

QUADRENNIAL OZONE SYMPOSIUM

# QOS 2021

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

 Online Meeting (Live-streamed from Daejeon)

**Guideline for Presenters**



## 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>
  
- 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 banner for "QOS 2021" (October 3-9, 2021) and a "Lower Hand" button. A context menu is open over the "Unmute" button, listing options like "Unmute My Audio", "Start Video", and "Choose Virtual Background...". On the right, the "Participants (2)" and "Chat" windows are visible. The bottom toolbar includes "Unmute", "Start Video", "Participants", "Chat", "Share Screen", "Record", "Reactions", "Apps", and "Leave".

**Mute & Unmute Audio**

**Participants List**

**Chat Box**

**Audio / Video Setting**

**To Open Participants List**

**To Open Chat Box**

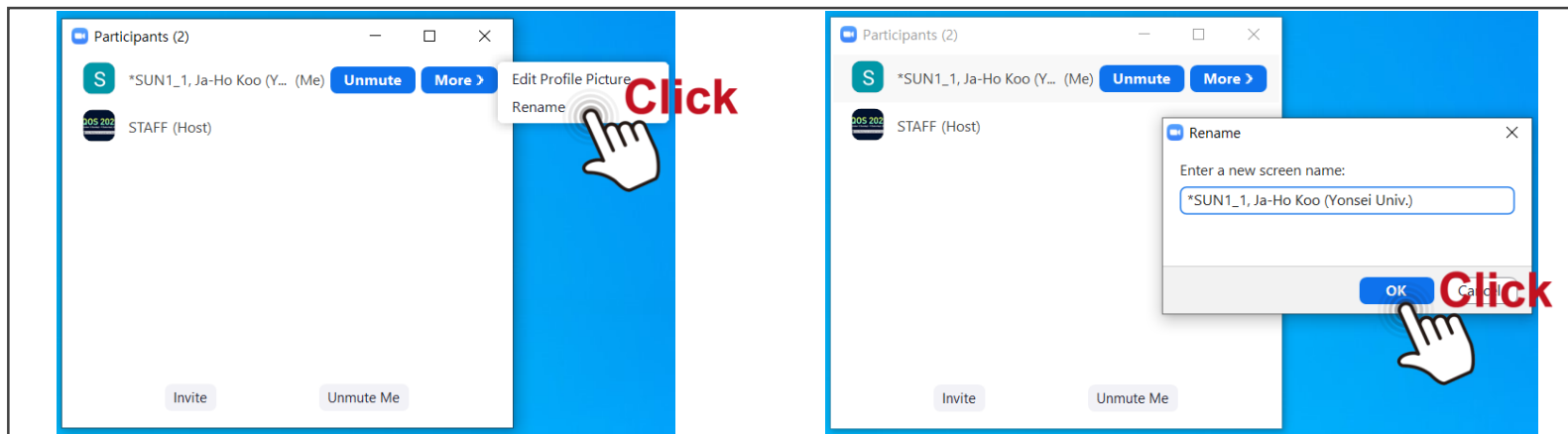
**Raise Hand for Q&A**

**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.
- **Once you get into your session, please identify yourself to our staff that you are a presenter 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: \*Presentation code, Name (Affiliation)
    - example** \*SUN1\_1, Ja-Ho Koo (Yonsei Univ.)
    - An asterisk (\*) in front makes your name move to the top of the participant list.



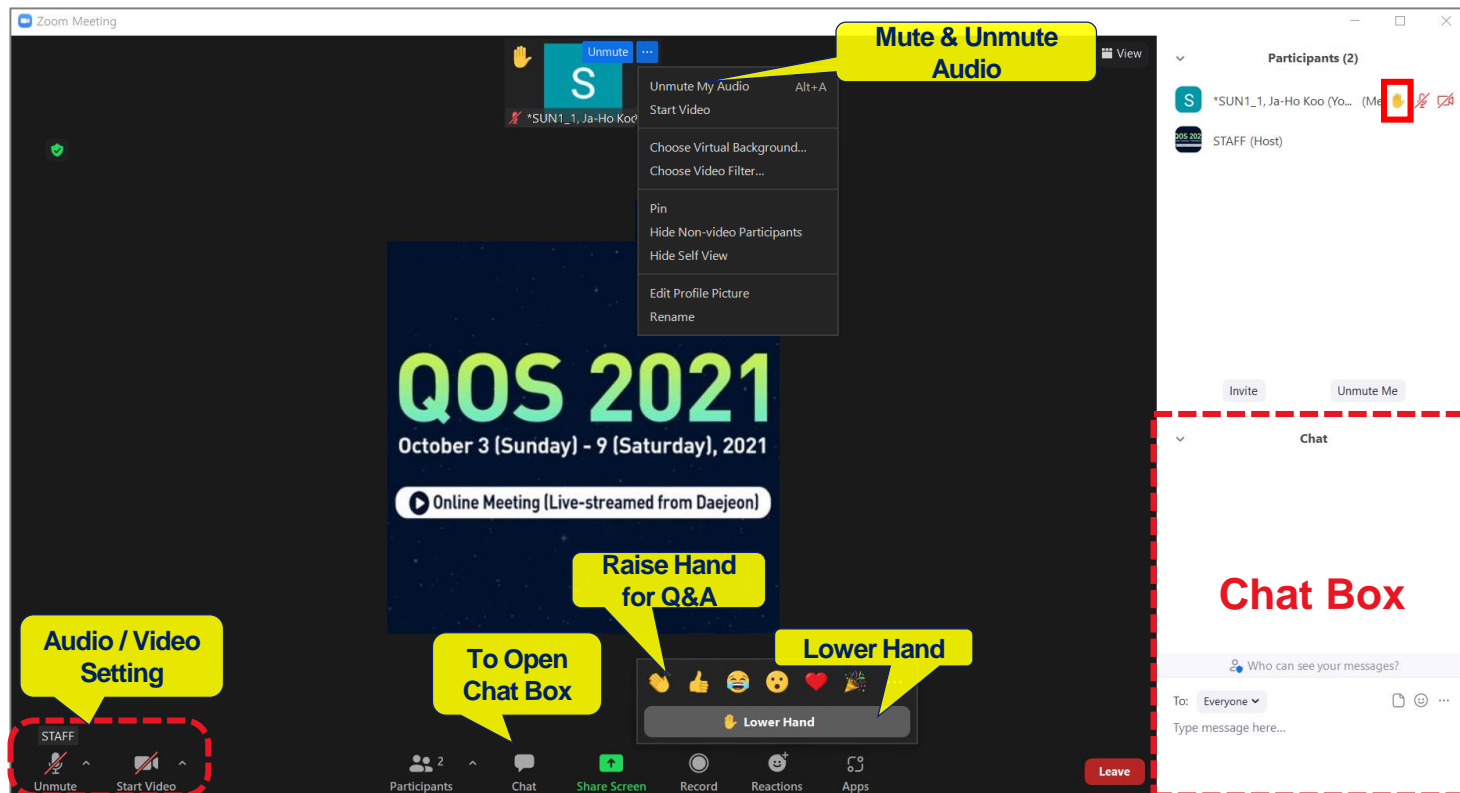
- **Check your microphone and video.**

- All the presentations will be conducted as live streaming pre-recorded videos in accordance with the program schedule through Zoom on time.
- When it is your turn, the session chair will ask the staff to share your video which you submit in advance.
- Please keep your audio mute until your talk order comes.

## **[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**

- 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 to talk, the questioner will unmute the microphone by themselves.
- Please remember the scheduled Q&A time in the program: <http://qos2021.yonsei.ac.kr/program.php>
- For the poster session, we do not have Q&A time. Please leave your question(s) in the online Q&A board.



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

