

Guidelines for Zoom Webinar in PSI-25

Dear all,

Thank you for registering for the “**25th International Conference on Plasma Surface Interaction in Controlled Fusion Devices, PSI-25**”. The virtual meeting is conducted through the ZOOM software. Please refer to the ZOOM connection method below.

1. System Requirements and Supported Operating Systems

Zoom can be operated by your computer, tablet and mobile devices (iOS and Android devices) but laptop or desktop is preferred over a smartphone or tablet.

● System Requirements

- A computer, tablet or mobile devices(iOS and Android devices)
*Laptop or desktop is preferred.
- An internet connection – broadband wired or wireless (3G or 4G/LTE)
*An internet connection with a cable connection is recommended. This will give you much greater speed and service.
- A microphone – built in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam – built-in or USB plug-in (or a HD cam or HD camcorder with video capture card)

Please check supporting operating systems (windows, mac, linux) and supported browsers at the below link.

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

2. How to Join a Zoom Meeting

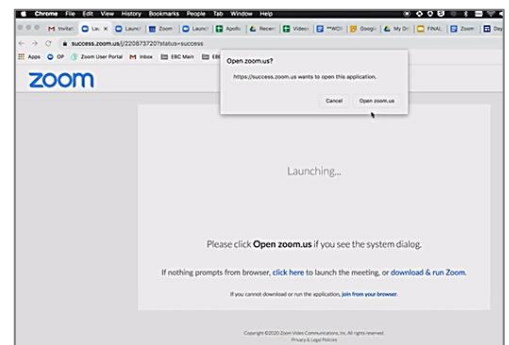
You will find the zoom access link, meeting ID and password for PSI-25 at **MY PAGE**. *All of the information is only eligible to appear for registered participants who completed their registration fee.* Clicking on the link, you will automatically enter the meeting room. You do not need a Zoom account to attend Zoom meeting. You may wish to create a personal zoom account, but it is not necessary to join the meeting for PSI-25. The zoom access link is valid for entire period of PSI-26 till 17 June, 2022.

3. Download and Install Zoom App.

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from Download Center. Otherwise, you will be prompted to download and install Zoom when you click a join link.

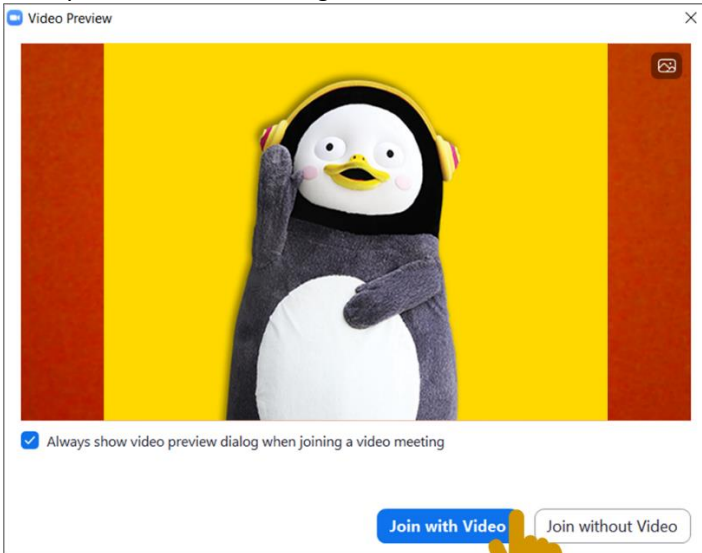
** Raising your hand in a webinar to indicate that you need something from the host or session moderator, you must upgrade your Zoom app to the latest version.*

<https://zoom.us/download>



4. Start Zoom Meetings – Video Mode

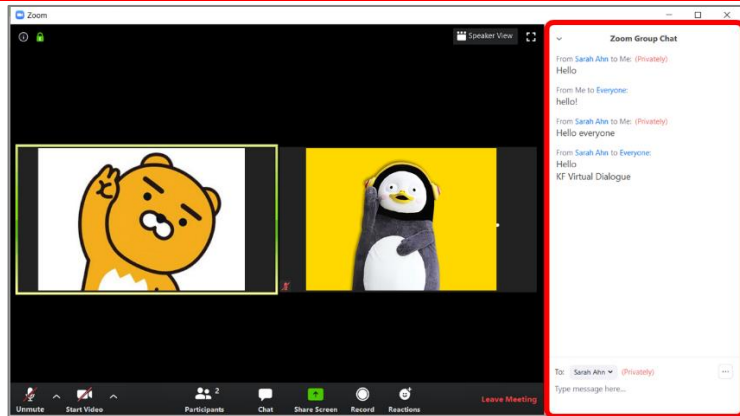
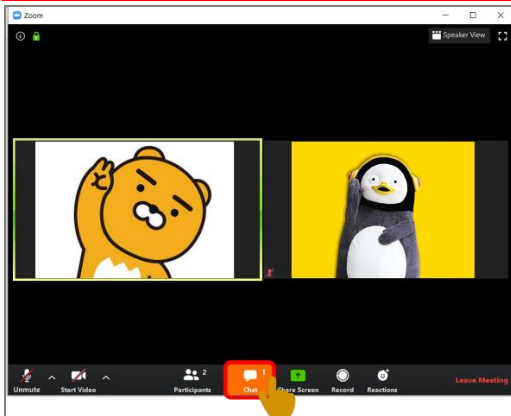
If you click zoom meeting URL and installed zoom app, you will automatically enter the zoom meeting room. Please check your camera angle and microphone if it works properly. Once you enter zoom meeting room, video mode will be shown. You will see your face and other participants as well.



5. Checking Zoom Chat

You can send messages to the chairs, other speakers or staff by clicking “Chat” button. You can also receive messages from chairs, other speakers or staff while you are joining zoom meeting. Chairs and staff will send you the messages if they have important note to you during the conference, so please pay attention to the message.

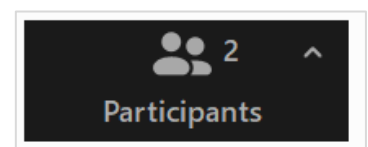
*** Please send chat message privately to the person you would like to send, otherwise it will pop up to the live screen as well.**



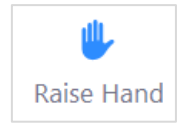
6. Q&A

During Q&A, the chairs will monitor participants’ chats and manage questions punctually.

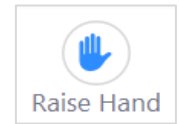
As the participant if you wish to ask a question or make a point during a meeting it is good protocol to use the ‘Raise Hand’ facility. If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the ‘Participants’ icon.



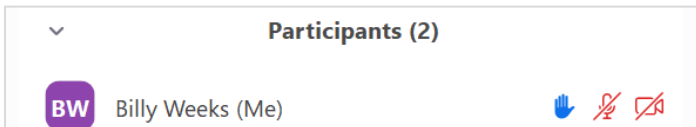
A window listing the other participants will appear. At the bottom of this list, there is a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.



While your hand is raised, the icon should have an outline as below. If you wish to lower your hand, simply click the 'Raise Hand' icon again.



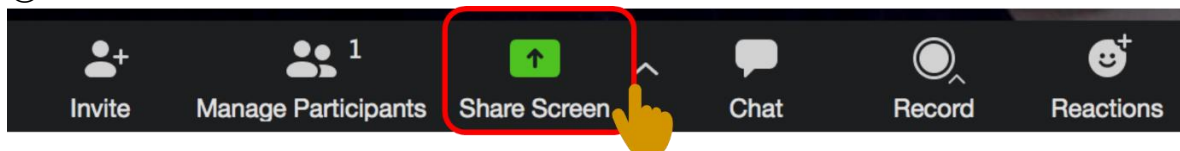
When your hand is raised, this will be reflected in the list of participants as below. Session chair will unmute and lower the participant's raised hand accordingly.



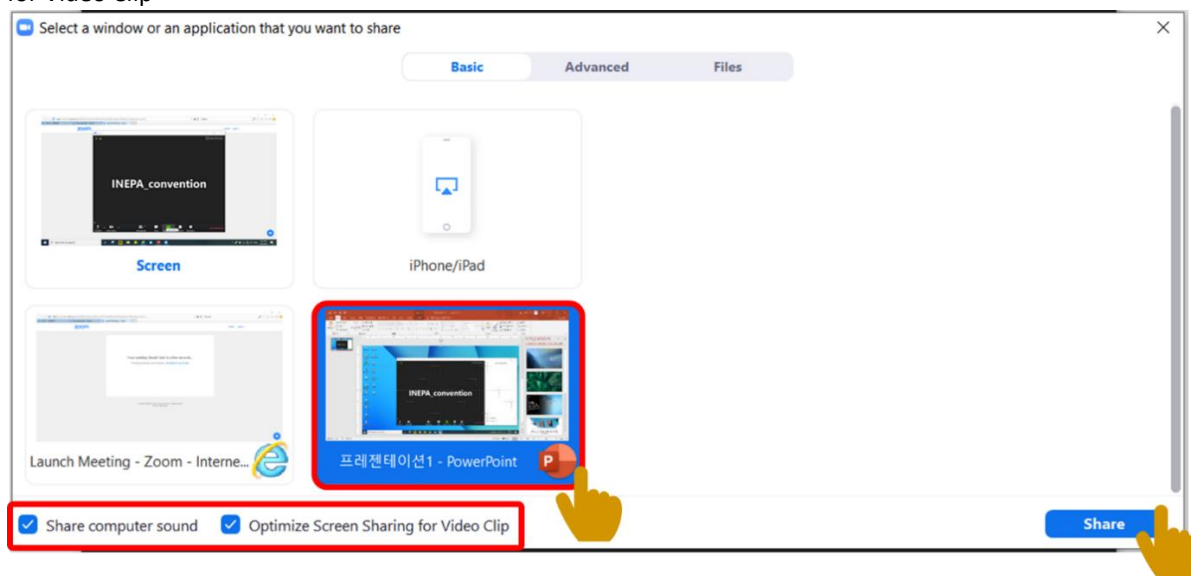
Speakers may prepare supplemental materials thoroughly for Q&A and use sharing screen function.

● **How to share the materials during the Q&A**

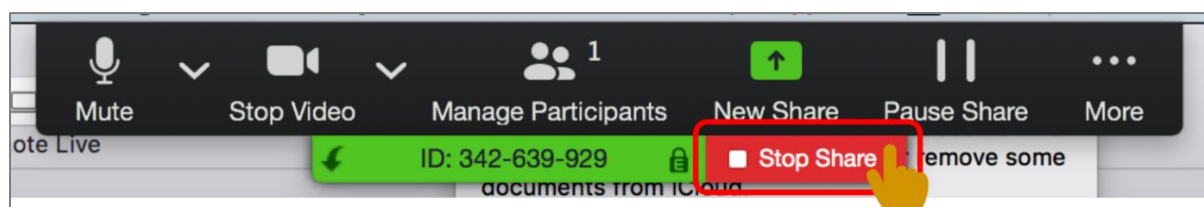
- ① Open your presentation materials.
- ② Click "Share Screen" of the menu which is on the bottom of the screen.



③ A window showing all possible for you to share displays. Click PPT materials you want to display and then click "Share". If your slides have a video or sound on your presentation materials, please click the "Share computer sound" and "Optimize Screen share for Video Clip"



④ If you complete your presentation and would like to stop sharing your screen, please click "Stop Sharing" at the top of the screen. Then it will turn to video mode.



6. Participants to Join before Meeting Starts

All chairs and speakers must enter the meeting room 30 mins before the session on the day (by 21:00 KST) and identify yourself by leaving a private chat to host in order to promoting an attendee to panelist manually. Please refer to below particular sequence if you are;

>> **Speaker:** [Presentation Code] First Name _ Last Name

>> **Chair & General participant:** First Name _ Last Name

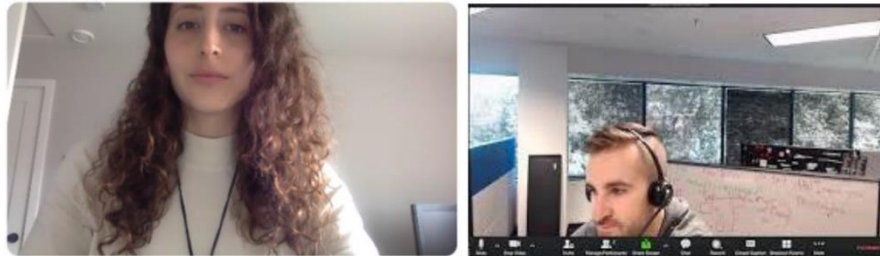
Registered participants are kindly requested to enter the room 10 mins before the meeting starts (by 21:20 KST) and stay with us from the beginning of the session until the end.

7. Zoom User Tips

These are some following tips to help making sure you have the best experience. It is within your best interests to follow these recommendations to ensure a good quality interview/meeting.

- Obtain a high quality web camera if you are using a desktop. For laptops, if your computer is less than 3 years old, the built-in camera (if it has one) should be adequate.
- Obtain a computer headset. This will greatly reduce the chance for feedback and improve your voice quality for those who are communicating with you on the other side. Headsets that connect via USB are the best choice.
- When possible, connect to the Internet with a physical cable connection, not just Wi-Fi. This will give you much greater speed and service.
- A laptop or desktop is preferred over a Smartphone or tablet.
- Adjust the camera angle properly. Right angle and the position of ahead (face) in a screen is very important to viewer side.

[Bad Cases]



[Good cases]



- Don't have several programs running while using Zoom. Close all unnecessary applications during your call so all processing power can be used to maximize the quality of your Zoom session.
- Pay attention to your background. Too much light behind you and you appear to be only a dark figure. Also, don't have anything behind you that may be distracting to those who are on the other side.
- To counteract back lighting, make sure you have a good source of light in front of you and behind the camera that you are using with your computer.
- Pay attention to your attire. Don't wear stripes or anything too bright. Solid colors are best.
- Avoid moving your head too much or "talking with your hands." Video via ZOOM is a little different than television, and too much movement can cause the video to pixelate and degrade.



Thank you for your cooperation and look forward to e-meeting you soon.

Sincerely,

Inquiry

Secretariat of PSI-25: info@psi2022.kr