icpm8

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

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

Initial Setup

Before Session

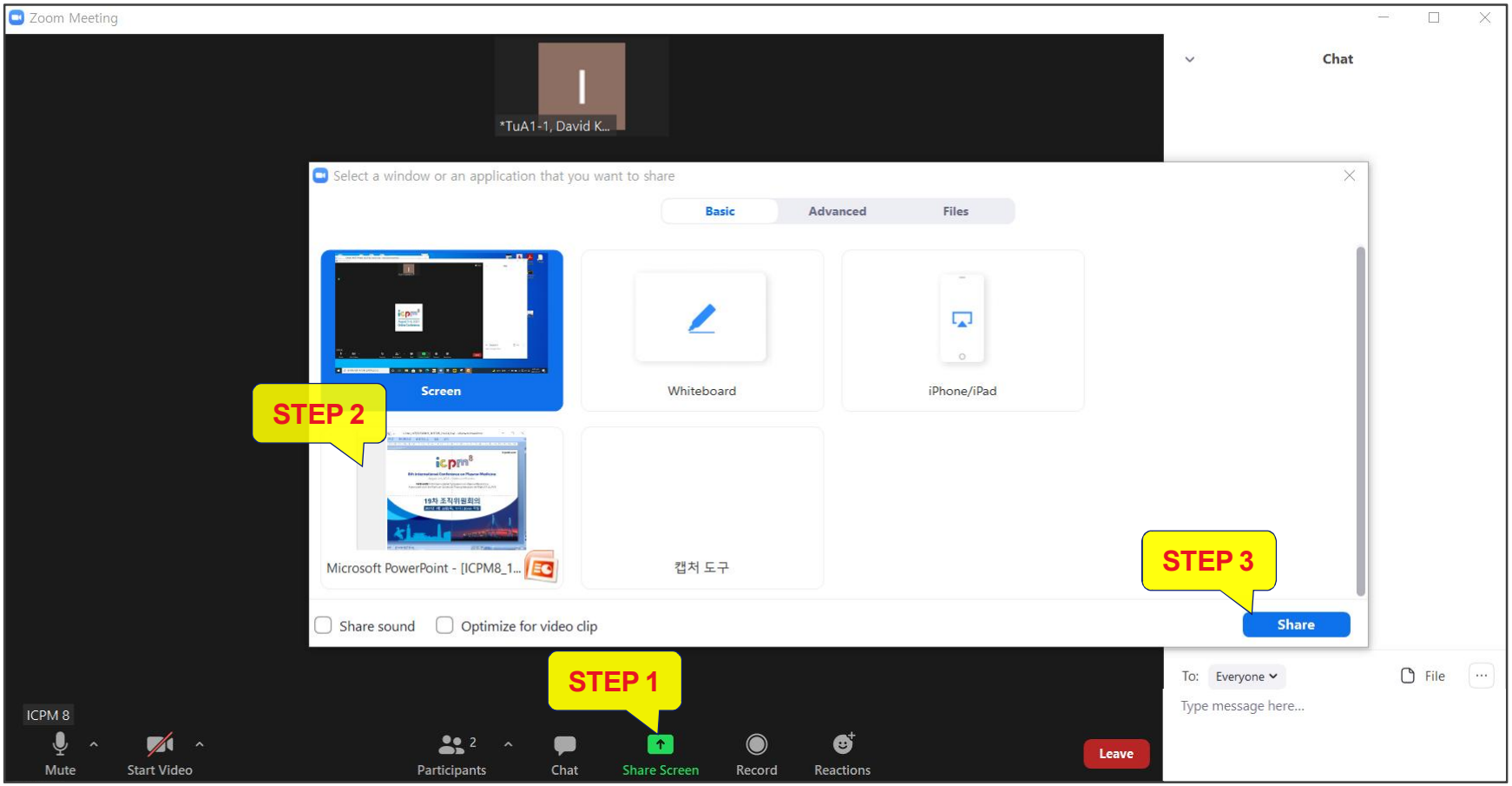
- **Please join the session at least 15 minutes in advance.**
  - The session will be started by the host 20 minutes before the scheduled time.
  - If you are not joined the session on time, your talk will be cancelled.
- **Once you get into your session, please identify yourself to our staff that you are a presenter of the session.**
- **Please change your name on Zoom after getting the 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.**

Before Session

▸ **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



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]

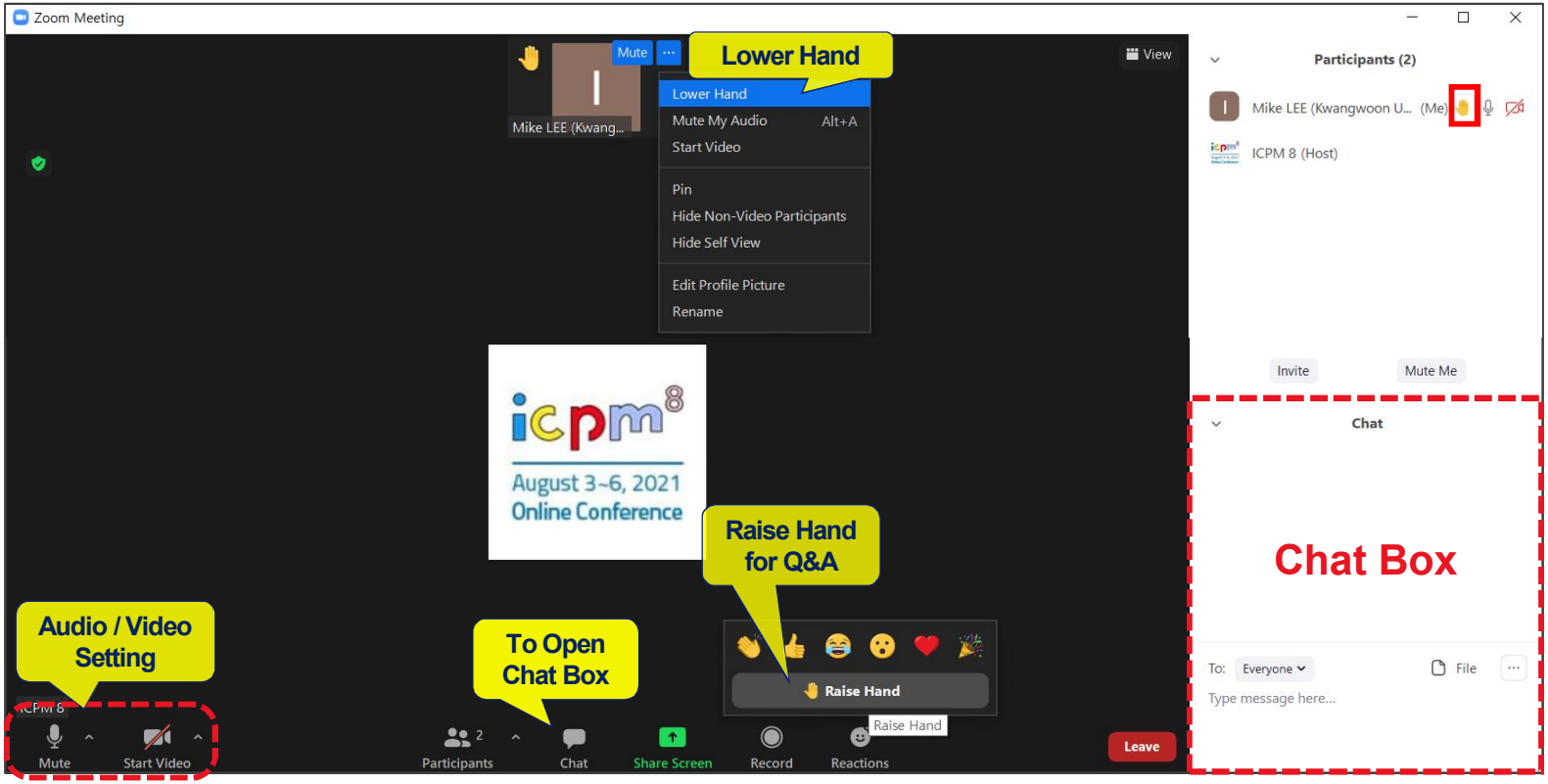
- Invited Presentation: 25 min. including Q&A (5 min.)

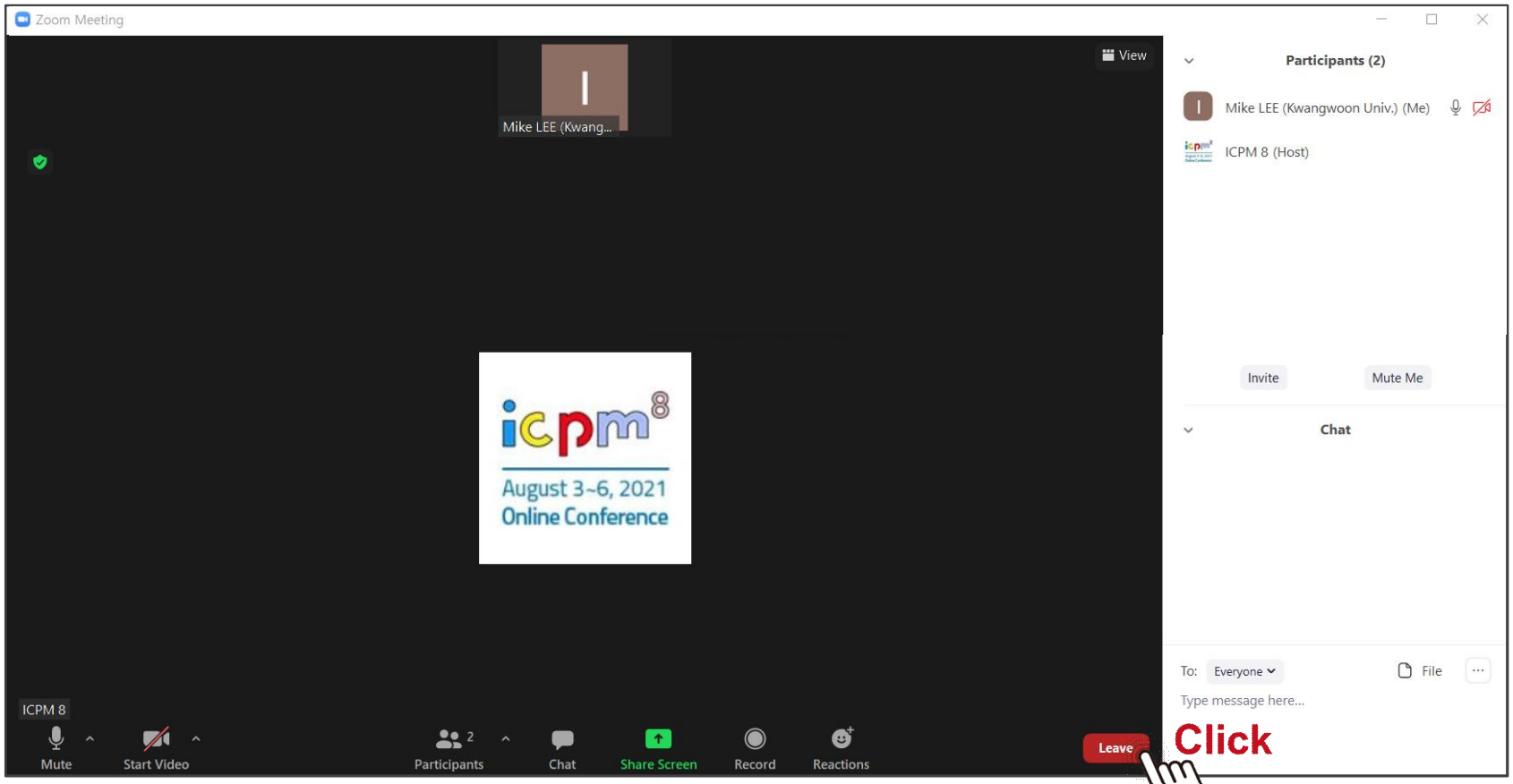
- Oral Presentation: 15 min. including Q&A (3 min.)

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

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 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.



After Session

- **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.**