



APVRS 2022 Taipei – Guidelines for Chairs and Speaker on Session Day

The Congress Committee appreciates your contribution to and agrees to participate at the upcoming 15th APVRS Congress. This document has been prepared to assist you in attending the Congress successfully on November 18 – 20, 2022.

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1. Registration

All invited chairs and 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](#).

In-Person Participation

(1) Taipei Marriott (Nov 17, Thu)

For invited chairs and speakers staying at Taipei Marriott, after check-in at the front desk, you may visit the Group Registration Counter on the same floor for picking up your badge and delegate bag. The Group Registration Counter will open from 12:00 – 19:00 (GMT+8), on Nov 17 (Thu).

(2) Congress Venue (Nov 18 – 20)

The APVRS 2022 Congress registration desk is located on the 7/F of Taipei Nangang Exhibition Center Hall 2 (TAINEX2) and will operate during the following hours:

Date	Time
November 18, 2022	07:30 – 18:30
November 19, 2022	07:30 – 18:30
November 20, 2022	07:30 – 13:45

On arrival at the Congress, collect your badge and other materials at the registration (Room F). During the opening hours noted above, staff will be available to answer your questions and provide information about the Congress, venue, and surrounds.

Virtual Participation

All registration must be completed by **November 14, 2022 (Mon) (11:59pm GMT+8)**. The online registration will then be closed temporarily and reopened on Nov 18, 2022 (00:01am GMT+8). Account registered and paid after Nov 18, 2022 will take 24 hours to be activated to attend the Congress.



2. Preparation Before the Congress

- a. **Navigate the APVRS 2022 Taipei Congress Website and Mobile App:** The APVRS 2022 Taipei will be conducted in a hybrid format and it is compatible with desktop and mobile devices. All real time updates can be on the congress website and mobile app. You are strongly recommended to watch our a [walk-through tutorial video](#) and navigate the virtual platforms before the Congress. To enjoy full access of our virtual platforms, be sure to login the platform with your APVRS 2022 Taipei login credentials and turn on the notifications!
- b. **Check Your Schedule:** Please check the presentation schedule online at <https://2022.apvrs.org/program-schedule/> 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.

Virtual Participants

- c. **Make Sure You Have Downloaded Zoom on Your Computer or Mobile Devices:** Live broadcasted sessions at the APVRS 2022 Taipei 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. Overall Session Operation

- The APVRS 2022 Taipei is a hybrid congress. Each session may be consisted of:
 - (1) Presentation (In-person and Pre-recorded)
 - (2) Panel Discussion and Q&A (In-person and Live Dial in)
- For in-person presentations, speakers can deliver their presentations as in normal physical congress. For virtual presentations, after the chairs introduce the speaker and presentation, the pre-recorded presentation will be played automatically by the IT team.
- For panel discussion and Q&A, webcam interfaces of all virtual chairs and speakers will be projected to the session screen for discussion.



4. Chair Responsibilities

In-Person Chair

- a. Please arrive at the appointed session room at least 15 minutes before the session begins.
- b. A session lineup will be placed on the desk. You can know the presentation format (in-person or pre-recording) for each presenter.
- c. Please start each scientific session on time and begin each session by briefly introducing the session theme and the other Chairs.
- d. Announcements to be made:
 - Please remind speakers when there is only 1 minute left for them to wrap up their presentation. There will be a timer on the screen. Please urge in-person speakers who are overrun to wrap up their presentations in the next 30 seconds.
- e. Please briefly introduce each speaker and their presentation topic. There will be a tablet computer on the desk. You can look up a speaker's biography if s/he has uploaded the information.
- f. You may also check the Zoom Q&A to collect questions raised by virtual delegates
- g. Facilitate the live Q&A and Panel Discussion
 - Consolidate and respond to questions received on-site and online (Zoom Q&A)

Virtual Chair

- a. Join in respective Zoom session at least 10 - 15 minutes before the session starts
- b. Facilitate the live Q&A and Panel Discussion
 - Consolidate and respond to questions received online (Zoom Q&A)

5. Speaker Responsibilities

Speakers are allowed to deliver their presentations in person, or virtually via pre-recording due to the hybrid congress format this year.

Speakers are reminded to upload their presentation file(s) via (1) Virtual Speaker Ready Room (Till Nov 6, 2022), or (2) Physical Speaker Ready Room (during Congress period, Nov 18 - 20, 2022)

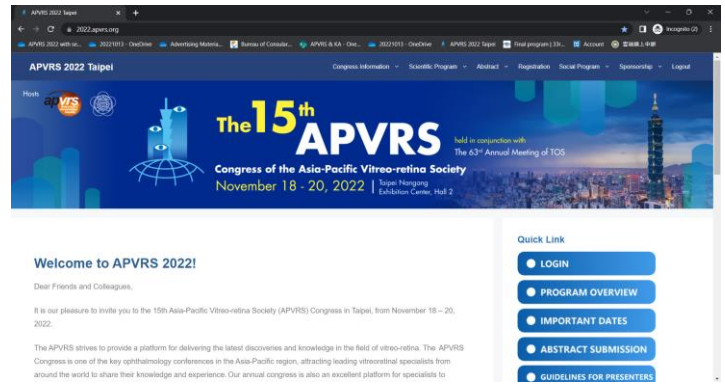
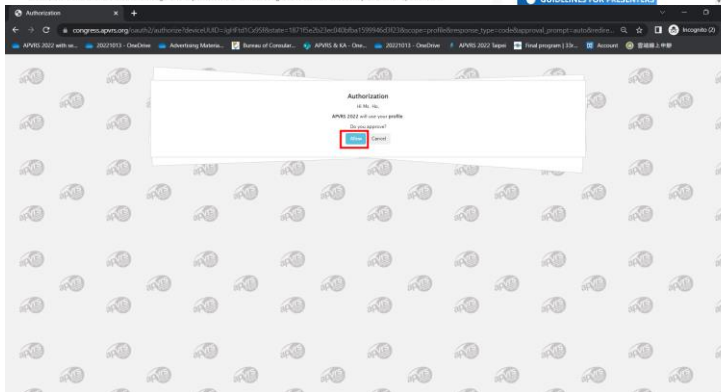
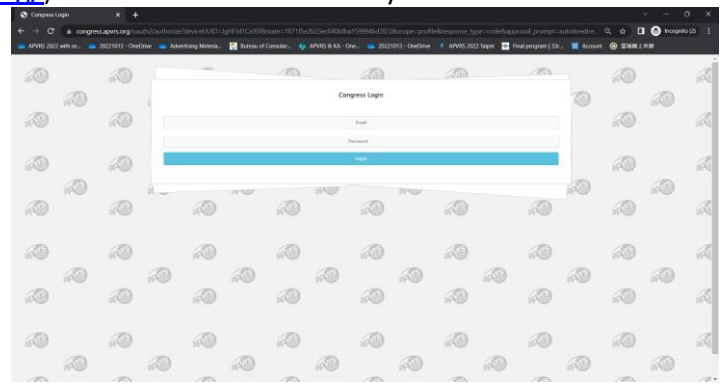
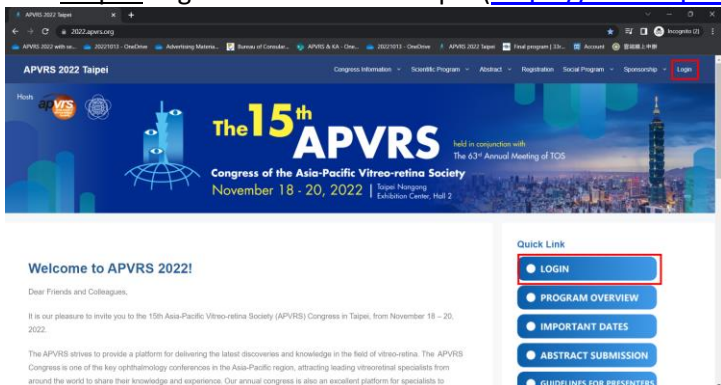
For full details on presentation guidelines, please refer to Presentation Guidelines on the [congress website](#).



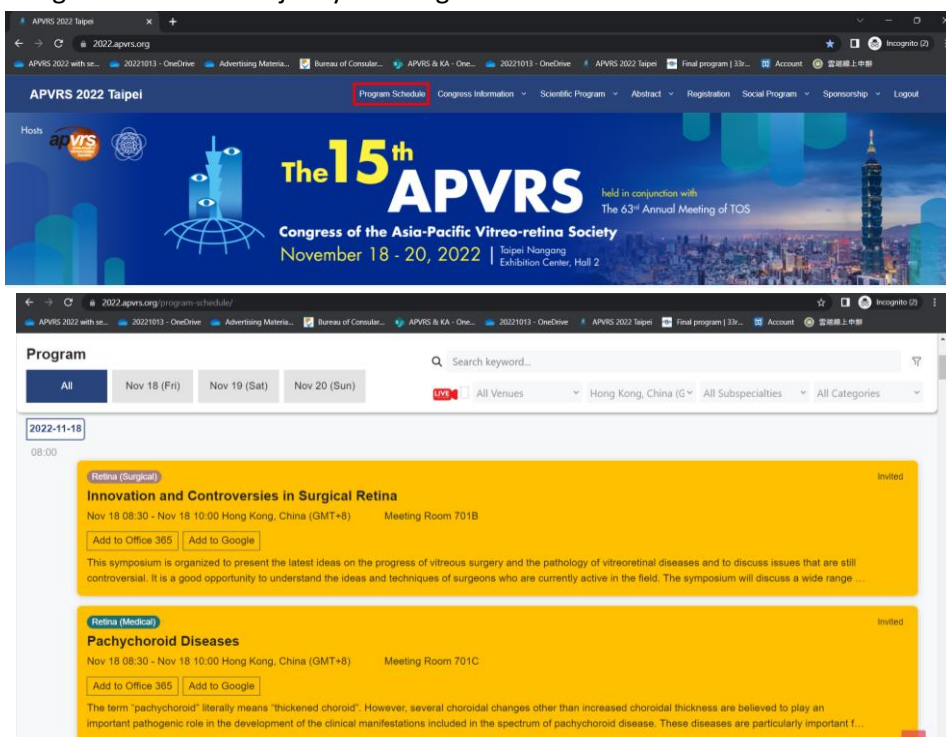
6. Attend Your Session Online (For Virtual Chairs and Speakers only)

Virtual chairs are required to attend the session for moderating the session online. For virtual speakers, they are NOT obligatory to attend their session(s), but are **strongly encouraged** to attend the live Q&A and panel discussion if applicable.

Step 1: Login to APVRS 2022 Taipei (<https://2022.apvrs.org/>) at least 10 - 15 min before your session starts



Step 2: Click "Program Schedule" to join your assigned session



The screenshot shows the APVRS 2022 website. At the top, it says 'The 15th APVRS Congress of the Asia-Pacific Vitreo-retina Society' held in conjunction with 'The 63rd Annual Meeting of TOS' from November 18-20, 2022, in Taipei Nangang Exhibition Center, Hall 2. The session 'Ophthalmology Post the Pandemic' is highlighted in a yellow banner, with a date and time of Nov 20 10:30 - Nov 20 12:00 in Hong Kong, China (GMT+8), and a venue of Meeting Room 701B. A red box highlights the 'Attend Meeting' button. Below the banner, there are buttons for 'Add to Office 365' and 'Add to Google'. The session description states: 'We will look at ophthalmology with the pandemic fresh in our consciousness. We will consider the disruptions we faced and changes we had to make and may continue to have to make. We explore artificial intelligence and telemedicine as potential mitigators. We recognize the continuing progress of science and new treatments ready for application. During our panel and audience discussion, we will consider the future practices of ophthalmology even as we learn to live with the pandemic.' The session code is 0126 and the type is Symposium. The chairs listed are Yo-Chen Chang, Judy Kim, and Doric Wong. A small thumbnail of the session page is also visible on the right.

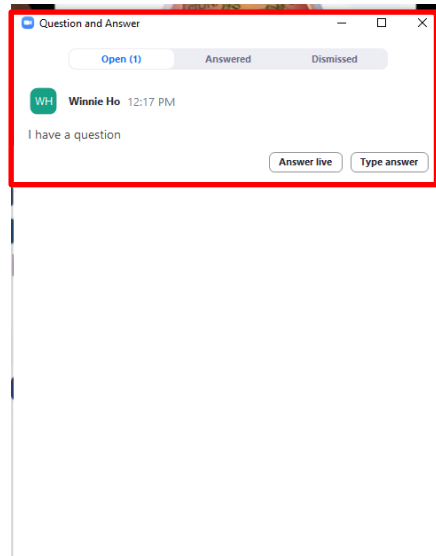
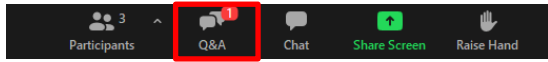
Step 3: You will be directed to the relevant Zoom room
Chairs/moderators and **speakers** will be granted the **right to turn on/off the webcams and microphones themselves**. Participants will be muted at the entire time.

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

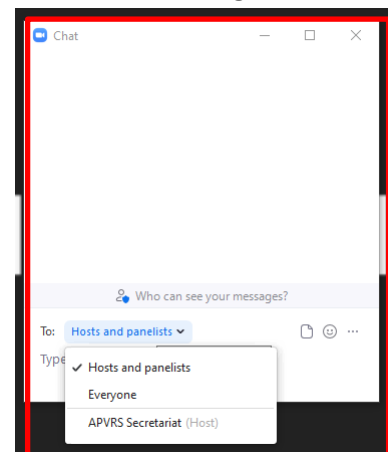
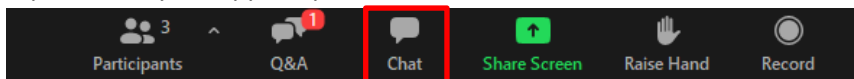
The screenshot shows a Zoom meeting screen. At the top, it says 'APVRS 2021 Virtual December 11-12, 2021' and 'Intraocular Tumors 2021-12-11 12:20 - 13:00 (GMT+8) Livestream 1'. The main content is a presentation slide titled 'Liquid Biopsy in Ocular Oncology' by Jesse L. Berry, MD. The slide features logos for Children's Hospital Los Angeles and USC University of Southern California. It includes three images: a fundus photograph of an eye, a diagram of the eye showing the retina and optic nerve, and another fundus photograph. The slide also lists Jesse L. Berry, MD's affiliations: Berle and Lucy Adams Chair in Cancer Research, Associate Professor of Ophthalmology, Clinical Scholar, and Vice Chair, Academic Affairs, Department of Surgery, Children's Hospital Los Angeles. Logos for USC Michelson Center for Convergent Bioscience, USC Roski Eye Institute, Children's Hospital Los Angeles, and LAC+USC are also present. A Zoom control bar is visible at the bottom.



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: For any IT support, please click **“Chat”** button on the menu bar to send **instant text messages**.



7. Stay Tuned to the Latest Congress Updates

To stay tuned to the latest congress updates, you are strongly encouraged to visit the [Congress website](#) or download the Congress App at:



iOS



Android