

QUADRENNIAL OZONE SYMPOSIUM

QOS 2021

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

▶ Online Meeting (Live-streamed from Daejeon)

Guideline for Participants



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>

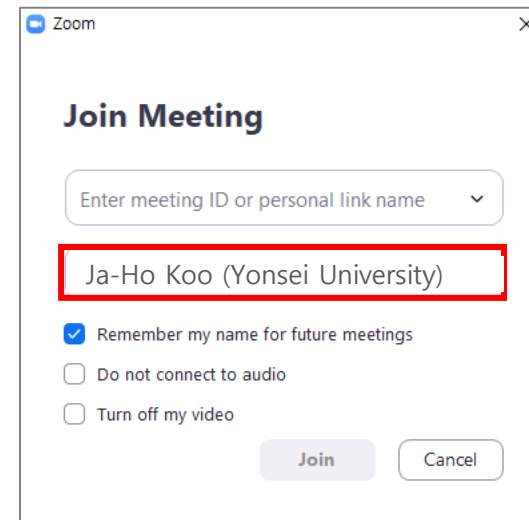
- Install Zoom Client (<https://zoom.us/download>).
- You can test a joint meeting from following site: <https://zoom.us/test>
 - ① Click “Join”
 - ② Wait a few seconds and the zoom client will run
 - ③ Click “Join with Video”
 - ④ Click “Join with Computer Audio”

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

The screenshot shows a Zoom meeting window with a central video area displaying a 'QOS 2021' banner. The banner includes the text 'October 3 (Sunday) - 9 (Saturday), 2021' and 'Online Meeting (Live-streamed from Daejeon)'. The interface includes a top toolbar with 'Unmute' and 'Start Video' buttons, a bottom toolbar with 'Unmute', 'Start Video', 'Participants', 'Chat', 'Share Screen', 'Record', 'Reactions', and 'Apps' buttons, and a 'Leave' button in the bottom right. A context menu is open over the 'Unmute' button, listing options like 'Unmute My Audio', 'Start Video', and 'Choose Virtual Background...'. A 'Participants' list is visible on the right, showing two participants: '*SUN1_1, Ja-Ho Koo (Yo... (Me)' and 'STAFF (Host)'. A 'Chat' box is also visible on the right. Annotations in yellow callouts point to various features: 'Mute & Unmute Audio' points to the context menu; 'Audio / Video Setting' points to the 'Unmute' and 'Start Video' buttons; 'To Open Participants List' points to the 'Participants' button; 'To Open Chat Box' points to the 'Chat' button; 'Raise Hand for Q&A' points to the 'Raise Hand' icon in the 'Reactions' toolbar; 'Lower Hand' points to the 'Lower Hand' button in the 'Reactions' toolbar; and 'Exit ZOOM' points to the 'Leave' button. A blue arrow points from the 'Record' button to a warning text.

Recording is strictly prohibited.

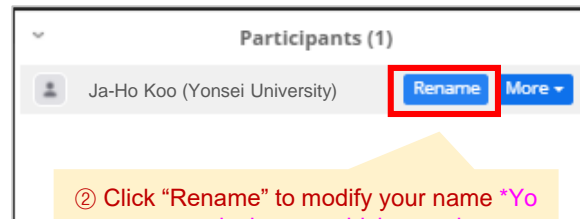
- An audience can enter the session during the session time.
- **Join a Meeting** → Input your name as following composition (Recommended).
 - ✓ **Name (Affiliation)** → e.g. **Ja-Ho Koo (Yonsei University)**
- Please note that photo taking and video recording are strictly prohibited.



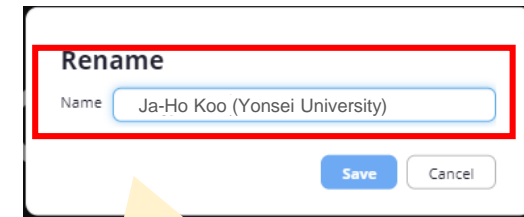
- You may listen to the real-time / pre-recorded presentations.
- You may enter questions directly into the Q&A window or use "Raise Hand" to join Q&A.
- Ask questions to the presenter by following the session chair's instructions
 - * You are able to use audio if the host allows you.
- Click "Lower Hand" after you are done.
- If you asked question(s) verbally, please mute your microphone after your question.

▶ How to Rename During the Session

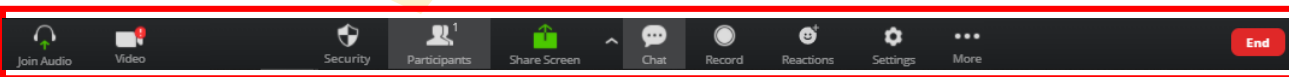
① Click 'Participants' to open the participants list on your right side.
(If the list is not on your screen)



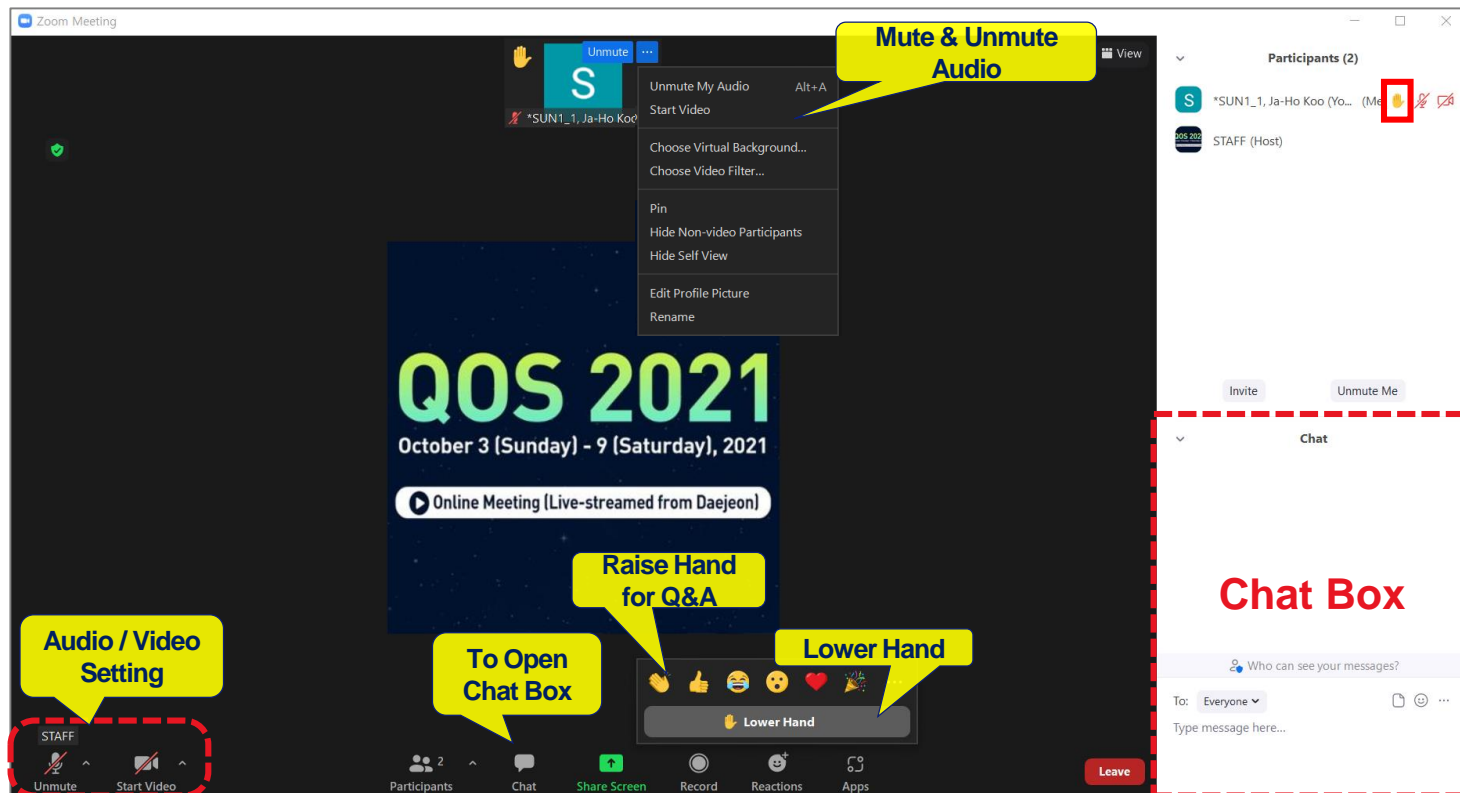
② Click "Rename" to modify your name *Your name is the one which contains "me" at the end



③ Enter your new name in the "New screen name" field. Then, click "OK".



- 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



- Click **Leave** to exit the room.

