The 36th Asia-Pacific Academy of Ophthalmology Congress

5-11 September 2021 https://2021.apaophth.org/

VISION BEYOND FRONTIERS

CONTROL COVID

Host

PAAO Participation by Special Invitation

APAO 2021 Virtual Platform Guideline for Chairs

Introduction

The APAO 2021 Virtual Congress Scientific Program Committee thanks you for agreeing to present at the upcoming 36th APAO Congress, the first-ever APAO Virtual Congress on 5 – 11 September.

The conference will be delivered over a zoom platform at http://virtual.apaophth.org. To ensure the proper execution of this virtual conference, please attention to this guideline which assists you with planning an effective presentation for the APAO 2021 Virtual. If you have any questions or difficulties following guideline, please contact APAO Secretariat secretariat@apaophth.org who will be happy to help.

Presentations can be live or pre-recorded. Speakers should be virtually present for their entire session in order to answer questions and participate in the discussion.

The virtual conference will be similar to the in-person conference. Presentations are assembled in sessions according to a theme and they are assigned a virtual room. A chairperson coordinates each session. Participants access the session of their choice by entering a virtual room via a hyperlink.

As with in-person conferences, there will be a questions and discussion after the presentations. Participants will be able to use a "**Q&A**" box to ask questions. The chair will then select a few questions, depending on the time allocated for the discussion, and will read them to the presenter, who will be able to answer verbally during the session.

All sessions will be fully recorded for congress on-demand so that all registered delegates can access 24/7 and catch up with the sessions they've missed. Please note the recordings would be available 48 hours after the session completed. We automatically assume that presenter accept their recorded presentation to be made on our virtual congress platform at http://virtual.apaophth.org. In case of refusal, presenters need to change your consent preference at our Congress System at http://congress.apaophth.org and the APAO secretariat will manage the requests.

Registration

All Invited & Sponsored Chairs are entitled a complimentary registration. Please complete the registration procedure at http://congress.apaophth.org/ if you have not yet done so.

Duties of Chairs

There are 1 Leading Chair, sometimes 1 to 2 Supporting Chair(s) in each session. At least one Chair is required to attend the session live if there is live Q&A/Panel Discussion.

Leading Chair's Responsibilities
- The Leading Chair should join in the respective Zoom session at least 15 minutes before the session starts.
- The Leading Chair should ensure that each scientific session starts and finishes on time as most sessions are closely followed by other programs.
- The Leading Chair should introduce the session theme at the beginning and briefly introduce each speaker and his/her presentation.
- The Leading Chair should facilitate the Panel Discussion/Q&A preferably on live. The live Panel Discussion/Q&A is suggested to put towards the end of each session, after all pre-taped speaker presentations.
- The Leading Chair should be responsible for the time control. Please urge speakers to wrap up their speech during the live Q&A/Panel Discussion when there is only 1 minute left for the session.
- Briefly introduce each speaker and their presentation topic.

You are strongly advised to visit the official website http://2021.apaophth.org/schedule/ at least one day before your session if there are any changes of the session you are chairing. It is possible that changes will

be made at the last-minute and cannot be reflected in the final program book.

Supporting Chair's Responsibilities
- When the Leading Chair is unable to attend the live session, the Supporting Chair(s) should undertake the Leading Chair's responsibilities listed above.

Before Attending the Congress

In order to enter the platform, make sure you are registered to the congress. If so, you should have received your login and password in your email. It would be good to install Zoom on your computer in advanced. Please test your network, to ensure the connection stability, we recommend speakers to use LAN cable as connection, instead of using Wifi connection.

Attention: Please make sure at least one Chair attends the live session if there is a live Q&A/Panel Discussion.

Ready to the Session

Step 1: Login to the event website (http://virtual.apaophth.org.)
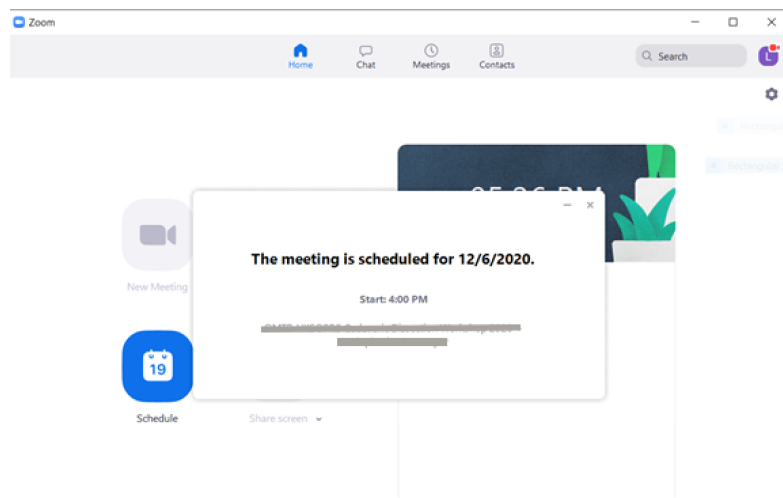
Step 2: Click on the "Scientific Session" button
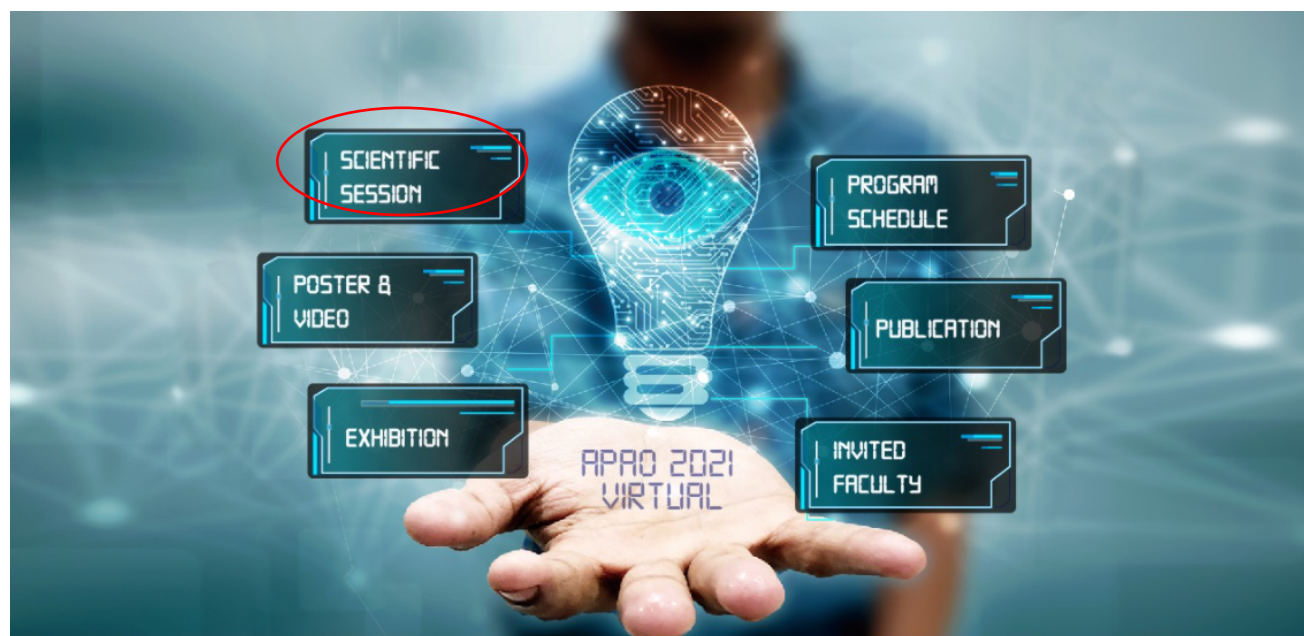
Step 3: Choose your assigned session

You are advised to join the session at least 5 minutes before the session starts. All the sessions will start and end on time, and this will be strictly enforced by the Session Chairs.

Step 4: You will be directed to the relevant zoom meeting

Organizer will set the Moderator / Chair in the Zoom session, which is allowed to moderate all Webcams and Microphones, and not allowing participants to speak (unmute).

Organizer will grant the right to all speakers, which will be allowed to mute and unmute themselves with webcams on and off function. Please take note on your presentation sequence.
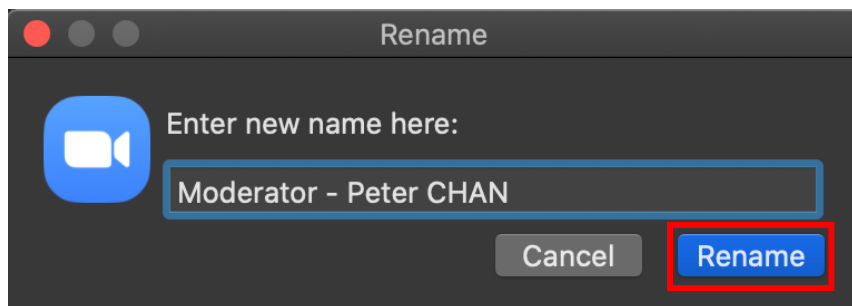
Step 5: Rename in the Zoom Meeting (Highly Recommended)

To change your name after entering a Zoom meeting, click on the **"Participants"** button at the bottom of the Zoom window.

Next, hover your mouse over your name in the "**Participants**" list on the right side of the Zoom window. Click on **"Rename"**
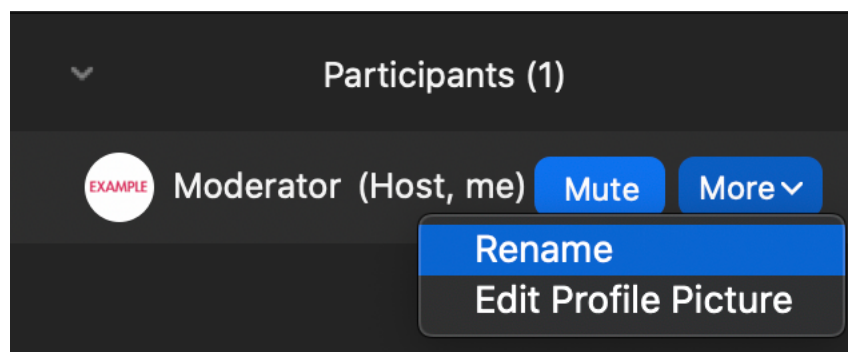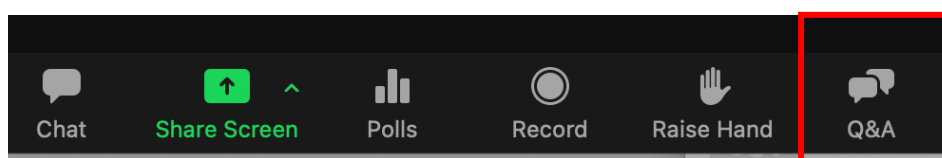

Enter your name with the format (Chairman – FRIST NAME, LAST NAME) and click on **"Rename"**.
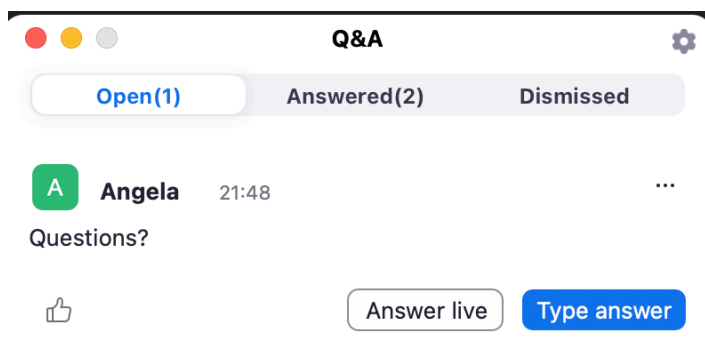
Step 6: Q&A Session: View the questions in the Q&A

Participants may raise their questions in the **"Q&A"**, please open the chat box by clicking "**Q&A**" button in the menu bar
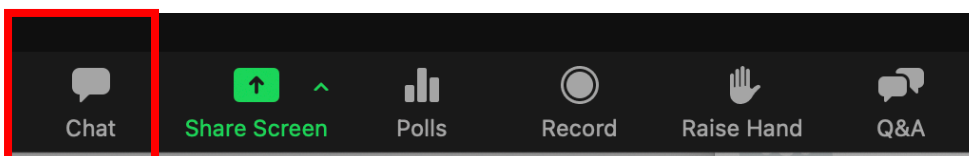

View the questions at the Q&A. All speaker in panelist mode can read the questions.
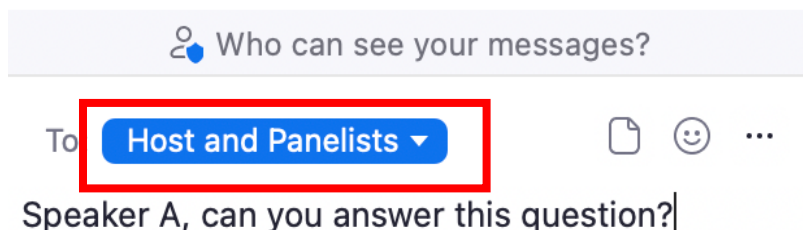

Step 7 : Communicate with Speakers

Chair can click "Chat" button in the menu bar

Select "Host and Panelists" to text message to speakers

Step 8: Allow Speaker to Speak for reply (Onsite technician will also be supporting to do this)

Open the Participants window in the meeting room. (**Manage Participants** button on your button bar)

Click "**Ask to Unmute**" to allow the participant to speak