



The 8th ICMAP & The 9th ISFM

The 8th International Conference on
Microelectronics and Plasma Technology

The 9th International Symposium on Functional Materials

| January 17~20, 2021 |

Online Conference



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>
 - ✓ Click “Join” → Wait a few seconds and the zoom client will run → Click “Join with Video”
→ Click “Join with Computer Audio”
 - ✓ You cannot test screen sharing, you can only test the microphone and video.

Initial setup



Zoom Webinar Participant ID: 373968

Talking: [Microphone icon]

Meeting Topic: The 8th ICMAP _The 9th ISFM

Host: 8th ICMAP 9th ISFM

Passcode: 447968

Invite Link: <https://zoom.us/j/97142213882?pwd=NC9jWEt4UHdFQ2cr...>
[Copy Link](#)

Participant ID: 373968

Join Audio **Share Screen** **Invite Others**

Participants List

Participants (1)

Panelists (1) Attendees (0)

81 8th IC... (Host, me, participant ID: 373968)

Invite Mute All ...

Chat

Chat Box

To: All panelists v ...

Type message here...

Audio Setting **Video Setting** **To Open Participants List** **To Open Q&A** **To Open Chat Window** **To Share Your Computer Screen**


Join Audio Start Video Participants 1 Q&A Chat Share Screen Record More End

Recording is strictly prohibited

Do not click this to exit the room.

Before Session

- 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 presenter of the session.
- Please change your name on Zoom after getting the panelist authority from our staff.
- Click ① “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: *Session#-order, Name (Affiliation) → Example: *SA1-2, David Kwon (KFE)
 - ✓ An asterisk (*) in front makes your name move to the top of the participant list.
- Check your microphone/video, then test “Share Screen” when session chair gives you a notice according to your talk order.
- * Refer to the next page to get ‘How to share a screen’ instruction.



The image shows two screenshots from the Zoom interface. The left screenshot shows the 'Participants' list with one participant, '81 (Host, me, participant ID: 373)'. A red box highlights the 'Rename' button next to the participant's name. A yellow callout box below it contains the text: '① Click “Rename” to modify the name marked “(me)” to “*Session#-order, Name (Affiliation)”'. The right screenshot shows the 'Rename' dialog box. It has a title bar 'Rename' and a close button 'X'. The main text says 'Enter a new screen name:'. Below this is a text input field containing '*SA1-2, David Kwon (KFE)'. A red box highlights this input field. A yellow callout box to the right of the dialog box contains the text: '② Enter your new name in the “New screen name” field. Then, click “OK”'. At the bottom of the dialog box, there is a checked checkbox 'Remember my name for future meetings' and two buttons: 'OK' and 'Cancel'.

Before Session

▶ How to share a screen

The image shows a Zoom interface with a top toolbar and a central dialog box for sharing a screen. The top toolbar includes icons for Join Audio, Start Video, Participants, Q&A, New Share, Pause Share, Annotate, and More. A green status bar below the toolbar indicates "You are screen sharing" with a "Stop Share" button. The central dialog box has tabs for Basic, Advanced, and Files. It displays three options: Screen (highlighted with a red box), Whiteboard, and iPhone/iPad. At the bottom of the dialog, there are checkboxes for "Share computer sound" and "Optimize Screen Sharing for Video Clip", and a "Share" button (highlighted with a red box). The bottom toolbar includes icons for Join Audio, Start Video, Participants, Q&A, Chat, Share Screen, Record, and More, along with an "End" button and a chat input field.

① Click "Share Screen"

② Choose a screen you want to share

③ Click "Share" to share screen

④ Click "Stop Share" to finish sharing

During Session



- Please keep your audio mute until your talk order comes.
- When it is your turn, the session chair will ask you to share your screen.
- Start the presentation by following the instructions of the chair.
- When the chair alerts you the remaining time, you have to finish your talk within it.
 - * Please stick to the time limits:
 - Keynote Presentation: 35 min, Q&A: 5 min
 - Invited Presentation: 25 min, Q&A: 5 min
 - Oral Presentation: 15 min, Q&A: 5 min
- “Participants list” and “Chat box” should be displayed on the right side during session.

During Q&A

- ① All the Q&As will be moderated by the session chairs.
- ② Anyone willing to ask questions will express their intentions through the "Raise Hand" or send messages to "Everyone" on the "Chat Window".
- ③ Once the session chair selects a questioner to talk, the staff will unmute the microphone of the questioner who was selected by the chair.
By then the questioner will be able to activate his/her mic to ask questions afterwards.
- At the end of the given time, the chair will call the next speaker.

▶ "Raise Hand" feature

The image shows a Zoom Webinar interface. The main screen displays the text "8th ICMAP 9th I...". At the bottom, there is a toolbar with icons for "Audio Settings", "Chat", "Lower Hand", "Q&A", and "Leave". A red box highlights the "Lower Hand" icon. A red arrow points from the "Lower Hand" icon to a "Participants (2)" window. This window shows a list of participants. The participant "*SA1-2, Davod Kwon (KFE)" has a blue hand icon next to their name, which is also highlighted with a red box.

After Session



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

