Live Q&A Guidelines
- For Moderators & speakers

This is the Guideline for the LIVE Q&A on the Zoom. Please read this guideline before participating in the Q&A Session.
Thank you for your great dedication for the IOHA2021 conference.

This is the Live Q&A Guidelines for Moderator and Speakers of the Symposia/Special Lecture.

Please refer to this guidelines and participate the Live Q&A during the conference.

I hope you to enjoy the communicate with the participants!

### Important Notification

1. Please check your exact Live Q&A time.
   (※Please double check your local time as the timetable is in KST(UTC+9).)

2. If there are ‘No-Show’ of the moderator in symposia, one the speakers has to be in charge of the moderator role instead.

3. Please join the Zoom Webinar at least 20 mins before the exact time.

4. There would be rehearsal every 8:00 PM(KST). Please participate the rehearsal and check your video, cameras, and sounds. You can stay the webinar room until your session starts.

5. The Live Q&A could be end before the exact time depend on the situation.
   **Please be aware of the session must be finished on time.**

6. All the process of the Live Q&A is going to recorded and uploaded on the virtual conference site.
[Speaker Guidance and Setup]

- **Guidance** -
  - Videos should feature the speaker’s face

- **Speaker Setup** -

**Background**
  - Select a background that will not be distracting to your audience. A plain neutral wall is the best option.
  - Avoid recording the lecture in a communal space where other people can be seen in the background. Not only is this distracting to an audience, but the microphone may pick up noises.

**Position**
  - The camera lens should be at eye level. The video frame should include your face, neck, and shoulders, with adequate space above your head. You can ensure this by placing your camera at a level where you can sit up straight while also maintaining direct eye contact with the lens.
  - Look directly into the camera lens when speaking, and avoid gazing at the screen or other participants. This will significantly improve your presentation’s overall impact.
  - The camera should be positioned no further than a meter away.

**Attire**
  - Dress in smart business attire.

**Lighting**
  - Ideally, position yourself in front of a light source (such as a window) that is directly behind your camera so that it shines brightly and evenly on your face. Natural light works best for the lighting.
  - Avoid having the main light source in the background, such as when you are positioned with a window behind you. Close the blinds, and turn the lights on instead. Most cameras do not focus properly if the light source is behind the subject.

**Audio Quality**
  - Make sure the space where you are recording your lecture has good acoustics. The room must have minimal echo and no background noise.
  - Refrain from using headphones.
0. Please check your Live Q&A Time

Check your Q&A Time.
※Please check your local time as the schedule is in KST (UTC +9).

Click to check the schedule.

1-1. Please check questions on the conference site.

Chat box contains the questions from the participants.
You should answer the questions on Live Q&A through the Zoom.
※You can also answer them through the chat box.

check here!

2. Please join the Zoom Webinar via link or the button in the website.

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3-1. Please insert your email address and name proper. And Click [Join Webinar].

After joining the Zoom Webinar, the secretariat will change you as the Panelist of the Webinar.

Please click [Join as Panelist].
3-2. Or, if you join the Webinar through the invitation letter, you can join as the panelist at once.

4. After joining the webinar, you can start the Live Q&A on time.

Please run the Live Q&A based on the questions on the chat box in the conference site.
※ Features of Webinar

(1) The video and audio features only the Panelists (Moderator/Speakers).

Only Panelists (Moderator/Speakers) features on the display.

Session Moderator  Session Speakers

(2) Panelists can check the Q&A and chatting on the Zoom. And Panelists can answer in two ways, [Answer live] and [Type answer].
(3) Also, Panelists can check the chatting from the participants.

(4) Participants can raise their hand if there’s questions. Please tell secretariat to allow the participants to talk when you want to hear the questions.
5. If you are going to finish the Live Q&A Session, please tell the secretariat in the Zoom.

The secretariat will share the screen with the announcement of end of the session. ※ Please be aware of that the session must be finished on time.

Next Live Q&A Session:

“(S-0002) Title”

Moderator: Jane Doe
Speakers: 00000 00000

If you have any questions, please contact us.