

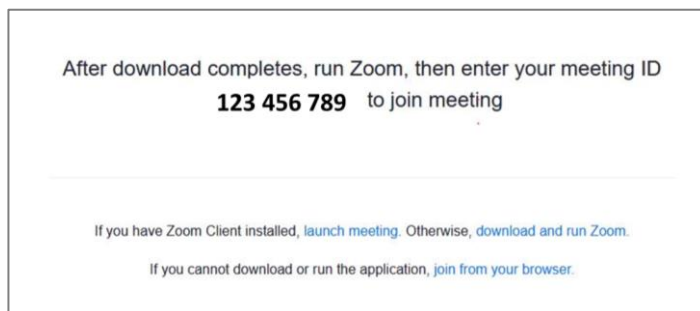
Guideline for real-time online Q&A

This is the guideline for international speakers and oral abstract presenting authors on how to join the real-time online Q&A through Zoom.

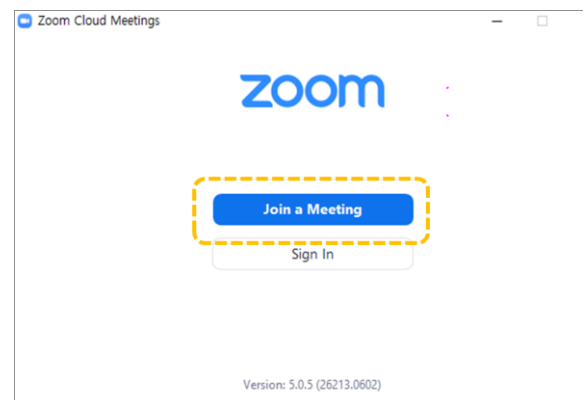
Step 1. You will receive an **invitation link via email**, which will allow you to join the real-time online Q&A room. We recommend entering the Q&A session with your **laptop at the start time of your session or presentation to check your video and audio.**

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.

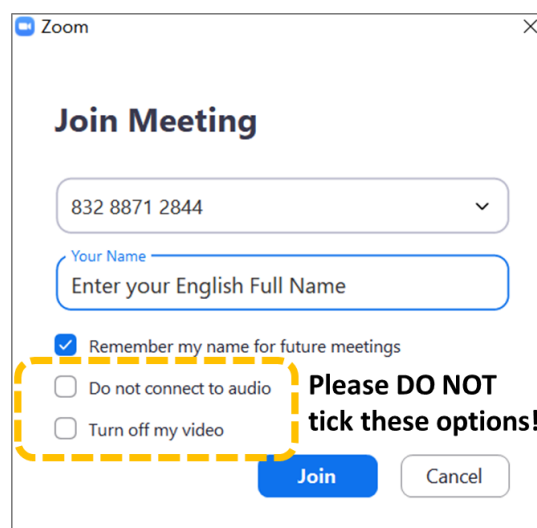
Click on **'Join a Meeting'** within Zoom and copy & paste the invitation link you received.



OR

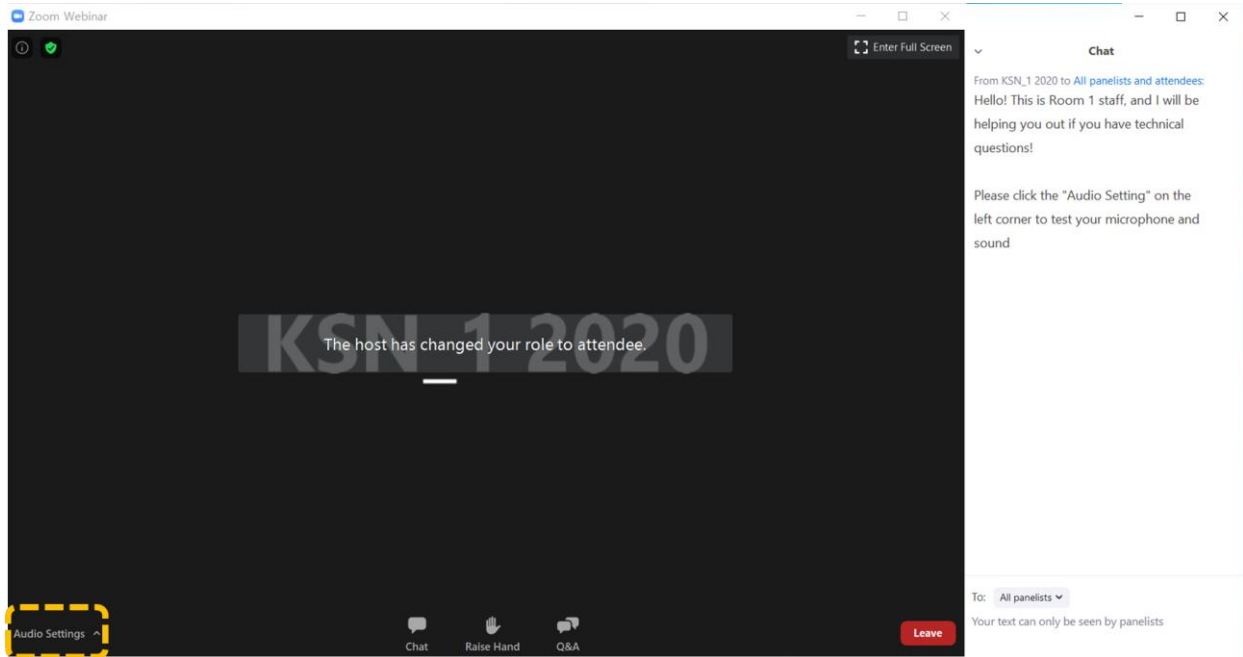


Important: Please do not tick on **"Do not connect to audio"** and **"Turn off my video"** when joining the Q&A room.



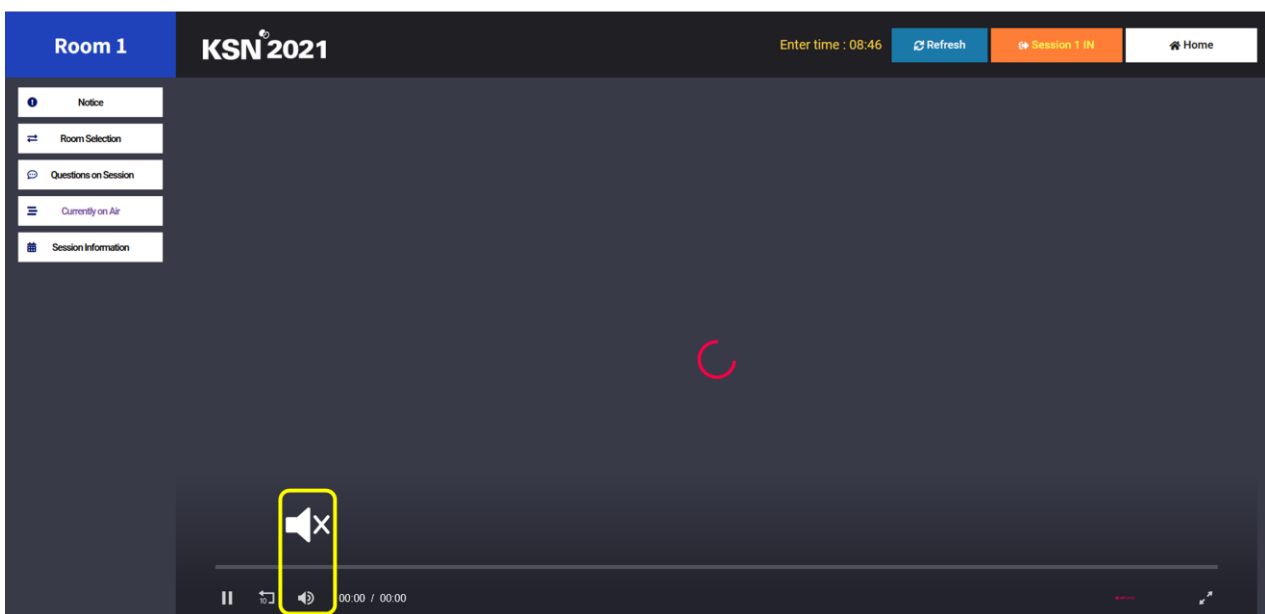
Step 3. When you enter the Q&A room, our staff will welcome you and ask you to test the mic and audio.

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



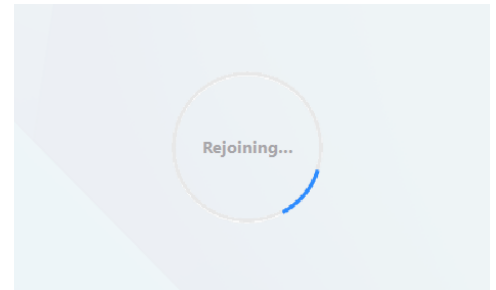
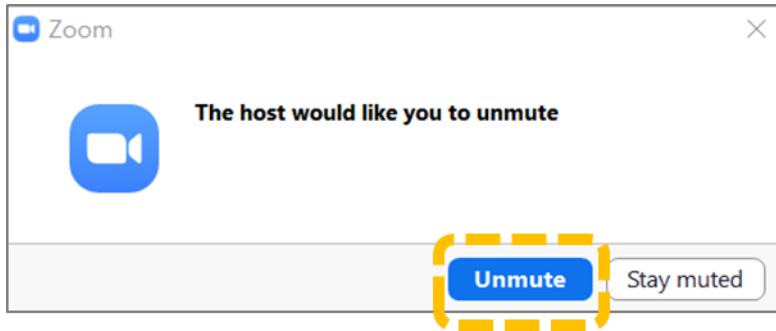
Step 4. To prevent audio feedback issues, please close the KSN 2021 online meeting platform **or** mute the live session after entering the Q&A room. Below is the virtual meeting platform page you will see.

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



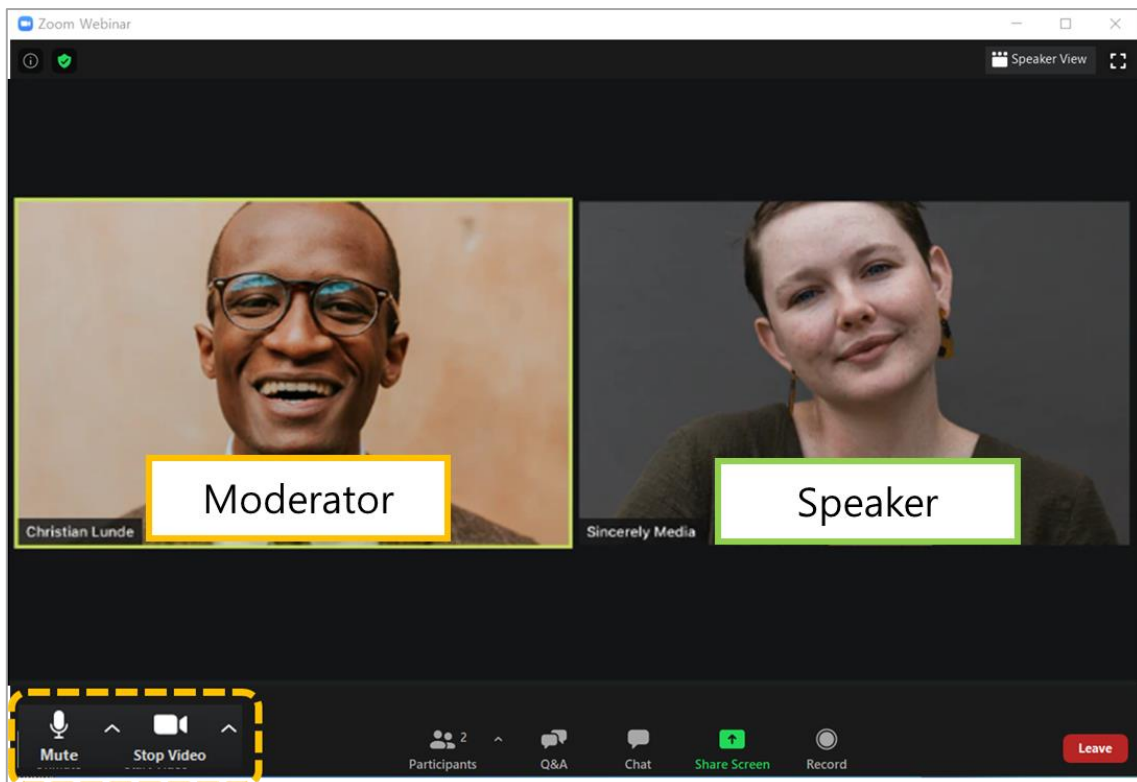
Step 5. Outside of Zoom, prepare your **final slides** that you want to share during the Q&A.

Step 6. When your lecture/presentation is finished, our staff will change your position to **"panelist"** to start the Q&A.

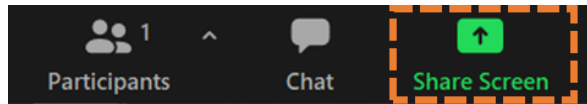


You will see this sign after clicking unmute

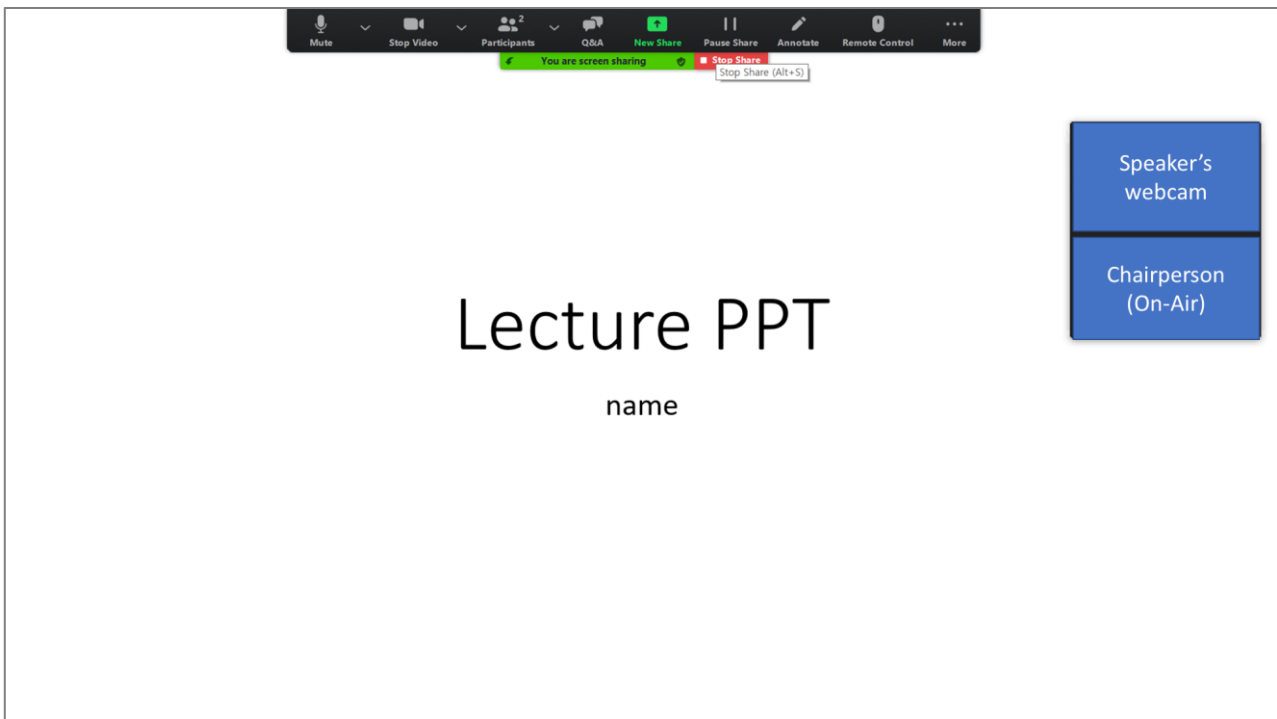
Below is the page you will see when you are about to start your Q&A time.



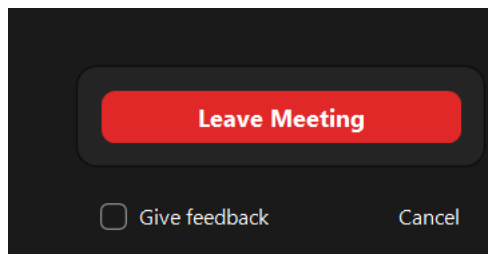
Step 7. (Optional) Click on **Share Screen** at the bottom of the meeting window if you wish to show your ppt to answer questions



Below is the page you will see if you share your screen.



Step 8. After finishing the Q&A, click on **leave meeting** on the right bottom side of the screen.



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](#).