



APVRS 2022 Taipei – Guidelines for Sponsored Chairs and Speakers 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 sponsored speakers should have already registered for the congress this year. A registration confirmation email, including login credentials, has been sent directly to your inbox. If you have any difficulties retrieving the confirmation email, please email nancyng@apvrs.org for assistance.

In-Person Participation

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 should have been completed, and you may directly login to the congress website using the login credentials stated in the registration confirmation email.



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 sponsored session may be consisted of:
 - (1) Presentation (In-person and Pre-recorded/Live Dial In)
 - (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 or virtual dial-in interface will be switched 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 **Suggested only, please refer to your sponsor for the most accurate session rundown*

In-Person Chair

- Please arrive at the appointed session room at least 15 minutes before the session begins.
- You may also check the Zoom Q&A to collect questions raised by virtual delegates
- Facilitate the live Q&A and Panel Discussion
 - Consolidate and respond to questions received on-site and online (Zoom Q&A)

Virtual Chair

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

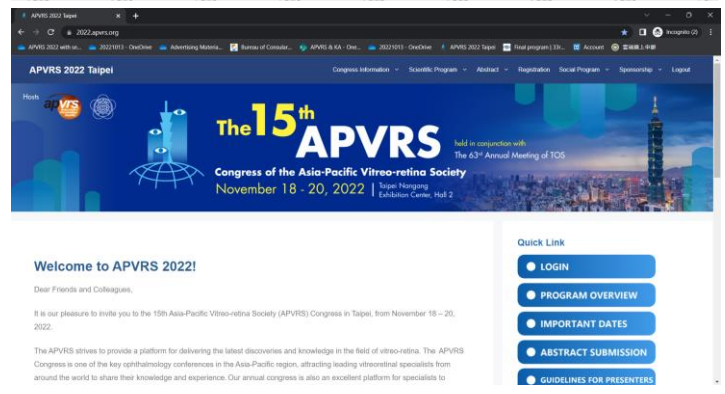
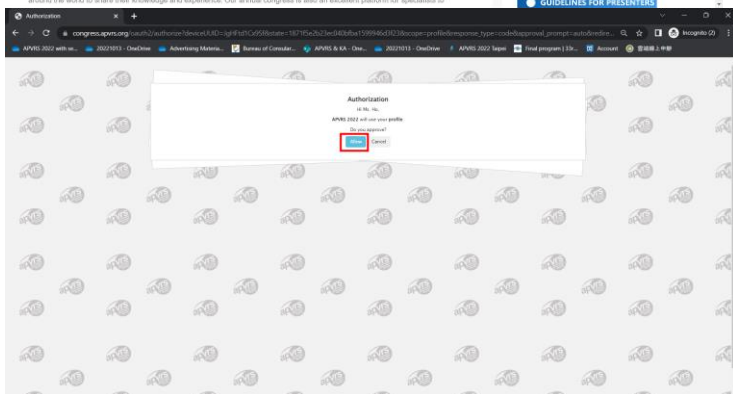
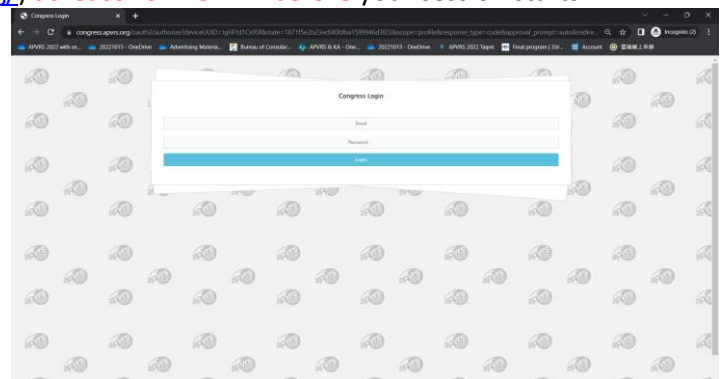
5. Speaker Responsibilities

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

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

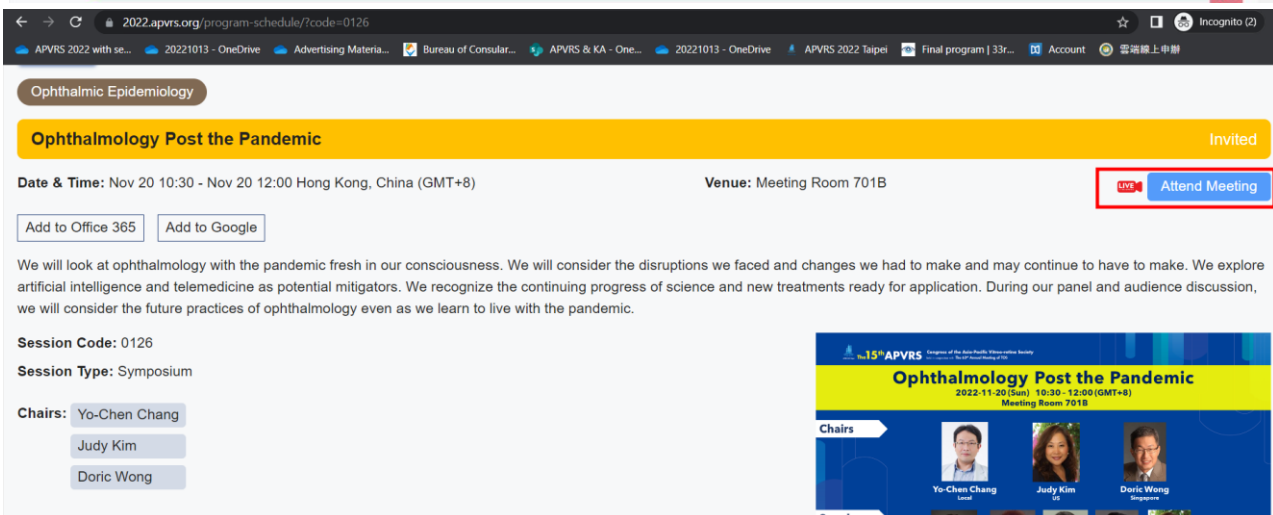
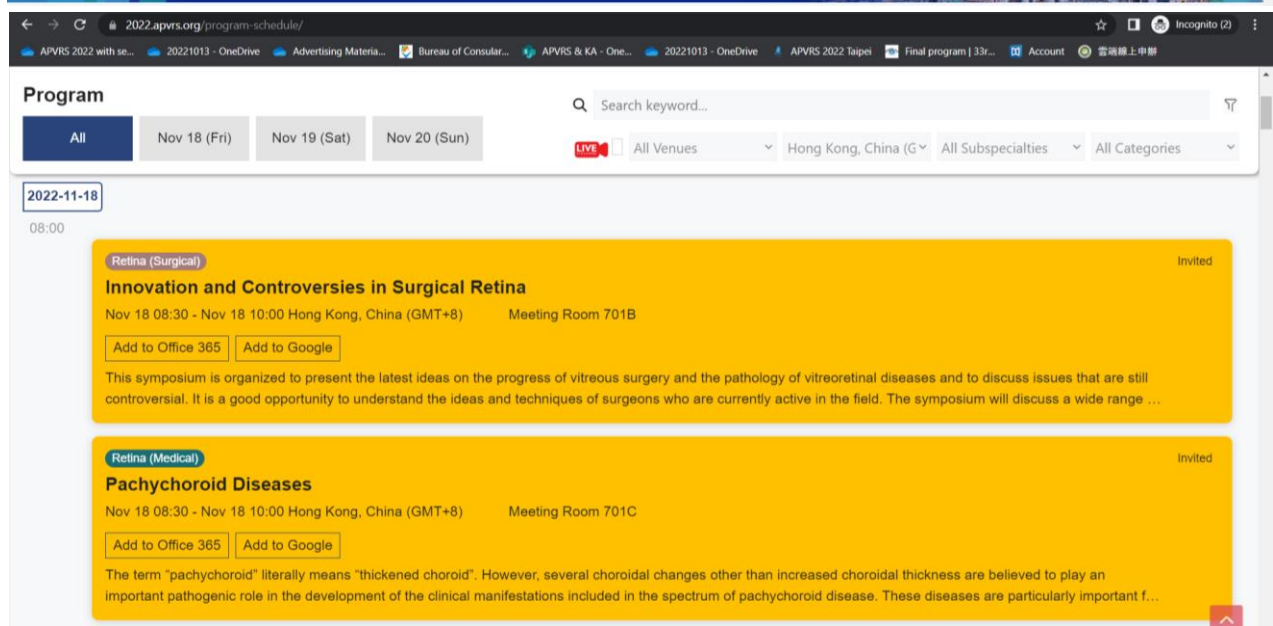
Below are the instructions for accessing your sponsored session online. Should you require further assistance, please email secretariat@apvrs.org.

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





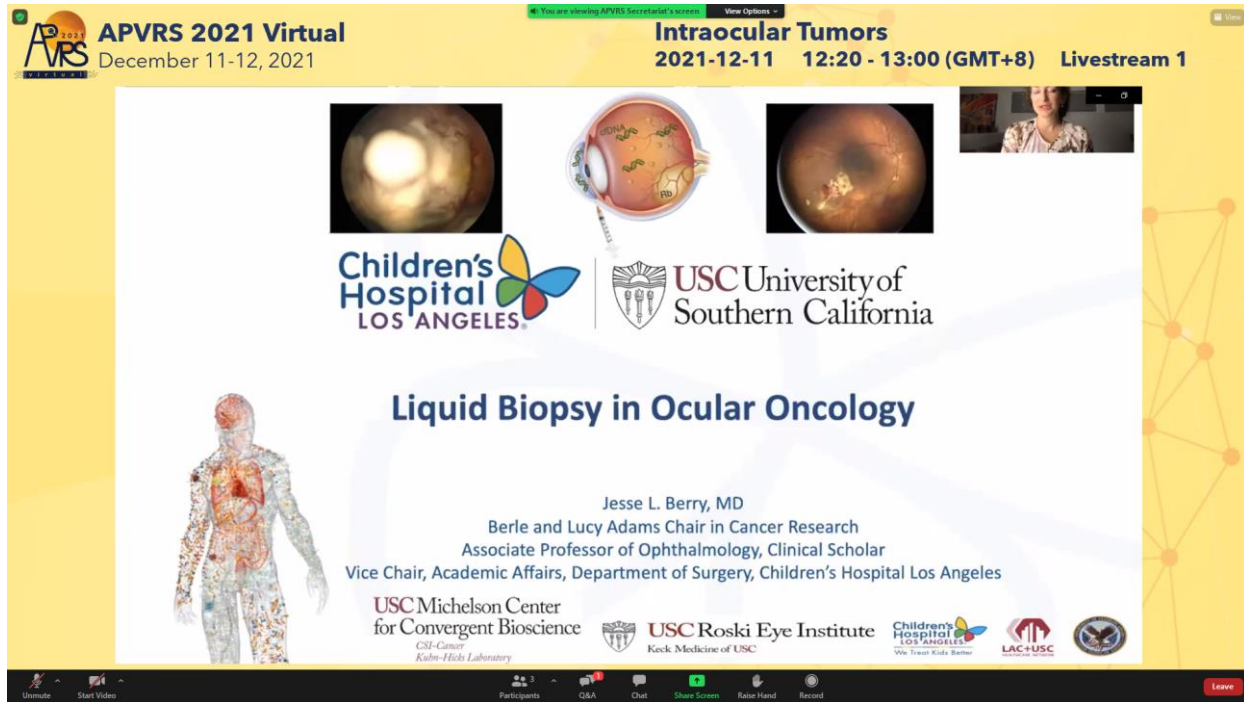
Step 2: Click “Program Schedule” to join your assigned session



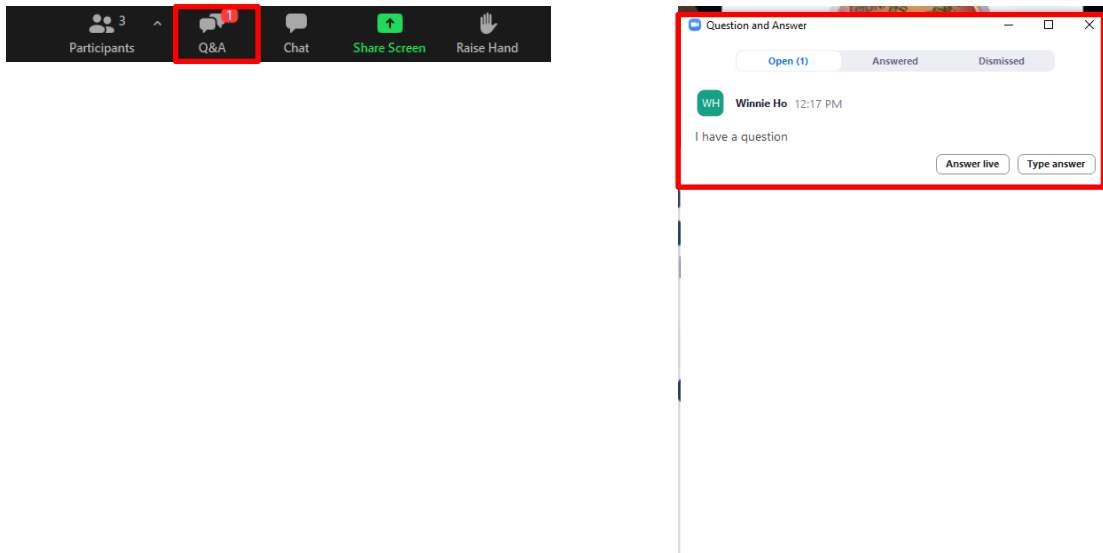


Step 3: You will be directed to the relevant Zoom room. **Chairs/moderators** and **speakers** will be granted the **right to turn on/off the webcams and microphones themselves**. Participants will be muted at all time.

Step 4: At the time when the session is scheduled to begin, the session will be started accordingly.

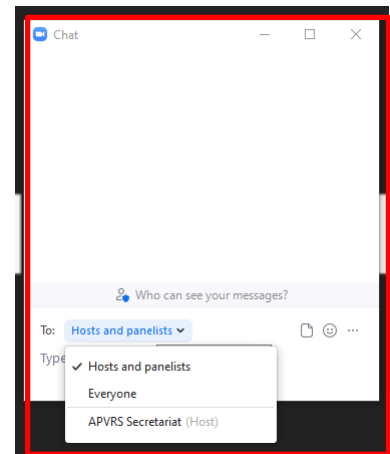
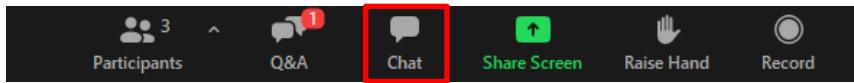


Step 5: View **questions in the Q&A** throughout the whole session. Participants will raise their questions in the **“Q&A”**. Please collect and select the questions by clicking **“Q&A”** button on the menu bar.





Step 6: For any IT support, please click “**Chat**” button on the menu bar to send **instant text messages** to APVRS IT.



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