Thank you for participating as the chair of the 2020 International Conference on Recent Trends in Mathematics.
The following guidelines have been prepared to ensure a smooth running of the conference.
If you have any further questions, please contact the staff of the conference (Hyunhee Lee: avechee@cnu.ac.kr) in advance.

1. **Time of the presentation :**

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

2. **Coordinating of the program :**

   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. Chair-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)".

   ※ All participants are set to mute when entering the Zoom room, so the chair must turn on the microphone.

   ⑤ Make sure all speakers are on the participant list

   ※ All speakers will be named "0. Speaker-one's real name"

2) During a presentation

① Introduce a title, speaker of presentation. Remind the speakers of the time limit.

② After introducing a presentation, please turn your Microphone off by clicking a [Mute] icon located at the bottom of the screen.

3) Time for Q&A

① Please turn your MIC on with a [Unmute] button located at the bottom of the screen.

② Please briefly summarize the presentation and Instruct the audience that Q&A time will start.

③ How to run a Q&A session:

Please tell the audience: "If you have any questions, please use the button. The button is located by clicking the [...] button at the bottom of the screen."

④ After choosing a questioner, Say "Please give 000 a microphone."

※ When audience click button, the questioner's name is displayed at the top of the participant list with a blue palm figure.

※ Staffs will turn questioner's MIC.

⑤ After the Q&A has ended, Please inform that the presentation has ended.

3. 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 : Hyunhee Lee) in advance.