

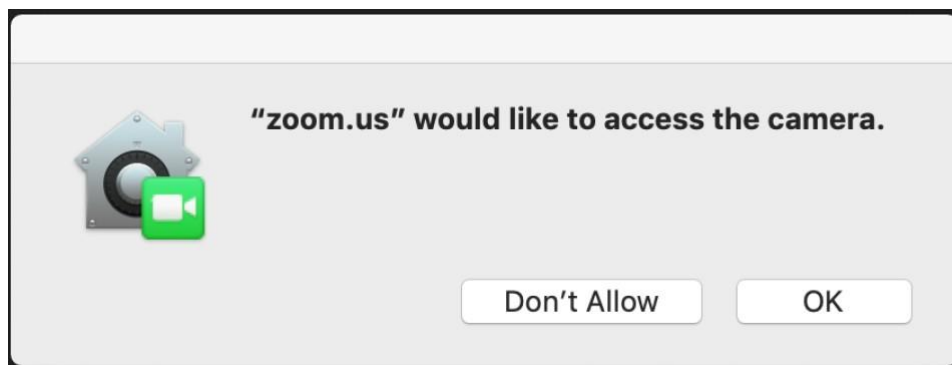
# How to Use Zoom Conference

## 1. Download Zoom

Download Zoom according to the platform which you will be using to access the conference: <https://zoom.us/download>

## 2. Using the Zoom client and Zoom rooms with MacOS (Mac OS 10.15 Catalina)

Due to increased security and permissions with Mac OS 10.14 Mojave and 10.15 Catalina, you will be prompted to authorize the Zoom Desktop Client and Zoom Rooms to use the microphone, camera, and on Mac OS 10.15 Catalina, screen recording. You will also be prompted to allow the Zoom Desktop Client to allow others to remotely control your desktop. You can click OK during the initial request and you will be able to use your microphone and camera in Zoom.



### 2.1 Testing your video before a meeting

**If you do not allow Zoom access during this initial prompt or the camera, microphone, and remote control access become disabled, you will need to go into your OS System Preferences to allow access. For more help on audio, video, and sharing, please visit: <https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing>**

1. Log in to the Zoom client.
2. Click your profile picture then click Settings.
3. Click the Video tab.



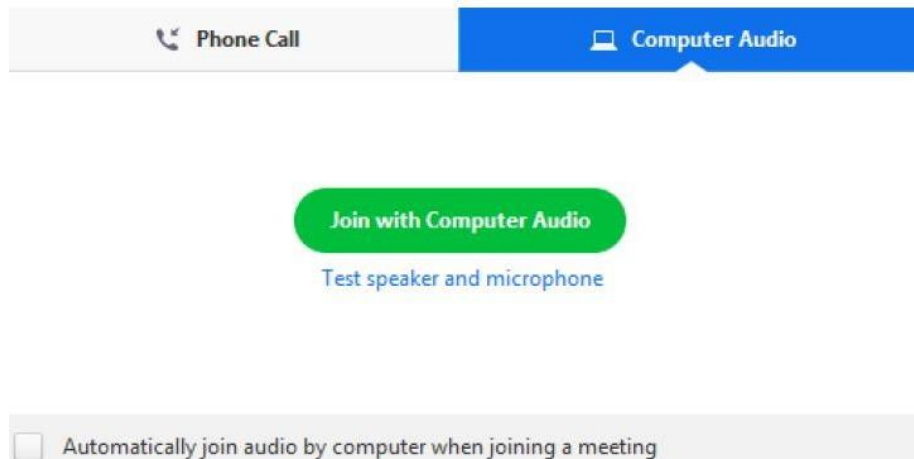
4. You will see a preview of your camera and can choose a different camera if needed.

[Read more about rotating your camera.](#)

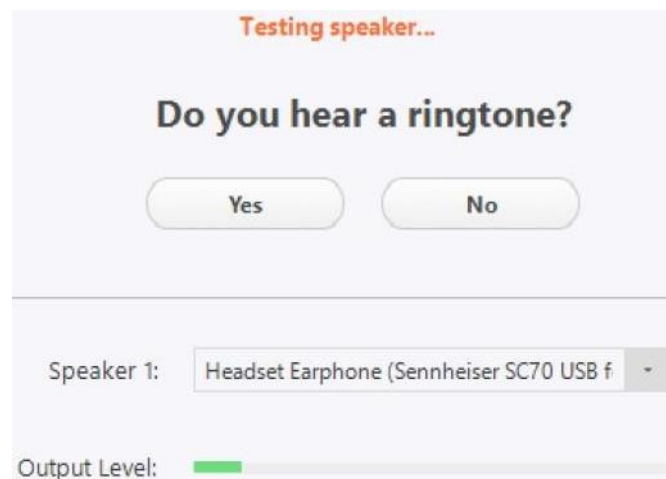
## 2.2 Testing audio before joining a meeting

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

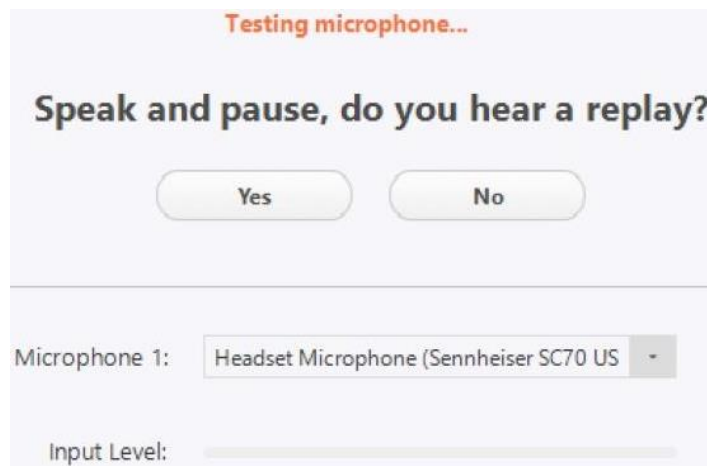
1. After [joining a meeting](#), click Test speaker and microphone.



2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click No to switch speakers until you hear the ringtone. Click Yes to continue to the microphone test.



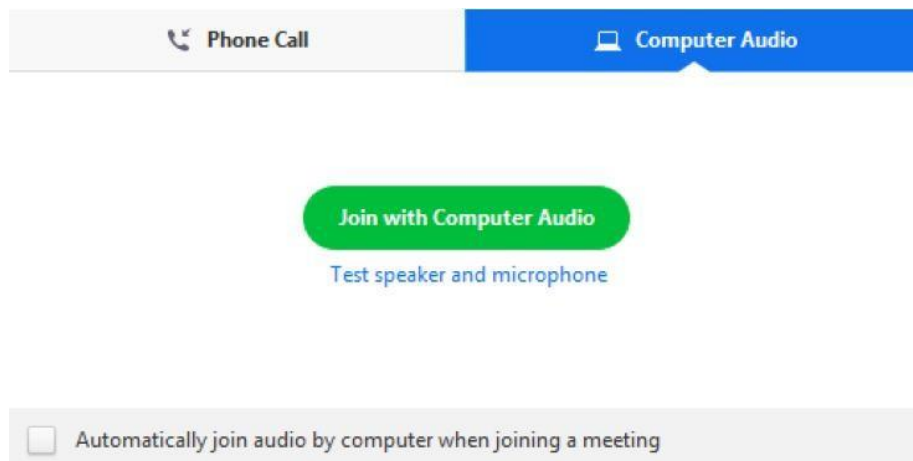
3. If you don't hear an audio replay, use the drop-down menu or click No to switch microphones until you hear the reply. Click Yes when you hear the replay.



4. Click Join with Computer Audio.



5. Click Join with Computer Audio to join the test meeting with the selected microphone and speakers.



### 3. Access the Zoom meeting room

There are two ways you may access Zoom meeting rooms:

#### Method 1: proceed to the daily program webpage

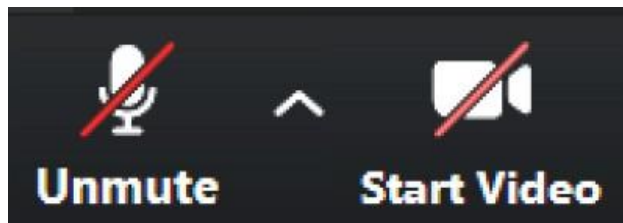
1. Please proceed to the daily program webpage:

[asem21.org](http://asem21.org) (example)

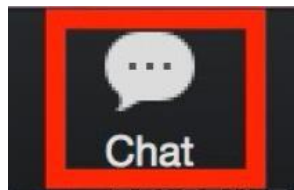
2. Find the topic you are interested in and click on the Zoom link to join.

**\*Please enter the access code sent by the Registration Office to join the meeting.**

1. If you are an audience, please make sure to turn off audio and video when entering a room by clicking the following two functions in the meeting controls:



2. If you would like to raise a question for the Q&A time, please click the Chat function in the meeting controls. This will open the Chat on the right. You can type a message into the chat box and wait for the Session Chair to respond before the end of the session.



3. Please clearly state which presenter your question is addressed to.

4. Please change your display name to verify your preregistered information.

**Display name to apply (example):**

**Registration Number: SM1254\_6277 Registered Name: Bailey Lee**

**Identity: Chair/Organizer/Presenter**

**Example of Display Name in Zoom: SM1254\_6277 - Bailey Lee (Presenter)**

*Note: The audience does not need to enter the identity*

## 4. Instruction for session chairs

1. Each session room is hosted by conference staff to assist you with Zoom meeting room operation and to play the presentation video when the presenter is not available.
2. Once you are in the meeting room please change your display name as follow:

### **Display name to apply (example):**

Registration Number: SM1254\_6277 Registered Name: Bailey Lee  
Identity: Chair

### **Example of Display Name in Zoom: SM1254\_6277 - Bailey Lee (chair)**

#### Before the Session Starts

1. Enter the meeting room at least 15 minutes before the starting time of the session to introduce yourself to presenters, and the hosting staff.
2. Please be reminded that all the time shown in the program is based on KST (Korea Standard Time) UTC/GMT +8 hours. You may use the Time Zone Converter to convert to your local time.
3. Turn on your video when entering the meeting room. If you experience any difficulties sharing your video, please visit the Zoom Help Center.
4. Remind the presenters of their presentation time according to the program.
5. Please start the session on time.

#### During the Session

1. Introduce yourself and your Co-Chair to open the session.
2. Briefly introduce the presentations and the presenters.
3. Remind the audience to mute audio and stop the video.
4. Remind the audience to enter questions at the chat box.
5. If a presenter is not present in the meeting room and he/she did not provide us with a video presentation, please proceed with the next presenter in order.

#### During the Q&A

1. Q&A is suggested to be scheduled after all presentations are completed.
2. Prepare at least one question for each presentation to stimulate the discussion.
3. Randomly pick questions from the chat box to ask the presenters.
4. Please end the session on time.

## 5. Instruction for Presenters.

1. Each session room is hosted by conference staff to assist you with Zoom meeting room operation.
2. Once you are in the meeting room, please change your display name as follow:

### **Display name to apply (example):**

Registration Number: SM1254\_6277 Registered Name: Bailey Lee  
Identity: Chair

### **Example of Display Name in Zoom: SM1254\_6277 - Bailey Lee (presenter)**

#### Before the Session Starts

1. Enter the meeting room at least 15 minutes before the starting time of the session .
2. Please be reminded that all the time shown in the program is based on KST (Korea Standard Time) UTC/GMT +8 hours. You may use the Time Zone Converter to convert to your local time.
3. Turn on your video to introduce yourself to the session chair and the hosting staff.
4. If you experience any difficulties sharing your video or screen, please visit the Zoom Help Center.
5. Please mute audio and stop video until your presentation time.

#### During the Session

1. After the session chair introduces you, please turn on your video and use the share screen feature to show your presentation file



2. Briefly introduce yourself to the audience to start your presentation.

#### During the Q&A

1. Please respond only to the questions raised by the session chair.
2. You may use audio-only to respond to the questions, and share screen feature to support your responses.