Guideline for Presenters
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
  ✓ 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

- **Participants List**
- **Chat Box**

**Meeting Topic:** The 8th ICAM, The 9th ISFM
**Host:** 8th ICAM 9th ISFM
**Passcode:** 447968
**Invite Link:** https://zoom.us/j/97142213882?pwd=NC9jWEt4UHdFQ2cr...
**Participant ID:** 373968

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

*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” ②Find “More” in your name field and click “Rename”
  ③Re-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.

① Click “Rename” to modify the name marked “(me)” to “*Session#-order, Name (Affiliation)”
② Enter your new name in the “New screen name” field. Then, click “OK”.

Before Session
How to share a screen

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
• 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.