



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 Session Chairs





[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



The screenshot shows a Zoom Webinar interface. At the top left, it says "Zoom Webinar Participant ID: 373968". Below this are icons for information and a green checkmark. A "Talking:" bar is present. The main content area displays meeting details: Meeting Topic: "The 8th ICMAP _The 9th ISFM", Host: "8th ICMAP 9th ISFM", Passcode: "447968", Invite Link: "https://zoom.us/j/97142213882?pwd=NC9jWEt4UHdFQ2cr...", and Participant ID: "373968". Below the text are three large icons: "Join Audio" (headphones), "Share Screen" (screen with arrows), and "Invite Others" (person with plus sign). On the right side, there is a "Participants List" window showing "Participants (1)" with a tab for "Panelists (1)" and "Attendees (0)". A single participant is listed: "81 8th IC... (Host, me, participant ID: 373968)". Below the list are "Invite" and "Mute All" buttons. Below the list is a "Chat" window with a "Chat Window" callout and a text input field "Type message here...". At the bottom, there is a toolbar with icons for "Join Audio", "Start Video", "Participants" (1), "Q&A", "Chat", "Share Screen", "Record", "More", and "End".

Participants List

Participants (1)

Panelists (1) Attendees (0)

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

Invite Mute All ...

Chat

Chat Window

To: All panelists v ...

Type message here...

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

Audio Setting

Video Setting

To Open Participants List

To Open Q&A

To Open Chat Window

To Share Your Computer Screen

Recording is strictly prohibited

To exit the meeting
*Do not click this button unless you intend to leave the session

Before Session

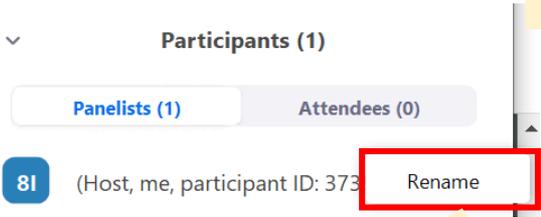


- You should enter in 20 minutes prior to the session.
- Once you get into your session, please identify yourself to our staff that you are a session chair of the session.
- Please change your name on Zoom after getting the co-host authority from our staff.
- Click ① “Participants” ② Find “More” in your name field and click “Rename”
 - ③ Re-type your name based on the following composition.
- ✓ Your Name Should be displayed: *Chair, Name (Affiliation) → Example: *Chair, David Kwon (KFE)
- ✓ An asterisk (*) in front makes your name move to the top of the participant list.
- Check the attendance of the speakers listed in the presentation schedule.
- Ask the presenters to check microphone/video and test “Share Screen” according to the talk order.

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
“Chair, Name (Affiliation)”
*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 Session



- Briefly introduce about your session, then authors and presentation titles before each of their talk
- Remind the presenters of their presentation time according to the program.
- * **Make sure all the presentation will be conducted strictly by the scheduled time and any of extra minutes shall not be allowed over the allocated time.**
 - **Keynote Presentation: 35 min, Q&A: 5 min**
 - **Invited Presentation: 25 min, Q&A: 5 min**
 - **Oral Presentation: 15 min, Q&A: 5 min**

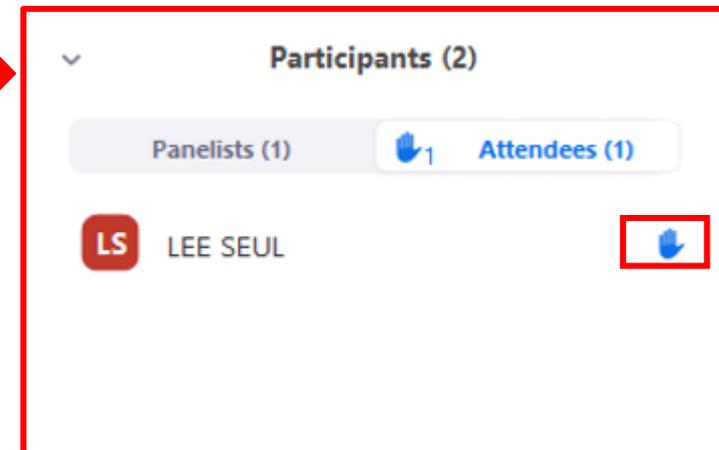
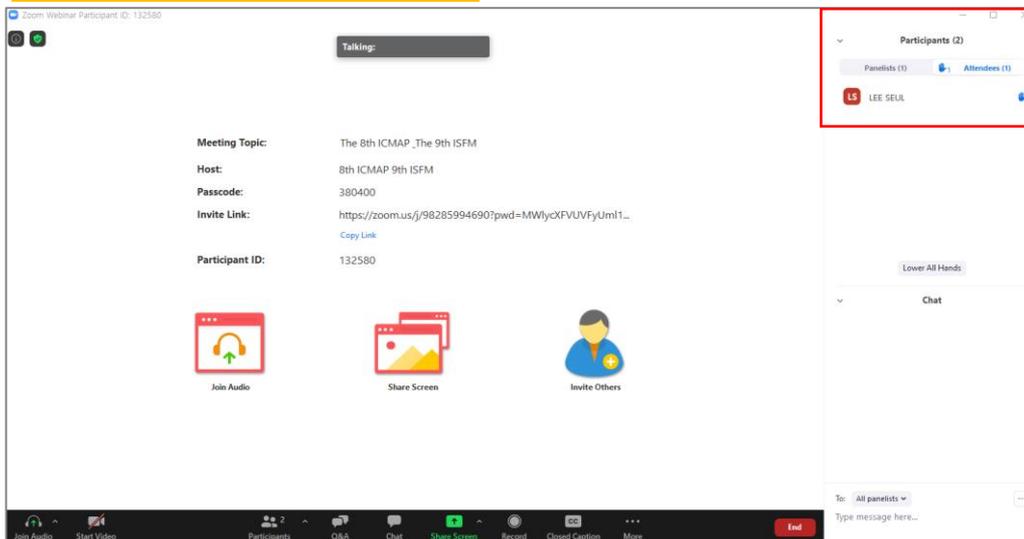
Type of talks	First warning	Second warning	Third warning
Note	Please inform "Please finish the presentation in 3 min"	Please inform "Please wrap up". But allow him/her to continue if he/she has not finished. Adjust the Q&A time accordingly.	Finish the Q&A time. Click "Stop video" and "Mute" except for the next speaker.
Keynote (Total time – 40 min) Presentation – 35 min, Q&A – 5 min	At 32 min	At 35 min	At 40 min
Invited (Total time – 30 min) Presentation – 25 min, Q&A – 5 min	At 22 min	At 25 min	At 30 min
Oral (Total time – 20 min) Presentation – 15 min, Q&A – 5 min	At 12 min	At 15 min	At 20 min

- **Do not move on to the next presentation on your own even if there is "No-show" of presenter, Please stick with the presentation schedule as shown in the Final Program.**
- * The staff will plan to share the pre-uploaded presentation, so please ask the staff to play the presentation file.

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,
 - **(Raise Hand)** If you randomly pick a questioner among the people who clicked "Raise Hand", then the staff will unmute the microphone of the participants.
 - **(Chat Window)** Read questions directly from the "Chat Window".
- At the end of the given time, the chair will call the next speaker.

▶ "Raise Hand" feature



After Session



- At the end of the session, thank all the speakers and participants and declare the closing of the session.
- Notify the audience and ask them to either stay or leave the meeting to wrap up the session.
- **Re-modify your name on Zoom to be back to just your name.**

(The “Chair” must be erased from your name since the session is over.)

