

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 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>
  - 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



- Please join the session at least 20 minutes in advance.
- 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.
  - 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: \*Chair, Name (Affiliation)  
**example** \*Chair, Mike LEE (Kwangwoon Univ.)
  - An asterisk (\*) in front makes your name move to the top of the participant list.

[STEP 1] Click ‘Participants’ to open the participants list on your right side. (If the list is not on your screen)

[STEP 2] Click “Rename” to modify the name marked “(me)” to “\*Chair, Name (Affiliation)”

[STEP 3] Enter your new name in the “New screen name” field. Then, click “OK”.

The image shows a Zoom meeting interface. At the top, there are icons for Participants, Chat, Share Screen, Record, and Reactions. Below this, the Participants list is visible, showing 'Mike LEE (Kwangwoon Univ.) (Me)' and 'ICPM 8 (Host)'. A hand cursor is pointing to the 'More' button next to the user's name. A 'Rename' dialog box is open, showing the current name 'Mike LEE (Kwangwoon Univ.) (Me)' and a new name field containing '\*Chair, Mike LEE (Kwangwoon Univ.)'. A hand cursor is pointing to the 'OK' button in the dialog box.

- 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.

- 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.


**[Please stick to the time limits]**

- Invited Presentation: 25 min. including Q&A (5 min.)
- Oral Presentation: 15 min. including Q&A (3 min.)

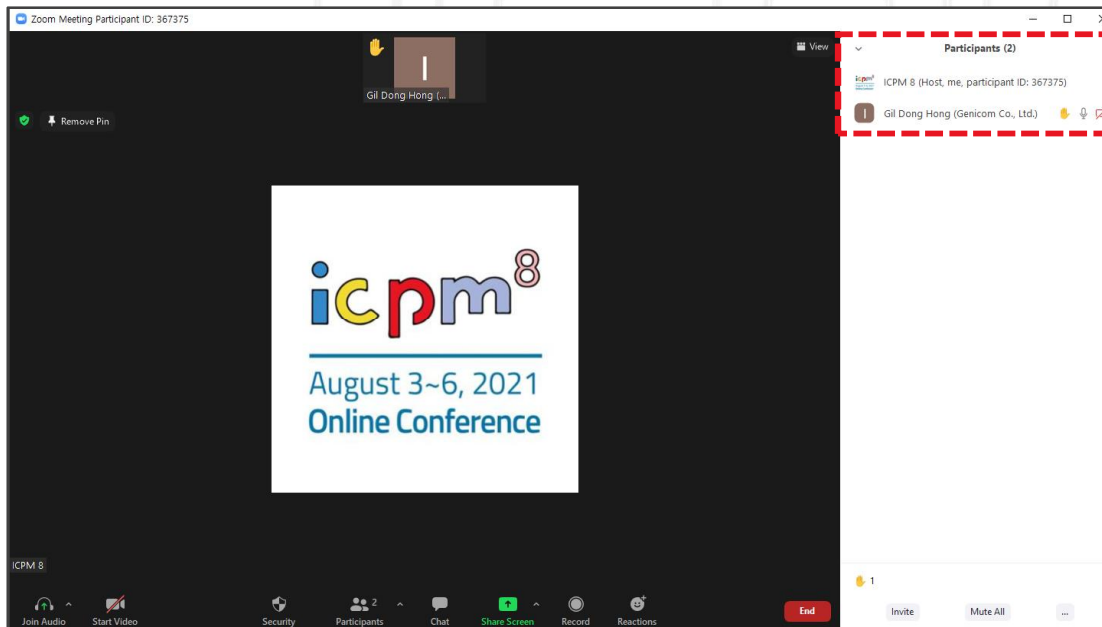
Type of Talks	First Warning	Second Warning	Third Warning
[ Note ]	Please inform “Please finish the presentation in 2 min”	Please inform “Please wrap up”. But allow him/her to continue if he/she has not finished. Adjust the Q&A time accordingly.	Finish the Q&A time. Click “Stop video” and “Mute” except for the next speaker.
<b>Invited (Total time – 25 min)</b> Presentation: 20 min / Q&A: 5 min	At 18 min	At 20 min	At 25 min
<b>Oral (Total time – 15 min)</b> Presentation: 12 min / Q&A: 3 min	At 10 min	At 12 min	At 15 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.

- 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,  
**(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 Box)** Read questions directly from the “Chat Box”.
- At the end of the given time, the chair will call the next speaker.

## ► “Raise Hand” feature



- 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.)

