

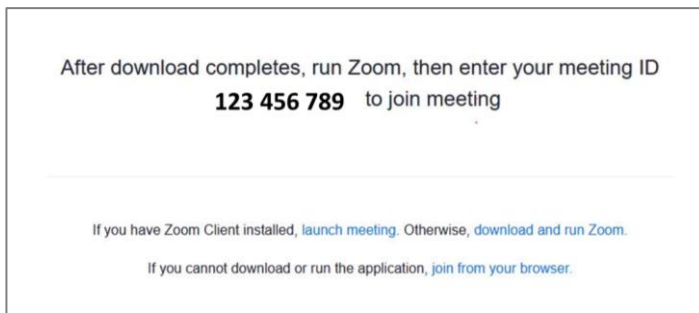
Chairperson guideline for Zoom Live Video Connection

This is the guideline for chairperson on how to chair the session and conduct Q&A via Zoom.

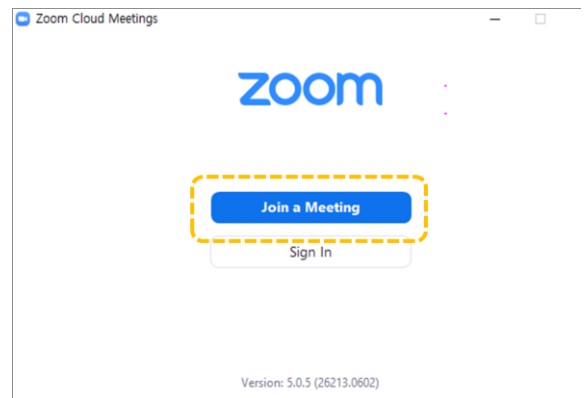
Step 1. You will receive an **invitation link via email**, which will allow you to join the real-time online Q&A room. We recommend entering the Q&A session with your **laptop 10 minutes before the start time of your session** to check your video and audio.

Step 2. Copy the URL link and paste it into your browser if Zoom application is not yet installed. The Zoom will automatically be downloaded, and you can enter the meeting ID to join the Q&A room.

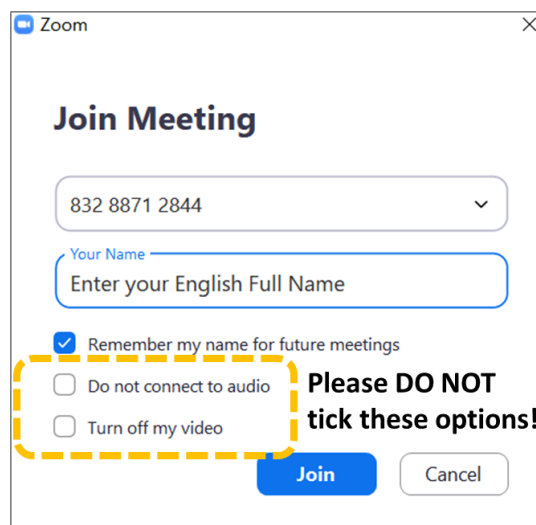
Click on **'Join a Meeting'** within Zoom and copy & paste the invitation link you received.



OR

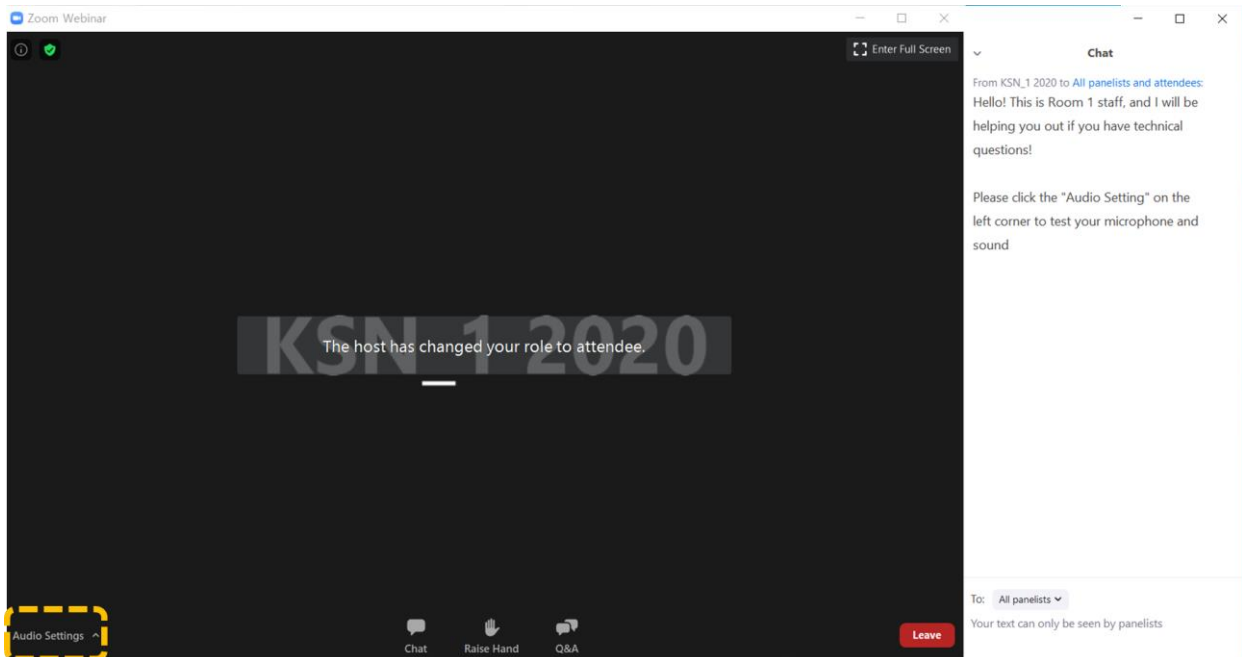


Important: Please do not tick on "Do not connect to audio" and "Turn off my video" when joining the Q&A room.

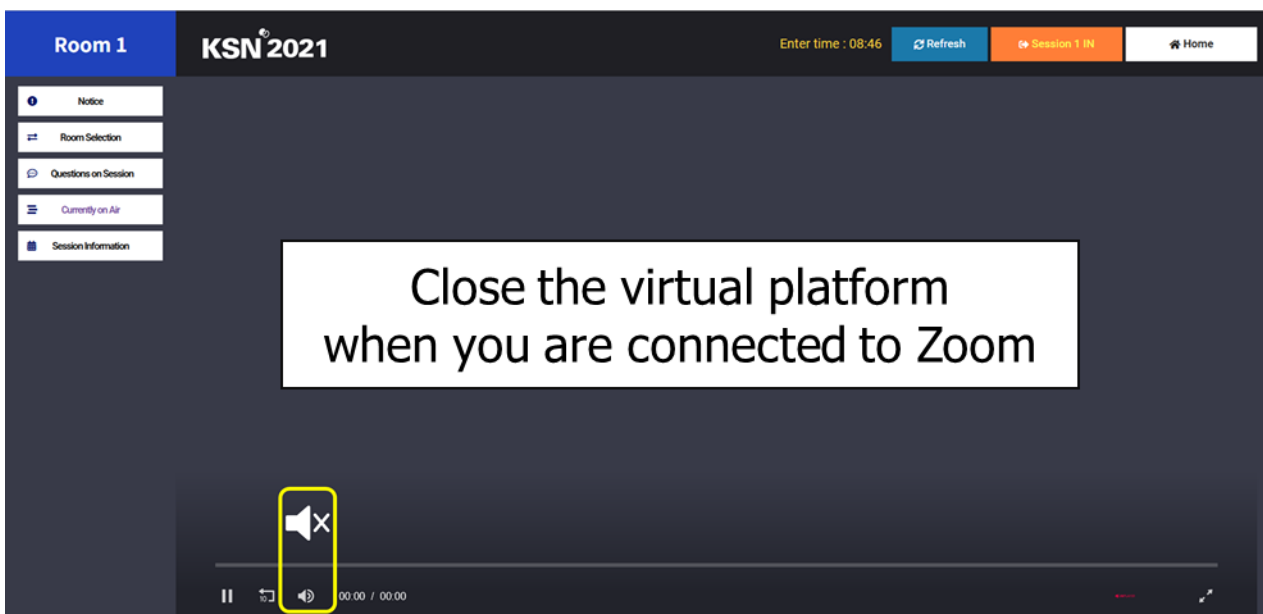


Step 3. When you enter the Q&A room, our staff will welcome you and ask you to test the mic and audio.

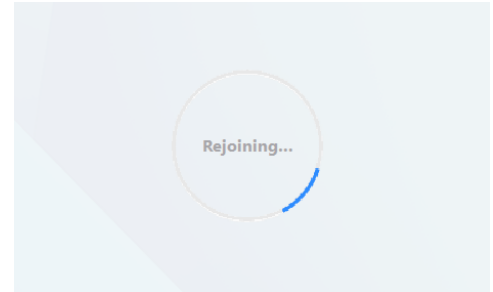
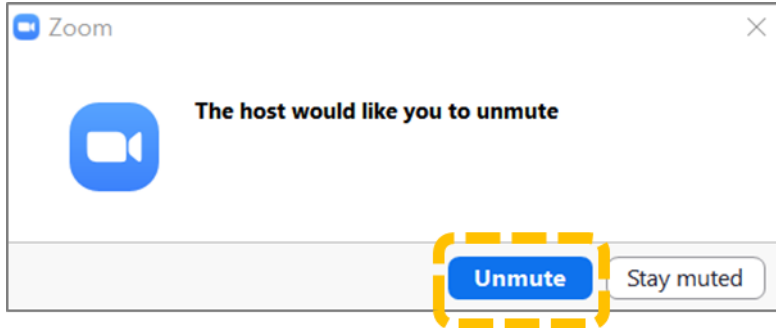
Verify that your mic and webcam are working – you can click the **'audio settings'** to test your mic and webcam. You are automatically on mute as long as your position is set as "Attendee," so feel free to make any sound while testing.



Step 4. (Important) To prevent audio feedback or any other technical issues, please exit the KSN 2021 virtual online platform before entering Zoom.



Step 5. At the session starting time, our staff will change your position to “**panelist**” and ask you to start the session. Please open the session with brief introductory words and introduce the speaker.

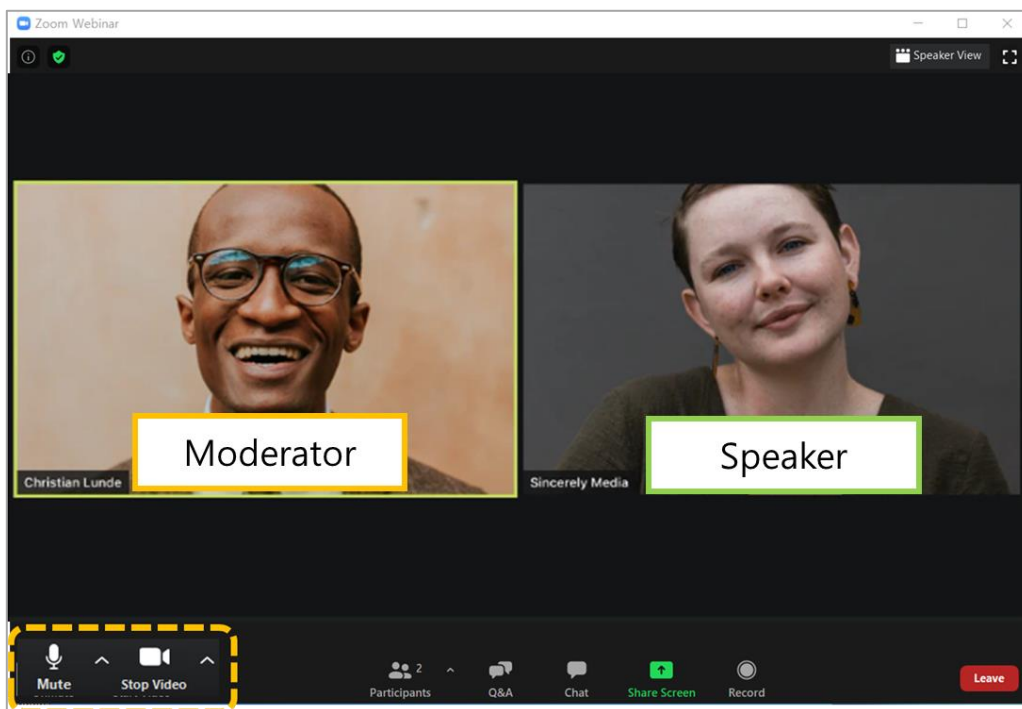


You will see this sign after clicking unmute

Step 6. The lectures will be live-streamed through Zoom. **Please wait in Zoom while listening to the lecture.**

Step 7. After the lecture, please conclude the lecture by summarizing the points for 3-5 minutes with the speaker. You may ask questions of your own, however, due to technical problem, it is difficult to deliver questions from the audience to Zoom.

Below is the page you will see when you are about to start your Q&A time.





Step 8. After finishing the Q&A, please briefly introduce the next lecture and speaker.

Note: Please note that the Korea local time is GMT + 9.

If you wish to check the time difference between your city and Korea, please follow the [worldtime buddy link](#)