

This guide contains all the information you need to prepare for your presentation so please read it carefully.

If you have any further questions, please contact the staff of the conference (Hyunhee Lee: [avechee@cnu.ac.kr](mailto:avechee@cnu.ac.kr)) in advance.

### 1. Time of the presentation :

Please check the schedule [\[Link\]](#) (It will be uploaded)

### 2. Presentation format :

All speakers should prepare their presentation materials in Microsoft Office POWERPOINT or PDF in landscape view.

(\*PDF files are preferred.)

### 3. On the day of your presentation

#### 1) Before the presentation

- ① Enter the Conference Zoom Room.
- ② Click the [Participants] icon at the bottom of the screen, and change the name to "0. Speaker-one's real name" by right-clicking on your name in the participant list.
- ③ Check if the phrase "(co-host)" is added next to your name in the participant list ※ The staff will designate the chair as a "co-host"
- ④ Click the [Join Audio] icon at the bottom of the screen to change the status to "Unmute (Microphone on)" just before the presentation,  
※ All participants are set to mute when entering the Zoom room, so the chair must turn on the microphone.

### 2) During a presentation

- ① After the chair introduces the presentation, please start the presentation by sharing your presentation materials.

- ※ Click the [Share] button at the bottom of the screen.
- ※ It is recommended to open the presentation materials in advance.
- ※ In case of dual monitor, be careful not to select the wrong screen. Also, Make sure not to show personal information on the screen.

- ② After the presentation is over, click the [Stop Share] button at the top of the screen and wait for Q&A.

### 4. Notice :

- 1) If you have any problems or inquiries on the day of the presentation circumstances, please contact the staff of the conference ([avechee@cnu.ac.kr](mailto:avechee@cnu.ac.kr) : Hyunhee Lee) in advance.
- 2) If the presentation is canceled without any notice, further presentation May be restricted.
- 3) The invitation ZOOM URL will be sent to the conference registrants around on August 6.