

The logo for the 8th International Conference on Plasma Medicine (icpmm8) is displayed at the top. The letters 'i', 'c', 'p', and 'm' are in blue, yellow, red, and grey respectively, while the '8' is in pink. The background features a dark blue grid of hexagons with various scientific icons like a DNA helix, a chemical structure, and a flask.

8th International Conference on Plasma Medicine
August 3~6, 2021 / **Online Conference**

ISPB 2021 10th International Symposium on Plasma Bioscience
Associated with 3rd Summer School on Plasma Medicine on August 2~3, 2021

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>
 - 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 cannot test screen sharing, you can only test the microphone and video.*

Initial Setup

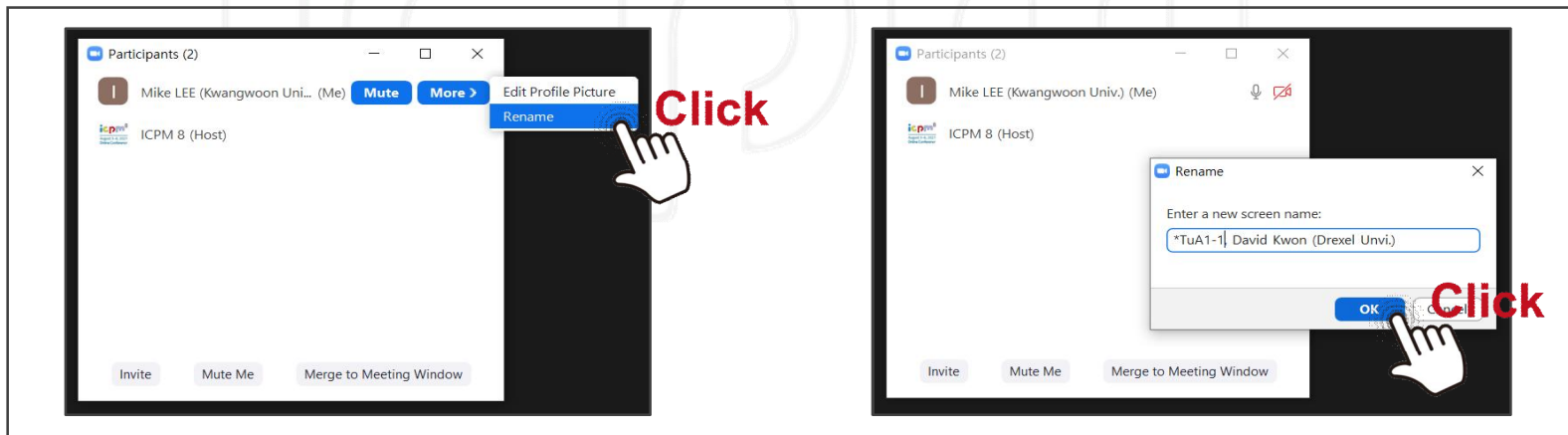
The screenshot shows a Zoom meeting window with several callouts and annotations:

- Lower Hand**: A yellow callout pointing to the 'Lower Hand' button in the top toolbar.
- Participants List**: A red dashed box highlights the 'Participants (2)' panel on the right side of the screen.
- Chat Box**: A red dashed box highlights the 'Chat' panel on the right side of the screen.
- Audio / Video Setting**: A yellow callout pointing to the 'Mute' and 'Start Video' buttons in the bottom toolbar.
- To Open Participants List**: A yellow callout pointing to the 'Participants' button in the bottom toolbar.
- To Open Chat Box**: A yellow callout pointing to the 'Chat' button in the bottom toolbar.
- Raise Hand for Q&A**: A yellow callout pointing to the 'Raise Hand' button in the bottom toolbar.
- Exit ZOOM**: A yellow callout pointing to the 'Leave' button in the bottom toolbar, with the text: "*Do not click the 'Leave' button unless you intend to leave the session."
- Share Screen**: A green dashed box highlights the 'Share Screen' button in the bottom toolbar.
- Record**: A blue dashed circle highlights the 'Record' button in the bottom toolbar.

Recording is strictly prohibited.

To Share Your Computer Screen.

- **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 Co-host authority from our staff.**
 - ① **Click “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: *Presentation code, Name (Affiliation)
 - example** *TuA1-1, David Kwon (Drexel Univ.)
 - 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.

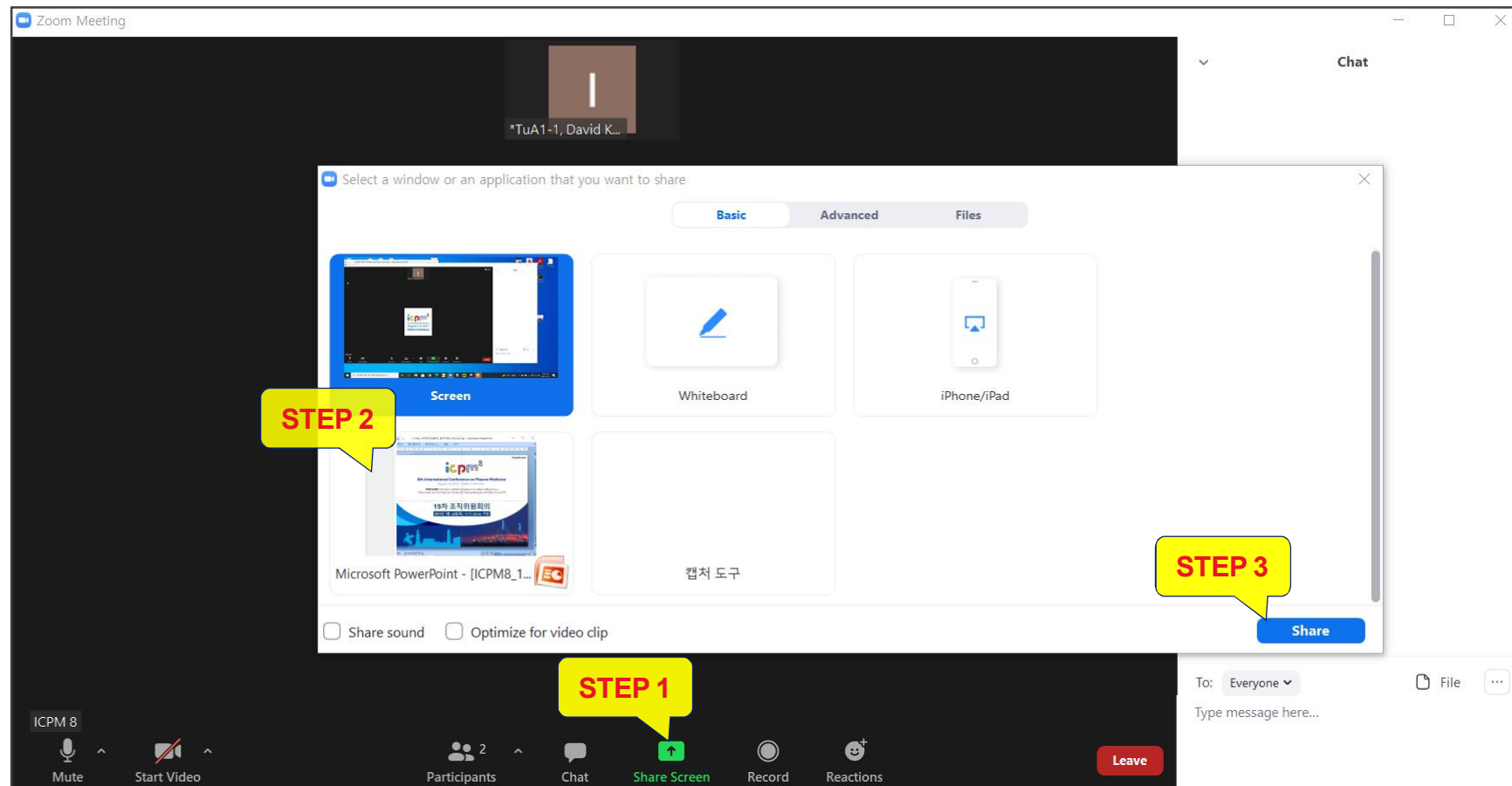
► How to share a screen

[STEP 1] Click “Share Screen”

[STEP 2] Choose a screen you want to share

[STEP 3] Click “Share” to share screen

[STEP 4] Click “Stop Share” to finish sharing



STEP 4

Stop Share

- 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.

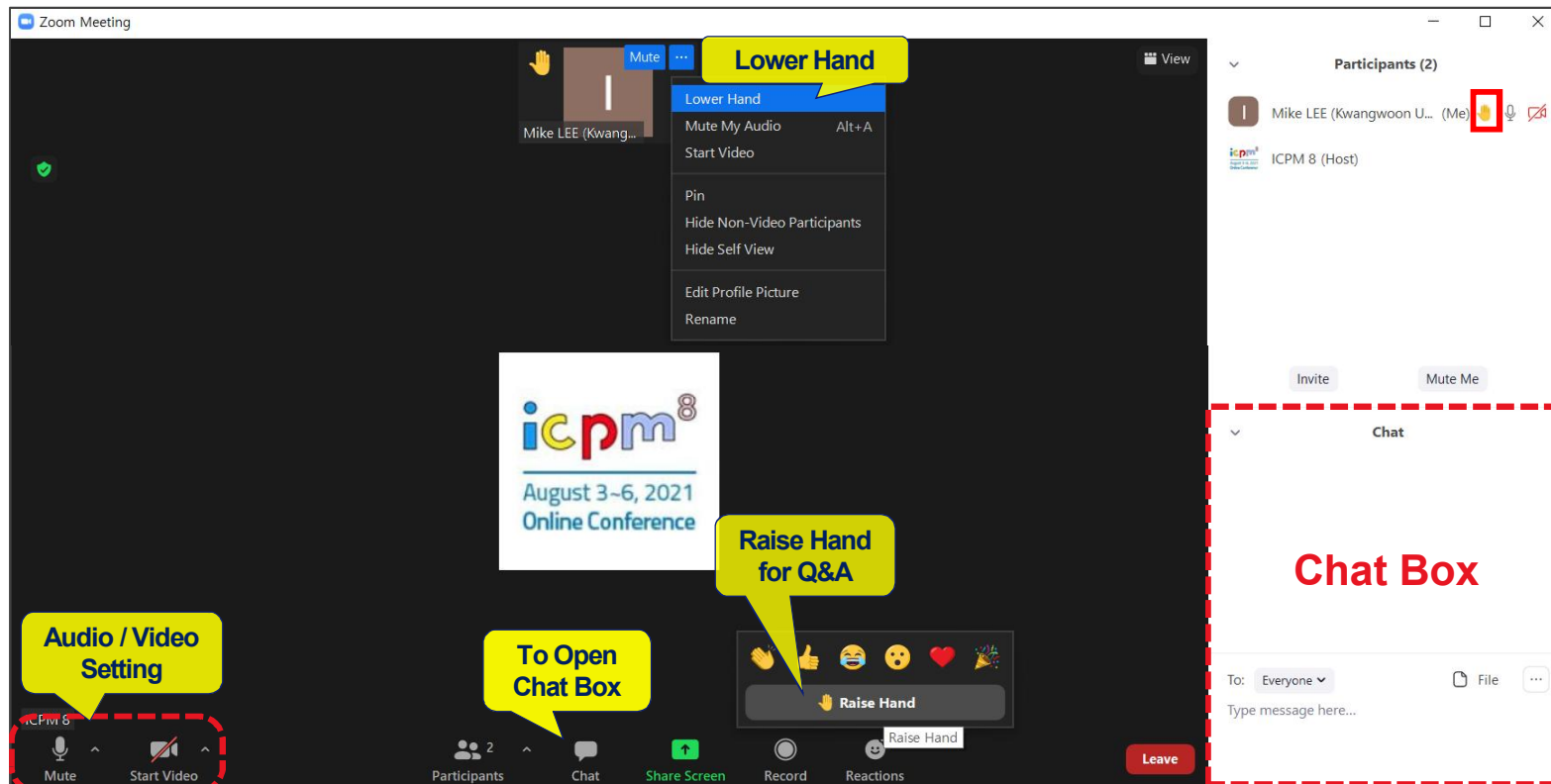
[Please stick to the time limits]

- Invited Presentation: 25 min. including Q&A (5 min.)

- Oral Presentation: 15 min. including Q&A (3 min.)

- “Participants list” and “Chat box” should be displayed on the right side during session.

- 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 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.



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

