APMC 2022
INSTRUCTIONS OF HYBRID CONFERENCE

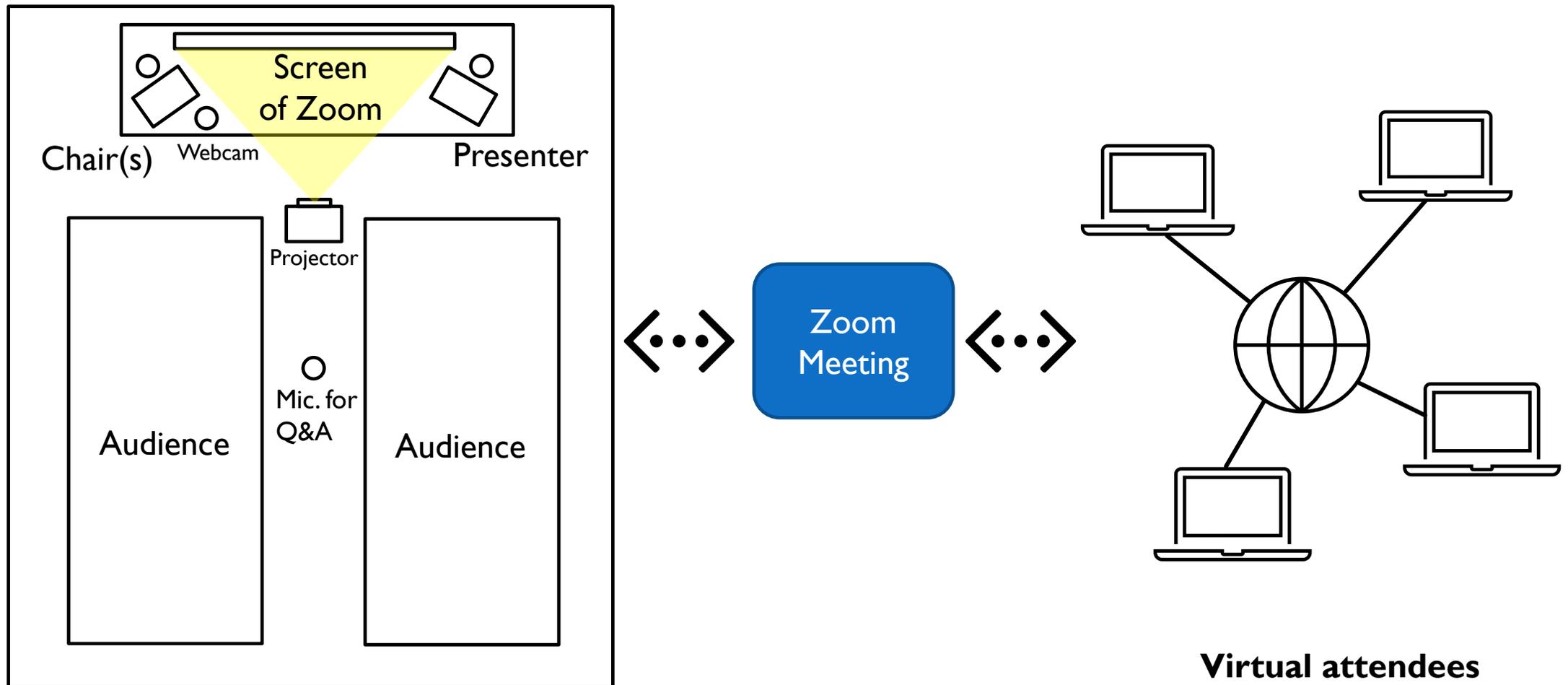Updated on Nov. 11, 2022

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- Interactive Forum

  - Virtual interactive forum

  - Poster presentation

APMC 2022 PRESENTATION FORMATS

- Workshops / Short Courses

  - **Live** presentation in real-time schedule (Japan standard time)

  - **Hybrid** (In-person and virtual presentation)

- Oral Sessions

  - **Live** presentation in real-time schedule (Japan standard time)

  - **Hybrid** (In-person or virtual presentation)

- Virtual Interactive Forum

  - **Video** presentation in Whova

  - **Virtual only**

- In-person Interactive Forum (Poster Session)

  - **Poster** presentation at conference venue
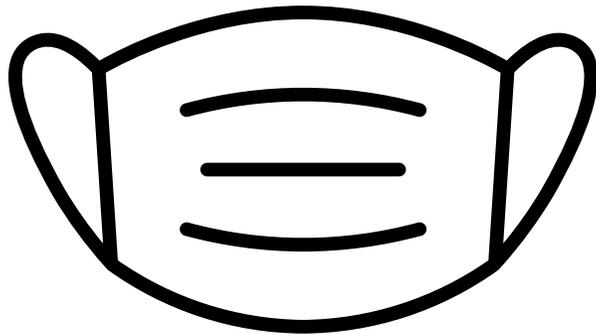
  - **In-person only**

In-person attendees

*Actual positions of mics and webcam may be changed.

Wear
the Mask

Mute
All the Devices
even if you are presenter

Use
the Microphone
when you speak

*Wearing mask is recommended for your health and safety.

* Microphone equipped in session room must be used to avoid feedback.
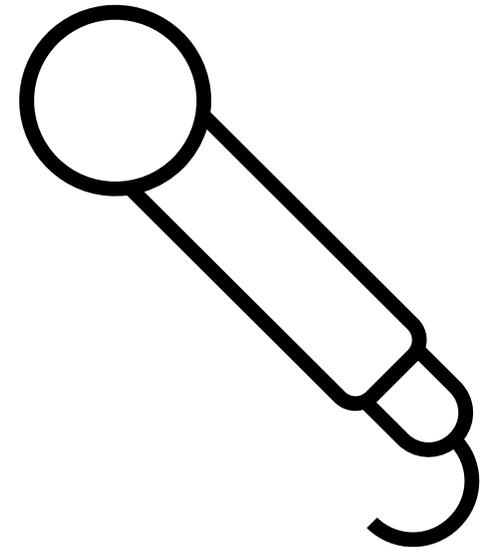
*Your voice is live-streamed through microphone.

SETUP GUIDE: WHOVA

- **Web app** in browser

    - **Sign in** If you have Whova account.

      https://whova.com/portal/webapp/asiap_202211/

    - If you do not have Whova account, please create your account. This is open to registered attendees of APMC 2022.

    - Whova app/mobile app will be published about one week earlier than the conference starts.
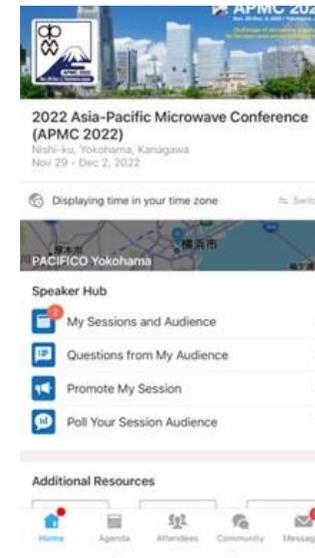
- **Whova mobile app**

    - **Download** mobile app in your device (smartphone and tablet) and **sign in** if you have Whova account.
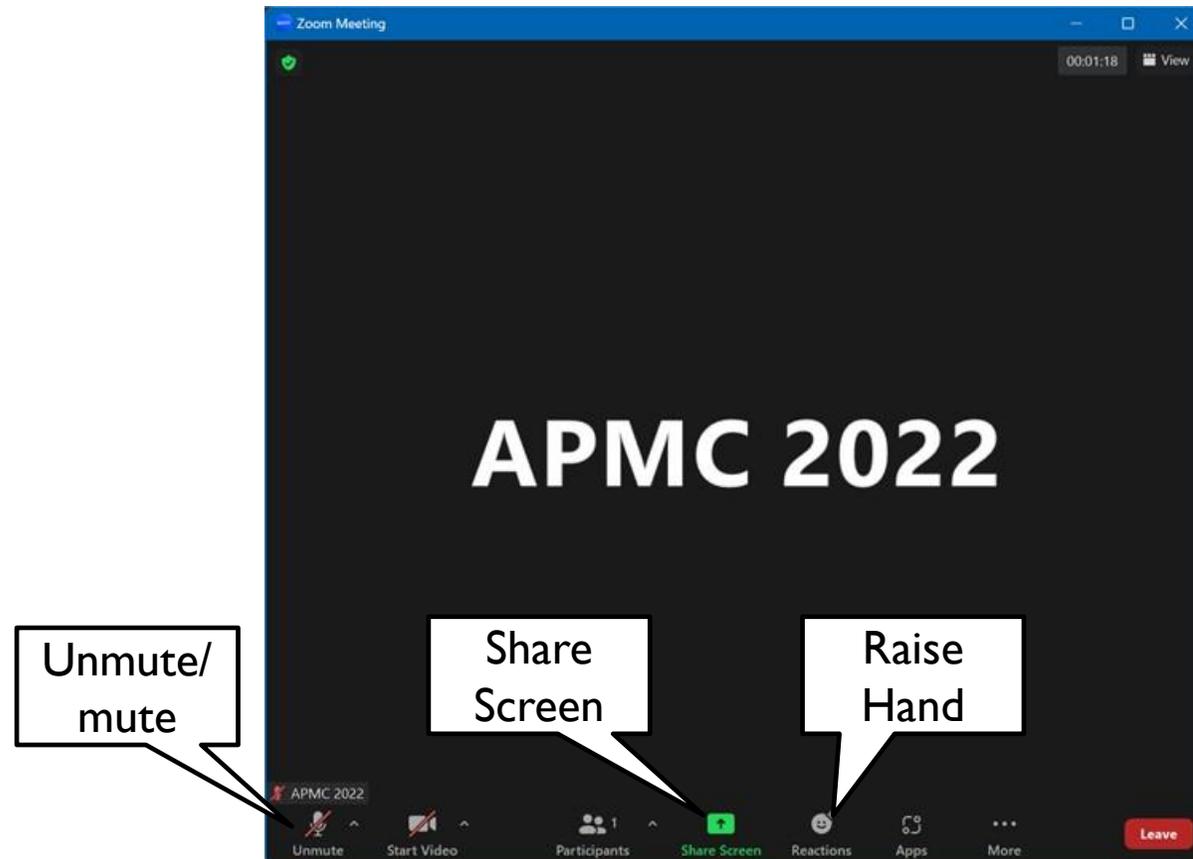
        - App Store for iOS devices:
          https://itunes.apple.com/us/app/whova-event-cse25/id716979741?ls=1&mt=8

        - Google Play for Android devices:
          https://play.google.com/store/apps/details?id=com.whova.event

SETUP GUIDE: ZOOM

- **Download** and **install** Zoom software in your PC. (most of you may already have it)

- **Update** your Zoom software before the APMC 2022 starts.
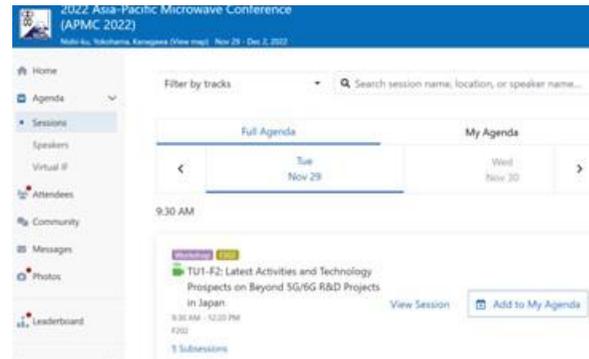
HOW TO JOIN SESSION VIRTUALLY

- ### Using web app in browser

  1. **Sign in** Whova.
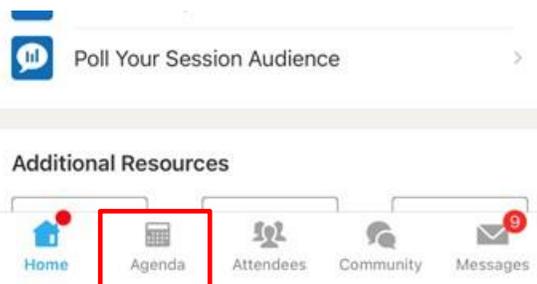
  2. **Click** the session in Agenda.
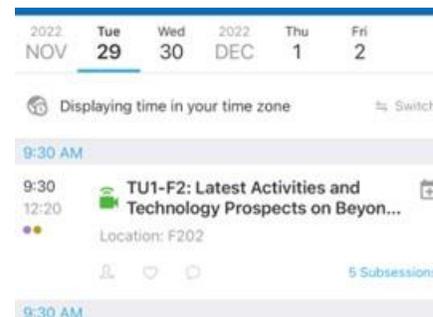
  3. **Click** either one to join Zoom.

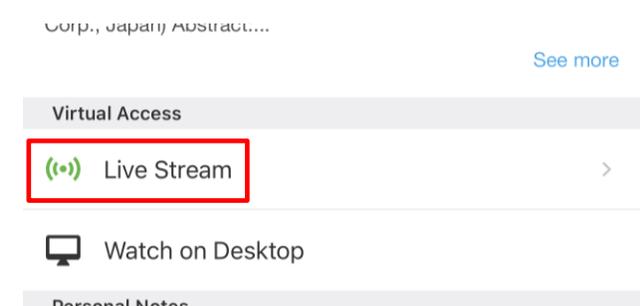- ### Using mobile app

  1. **Open** Whova app.

  2. **Tap** the session in Agenda.
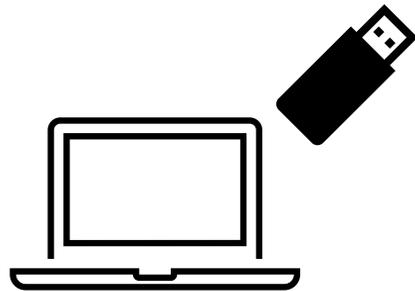
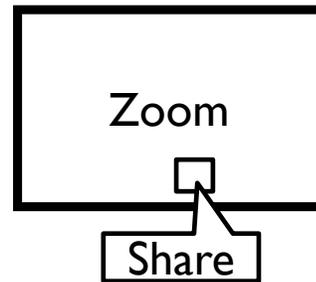 3. **Tap** Live Stream.

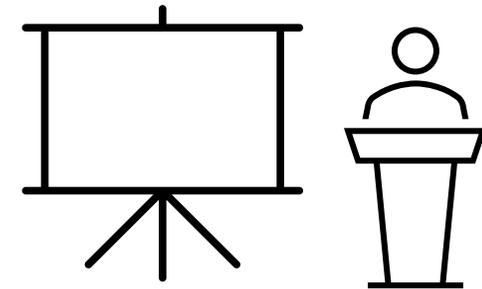# IN-PERSON PRESENTATION

- ## Using PC in session room

  1. **Copy** your presentation file.
  2. **Share** your presentation screen with Zoom.
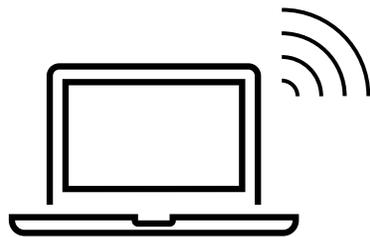 3. **Start** your presentation using microphone and pointing device. (no physical laser pointers)

  Zoom
  Share

- ## Using your own PC

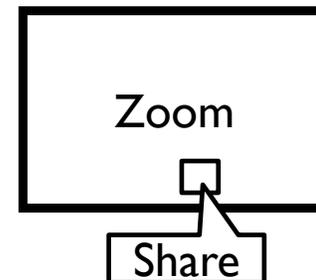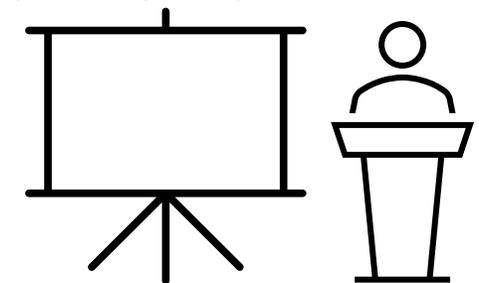 1. **Connect** to Wi-Fi.
  2. **Login** to Whova web.
  3. **Click** Zoom link of your session.
  4. **Share** your presentation screen with Zoom.
  5. **Start** your presentation using microphone and pointing device. (no physical laser pointers)

  Whova web
  Zoom
  Share
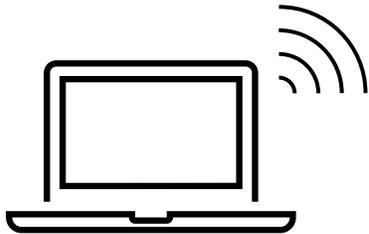
VIRTUAL PRESENTATION

- Using your own PC
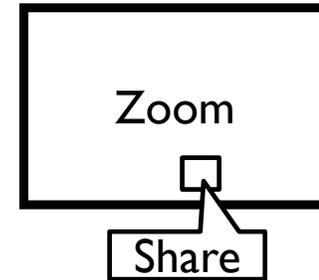
1. **Connect** to internet.
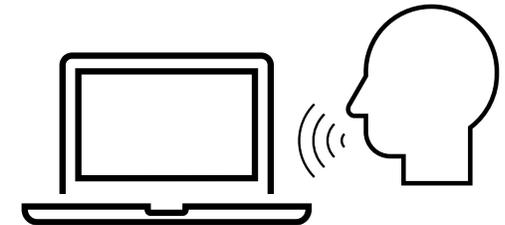
2. **Login** to Whova web.
3. **Click** Zoom link of your session.

Whova web

4. **Share** your presentation screen with Zoom.

Zoom

Share

5. **Start** your presentation using microphone and pointing device.

HOW TO Q&A IN ORAL SESSIONS

- ### In-person

  1. **Raise** your hand physically.

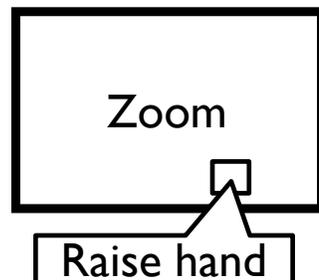 2. **Move** to microphone stand when you are designated by session chairs.

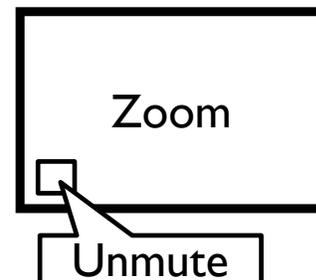 3. **Ask** a question using microphone.

- ### Virtual

  1. **Raise** your hand virtually in Zoom.

  2. **Unmute** microphone in Zoom when you are designated by session chairs.

  3. **Ask** a question using microphone.

  Zoom

  Raise hand

  Zoom

  Unmute

SESSION CHAIRS

■ In-person

1. **Come** to session room 15 min. before session starts.

2. **Find** Windows PCs (Zoom meeting may be already running) for session chair and speaker in your session room.

2. **Meet** both in-person & virtual speakers.

3. **Check** the screen sharing of **all the speakers** works well before session starts. All the speakers must share their screen to make a presentation.
* If a speaker fails to share the screen, you may play his/her presentation video if submitted, instead of live presentation.
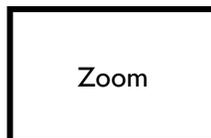
5. **Start** your session on scheduled time.

6. If attendees raise their hands physically or virtually during Q&A time, you may designate them. Please check questions from virtual attendees in Zoom as well.

■ Virtual

1. **Log in** Zoom meeting of your session via Whova 15 min. before session starts.

2. **Meet** co-chair of your session virtually.

Zoom

2. **Meet** both in-person & virtual speakers virtually.

3. **Check** the screen sharing of **all the speakers** works well before session starts. All the speakers must share their screen to make a presentation.
* If a speaker fails to share the screen, you may play his/her presentation video if submitted, instead of live presentation.

5. **Start** your session on scheduled time.

6. If in-person attendees raise their hands physically in session room, in-person chair will support you. Please check questions from virtual attendees in Zoom as well.

Zoom

Raise hand
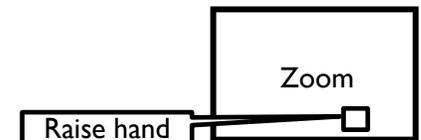
# VIRTUAL INTERACTIVE FORUM IN WHOVA WEB/MOBILE APP
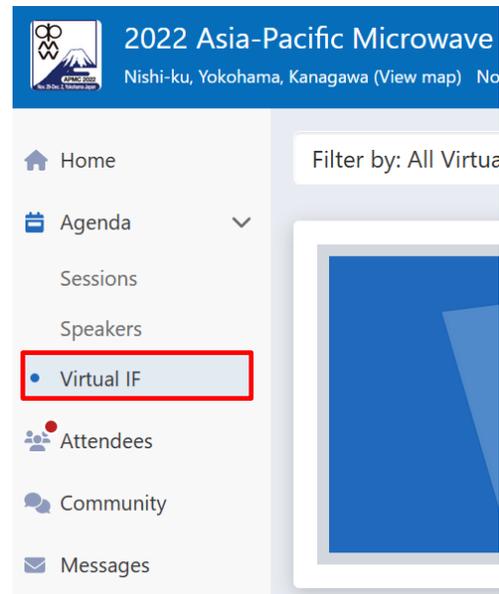
- Virtual presentation

  - **Upload** your video of 10-min. presentation to Whova.

    - Virtual attendee can watch your video presentation anytime in Whova web/mobile app.

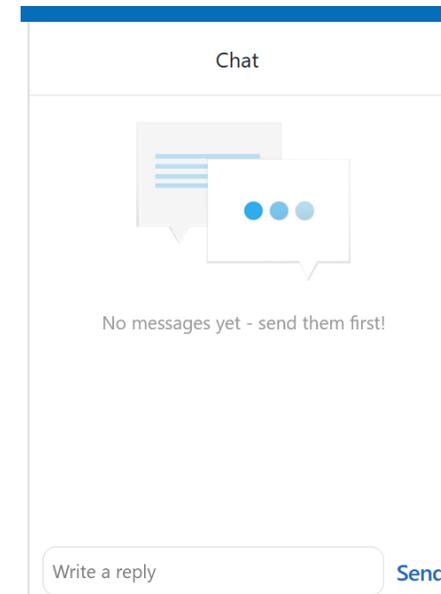 - **Discuss** with attendees in Whova web/mobile app.

- Virtual Q&A

  - **Login** to Whova web/mobile app.

  - **Click** "Virtual IF" button in menu.

  - **Watch** presentation videos.

  - **Discuss** with authors in Whova web/mobile app.
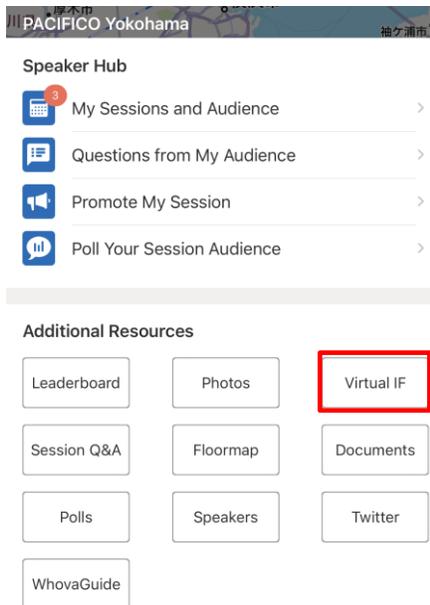
Mobile App

Web

Virtual Q&A

IN-PERSON INTERACTIVE FORUM (POSTER PRESENTATION) AT VENUE

- **Print** and **bring** your poster.

- **Paste** your poster at a designated board.

  - Each board is W900 mm x H2100 mm

- **Present** your poster in your assigned session time.

  - Session chairs will check whether your poster is correctly posted on the board or not.

IF-A01 IF-A02