



LINC Biz for Online Poster Sessions

Presenter's manual

AloT Cloud inc.

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

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 version 79 (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)

Proceedings
Click a poster channel to participate.

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

Chat sample

Side bar

Timeline
Chat interactions are displayed in chronological order.

Poster
Click the thumbnail to open the preview screen.

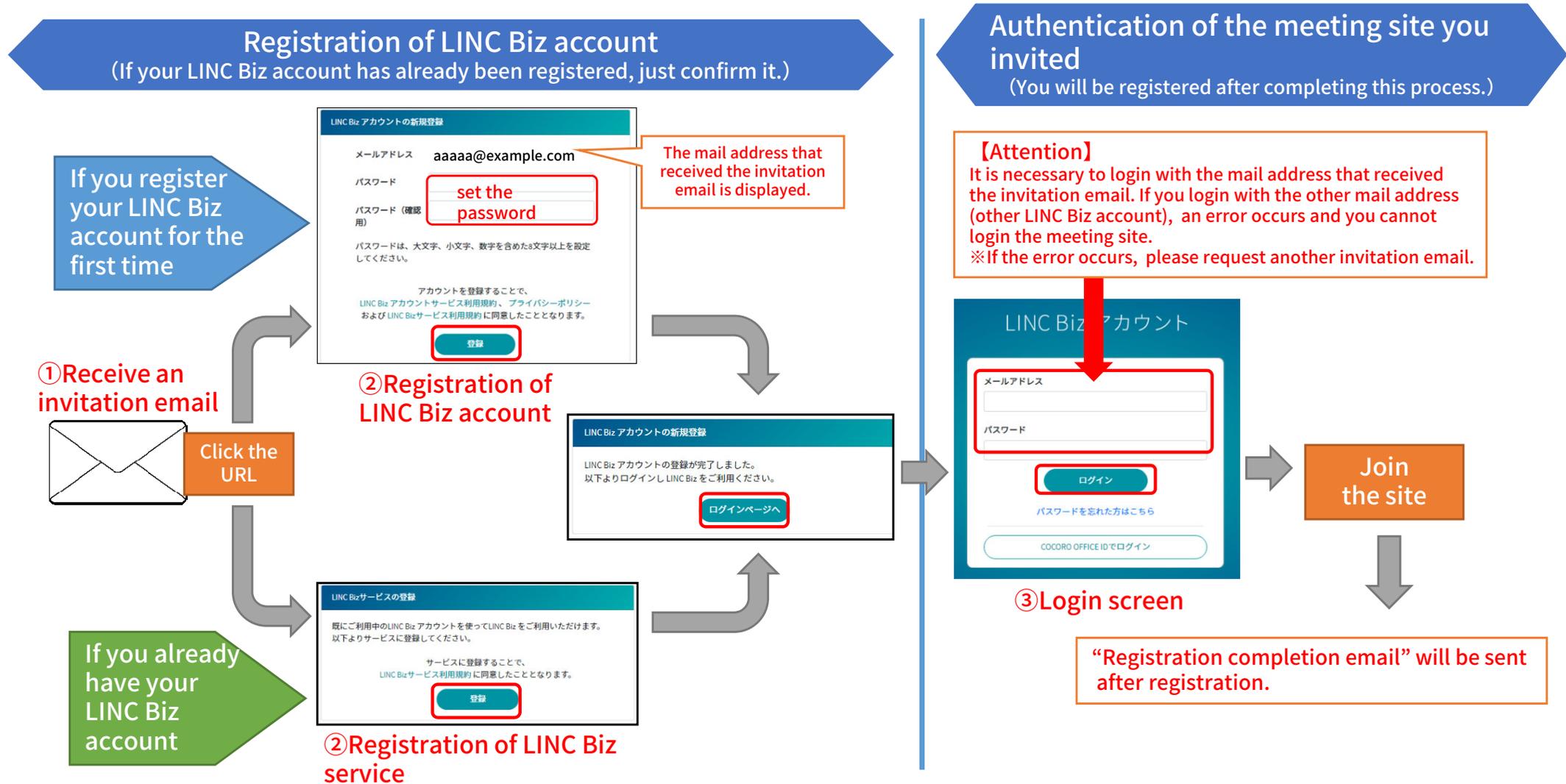
Message input field
You can chat freely with the presenter.

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

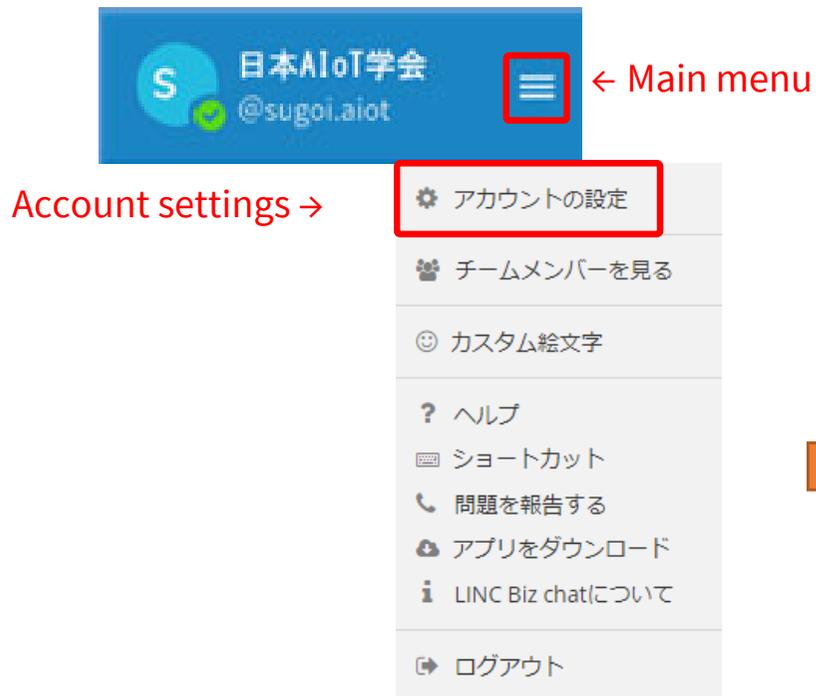
“Pinning”
The pinned poster appears in the right frame of the screen. The poster can always be displayed in the right frame of the screen even if the thread of the poster channel grows due to a series of questions and answers.

1. Login (LINC Biz account registration)

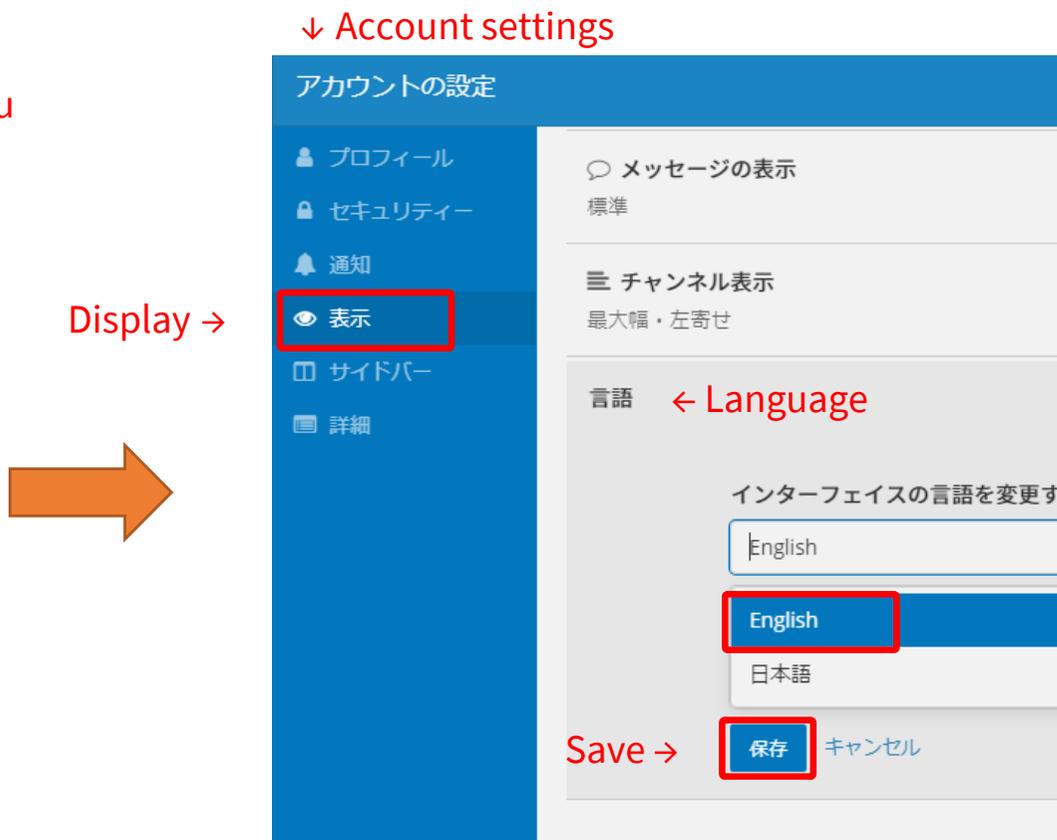


[Attention]
Mail settings should be set so that you can receive an email from
domain : @account.lincbiz.jp or
address : no-reply@account.lincbiz.jp

1. Select “Account settings” from the ”Main menu”



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



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.

- ① Access to the LINC Biz site.
- ② Click 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

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をご利用ください。

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

- ③ Login

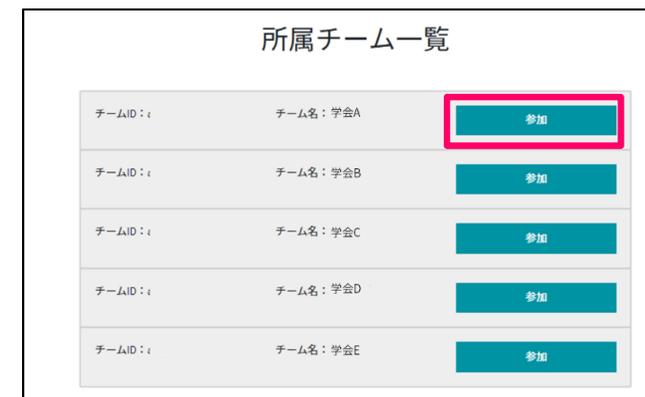


Login with the mail address registered from the invitation email.



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

- ④ Select from the list of belonging teams



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

日本AIoT学会 @sugoi.aiot

PUBLIC CHANNELS +

- 大会要旨集
- 運営からのお知らせ
- 使い方

☆ 【大会要旨集】

参加したいセッション番号をクリックして移動できます。

2020年4月17日(金)

システム運用チーム 午前10:28 ★ピン留め

要旨集	P.01
【一般】 P001	【一般】 P002
【一般】 P003	【一般】 P004

✂ P001.jpg

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 screenshot displays the AioTcloud interface. On the left is a blue sidebar with a menu icon and the text "日本AioT学会 @sugoi.aiot". Below this is a "PUBLIC CHANNELS" section with a plus sign and a list of channels: "大会要旨集", "運営からのお知らせ", "使い方", and "【一般】 P001". The "【一般】 P001" channel is highlighted with a red box. A red arrow points from the text "Click the ☆ mark to register this channel to 'Favorite channels'." to a star icon in the channel header. Another red arrow points from the text "The channel you clicked is added." to the highlighted channel in the sidebar. The main content area shows the channel header "【一般】 P001" with a dropdown arrow, and a header "ウェアラブルセンサによる犬の健康管理 田中一郎班". Below the header is the text "※The name of the channel and the header are pre-registered." At the bottom of the main content area is a "Message input field" containing the text "【一般】 P001 へ投稿する" and a "Clip mark (Attachment of files)" icon. A red box highlights the input field and the clip mark icon. A red arrow points from the text "Message input field" to the input field, and another red arrow points from the text "Clip mark (Attachment of files)" to the clip mark icon. At the bottom left of the sidebar, it says "Switch Channels - CTRL+K". At the bottom right of the main content area, it says "Help of posts".

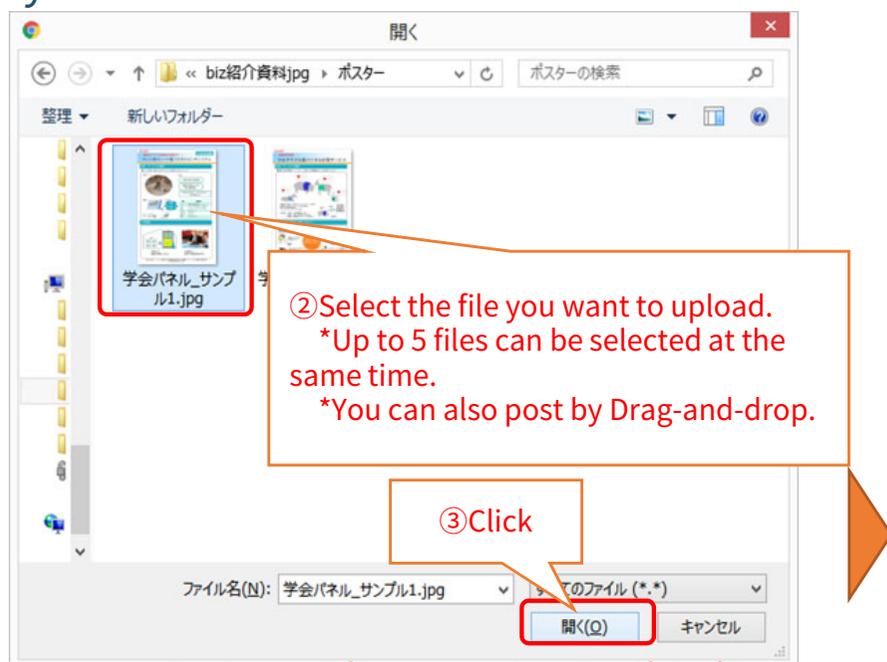
5. Upload your poster

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"

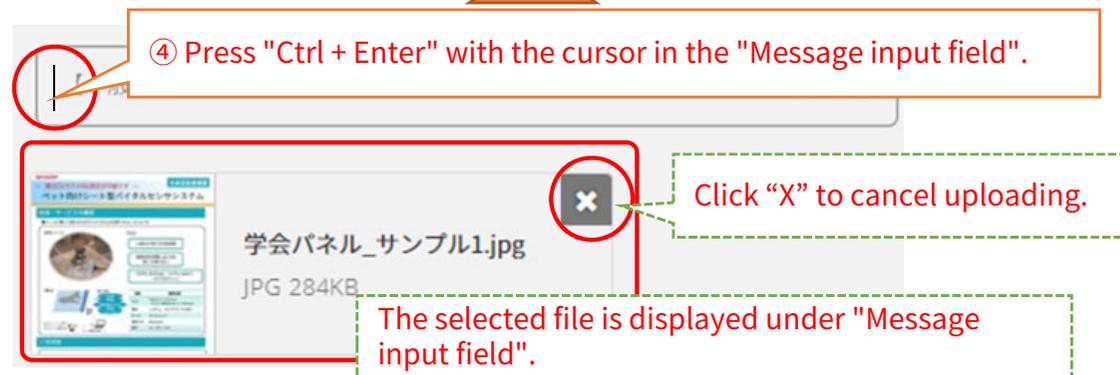
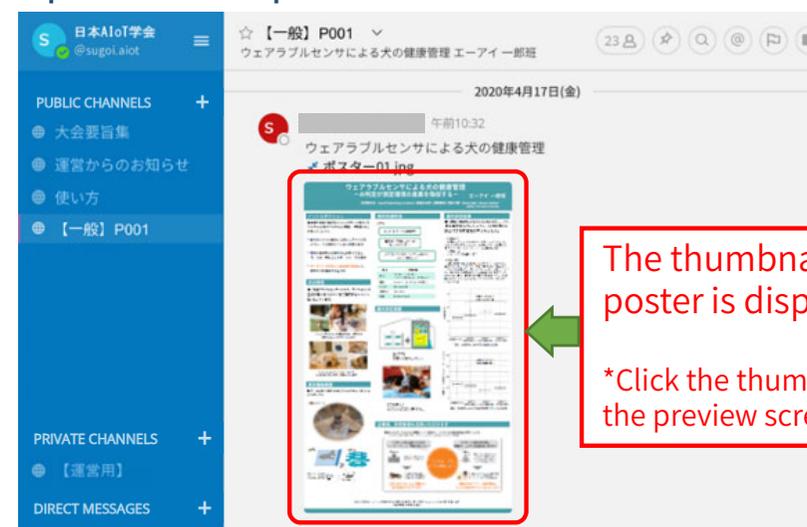


System file viewer



*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.

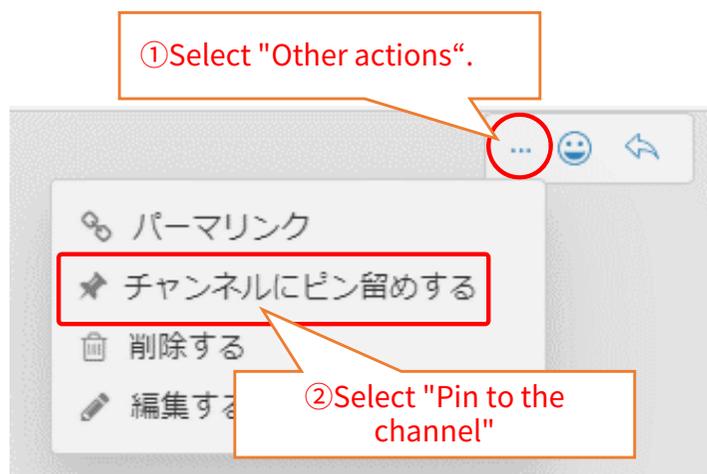
Upload complete



6. "Pin" your poster

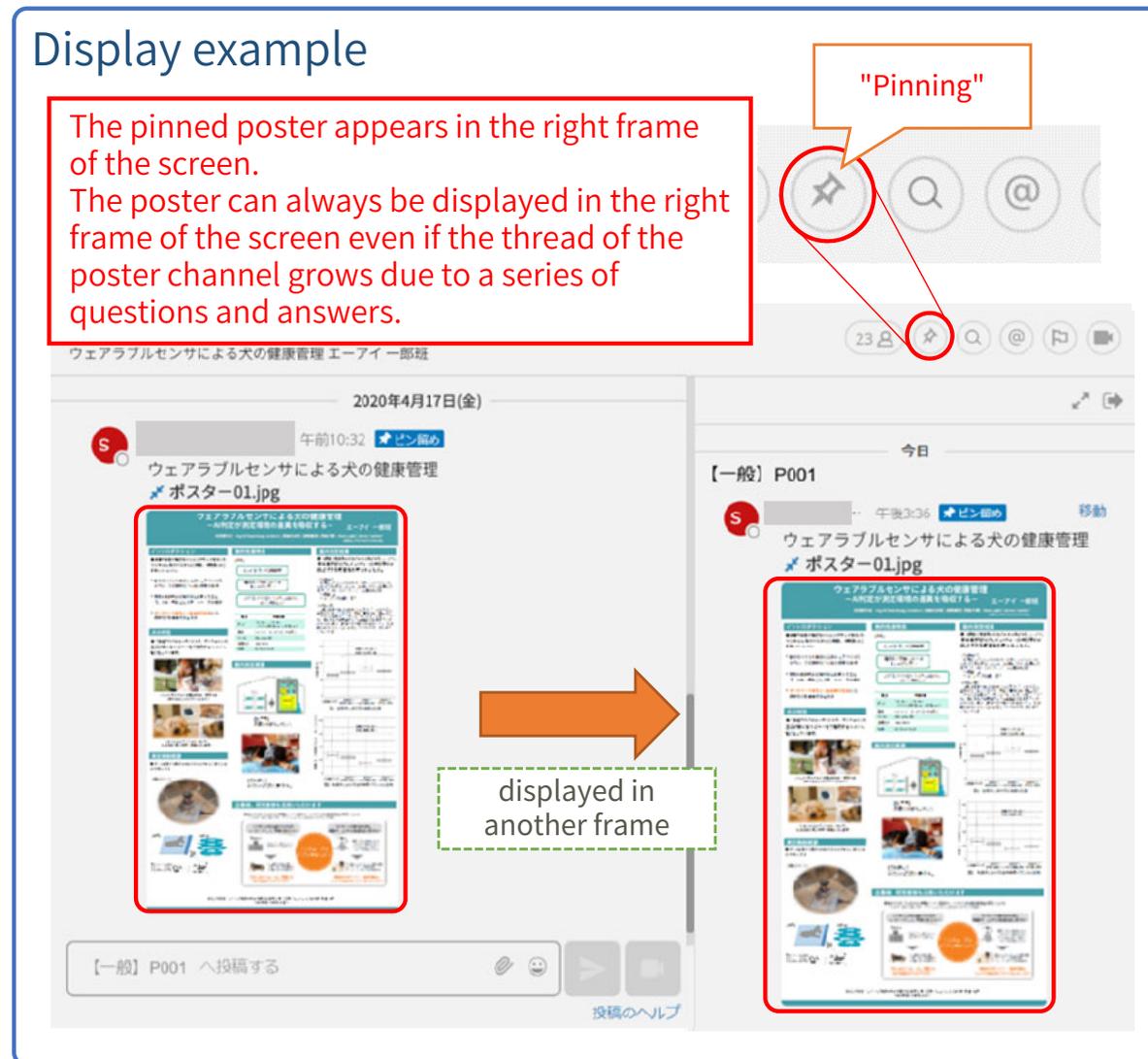
Please remember to "pin" your poster to the channel in order to display it always in the right frame of the screen.

1. Select "Other actions" at the right of the post you want to pin.
2. Select "Pin to the channel".



Display example

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.



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".

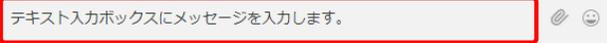
① Click "Other actions" at the right of the post you want to delete.

② Select "Delete"

③ Click "Delete"

Suppl. 3. Posting your message

Send a message



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.

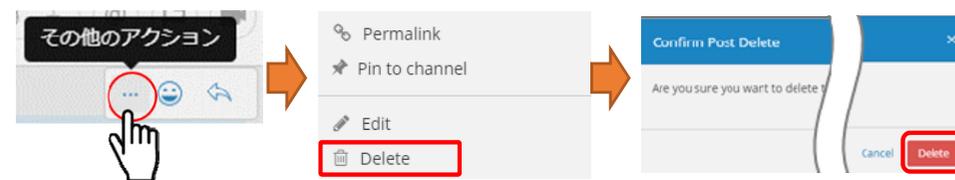
Input the name of the presenter after @(half-width), send a notification of the post to the presenter.

- 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.

Delete a message

You can only delete messages that you posted.

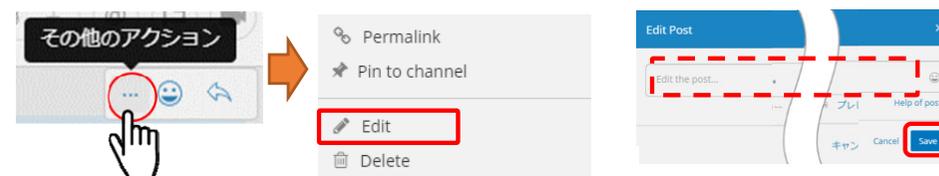
You can delete a message by clicking the [...] icon next to the message and the “Delete”



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.



Unread notification will be sent to the presenter’s side bar.

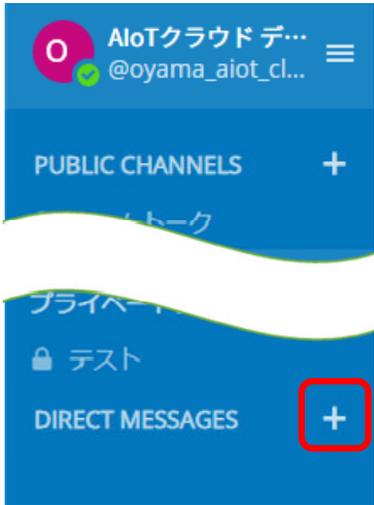
Unread number

An email notification will be sent to the presenter if the presenter has been offline or away for more than 5 minutes.

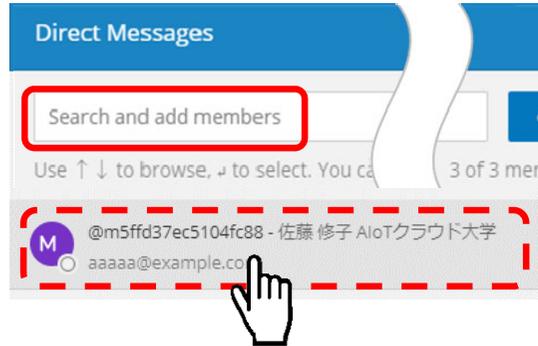


Participants/presenters can chat with each other on the direct message channel.

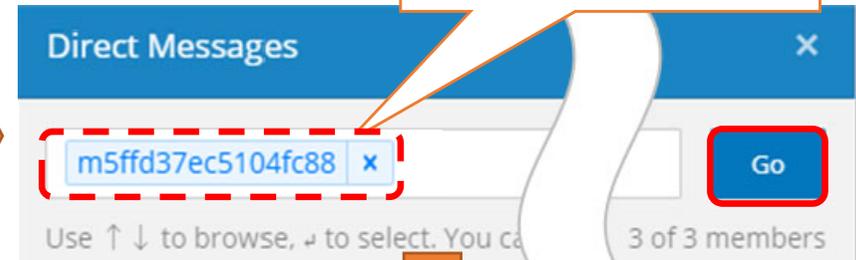
① Click the “+” mark on the right side of the direct message.



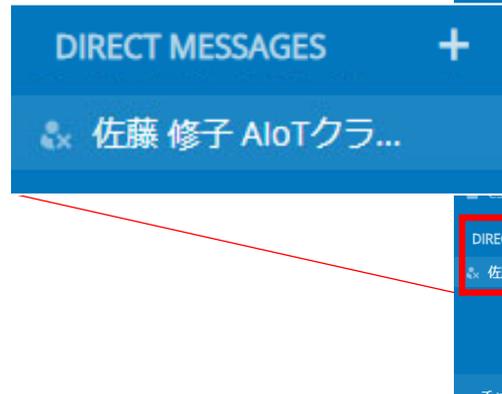
② Search the person(s) you want to chat with and select it.



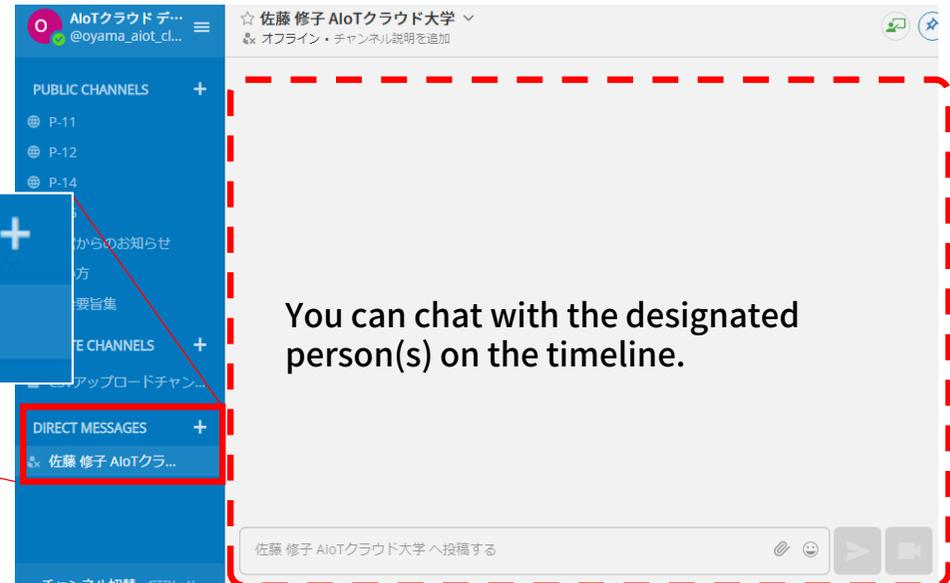
③ Click the “Start” button.



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



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)



- 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.

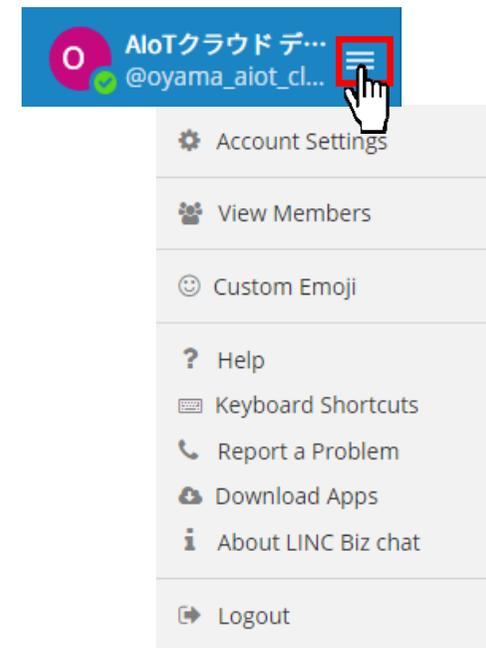
Status	Icon	Description
Online	 	Logged in and operating the PC
Away	 	Not operating the PC for more than 5 min
Busy	 	Notification (desktop, mail) is disabled
Offline	 	Logged out or offline

- ③ Meeting name : Participants cannot change it.
- ④ Login user name : Participants cannot change it.

⑤ Main 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



(FYI) Invitation email example

From: LINC Biz アカウントサービス <no-reply@account.lincbiz.jp>
Date: 2020年〇月〇日(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[問合せ先アドレス]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いたします。

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 {問合せ先アドレス}.

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)].

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