

## APAO 2021 Virtual Platform Guideline for Speakers

### 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](mailto:secretariat@apaophth.org) who will be happy to help.

### Virtual Conference

The conference will be delivered over a Zoom platform and will be managed by an experienced technical team. 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 Speakers are entitled a complimentary registration. Please complete the registration procedure at <http://congress.apaophth.org/> if you have not yet done so.

Please note that the speaker biography and photo would be shown on the congress virtual platform and mobile app. The biography should keep short and friendly that the chair can introduce you clearly in the session. The photo is requested in jpeg with 300dpi. To update your biography and photo please access <http://congress.apaophth.org/> with your login account.

### Instructions for Presenting Live (If applicable)

Please have your presentation ppt file ready, and test thoroughly beforehand. In order to ensure the connection stability, we recommend speakers to use LAN cable as connection, instead of using Wifi connection.

P.S. Speaker who choose to present live is required to upload your PPT file in advanced on the congress system for backup.

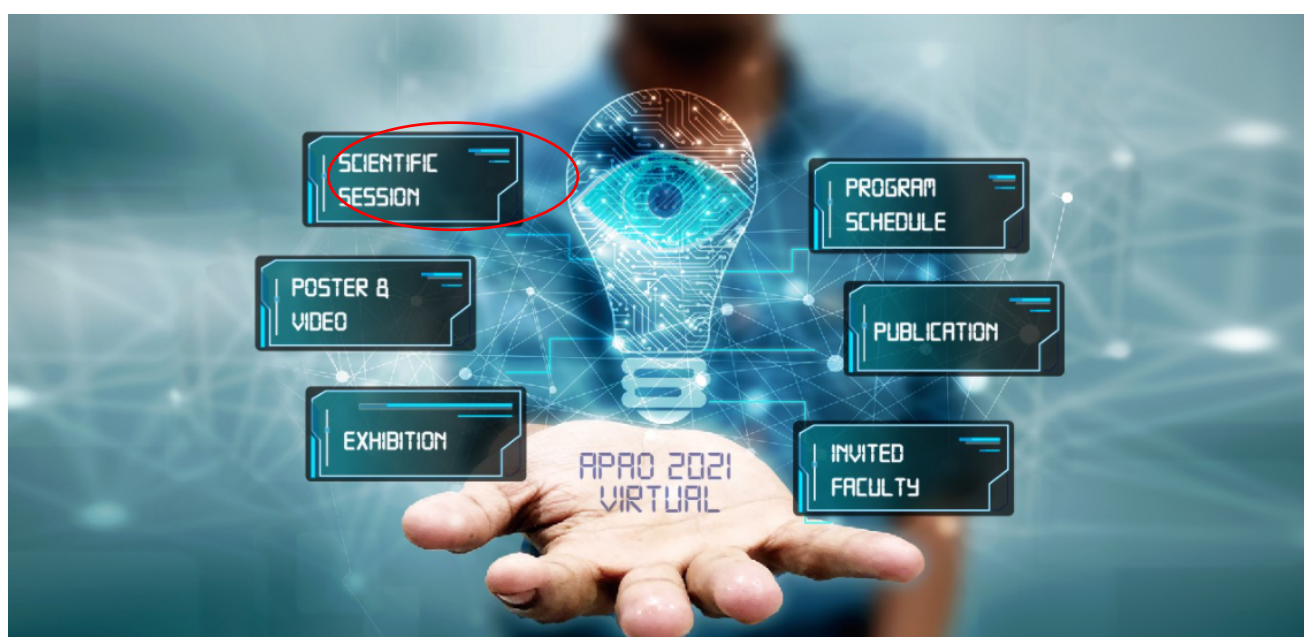
## Before Attending the Congress

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.

## Ready to the Session

**Step 1: Login to the event website (<http://virtual.apaophth.org/>)**

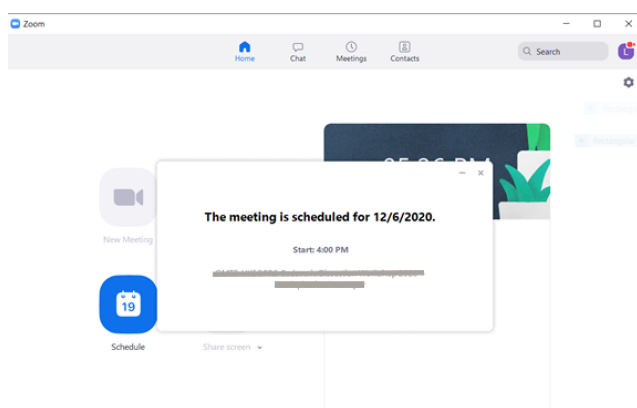
**Step 2: Click on the “Scientific Session” button**



**Step 3: Choose your assigned session**

You are advised to join the session at least 5 minutes prior the session start. 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 as “Co-host” in the Zoom session, which is allowed to moderate all webcams and microphones, and not allowing participants to speak (unmute).

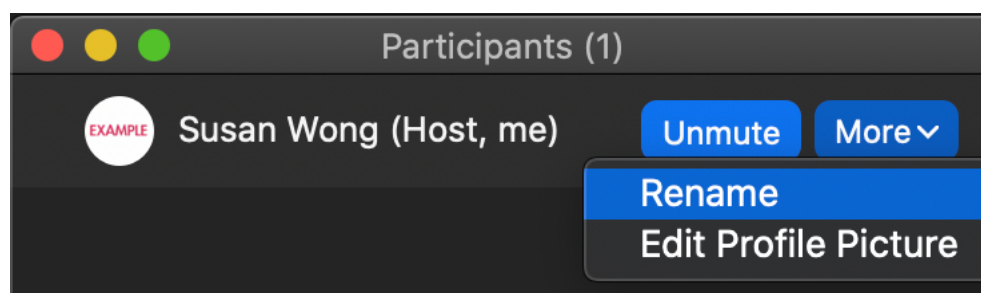
Organizer will grant the right to all speakers, which will be allowed to mute and unmute themselves with webcams on and off function. Please take note on your presentation sequence.

## Step 5: Rename in the Zoom Meeting (Highly Recommended)

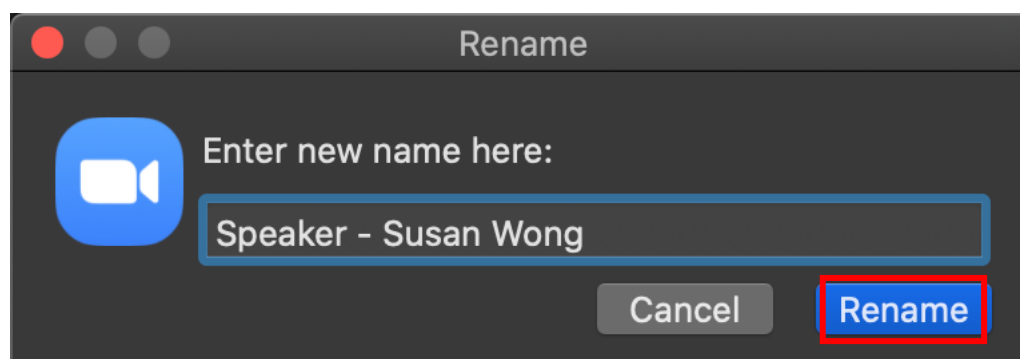
To change your name after entering a Zoom meeting, click on the “**Participants**” button at the bottom of the Zoom window.



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



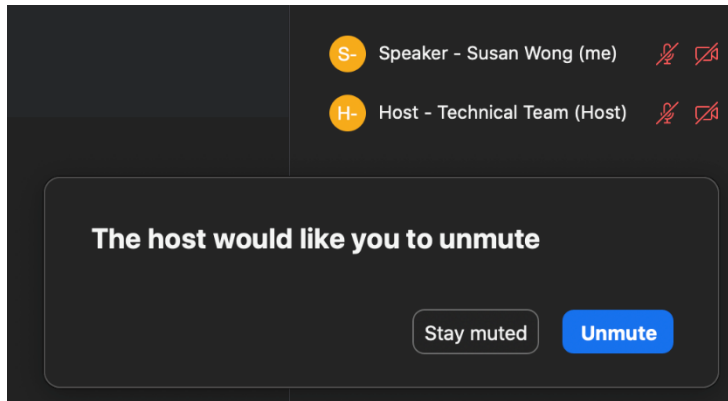
Enter your name with the format (Speaker – FRIST NAME, LAST NAME) and click on “**Rename**”.



## Step 6: Speak in the Zoom Meeting

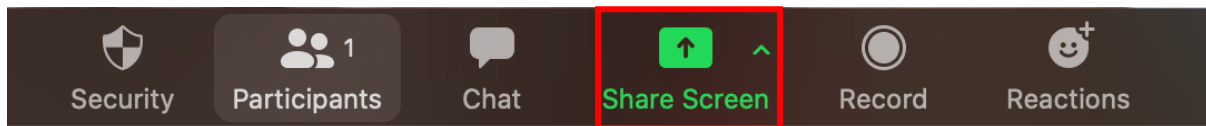
### Step 6.1 Presentation with pre-taped video

Technical Team will allow the moderator to introduce the speaker with pre-taped video, then start playing the pre-taped video, please get ready for joining the Q&A session towards the end of the session (if time allows)

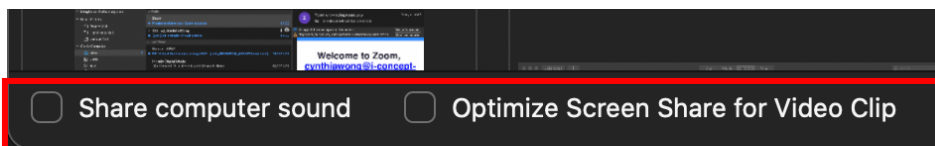
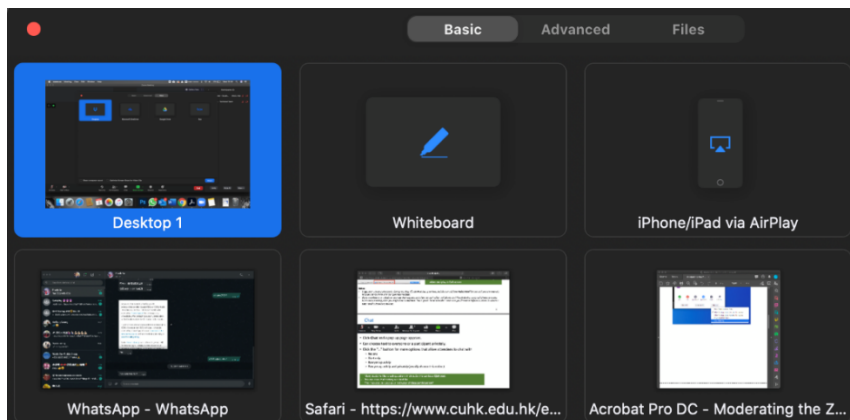


### Step 6.2: Live Presentation

For the speaker who will do live presentation, click **"Share Screen"** in the menu bar

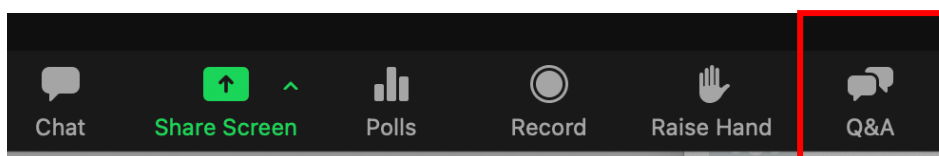


Select the screen for your presentation. If you plan to play videos from your computer for audience to watch (e.g., youtube video), remember to check **"Share computer sound"** at bottom. When **"Optimize for full-screen video clip"** is checked, your video can play in full screen.

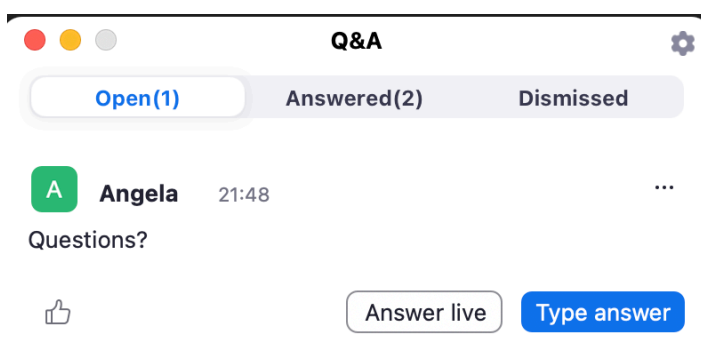


## Step 7: Q&A Session: View the questions in the Q&A

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

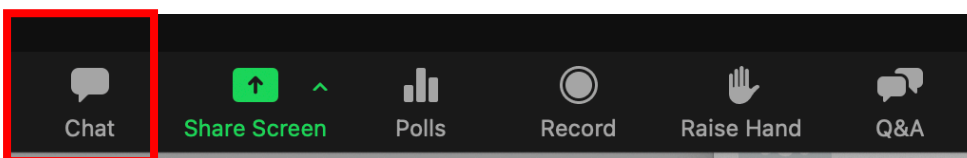


View the questions at the Q&A. All speaker in panelist mode can read the questions.

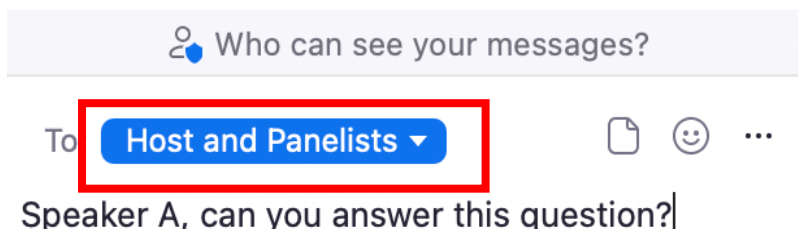


## Step 7 : Communicate with Speakers

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





# The 36th Asia-Pacific Academy of Ophthalmology Congress

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

VISION BEYOND FRONTIERS





PAAO Participation by Special Invitation



Participants (2)

EXAMPLE

Moderator - Peter CHAN (Host, me)



S-

Speaker - Mary Lo

Ask to Unmute

More ▾