

QUADRENNIAL OZONE SYMPOSIUM

QOS 2021

October 3 (Sunday) - 9 (Saturday), 2021

▶ Online Meeting (Live-streamed from Daejeon)

Guideline for Convenors





NOTICE

- We recommend you to check the network condition before the session.
Use a high-speed network for a stable connection to the meeting.
 - Use a headset to minimize any noise issues.
 - Please try to find a quiet environment and maintain the environment during a session.
 - Please note that photo taking and video recording are strictly prohibited.
 - Please visit the zoom help center to get more information : <https://support.zoom.us/hc/en-us>
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- Install Zoom Client (<https://zoom.us/download>).
 - You can test a joint meeting from following site: <https://zoom.us/test>
 - ① Click “Join”
 - ② Wait a few seconds and the zoom client will run
 - ③ Click “Join with Video”
 - ④ Click “Join with Computer Audio”

** You can only test the microphone and video.*

The screenshot shows a Zoom meeting window with a central video area displaying a 'QOS 2021' banner for October 3 (Sunday) - 9 (Saturday), 2021. The banner also mentions 'Online Meeting (Live-streamed from Daejeon)'. The interface includes a top bar with 'Zoom Meeting' and a 'View' button. On the right, there are panels for 'Participants (2)' and 'Chat'. The bottom toolbar contains buttons for 'Unmute', 'Start Video', 'Participants', 'Chat', 'Share Screen', 'Record', 'Reactions', 'Apps', and 'Leave'. A context menu is open over the 'Unmute' button, showing options like 'Unmute My Audio', 'Start Video', 'Choose Virtual Background...', 'Choose Video Filter...', 'Pin', 'Hide Non-video Participants', 'Hide Self View', 'Edit Profile Picture', and 'Rename'. A 'Lower Hand' button is visible in the reactions panel.

Mute & Unmute Audio

Participants List

Chat Box

Audio / Video Setting

To Open Participants List

To Open Chat Box

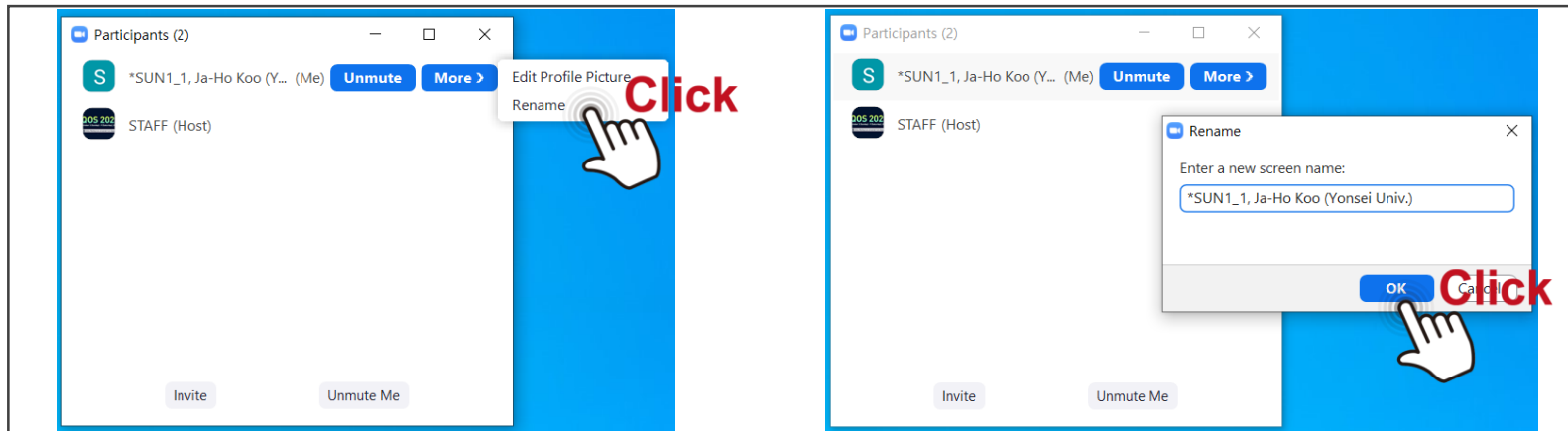
Raise Hand for Q&A

Lower Hand

Exit ZOOM
*Do not click the "Leave" button unless you intend to leave the session.

Recording is strictly prohibited.

- **Please join the session at least 15 minutes in advance.**
 - The session will be started by the host 20 minutes before the scheduled time.
 - If you are not joined the session on time, your talk will be cancelled.
- **Once you get into your session, please identify yourself to our staff that you are a convenor of the session.**
- **Please change your name according to the procedure below.**
 - ① Click “Participants”
 - ② Find “More” in your name field and click “Rename”
 - ③ Re-type your name based on the following composition.
 - Your Name Should be displayed: *Chair, Name (Affiliation)
example *Chair, Ja-Ho Koo (Yonsei Univ.)
 - An asterisk (*) in front makes your name move to the top of the participant list.



- **Check your microphone and video.**

- Briefly introduce about your session, then the local staff will begin to play pre-recorded videos in accordance with the schedule.

*After each talk ends, please briefly introduce for the next talk.

For each presentation:

- **If a recording file exists:** our technical staff will play the video.
- **If a recording file does not exist:** convenors ask the speaker to start a live-presentation
**For this case, we would collect all slides from live presentations and manage those slides by a technical staff.
But if a speaker does not send a slide file on time and would like to use his/her own screen, probably the time delay becomes longer. This situation happens, the convenor(s) must manage the time strictly.

[Presentation Time]

- **Keynote Presentation: 15 min. video + Q&A time**
- **Oral Presentation: 5 min. video + a combined Q&A time at the end of each session**
- **Poster Presentation: 2 min. video**

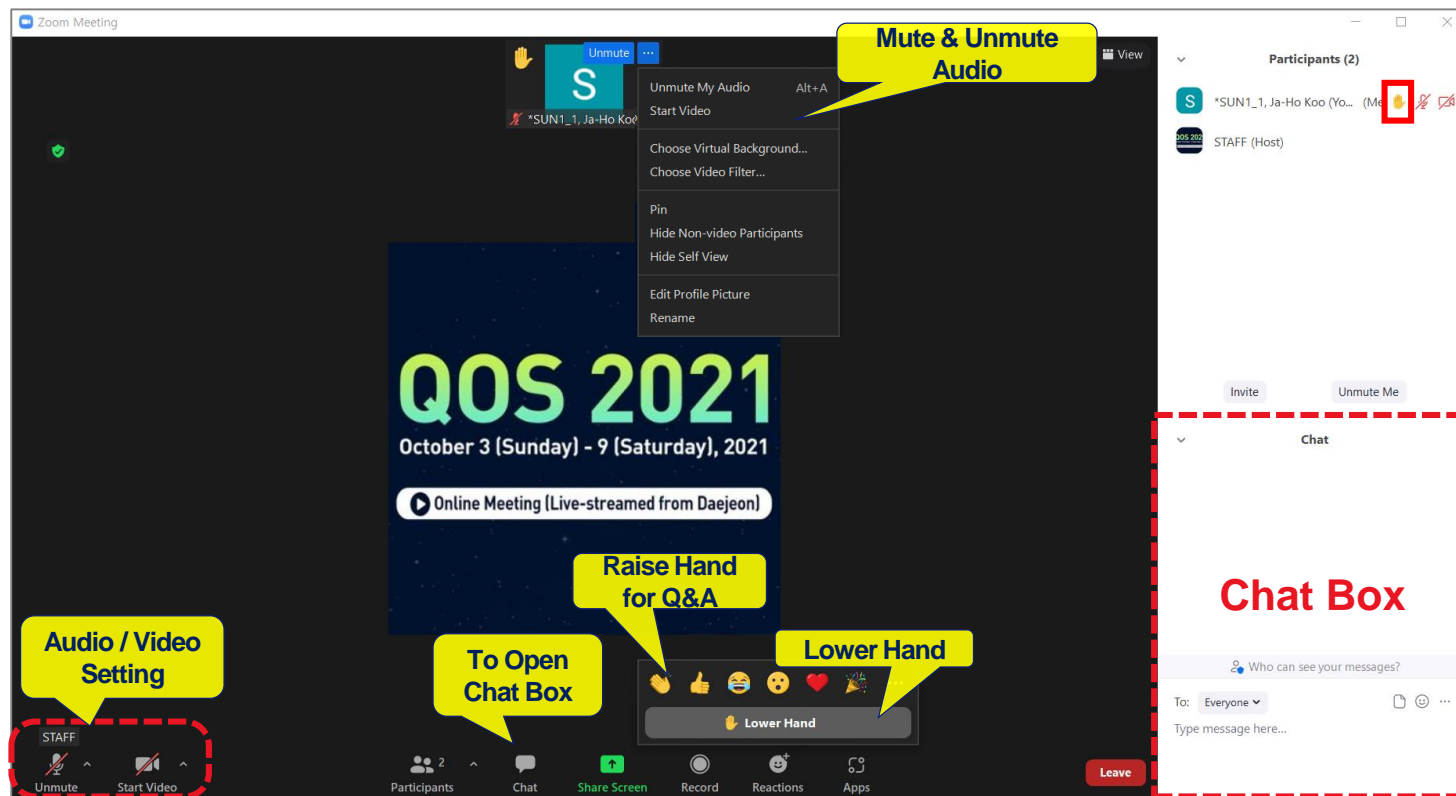
- Please remind the presenters to stay until their session ends for real-time questions.

*** Note that all the presentation will be conducted strictly by the scheduled time.**

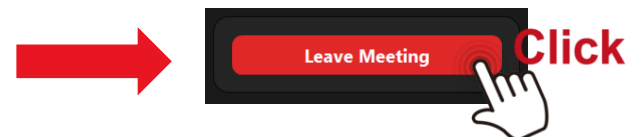
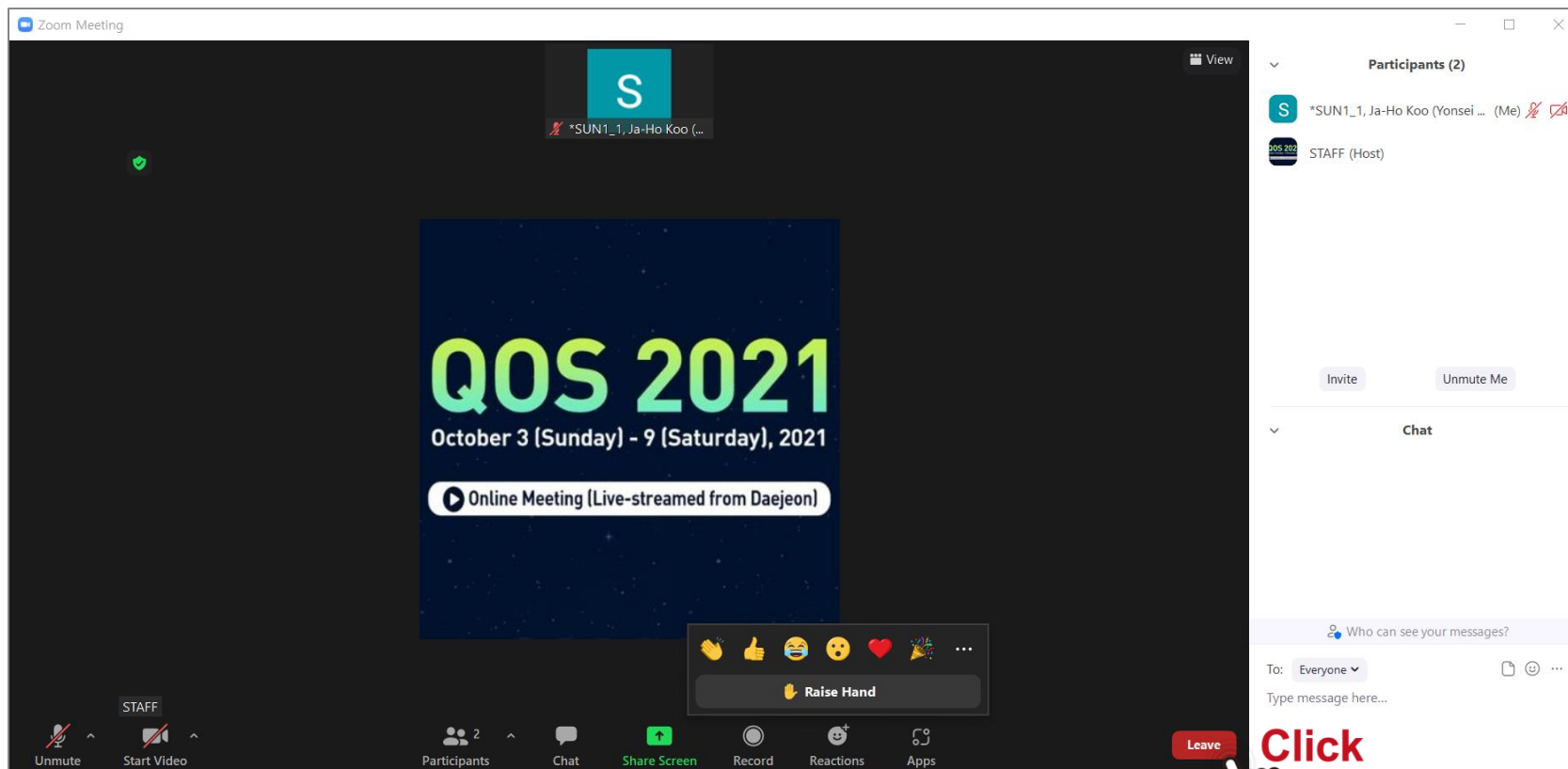
Additional Notes:

- Please do not move on to the next presentation right away, even if there is a “No-show” presenter.
- Please stick with the program schedule as shown in the Final Program. (DOWNLOAD: <http://gos2021.yonsei.ac.kr/program.php>)
- If someone turns on his/her voice without any reason, you can 'mute him/her off'. This is important for the presentation without any noise issue.
- Some sessions have multiple convenors. In this case, the role of each convenor should be clearly decided (please discuss it in advance among the convenors).

- All the Q&As will be moderated by the session chairs.
- Anyone willing to ask questions will express their intentions through the “Raise Hand” or send messages to “Everyone” on the “Chat Box”.
- Once the session chair selects a questioner,
 - (Raise Hand) If you randomly pick a questioner among the people who clicked “Raise Hand”, then the questioner will unmute by themselves.
 - (Chat Window) Read questions directly from the “Chat Window”.
- Please remember the Q&A time in the program: <http://qos2021.yonsei.ac.kr/program.php>
- If the Q&A becomes longer, you can use a side meeting room (the link is also provided in the QOS2021 website).
In this case, convenors can guide the person move to the side meeting room. This side meeting room will run separately from the continued session.
- For the poster session, we do not have Q&A time. So convenors need to guide the participants to use the Q&A board.



- **Before you leave the session, please re-modify your name on Zoom to be back to just your name.**
The “Chair” must be erased from your name since the session is over.
- Click **Leave** to exit the room.





Session Schedule

(Sun.) October 3, 2021

13:00 – 14:00 (UTC) / SUN1 (poster): Wolfgang Steinbrecht, Ja-Ho Koo, Birgit Hassler (Session A)

(Mon.) October 4, 2021

12:00 – 12:50 (UTC) / MON1: Wolfgang Steinbrecht, Ja-Ho Koo, Karin Kreher (Session A)

13:00 – 14:00 (UTC) / MON2: Mark Weber, Ja-Ho Koo (Session A)

14:10 – 15:00 (UTC) / MON3 (poster): Mark Weber, Alexander Gruzdev (Session A)

(Tue.) October 5, 2021

12:00 – 12:45 (UTC) / TUE1: Birgit Hassler, Matt Tully (Session A)

12:55 – 13:50 (UTC) / TUE2: Kenneth Jucks (Session B)

14:00 – 15:00 (UTC) / TUE3 (poster): Matt Tully, Karin Kreher, Steve Montzka (Session A+B)

(Wed.) October 6, 2021

12:00 – 13:20 (UTC) / WED1: Gangwoong Lee, Corinne Vigouroux, Lin Zhang, and Jessica Neu (Session C)

13:40 – 15:00 (UTC) / WED2: Masatomo Fujiwara, Andrew Klekociuk (Session D)

(Thu.) October 7, 2021

12:00 – 12:45 (UTC) / THU1: Andrea Pazmino (Session E)

12:55 – 13:45 (UTC) / THU2: Yugo Kanaya (Session E)

13:55 – 15:05 (UTC) / THU3 (poster): Seok-Woo Son, Ulrike Langematz (Session D)

(Fri.) October 8, 2021

12:00 – 12:45 (UTC) / FRI1: Nathaniel Livesey (Session E)

12:55 – 13:50 (UTC) / FRI2: Julian Gröbner, Johanna Tamminen (Session F)

14:00 – 14:50 (UTC) / FRI3 (poster): Boris Belan, Jianchun Bian, Valerie Thouret, and Jessica Neu (Session C)

(Sat.) October 9, 2021

12:00 – 13:10 (UTC) / SAT1 (poster): Sang Seo Park (Session E)

13:20 – 14:30 (UTC) / SAT2 (poster): Sang Seo Park (Session E)

14:40 – 15:05 (UTC) / SAT3 (poster): Stefan Reis, Kaley Walker (Session F)