QUADRENNIAL OZONE SYMPOSIUM

QOS 2021

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

Online Meeting (Live-streamed from Daejeon)

Guideline for Participants

Initial Setup

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”

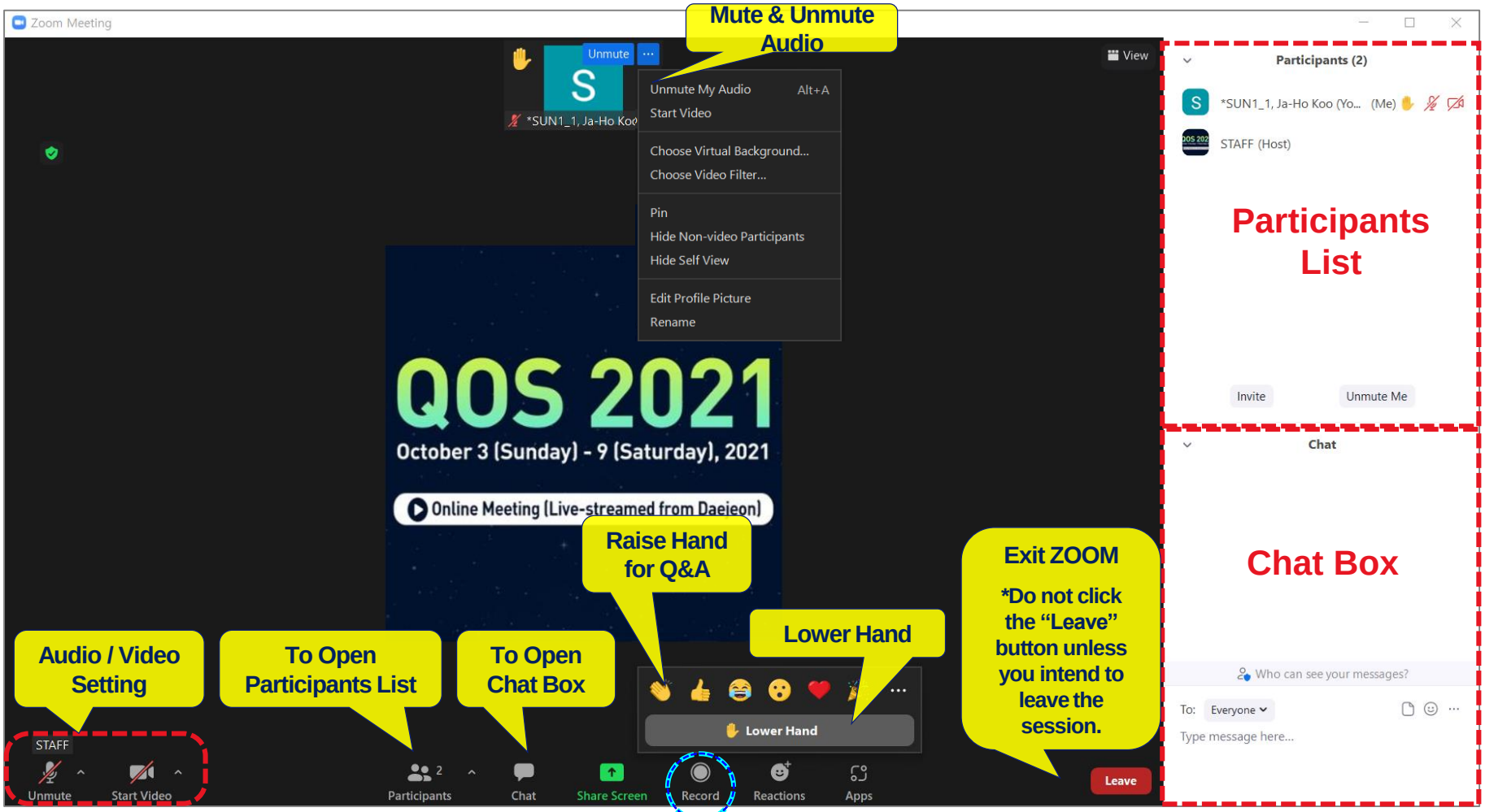
② Wait a few seconds and the zoom client will run

③ Click “Join with Video”

④ Click “Join with Computer Audio”

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

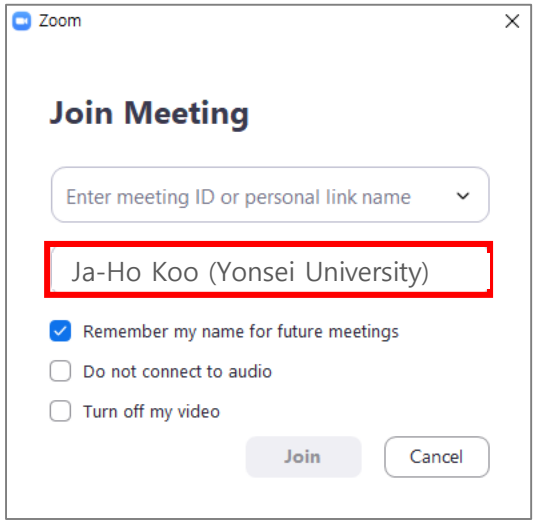
Initial Setup



Recording is strictly prohibited.

Before Session

- 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.



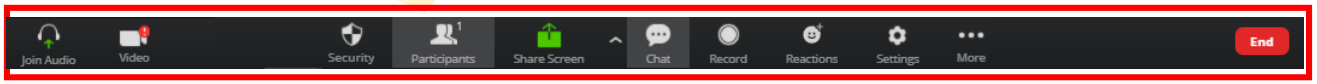
During Session

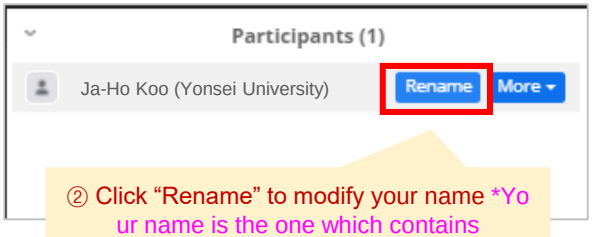
- You may listen to the real-time / pre-recorded presentations.
- You may enter questions directly into the Q&A window or use "Raise Hand" to join Q&A.
- Ask questions to the presenter by following the session chair's instructions

  * 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.

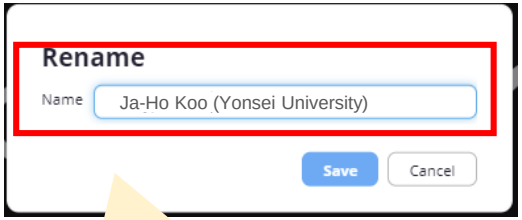
▶ How to Rename Duing the Session

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".

During Q&A

- **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

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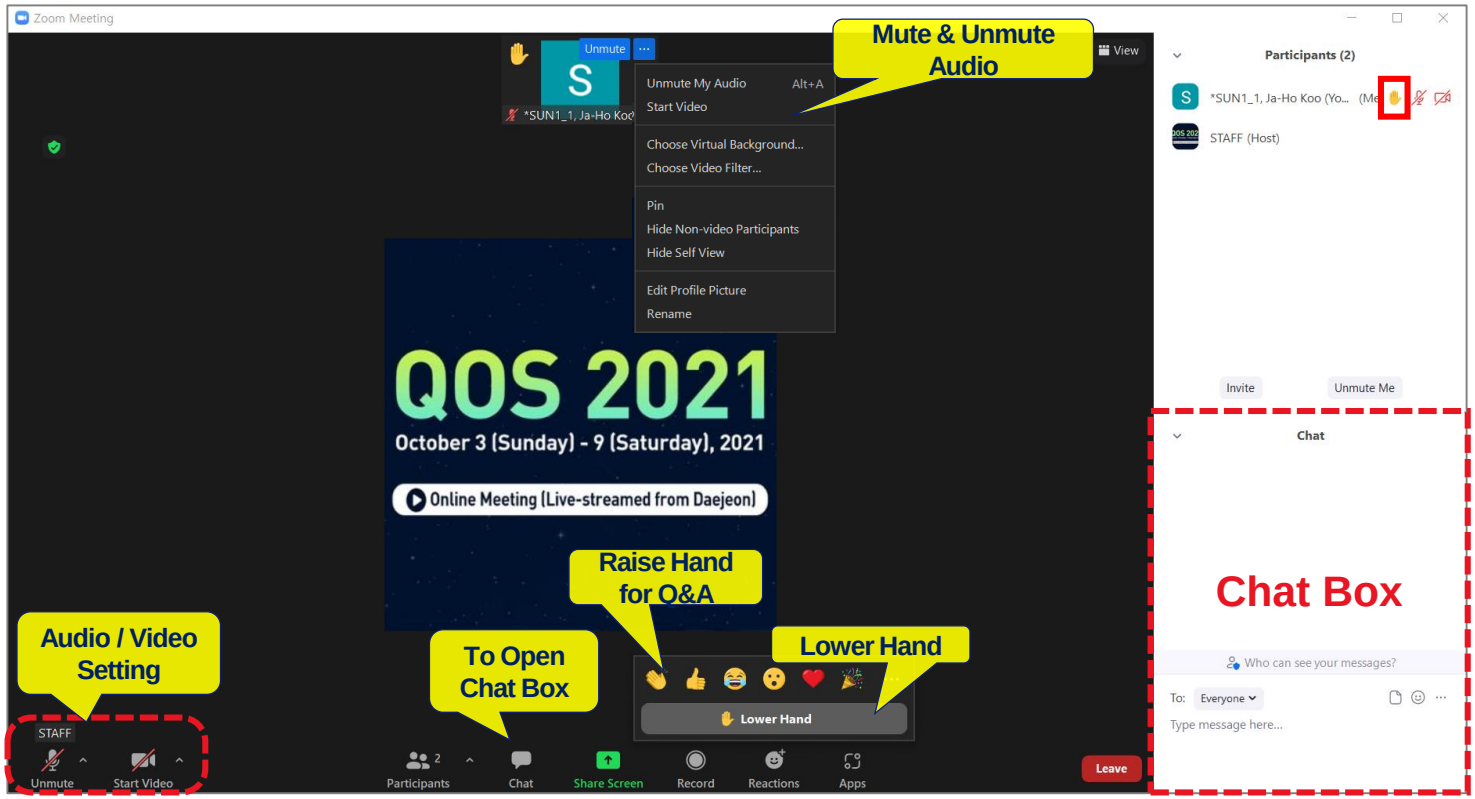
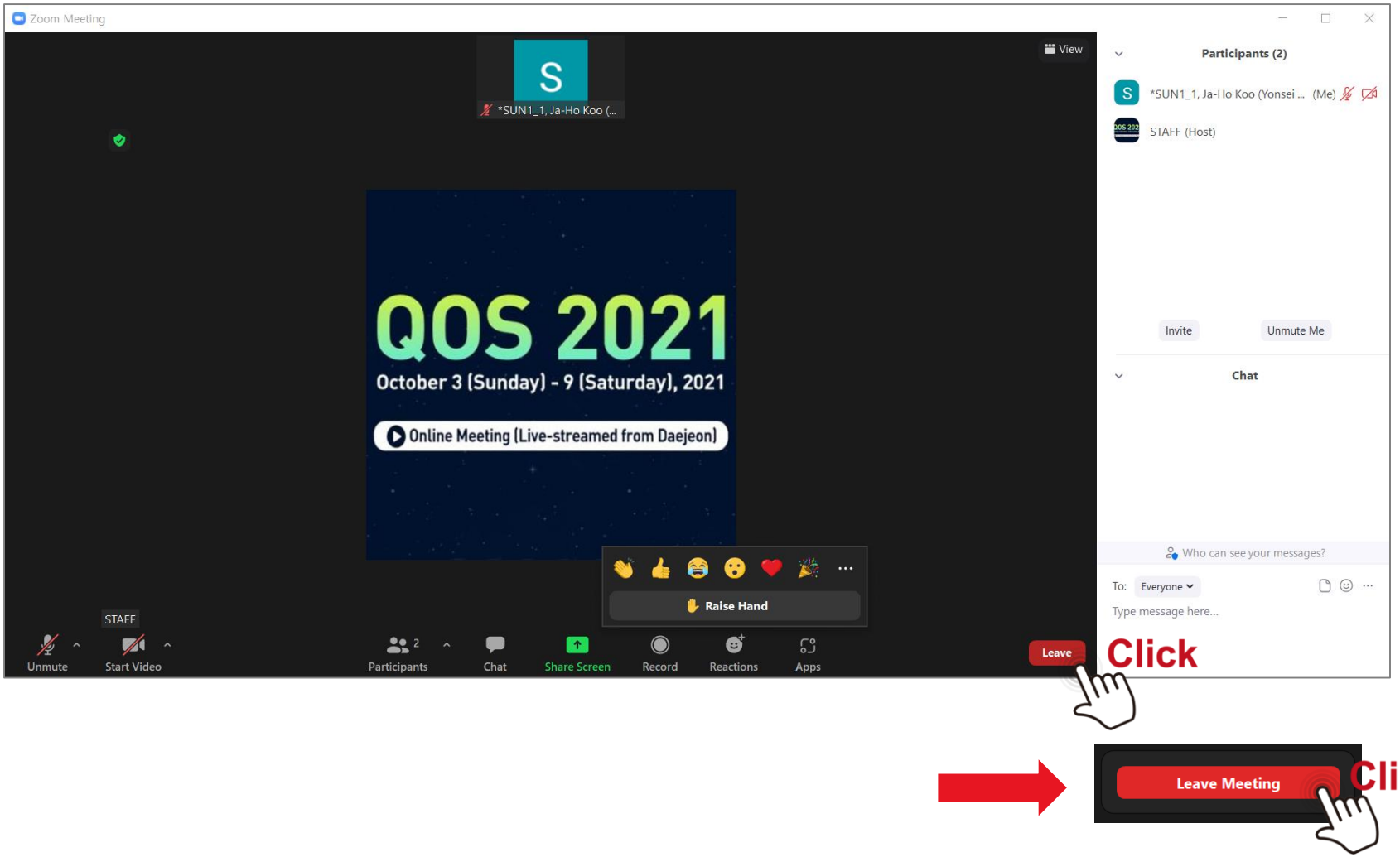


After Session

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