



APVRS 2021 Virtual Platform Guidelines for Chairs and Speakers on Session Day

The Congress Committee appreciate your contribution to and agreeing to present at the upcoming 14th APVRS Congress. This document has been prepared to assist you attending the Congress successfully on Dec 11 - 12, 2021.

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1. Registration

All invited and submitted speakers will enjoy complimentary registration this year. Please remember to complete the registration procedure at <http://congress.apvrs.org/>. For complete guideline for registration and profile update, please visit [here](#).

All registration must be completed by **Dec 8, 2021 (Wed) (11:59pm GMT+8)**. The online registration will then be closed temporarily and reopened on Dec 10, 2021 (00:01am GMT+8). Account registered and paid after Dec 10, 2021 will take 24 hours to be activated to attend the Congress.

2. Preparation Before the Congress

- a. **Navigate the APVRS 2021 Virtual Platform:** The APVRS 2021 Virtual is fully compatible with desktop and mobile devices. You are strongly recommended to watch our [walk-through tutorial video](#) and navigate the virtual platform before the Congress. To enjoy full access of our virtual platform, be sure to login the platform with your APVRS 2021 Virtual login credentials and turn on the notifications!
- b. **Check Your Schedule:** Please check the presentation schedule online at <https://2021.apvrs.org/theatre/> or mobile app. All time shown is Hong Kong Time (GMT+8). You may change the time zone on our virtual platform and utilize any time zone converter online for checking the session time in your area. Please do check the schedule regularly to keep up with the latest updates.
- c. **Make Sure You Have Downloaded Zoom on Your Computer or Mobile Devices:** All sessions at the APVRS 2021 Virtual will be operated over Zoom. Please install Zoom in advance as this is the only way for delegates to participate in live sessions.
- d. **Stable and Strong Internet Connection:** Please make sure you have a stable internet connection for joining the Congress in advance. We strongly recommend delegates LAN connection instead of Wi-Fi connection.

3. Chair Responsibilities

For sessions with live Q&A and panel discussion, all chairs should attend the session live. The key responsibilities of chairs are as follows:

- a) **Join in respective Zoom session at least 10 - 15 minutes before the session starts**
 - All presentations will be pre-recorded.
 - Chairs are not required to introduce session theme or speakers as each presentation will be clearly divided with slides in between.
 - At the time when the session is scheduled to begin, the 1st pre-recorded presentation will be played automatically. All pre-recordings will be played in sequence from our side.
- b) **Take charge of the time control and ensure the session finishes on time**
- c) **Initiate and facilitate the live Q&A and Panel Discussion**
 - The live Q&A and Panel Discussion should be placed at end of the session end, after all pre-recorded presentations are played



- Collect and select questions to respond throughout the whole session

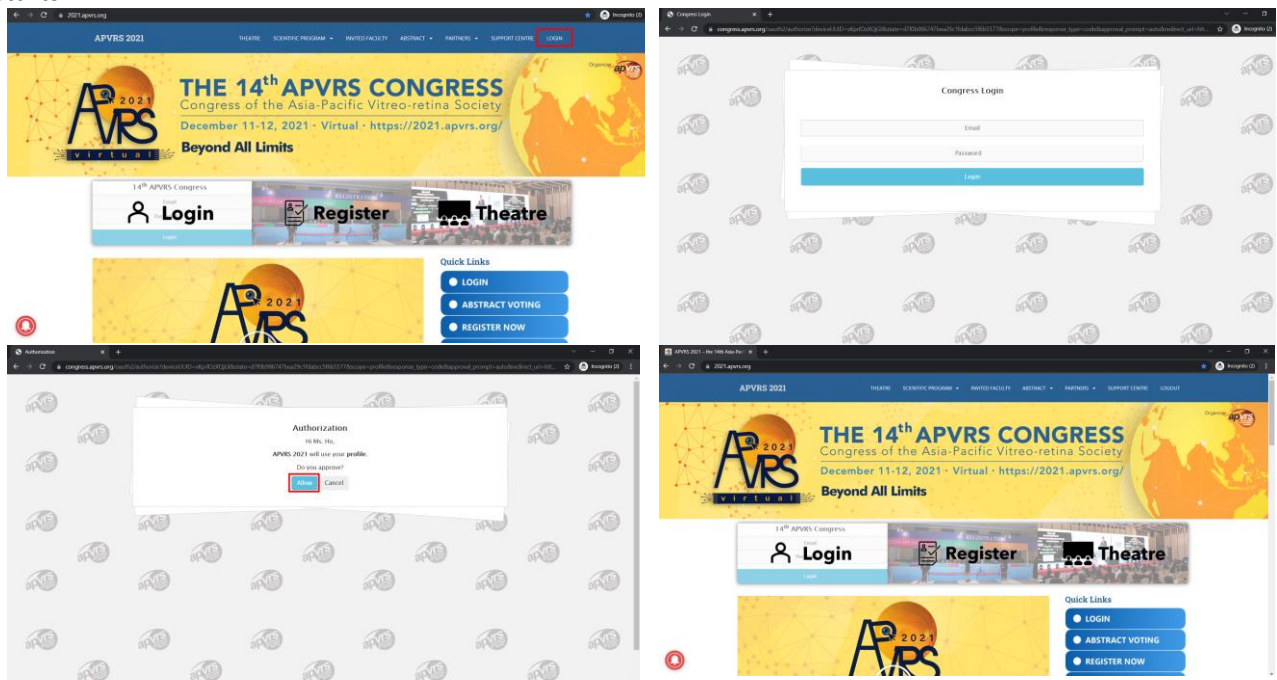
4. **Speaker Responsibilities**

Speakers should have pre-recorded and uploaded their presentation recording to the [virtual speaker room](#) by **Oct 31 (Sun)**. Guidelines on self-recording on Zoom and video submission can be found [here](#).

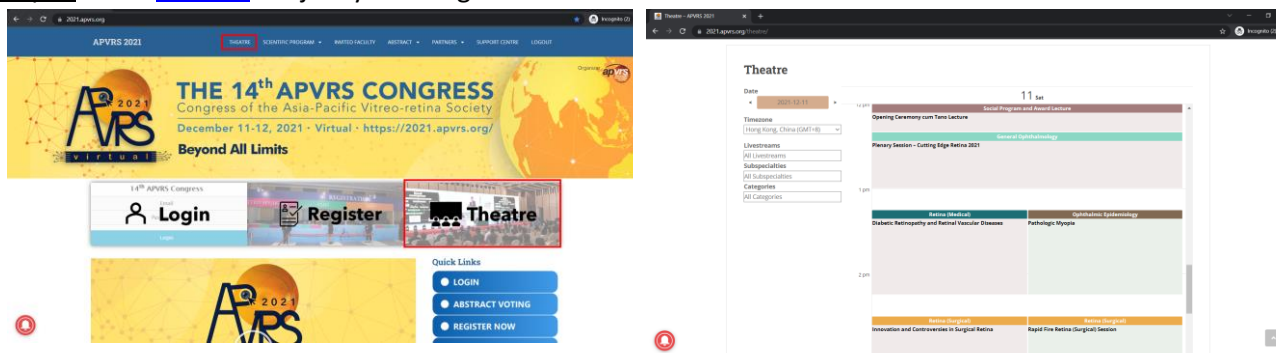
Under this arrangement, speakers are NOT obligatory to attend their session(s) during the congress. However, speakers are **strongly encouraged** to attend the live Q&A and panel discussion if applicable.

5. **Attend Your Session**

Step 1: Login to the APVRS 2021 Virtual (<https://2021.apvrs.org/>) **at least 10 - 15 min before** your session starts



Step 2: Click **“Theatre”** to join your assigned session

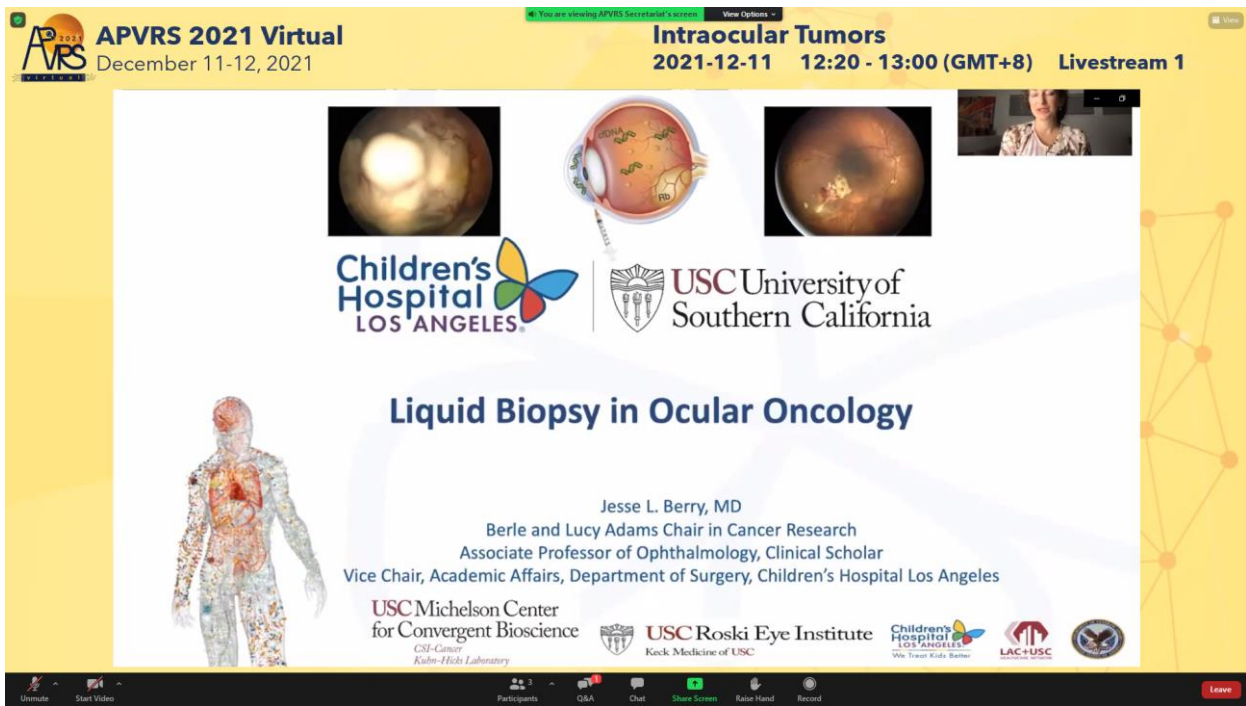




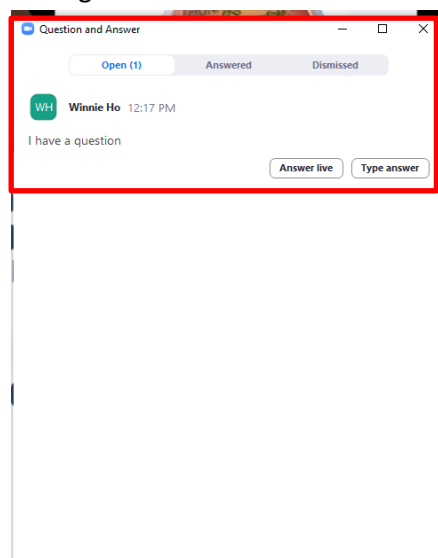
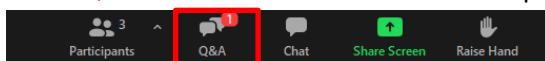
Step 3: You will be directed to the relevant Zoom room

Chairs/moderators and **speakers** will be granted the **right to turn on/off the webcams and microphones themselves**. Participants will be muted at the entire time.

Step 4: At the time when the session is scheduled to begin, the pre-recorded presentations will be played in sequence automatically.



Step 5: View **questions in the Q&A** throughout the whole session. Participants will raise their questions in the **“Q&A”**. Please collect and select the questions by clicking **“Q&A”** button on the menu bar.





Step 6: Communicate with other chairs, speakers, attendees or Secretariat during session. Click “**Chat**” button on the menu bar to send **instant text messages**.

