ZOOM Guide

- If you are using ZOOM for the first time, please install software in advance.
- Upon connecting to ZOOM meeting room, the participant should change their username in the following format:
  
  “Name_Affiliation” (ex. HJeong_GNU).
  
  In case of presenter, “Name(Abstract No.)_Affiliation” (ex. HJeong(J-01)_GNU)
- When connecting, turn on the audio/video inputs and enter the meeting. You can then change audio/video through the audio/video settings at the bottom of the meeting window. (Presenters can directly display the presentation materials through screen sharing).
- You can access only one meeting room at the same time using one device, and if you wish to join another meeting room, the existing meeting room will be automatically closed.
- Because it is not possible to know whether the participant is facing any problem in accessing to the meeting room, it is recommended to enter the session prior to commencement of meeting (20 min) and check the screen sharing and audio/video settings. In case of any problem, please contact the organizing team via email (prergd32@gnu.ac.kr) immediately.

FAQ’s

- **Screen Sharing Problem**
  - **PPT does not show up** when setting up the screen sharing.
    Before sharing the screen, run the PPT file first and then share the screen.
  - **Buffering occurs** on screen and voice.
    Buffering is mostly an internet connection quality problem. If buffering occurs when connecting to the Zoom room via Wi-Fi, please connect directly through the wired internet.

- **Audio Problem**
  - **Howling** occurs from the microphone.
    Increase the distance between the microphone and other sound source (speaker, laptop speaker, etc.).
    Turn off any microphones other than the one to be used.
  - **Microphone does not recognize** your sound.
    Check whether there is a problem with the microphone setting to be used through the audio setting.
    Or test speaker & microphone when connecting to Zoom.

- **Audio Echo** during meeting
  - **Case 1.** Participants with **multiple devices that are too close** to each other (ex. two person in one room): Please mute one of the devices.
  - **Case 2.** One participant with multiple devices with active audio in the same Zoom room: Please mute one of the devices.

- **Questions during presentation.**
  - To ask a question, please use “Raise hand” option in zoom; so that the session chair could easily manage the Q & A session.