



The KSELS 25<sup>th</sup> Anniversary &  
48<sup>th</sup> Annual Congress & 11<sup>th</sup> International Symposium

# KSELS

# 2021

THE KOREAN SOCIETY OF  
ENDOSCOPIC &  
LAPAROSCOPIC SURGEONS

APRIL 22 -24, 2021  
VIRTUAL CONGRESS

www.ksels.com



The Korean Society of Endoscopic  
and Laparoscopic Surgeons

## Guidelines for ZOOM Session and Q&A

Ver. English

- \* 한국어 [Korean] 세션 좌장 스크립트 [CLICK](#)
- \* Script for Session Chairs [English Session] [CLICK](#)
- \* Virtual Background File for ZOOM [CLICK](#)

All session times for the KSELS 2021 are  
Korea Standard Time (KST) GMT +9.

- \* Time Zone Converter: [CLICK](#)
- \* Overlap App ONLY for iPhone, iPad and Mac: [CLICK](#)
- \* Time Zones Converter App ONLY for Android: [CLICK](#)

*A Voyage  
beyond 25 Years  
of Excellence!*

# 1. ZOOM Rehearsal Date

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\* Rehearsal and Session ZOOM Access Links: [http://www.ksels.com/sub02\\_05.php](http://www.ksels.com/sub02_05.php)

\* Rehearsal and Session ZOOM Access Links are Same.

1

**[A] GMT +9**  
**April 21 (Wed.)**  
**17:00-19:00**

**[B] GMT +9**  
**April 22 (Thu.)**  
**09:00-11:00**

Check the ZOOM access status: Speaker/ Microphone/ Webcam

\* There are no assigned rehearsal times for sessions, so please join rehearsal A or B, whenever you prefer.

\* When you access the link, you will first enter the [Waiting Room]. You can join ZOOM once our staff approves your access.

\* If you are not familiar with ZOOM, it is highly recommended you join the rehearsal.

2

**Access at least 30 minutes prior to session start time.**

You and our staff will check the access status together, and our staff will give an explanation of the session and Q&A.

\* Access with Speaker/ Microphone/ Webcam - ALL ON

\* When you access the link, you will first enter the [Waiting Room]. You can join ZOOM once our staff approve your access.

\* You can access only 1 hour prior to session start time. Also, please access at least 30 minutes prior to the session start time.

\* As you will watch all the invited speaker videos through ZOOM, please log out from and close the KSELS 2021 Virtual Congress Platform. If you unmute the sound of the KSELS 2021 Virtual Congress Platform, there will be howling, which may be confusing.

\* If you check your audio during the session, it may interfere with the session.

## **2. Information on the Session and Q&A**

## 2. Information on the Session and Q&A

### Before the Session Starts

- Rehearsal and Session ZOOM access links will be notified individually by e-mail.
- Please access at least 30 minutes prior to the session start time.  
**(\* Access with Speaker/ Microphone/ Webcam - ALL ON)**  
**(\* When you access the link, you will first enter the [Waiting Room]. You can join ZOOM once our staff approve your access.)**  
**(\* If you check your audio during the session, it may interfere with the session.)**
- If you use your own laptop, please use a Microphone (USB or Sound Connect) or Headset to prevent howling.



### During the Session

- When the session starts, (a) session chair(s) will introduce the session and the 1st speaker. All Live Q&As will be done just **after watching video 1 (video 1 > Q&A 1 > video 2 > Q&A 2 ..repeat..)**.  
(\* All ZOOM screens will be broadcasted live)
- Also, (a) session chair(s) will introduce the 2nd speaker. > Watch videos > Live Q&A > Introduction > ..repeat..  
If there is additional discussion time, additional discussion can be held (ONLY for Community Hospital Sessions).
- After watching video and Q&A 1, session chairs may inquire to speakers/panels about their presentations.  
Therefore, **please stay with us from the session start to session end.**

## 2. Information on the Session and Q&A

### Videos

- All videos can be watched through ZOOM. Therefore, **please log out from and close the KSELS 2021 Virtual Congress Platform**. If you unmute the sound on the KSELS 2021 Virtual Congress Platform, there will be howling, which may be confusing.

### Q&A

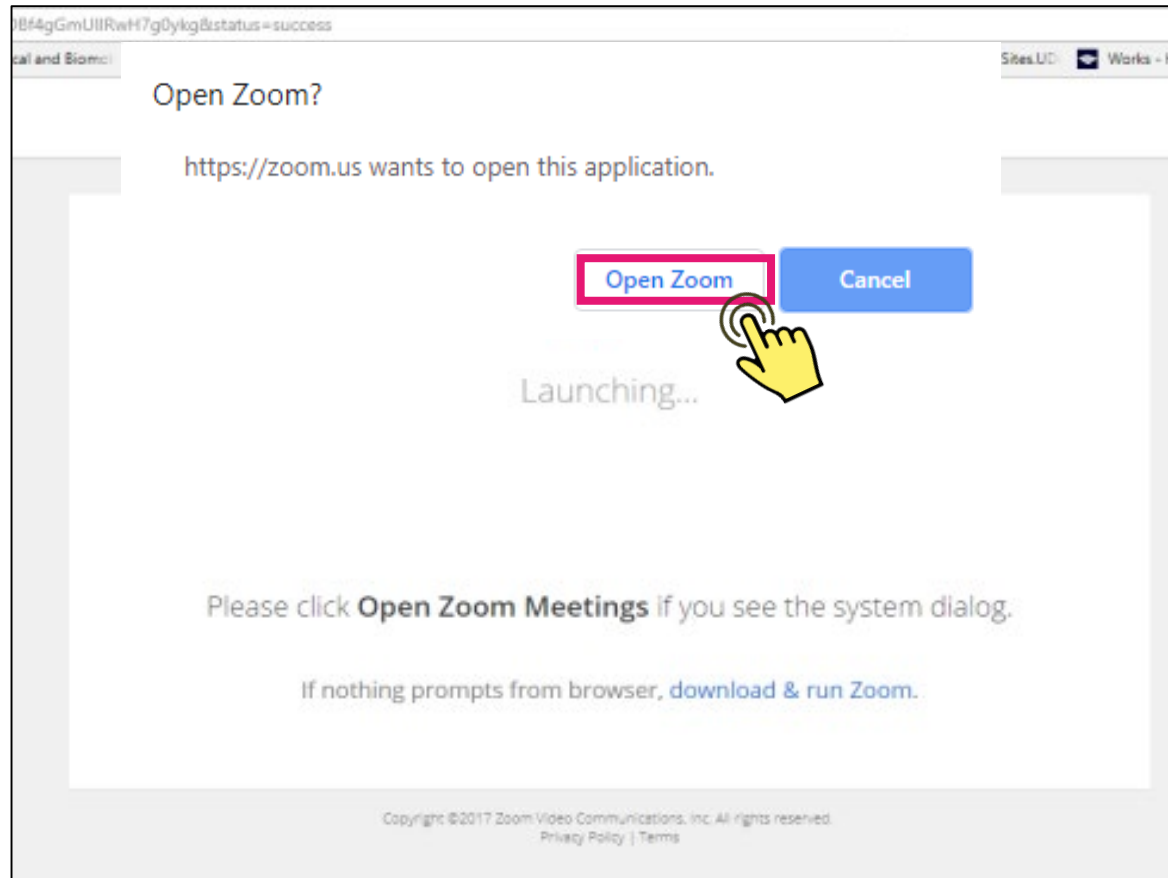
- When the Q&A starts, please put your microphone to MUTE on ZOOM. Also, please UNMUTE your microphone on ZOOM when you speak.
  - Due to some cases, our staff MUTE all microphones. If our staff requests you to UNMUTE your microphone, please comply.
  - Our staff will deliver all the questions from participants **through ZOOM Chat**. Therefore, please keep your ZOOM Chat open at all times. Session chairs and panels select and ask questions to speakers on ZOOM Chat.
  - **When session chairs or panels ask any questions, please state the name of the questioner.**  
**(\* When questions are picked by session chairs or panels, questioners can win points.)**
- 
- All invited speakers are required to contact the secretariat regarding their participation on Live Q&A.  
(\* Session chairs and panels have to participate in Live Q&A.)

# **3. Access ZOOM**

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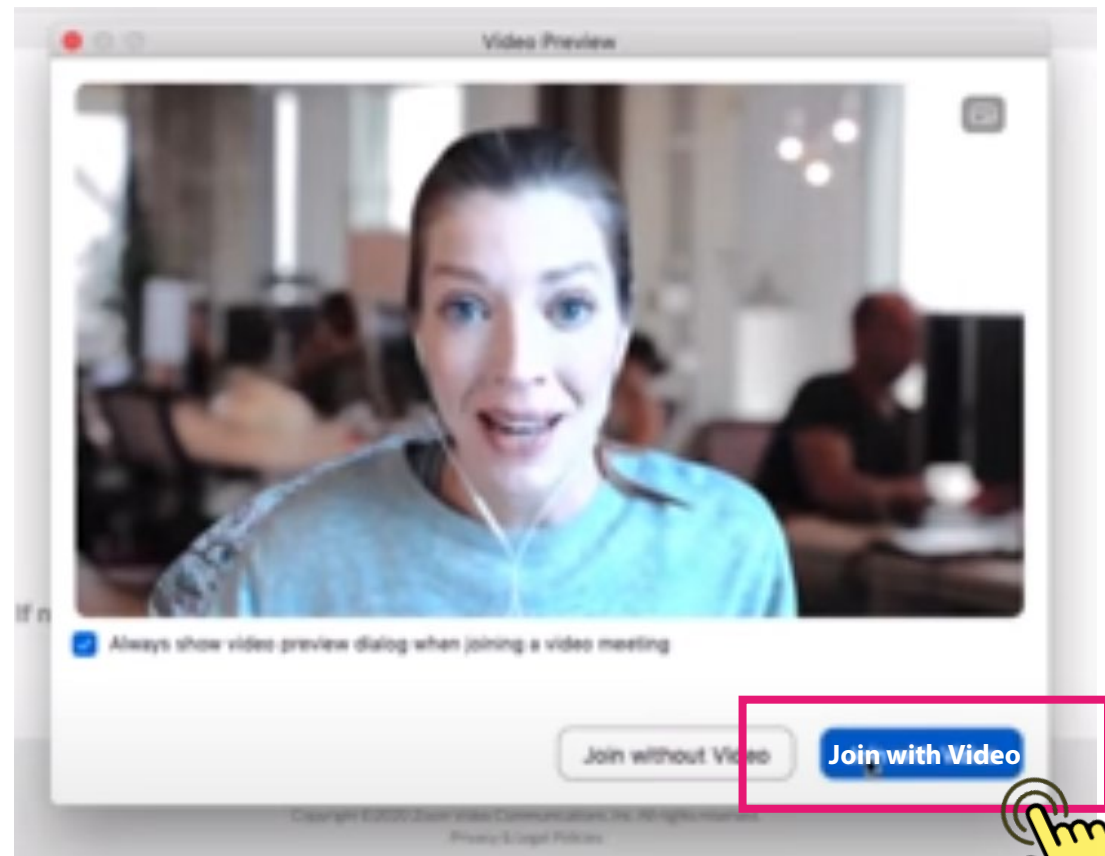
- \* Rehearsal and Session ZOOM Access Links: [http://www.ksels.com/sub02\\_05.php](http://www.ksels.com/sub02_05.php)
- \* There are no assigned rehearsal times for sessions, so please join rehearsal A or B, whenever you prefer.
- \* You can access only 1 hour prior to the session start time.
- \* Please access at least 30 minutes prior to the session start time.

## ① Click the link and access ZOOM



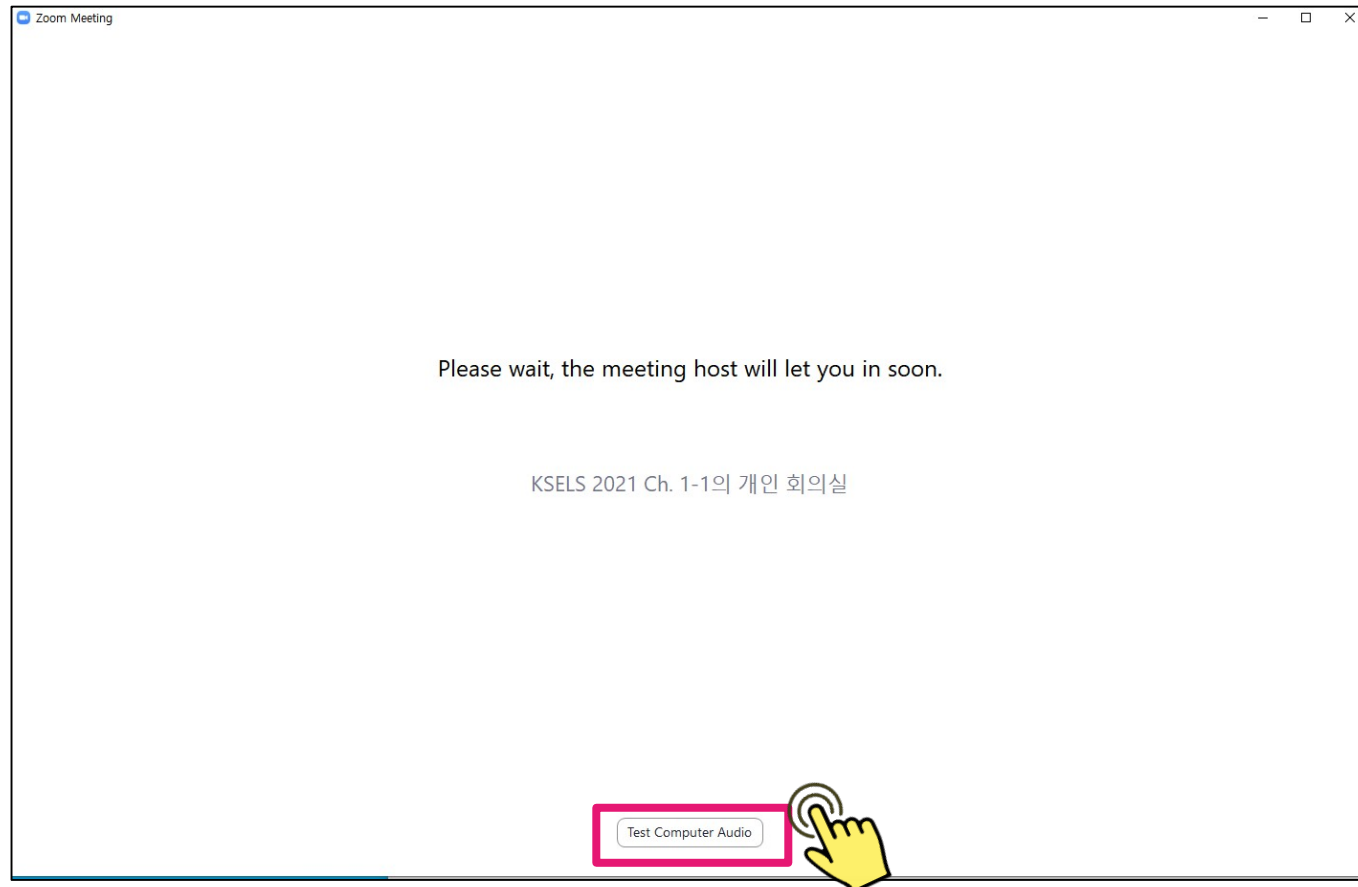


## ② Click [Join with Video]



### 3. Access ZOOM

③ When you access the link, you will enter the [Waiting Room]. Also, you can join ZOOM when our staff approves your access. While you are waiting to enter ZOOM, you can test your Audio (Microphone and Speaker).



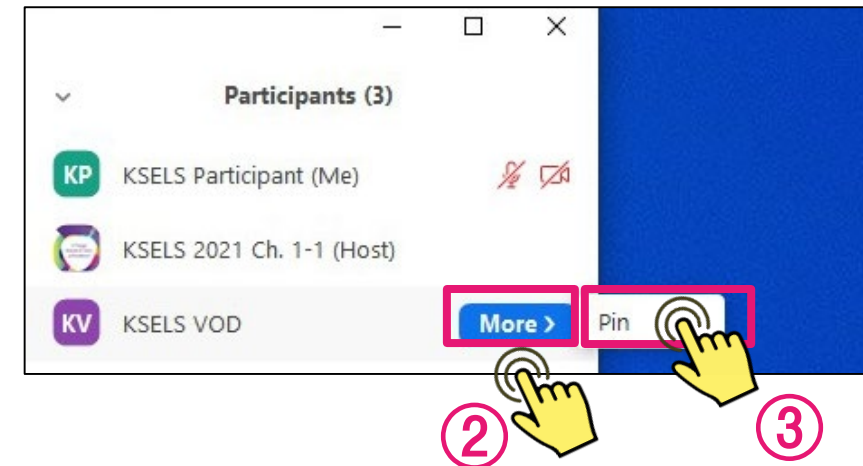
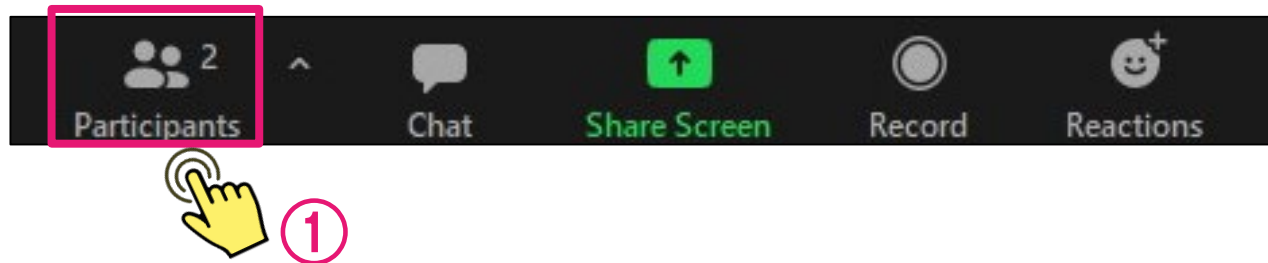
# **4. Watching Videos on ZOOM**

## 4. Watching Videos on ZOOM

**Click [Participants] button. On the [Participants] list, mouse over [KSELS VOD] participant, then, you can see [More] button. Click [More] and click [Pin].**

**Then, you can watch the videos on a large screen.**

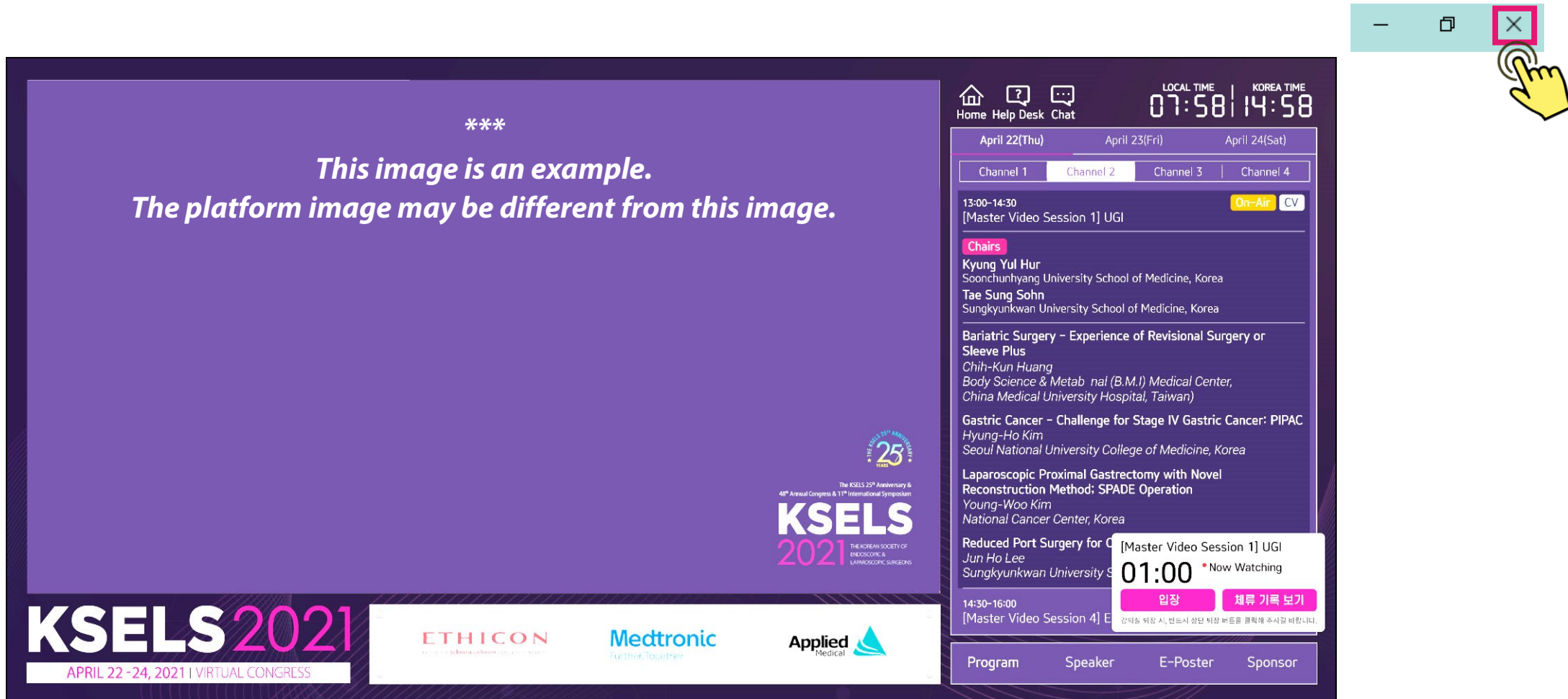
**\*\* If you do not do this manually, you might get confused because the participant's screen will be big whenever they speak.**



# 5. Removing Howling

# 5. Removing Howling

To prevent howling, please LOG OUT from and CLOSE the KSELS 2021 Virtual Congress Platform. If you turn on the sound of KSELS 2021 Virtual Congress Platform, there will be howling between the Platform and ZOOM, which may be confusing.



The screenshot shows the KSELS 2021 Virtual Congress Platform interface. On the left, a purple banner contains the text: **\*\*\***  
*This image is an example.*  
*The platform image may be different from this image.*

The main content area displays a schedule for April 22 (Thu), April 23 (Fri), and April 24 (Sat). The current session is on April 23, 13:00-14:30, titled "[Master Video Session 1] UGI". The session is marked as "On-Air" and "CV".

**Chairs**  
Kyung Yul Hur  
Soonchunhyang University School of Medicine, Korea  
Tae Sung Sohn  
Sungkyunkwan University School of Medicine, Korea

**Bariatric Surgery - Experience of Revisional Surgery or Sleeve Plus**  
Chih-Kun Huang  
Body Science & Metabolic (B.M.I) Medical Center,  
China Medical University Hospital, Taiwan

**Gastric Cancer - Challenge for Stage IV Gastric Cancer: PIPAC**  
Hyung-Ho Kim  
Seoul National University College of Medicine, Korea

**Laparoscopic Proximal Gastrectomy with Novel Reconstruction Method: SPADE Operation**  
Young-Woo Kim  
National Cancer Center, Korea

**Reduced Port Surgery for Gastric Cancer**  
Jun Ho Lee  
Sungkyunkwan University School of Medicine, Korea

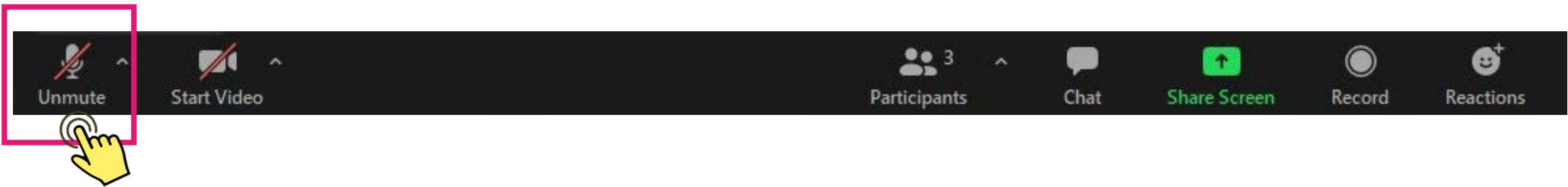
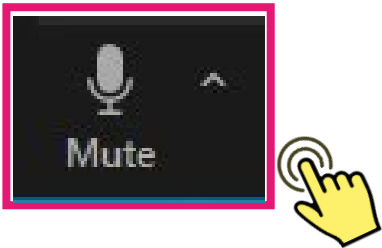
The interface also shows a timer for the current session at 01:00, with buttons for "입장" (Enter) and "채류 기록 보기" (View Record). At the bottom, there are navigation tabs for "Program", "Speaker", "E-Poster", and "Sponsor".

At the top right of the interface, there are icons for Home, Help Desk, and Chat, along with local and Korea time (07:58 | 14:58). A hand cursor is shown clicking the close button (X) in the top right corner of the browser window.

Logos for sponsors are visible at the bottom: KSELS 2021 (APRIL 22 - 24, 2021 | VIRTUAL CONGRESS), ETHICON, Medtronic, and Applied Medical.

# 5. Removing Howling

- When the Q&A starts, please turn your microphone to MUTE on ZOOM.
- Also, **please UNMUTE your microphone when you speak.**
- Due to some cases, our staff will MUTE all microphones.
- If our staff requests you to UMUTE your microphone, please comply.

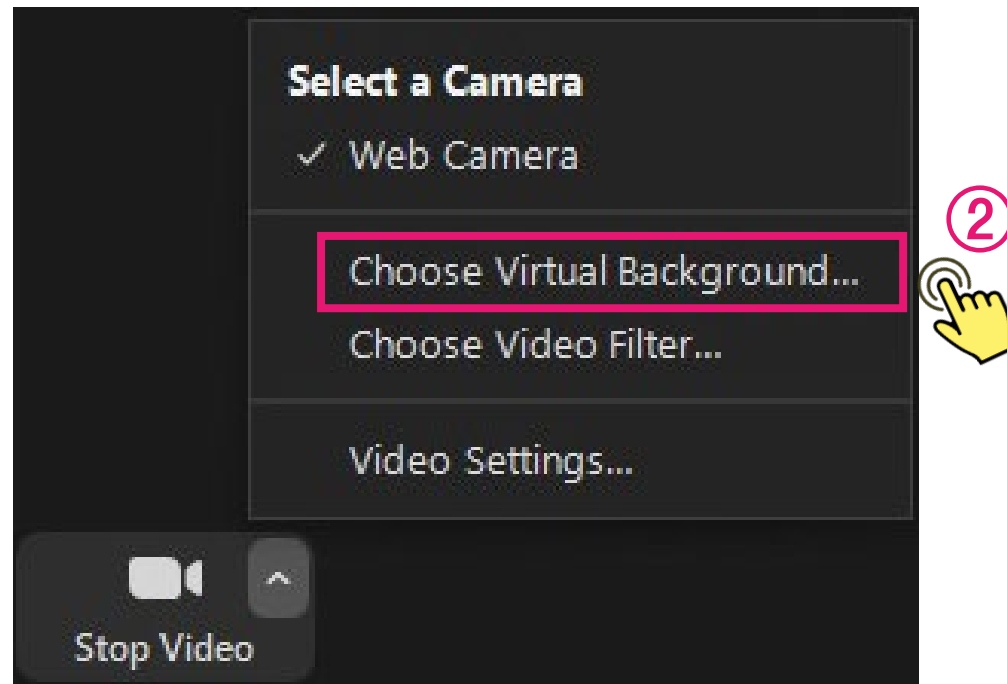
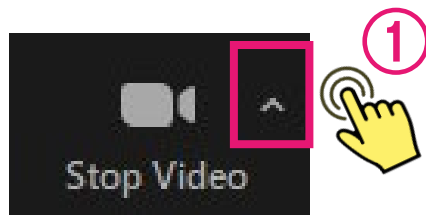


# 6. ZOOM Virtual Background



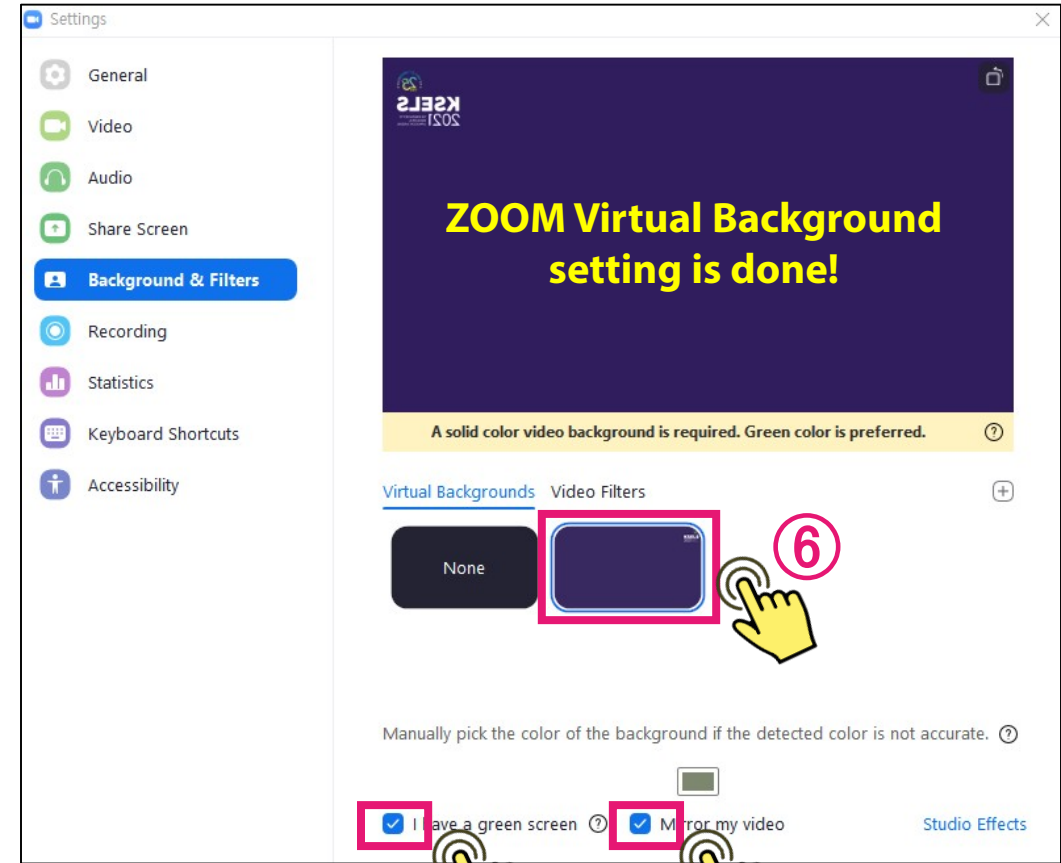
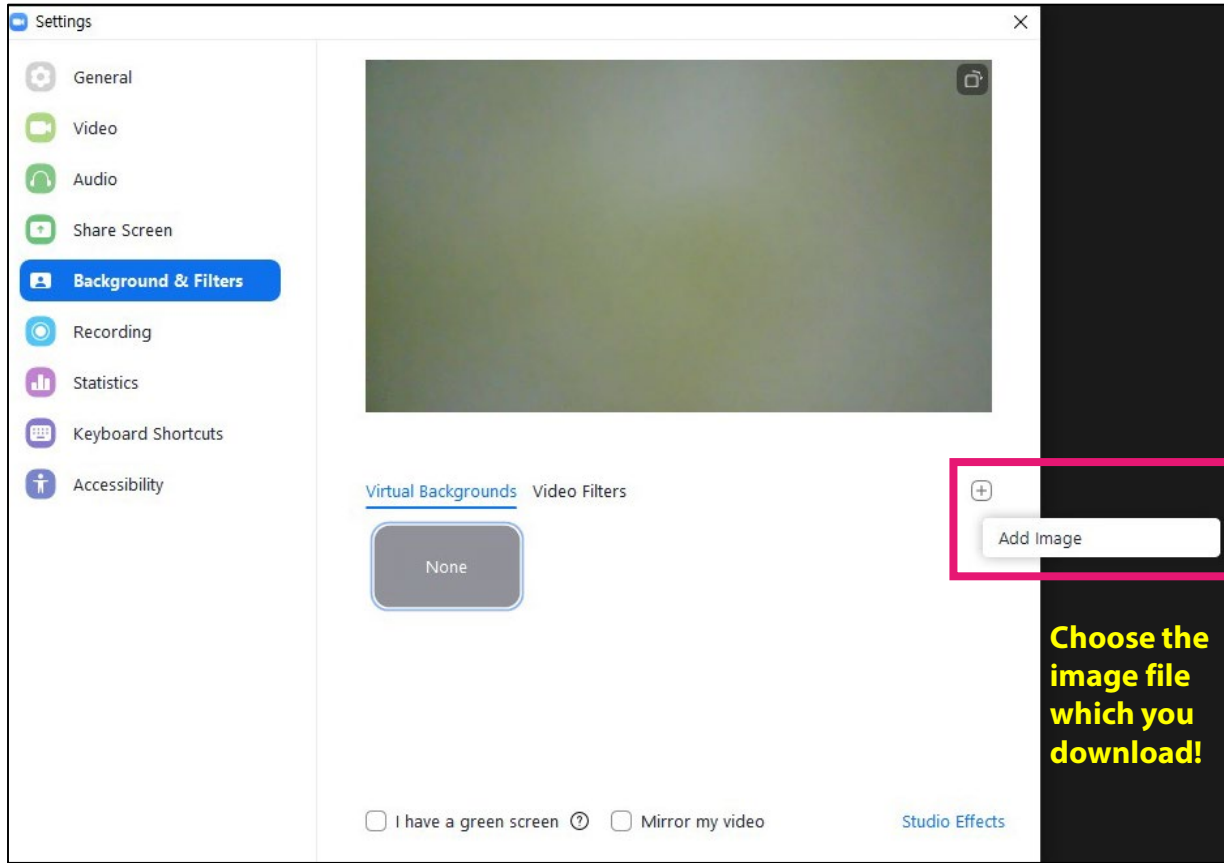
# 6. ZOOM Virtual Background

\* **Virtual Background File for ZOOM** [CLICK](#)



# 6. ZOOM Virtual Background

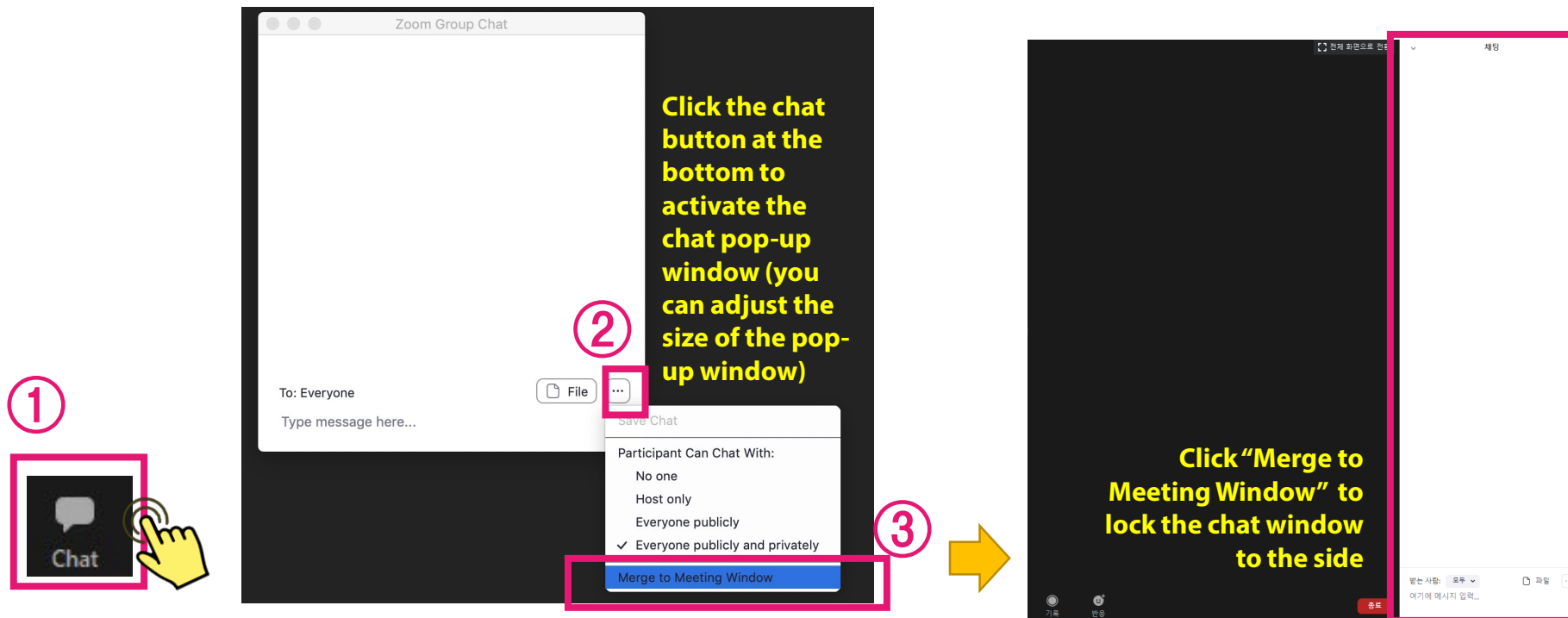
\* Virtual Background File for ZOOM [CLICK](#)



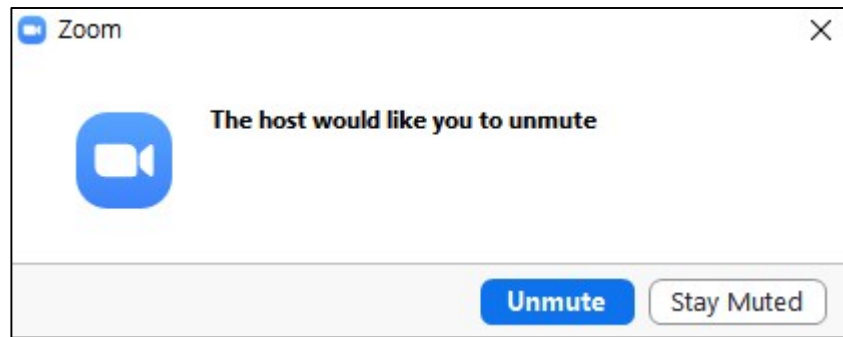
# 7. Live Q&A

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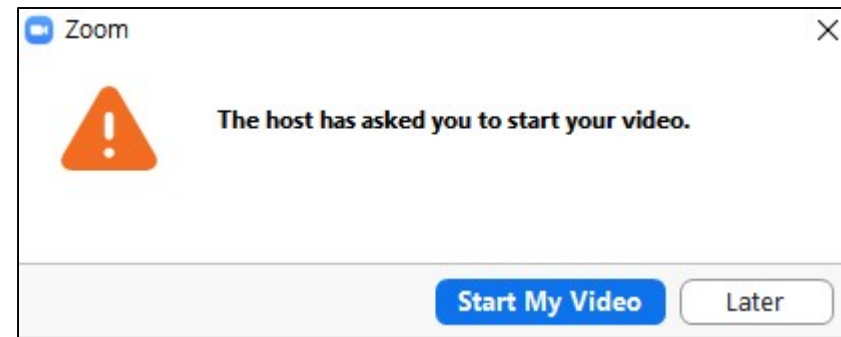
- Our staff will deliver all questions from participants through ZOOM Chat in this format: [From Questioner's Name] [To Speaker's Name] [Question].
- Therefore, **please keep your ZOOM Chat open at all times.** Session chairs or panels can pick and ask questions to speakers from ZOOM Chat. **When session chairs or panels make questions, please READ the questioners' names.** (\* When questions are picked by session chairs and panels, questioners can win points.)



# 7. Live Q&A



When our staff asks you to UNMUTE your microphone, please comply (click [Unmute]).



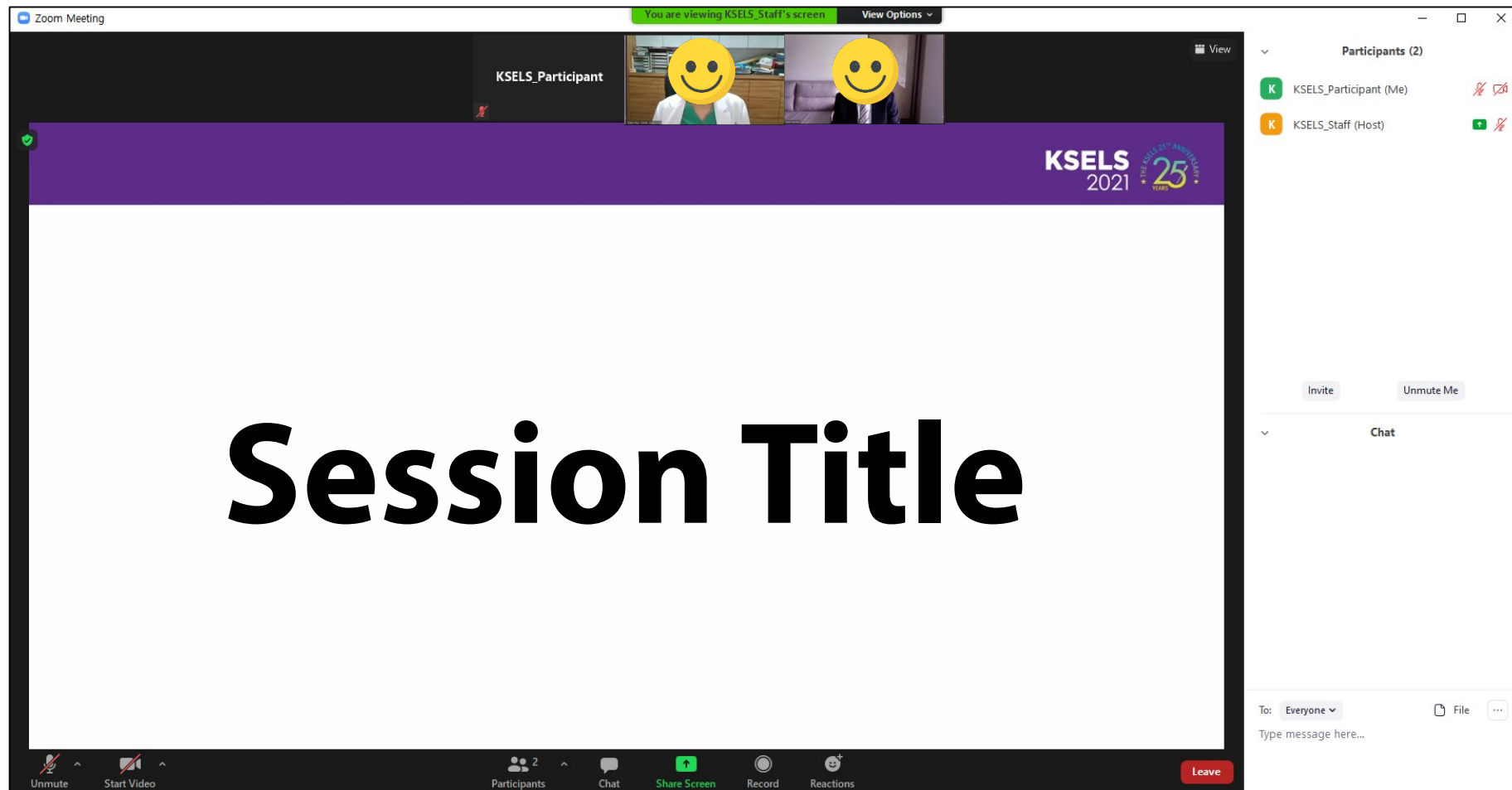
When our staff asks you start your video, please comply (click [Start My Video]).

# 8. Examples of ZOOM Screens

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## ① Session Start

**When session starts, the staff will let all chairs/speakers know through ZOOM Chat. Session chairs can start their sessions when they can see the screen as below.**



# 8. Examples of ZOOM Screens

## ② Watching Videos

You can watch all videos thorough ZOOM.

**\*\* As we informed you, you have to click [Pin] button of [KSELS VOD] participant at ZOOM.**

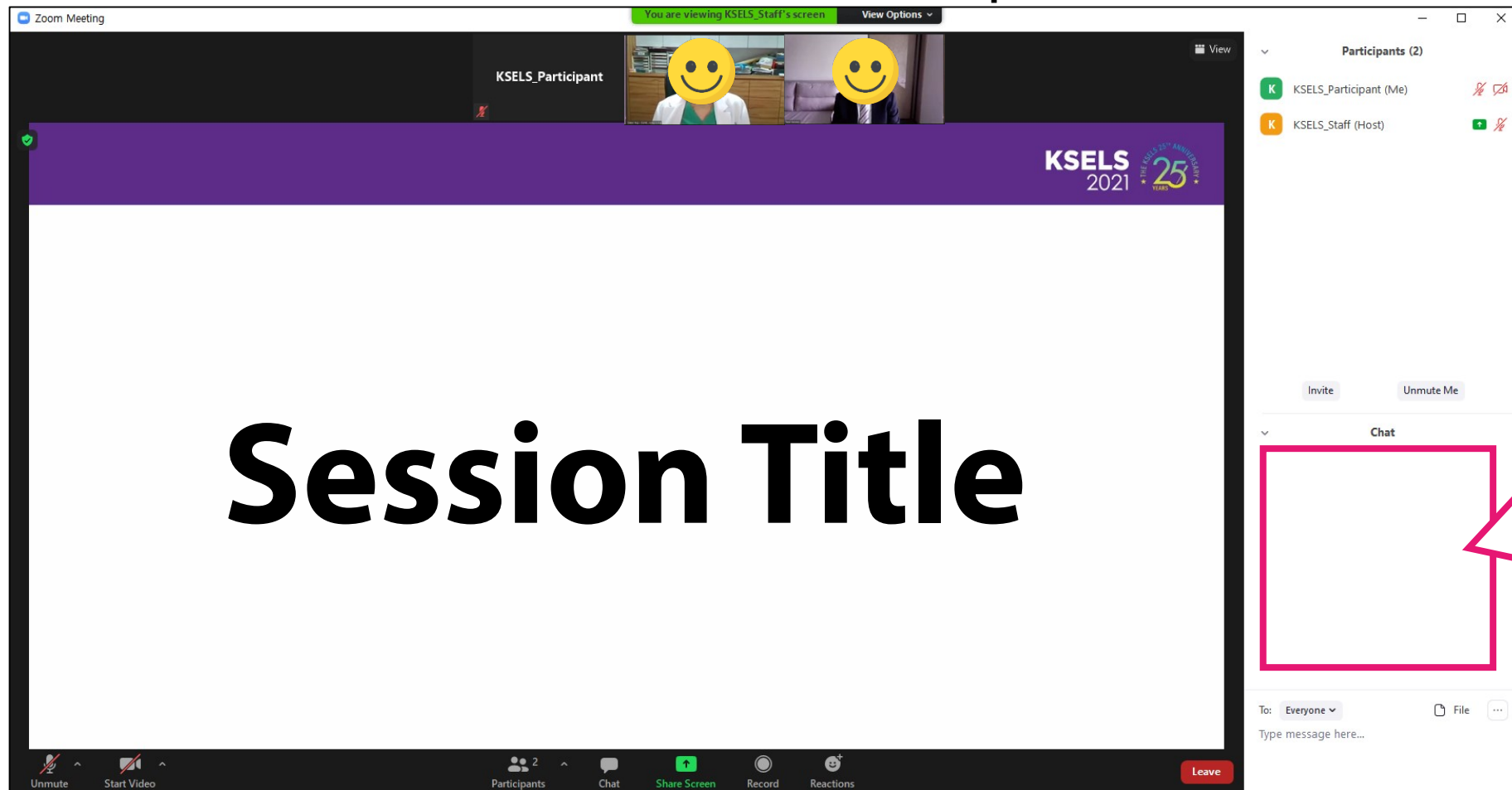




## 8. Examples of ZOOM Screens

③ After video 1, there will be Q&A 1 and then the session chairs will introduce the next speaker.

When session chairs can see the screen as below, session chairs/panels can hold the Q&A session.



# 8. Examples of ZOOM Screens

## ④ Watching Videos

You can watch all videos thorough ZOOM.

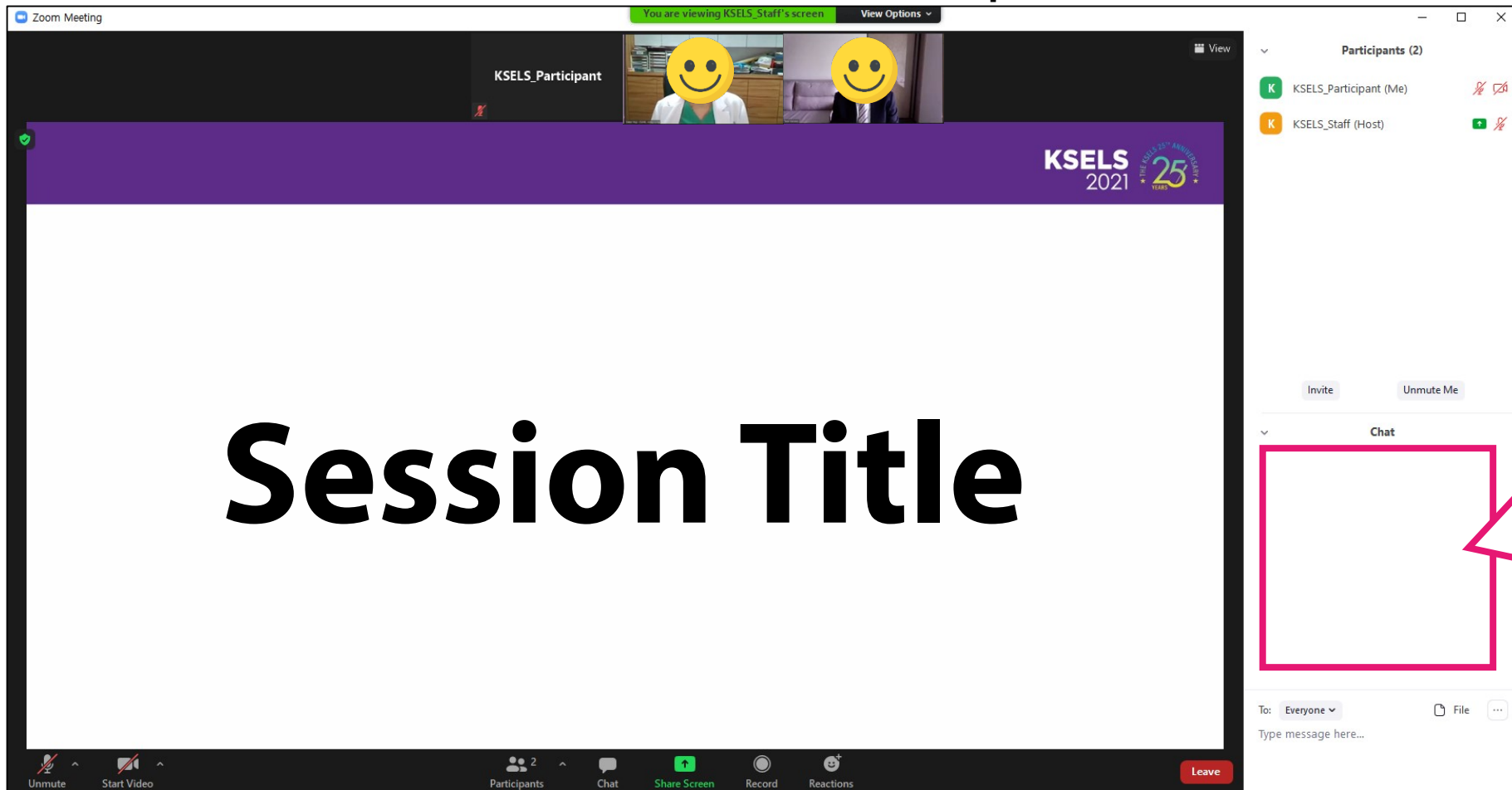
**\*\* As we informed you, you have to click [Pin] button of [KSELS VOD] participant at ZOOM.**



## 8. Examples of ZOOM Screens

**(REPEAT) ⑤ After video 1, there will be Q&A 1 and then the session chairs will introduce the next speaker.**

**When session chairs can see the screen as below, session chairs/panels can hold the Q&A session.**



The screenshot shows a Zoom meeting interface. At the top, there are two video thumbnails for participants, both with yellow smiley face icons. Below them is a purple banner with the text "KSELS 2021" and a "25 YEARS" anniversary logo. The main content area is white and displays the text "Session Title" in large, bold, black font. On the right side, there is a "Participants (2)" list showing "KSELS\_Participant (Me)" and "KSELS\_Staff (Host)". Below the participants list is a "Chat" window, which is currently empty. A pink speech bubble points to the chat window with the text: "Our staff will deliver the questions through ZOOM Chat. Please read the questioners' names!". At the bottom of the screen, there is a toolbar with icons for Unmute, Start Video, Participants, Chat, Share Screen, Record, Reactions, and Leave.

# We appreciate your participation! 😊

**[Inquiries] KSELS 2021 Congress Secretariat**

**( +82-70-4895-6110 / [info@ksels.com](mailto:info@ksels.com) )**

**\*\* Contact number during the congress will be notified.**