

## **Cautions on Conducting Online Consultations**

To make the online consultation more useful, the Office for Harassment Prevention and Counseling will conduct the consultation only after all counsees understand and agree to the following instructions:

If you would like to book an online consultation, please read the following instructions carefully before making an appointment.

### **Starting and Preparing for Online Consultations**

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1. After the online consultation is requested, a Consultation Reception Sheet and Consent Form will be sent to the counselee once the date of the online consultation is confirmed. Before the online consultation, please fill out the Consultation Reception Sheet and send it to our office in Proself (<https://share.iii.kyushu-u.ac.jp/>) along with the Consent Form. If you are unable to use Proself, please inform our office.
2. Please have something to verify your identity (student ID, staff ID, driver's license, etc.,) as we will need to verify your identity at the beginning of the consultation.

### **Security Measures**

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3. Webex will be used for online consultations. Please comply with the following items and implement security measures.
  - Please do not use public free Wi-Fi or other wireless LANs that can be used by an unspecified number of people; instead, use a wired LAN or a wireless LAN with a password set.
  - During the online consultation, please close all applications, notifications, and programs except for the application you are using (Webex).
  - Please update the OS, security updates, antivirus software, etc., of the terminal to the latest version.
4. Please do not inform others of the meeting URL for the online consultation sent by your contact person.

### **Online Consultations**

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5. Please make sure to turn on the camera during the online consultation.
6. It is your responsibility to provide a safe environment (no one interrupts you in the middle of the meeting, no sound leakage) where your privacy is protected during the online consultation. Please do not use cafes or convenience stores. Also, please make sure that there are no inconveniences regarding the reflection in the background.

7. At the consultation, two counselors from our office will talk with you.

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8. To prevent the contents of the consultation from being exposed to the outside world, recording, audio recording, or photography during the online consultation are prohibited. Also, please refrain from having anyone present without permission (and your counselors will not do so without your permission).
9. Please understand that online consultations are conducted through a screen, and there are limitations to responding in the same way as in face-to-face meetings.
10. If you have trouble getting through after the scheduled start time, please e-mail or call us. We may contact you by e-mail or other means. If we deem it difficult to conduct an online meeting because of communication conditions or other reasons, we may ask you to make an appointment for an online meeting on another day or use another method of consultation.
11. If the Office determines that an online meeting is not appropriate, the meeting may be canceled and the counselees may be referred to other consultation methods or other support organizations.
12. If you wish to cancel the online consultation, please inform the person in charge.
13. When the appointment time arrives, please enter the Webex meeting room using the Webex URL that will be provided by the Office for Harassment Prevention and Counseling (the contact person). If you need to cancel or change your appointment, please e-mail the office <syjsoudan@jimu.kyushu-u.ac.jp> in advance.

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