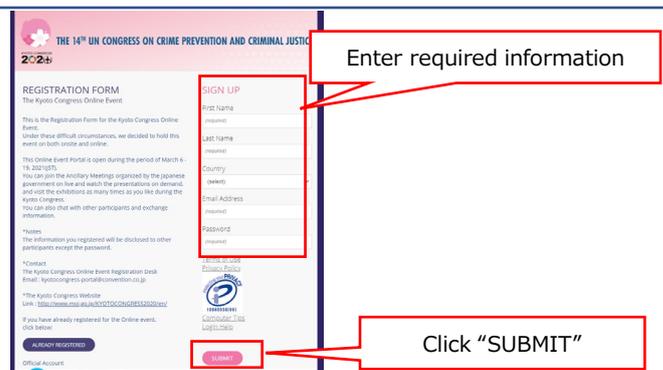
1 At first

Please complete your registration for the Kyoto Congress Online Portal at the URL below.
 URL : <https://onlinexperiences.com/Launch/QReg.htm?ShowUUID=1EFD58F4-1FF8-40F4-8023-90E33D2FC57E>
 ※Available from PC and mobile terminals (smartphone, tablet), but access by PC is recommended.

2 Registration

If you have not registered yet, please proceed with your registration, following the steps below.

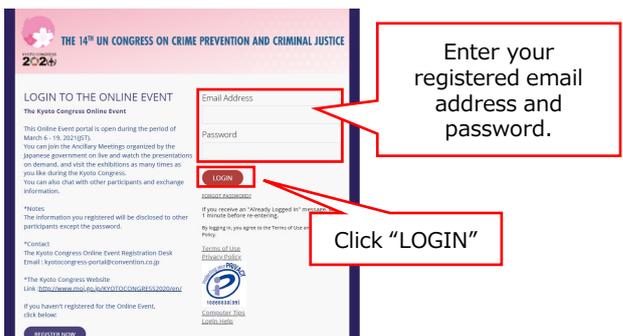
- Access the URL above, to open the registration page.
- Enter the information required and click the SUBMIT button.
- The registration completion email will be sent to the registered address when your registration has been completed.



3 Log in

Those who have already registered may access the Kyoto Congress Virtual Event by following the steps below.

- Click [here](#) to access the Login page.
- Enter your registered email address and password in the entry fields on the right.
- Click on "LOGIN".



4 Home

After logging in, the front page will be displayed.

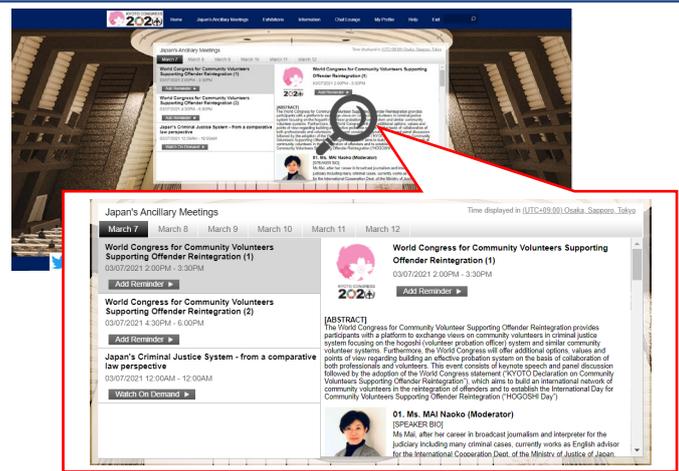
- Click the screen in the middle to start the welcome video.
- In the "Links" area,
 - On click of "UNODC webcast", you will access to the streaming page of the Plenary Session and workshops.
 - On click of "Update", you can check the latest information on the Kyoto Congress.
 - On click of "Youth Forum", you can overview the Youth Forum.



5 Japan's Ancillary Meetings

Click "Japan's Ancillary Meetings" to open the Side Event pages live or on-demand.

- Click a date tab to display the list of side events for the date.
- Click any side event to display "ABSTRACT" and "SPEAKER BIO".
- Joining a side event you are interested in. When "Enter Now" or "Live Now" button is displayed, you can participate in the live streaming of the side event. When "Watch On Demand" button is displayed, the recorded videos of the side event can be watched.



5 Japan's Ancillary Meetings

The session window will be opened when joining the side event.

- Presenters, session videos, and presentation materials are displayed on the left.
- "QUESTIONS AND ANSWERS", "SPEAKER BIO" and "HAND OUT" are displayed on the right.
- You can post questions in the "QUESTIONS AND ANSWERS" field.
- * Posted questions are not displayed on the screen.



6 Exhibitions

Enjoy online exhibition with contents provided by separate exhibitors.

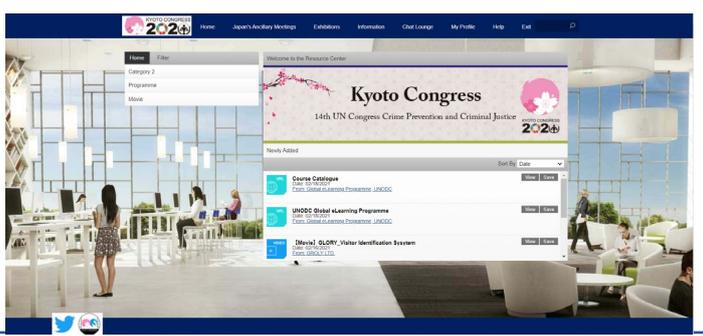
- Click "Exhibitions" to open the screen of Virtual Exhibition.
 - The Exhibition Hall is divided into 5 sections. After checking each section, select a booth you are interested in.
 - On click of each exhibition booth, the exhibition contents will be displayed.
 - In each exhibition booth, you can browse materials, and/or videos, and chat with the staff or participants.
- <Chat ①>
 1) Click the box on the upper right.
 2) You can chat with the exhibition staff.
- <Chat ②>
 1) Click the black box on the bottom left.
 2) You can join the Open chat with other visiting the same booth.
- <Tab>
 The contents provided by the exhibitor are listed in the tab on the right.



7 Information

Information on the Kyoto Congress is collected here.

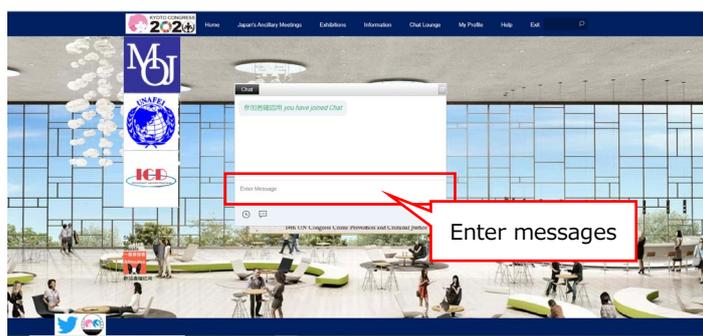
- On click of the downward triangle, explanation on materials is displayed.
- You can view the materials or jump to the websites linked here.



8 Chat Lounge

Exchange information with online participants through chat.

- Enter your message in the area indicated with a red frame marked "Enter Message".
- * This is an open chat.
- By clicking a logo on the left, you can visit to the organization's website.



9 My Profile

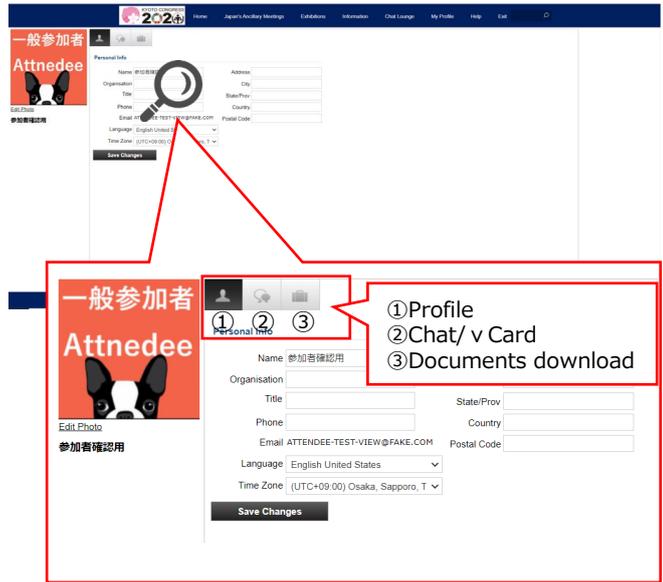
Updating registered information, private chat, sending vCards, and downloading materials are available.

- <Updating registered information>
 Additional information such as on the organisation and contact can be posted.
 * The programme time for Japan's Ancillary Meetings is displayed in the "Time Zone" set here.
 • The information registered in My Profile will be disclosed to other participants.

- <Private Chat>
 • Click the chat mark in the middle.
 • Select the Chat tab and click on "New".
 Click on "With..." to search a person you want to chat with.
 • Click on "Start Chat".

- <Sending vCard>
 • You can send your vCard containing the information registered in My Profile to other participants. (i.e. the function to exchange business cards through Online Portal)
 • Select the vCard tab and click on "New".
 • Click on "To..." to search a person you want to send a card.
 • Click on "Send".
 * vCard exchanged during the period is downloadable in csv format by "Export All".

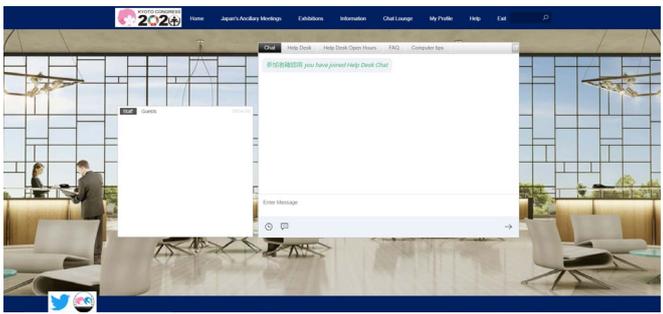
- <Downloading materials>
 • Click the briefcase mark on the right.
 • Click the Download tab.
 • Check the check box of the material you want to download.
 • Click on "Start Download".
 • To be downloaded in zip format.



10 Help

To solve questions on the Kyoto Congress Online Portal

- <Chat>
 -You can ask the system operator directly.
 • Only available in English.
 <View the computer tips>
 -Check the compatible browser information.
 <View the FAQs>
 • A collection of frequently asked questions.



11 Exit

Logging out of the Kyoto Congress Online Portal.

