SFM20

4th International Symposium on Silsesquioxanes-based

Functional Materials

Busan, Korea,

4~6 November 2020

Organized by: Pusan National University, Korea

Supported by

Pusan National University

WAPS Co. Ltd.

National Research Foundation of Korea

How to use Zoom Symposium

Download Zoom

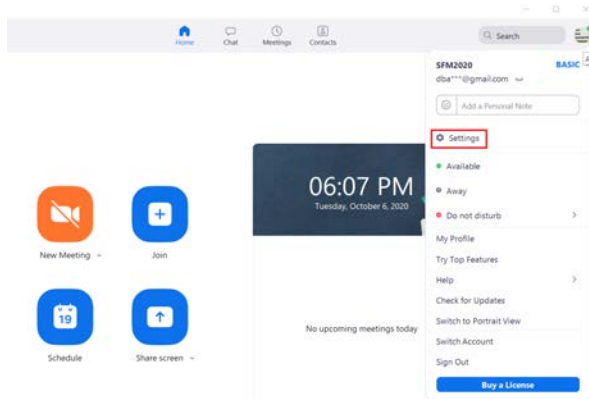Download Zoom to join our meeting:
https://zoom.us/download

Information for clients

Please keep Zoom clients up to date and allow access to the microphone and camera (if you have)

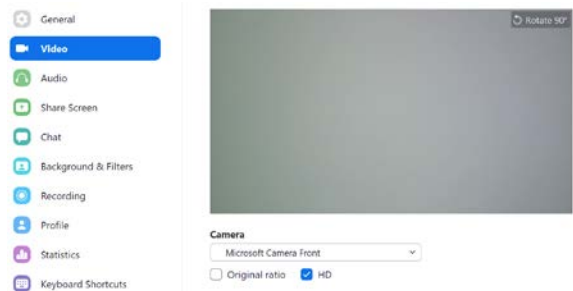For more information about audio and video, please visit the website.

https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing
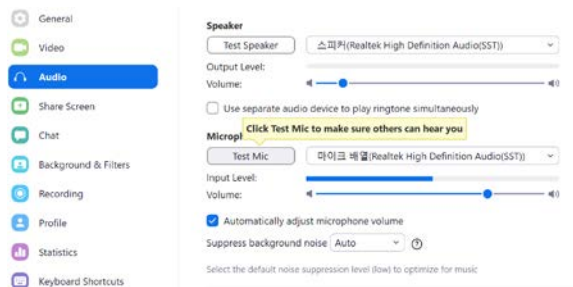
Checking your video before meeting

1. Log in to the Zoom client

2. Click your profile picture then click setting

3. Click the Video tab.

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

Checking your audio before meeting

If you have not 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 cannot 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
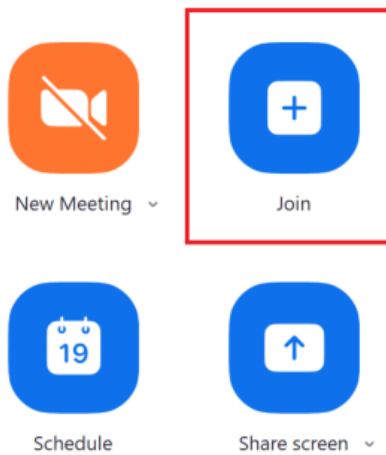
4. Click Join with Computer Audio.

5. Click Join with Computer Audio to join the test meeting with the selected microphone and speakers
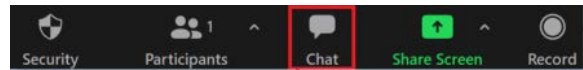
Invite Link: https://zoom.us/j/4742030291?pwd=aXlzTEM3MTFEUVV6d...
Copy Link

1. Please proceed to the daily program web page.

2. Please enter Zoom ID and password to join our meeting (propose it ourselves)
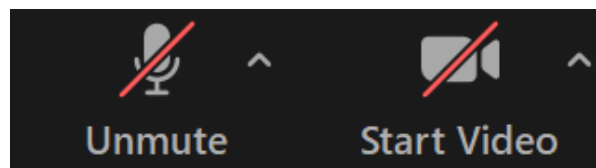
Q/A

1. If you would like to raise a question for the Q&A time, please click 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 response before the end of the session.
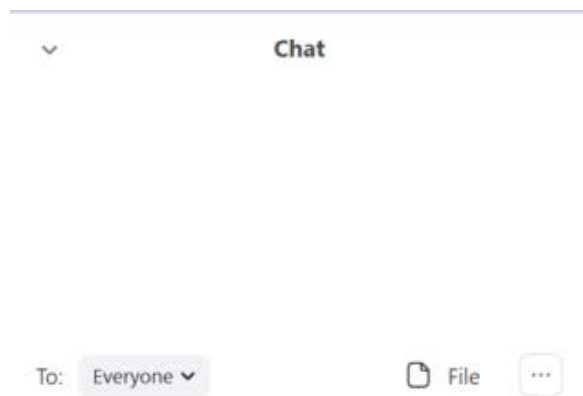
2. Please clearly state which presenter your question is addressed to.

Caution during 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:

(If audio control is inevitable, the Zoom manager in control it directly)

How to prepare video upload page

Prepare your file

Before you upload the video to Vimeo, make sure you have 10-15 min length of your final edits and finishing touches, and then make sure that it is converted into a proper format. There are a wide variety of programs and websites that can convert video for free

These formats are best supported by Vimeo:

- .MP4 (Motion Picture Experts Group Part 14)

- .MPEG or .MPG (Motion Picture Experts Group)

- .MOV (QuickTime Movie)

- .AVI (Audio Video Interleaved)

Log into your account

The first thing that you should do is visit the Vimeo website and create an account. If you already have an account, log into it by clicking the login link. If you don't have an account, then you will need to follow the prompts to set up your account/channel.

Uploading the video
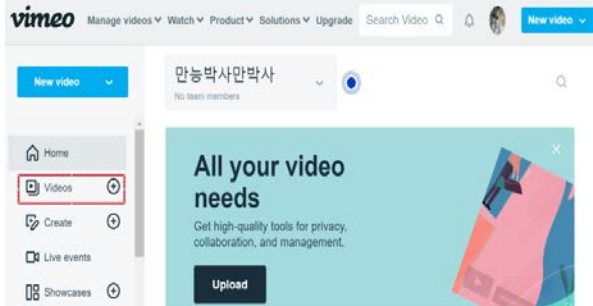
Click the "Upload Video" button which is located on the home page of the site. You will also be able to find the same link in the navigation bar which is under the Upload heading

Upload page
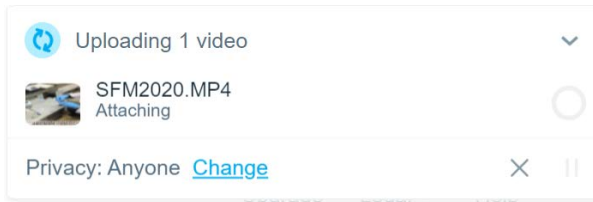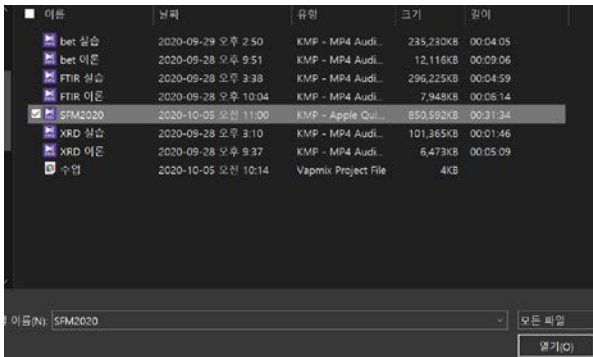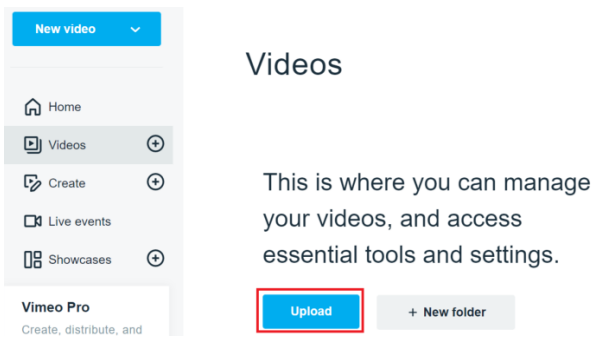
Once you click the upload link, you will be taken to the upload page. You will need to ensure that you are permitted to upload the videos. You can only upload videos that are

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owned and created by you since it is not possible to upload any videos that are copyrighted by anyone else.

Selecting the file

Click the "Choose a File to Upload" button and this will launch an upload dialog box. Choose the file that you want to upload and then click on "Select." As soon as you click the button, the video will start to be uploaded straight away. The progress bar will start to estimate how long the video will take to upload. The faster the internet speed, the faster your video will upload.

Privacy setting
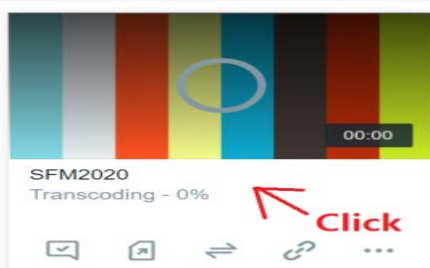
Vimeo respects your videos and your right to decide who watches them. Privacy options allow you to upload videos and choose who can see them. To access the privacy settings of your video, click Settings under your video on the video page, then click the Privacy tab.

For recorded symposium participants, please choose Only people with the private link– Protect this video with your private link.

Adding a description

Adding a description to your video will allow for other participants to know and learn more information about your video before viewing. This will display at the bottom of the video. Be sure to add a unique description to help your video to stand out.

Processing conversion

Once the video has finished converting, the service will then email you once the conversion has finished. Who wants to have pre-recorded video file presentation should upload their video file before October 27, 2020. If you send us your video file via email (sfm2020@psuan.ac.kr), then we will arrange your video presentation according to your presentation schedule.

All the oral speakers who are going to have video-file presentation have to upload their video file to 'VIMEO' depending on their presentation time (KL for 30 min. IL for 20 min. OL for 15 min.) before October 27, 2020. In the program, we marked ⓥ for video presentation.

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Then please send the prepared video link to sfm20@pusan.ac.kr(and dbaks124@pusan.ac.kr) before October 27, 2020. The file name and the email should include the paper ID and the title of the paper. For a file name, 'sfm20-paper ID number' (i.e. sfm20-OL12.*) is recommended.

Example
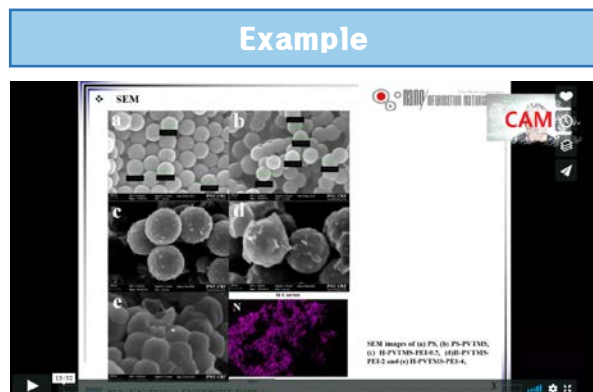
TECHNICAL SUPPORT (ZOOM&ONLINE)

PARTICIPATE

Please participate through the ZOOM address listed on the SFM20 website or the ZOOM address listed on the Pusan National University website. The password will be notified by email before October 27, 2020.

PROGRESS AND TEST HOUR

The address of the ZOOM server will be noticed on the website one month in advance. (Passwords are sent to each individual e-mail before October 27, 2020.)

In addition, the test about ZOOM will be conducted on October 29th and 30th two times, and the server will operate 12 hours a day. That is, it will open at 8 am and the server will be shut down at 8 pm.

POSTER PRESENTATION

For poster presenters, they should prepare their posters according to our SFM20 template with voice recording for 3-5 min. of brief presentation, then should send their video file to our secretariat via the email address; sfm20@pusan.ac.kr before October 23, 2020. Then we will arrange the poster presentation during the poster session of Nov. 4, 2020.

The poster template is uploaded in our official web site (https://sfm20.weebly.com/). For whom the Google-base homepage is not working like Chinese participants, however, the poster template as well as selected documents and news can also be seen in our laboratory web site in Pusan National University, Korea (https://hacs.pusan.ac.kr.)

(If you have any further questions or need assisances, please contact us at the contact details listed in Additional information)

Contact to engineer

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