

ATTENDEE GUIDE TO THE VIRTUAL PLATFORM

19 - 22 AUGUST 2021

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Getting Started

Before signing into APDW 2021 Virtual Platform, we recommend reviewing the following tips and tricks to ensure a smooth login process and reduce common technical difficulties.

- **Device**: The virtual platform is accessible with any device that can connect to the internet through a browser and the experience is fully responsive to all devices.
- Optimal experience is via Laptop, computer (Mac or PC) or any large screen devices (Android or iOS). If you are using a mobile device, please view the screen in landscape mode.
- If using an Android device, Apple iPad or iPhone, you will need to click on the media play button to begin the presentation. Android and Apple iOS devices do not permit automatic launch of streaming
- Operating systems: Windows 10, Windows 8.1, Windows 7, Android 4.4, Apple Mac OS X 10.9+, Apple iOS 12+
- ➤ Internet browser: Google Chrome, Firefox 3.6+, iPhone/iPad: iOS 12.1+, Android Phone/Tablet: OS 2.3 or higher. Chrome or Firefox are recommended for the best experience.
- Minimum internet connection: 10 Mbps for seamless video playback
- Open an internet browser window and navigate to https://www.speedtest.net/ (other speed test sites are available).
- Minimum screen resolution: 1024 x 768
- Allow JavaScript and Cookies
- > Disable pop-up blockers, ad blockers or VPN for the Virtual conference platform URL
- Firewalls: Avoid a VPN is possible, if in line with the legal conditions of your country, but content is accessible without a VPN by default. We encourage you to disconnect from this when watching or interacting with the platform during the event days. APDW 2021 is not responsible for the default restrictions of your institute or company internet provider, network or state.
- Clear your cookies and cache: If you experience any issues accessing the platform, we suggest you clear your cookies and cache.
- If you plan to participate in the meeting from your office, have your institution's IT personnel safelist the following address and email servers:
 - o www.apdwkl2021.org
 - secretariat@apdwkl2021.org
 - o <u>enquiries@apdwkl2021.org</u>

Getting Started

Joining the virtual APDW 2021

You can **join** the APDW 2021 conference in three (3) ways:

- Email Link: Please use the link and credentials that we have included in the APDW 2021 | Access to Virtual Platform email.
- <u>www.apdwkl2021.org/user/login</u>: Navigate directly to the site from your preferred browser (see **technical tips and tricks** on the previous page).
- <u>www.apdwkl2021.org</u>: Once the platform is opened, you may access the platform from a link on the APDW 2021 website.

Your login credentials are only allowed for a **single device**. If you log in on another device, you will be logged out from the first device



(The image shown is for illustration purposes only. Final image may vary due to enhancement.)

Prior to the start of the meeting, you should receive an email with your login and password information. Didn't receive it?

Reach out to **secretariat@apdwkl2021.org** for assistance.

You can further access the hall of your interest by clicking on the white dot on each hall, or at the navigation menu on top of the screen.

- Programme
- Exhibition
- Abstracts
- Briefcase
- FAQ/HELP
- Logout

Searching for a Session

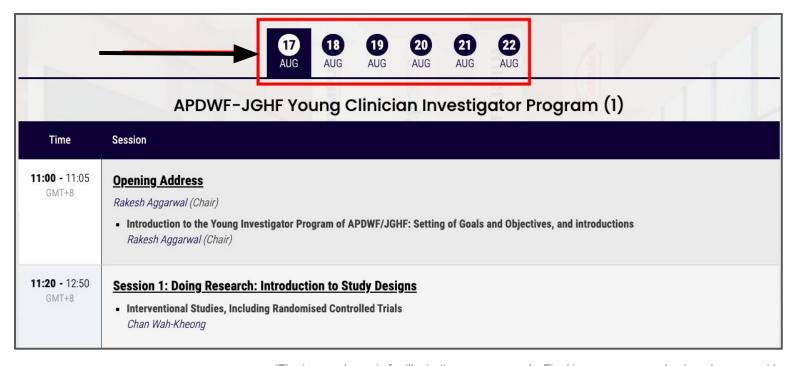
Starting on the APDW 2021 virtual Lobby, click on the **Programme** tile in the navigation menu at the top of the site or click on the **Session Hall** to view a listing of programmes by day.



(The image shown is for illustration purposes only. Final image may vary due to enhancement.)

APDW 2021 Detailed Programme

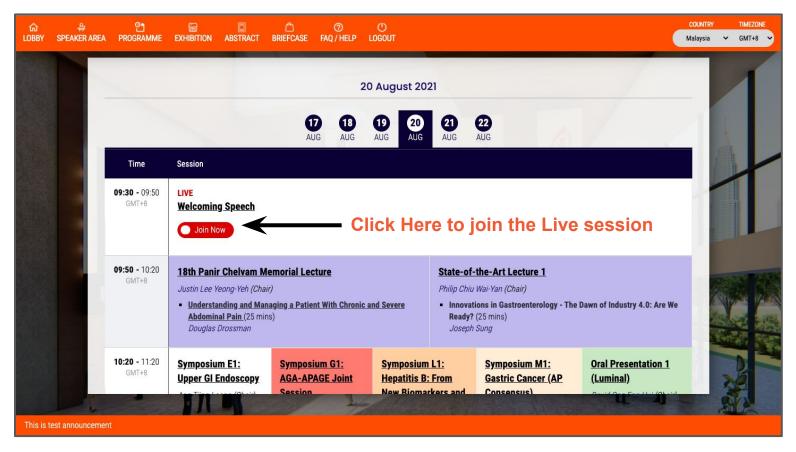
You can view the sessions by clicking on each day.



(The image shown is for illustration purposes only. Final image may vary due to enhancement.)

Joining a Session

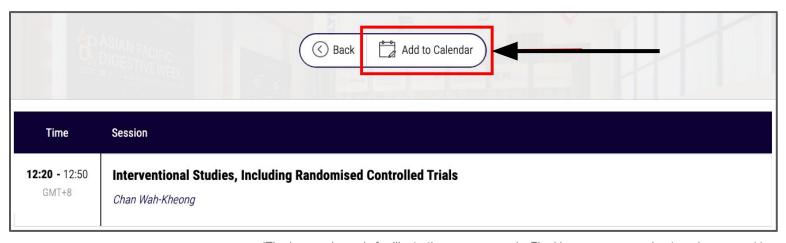
Starting on the APDW 2021 virtual Lobby, click on the **Programme** tile to view and join sessions. You can click directly on the title or viewing window to enter the session. You may enter a session at any point during the stream.



(The image shown is for illustration purposes only. Final image may vary due to enhancement.)

Creating an Itinerary

There will be an **Add to Calendar** button in the session description. By clicking on this button, you will be prompted to select your Outlook, Yahoo or Google calendar. Once selected, the session information, including a link to a session, will be added to your calender of choice.



(The image shown is for illustration purposes only. Final image may vary due to enhancement.)

Slido/ Asking a Question

All the session rooms include a Q&A box/slido, on the right of the screen, where you can ask questions.

During the live Q&A segment, speakers will answer attendees' questions in real-time, if time permits.

The slido offer attendees an opportunity to network and participate in dynamic discussion directly following select sessions. All you need to do is to type your question/ statement in the slido.

Video-on-Demand

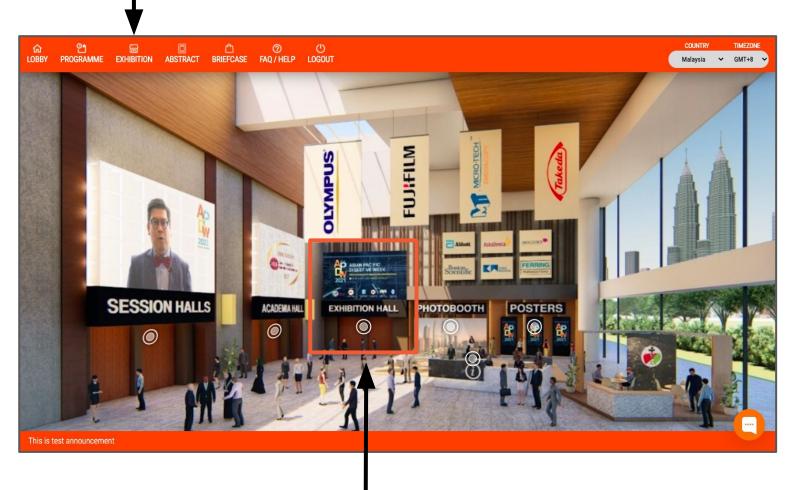
To view on-demand content (recorded lectures), click the arrow/ tiny triangle, play icon beside the topic of each session. Live stream sessions will be added as on-demand content around 2-3 weeks after the conference.

Check back regularly during the conference or afterwards for any recorded lectures that is ready for viewing. It is available for three months.

Exhibition Overview

Searching for a Exhibition

Starting on the APDW 2021 virtual Lobby, click on the **Exhibition** tile in the navigation menu at the top of the site or click on the **Exhibition Hall** to view exhibition hall.



Exhibition Overview

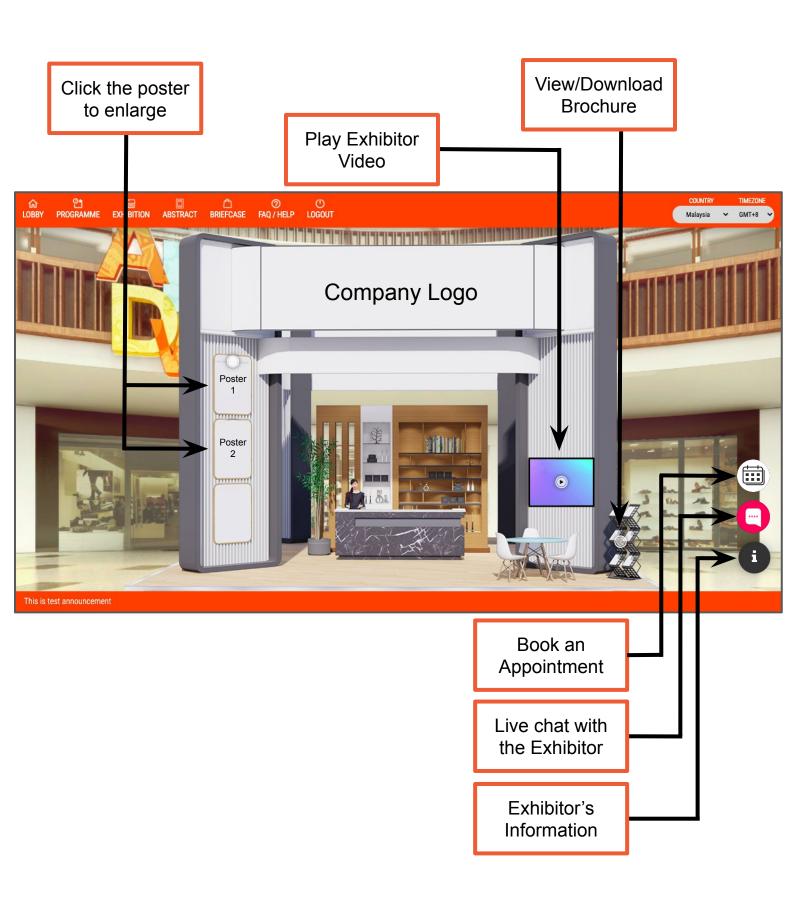
Viewing booth

You may click on any of the banner (corporate logo) to visit the booth.



(The image shown is for illustration purposes only. Final image may vary due to enhancement.)

Exhibition Overview



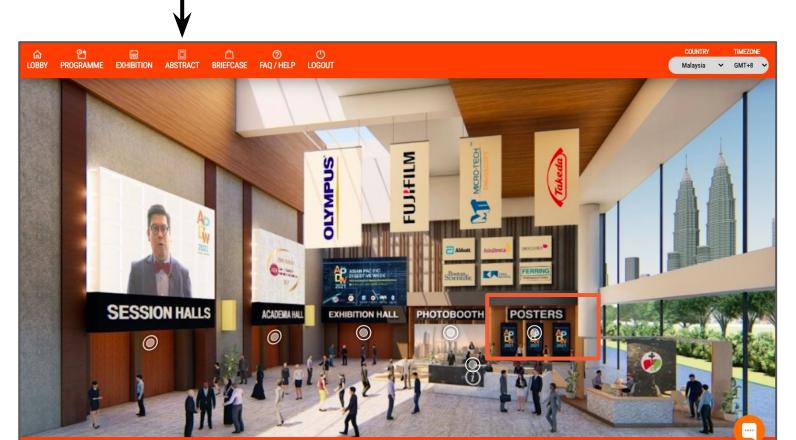
(The image shown is for illustration purposes only. Final image may vary due to enhancement.)

Oral, Posters & E-Posters Overview

Accessing the Abstracts

Starting on the APDW virtual Lobby, click on the **Abstract** tile in the navigation menu at the top of the site to view a full list of oral, poster and e-poster abstracts that are categorised accordingly.

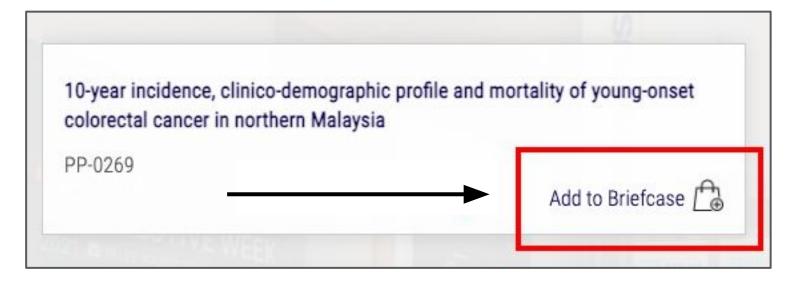
Here, you can use the search bar and filter for abstracts by topic and abstract ID.



Oral, Posters & E-Posters Overview

Viewing Abstracts

Once you have found an oral, poster or e-Poster of interest, click the **Add to Briefcase** button to view the abstract later.



FAQs

1. What are the minimum technical platform requirements?

Please refer to the getting start session. (Page 3)

2. What are the Internet connection requirements?

You may view the virtual experience on a slower connection, however, some users may experience load times that are longer than normal with larger content items. We recommend:

- A strong Wi-Fi connection or hardwired internet connection of at least 10 Mbps
- Disconnect from VPN or corporate networks (if possible)
- Disable ad blocker or pop-up blocker
- Close any unnecessary applications
- Refrain from browsing the internet, streaming media and/or downloading large files during this time

3. What if I am having trouble with my display, like I can't see anything on the platform?

The recommended resolution for your display is at least a 1024x768 or higher resolution. Please ensure that your browser zoom level is set correctly so you can see everything. In most browsers you can use Ctrl+0 to reset your zoom level or Ctrl + [scroll in or out with your mouse or keypad]. This option can also be found in the tools or view menu.

FAQs

4. Where can I see the scientific programme in detail?

 When logged into the platform click on 'Programme' on the navigation bar at the top of the screen.

5. What are the live broadcast times of the congress sessions?

 Sessions are broadcast live between Thursday 19 Aug to Sun 22 Aug for APDW 2021 conference:

Below schedule is based on Malaysian Time (GMT+8):

(Only for Educational Grant Recipients)

Pre-Conference Day -2: Tuesday, 17 Aug | 1100- 1530

Pre-Conference Day -1: Wednesday, 18 Aug | 1100- 1530

(Conference Day)

Pre-Conference Day 0: Thursday, 19 Aug | 0900- 1800

Conference Day 1: Friday, 20 Aug | 0930- 1840

Conference Day 2: Saturday, 21 Aug | 0930- 1840

Conference Day 3: Sunday, 22 Aug | 0930- 1600

6. Is the programme translated?

Unfortunately, translation service is not available.

7. How do I see the conference abstracts?

 Conference abstracts are available, click on 'Abstracts' at the navigation bar on the top of the screen.

8. How do I access the virtual e-posters?

 Congress Posters are available, click on 'Abstracts' at the navigation bar on the top of the screen.

9. Are there CPD points for the event?

This conference has been accredited with 20 CPD points for Malaysian doctors.

Please make sure you have provided your IC, the secretariat will submit the attendance to the MMA to apply for you manually.

10. How do I access the exhibition?

- Meet our exhibitors by clicking on 'Exhibition Hall' located at the Virtual.
- Or click on 'Exhibition' on the navigation bar on top of your screen.

11. How can I share my contact details with exhibitors I visit?

When you visit an exhibitor stand you may instant message the person. Instant messages between you and an exhibitor are saved by the exhibitor.

12. What personal data is visible on the Virtual Conference platform?

Only your full name is made visible while you access the virtual platform.

Throughout the platform you will find multiple opportunities to ask for help, to send questions during sessions. In all instances only the name is shown.

13. How is my data giving me access to the Virtual Conference platform been used?

The virtual platform provider has established a single sign-in-experience for delegates. For ease of use access, delegates can use their registration profile login and password to access the Virtual Conference. The organiser remains the data controller.

FAQs

14. How do I claim for my certificate of attendance?

A survey form will be sent out after the conference. The certificate will only be available after your completion of survey.

15. Will the content be available after the Conference?

Yes, the virtual platform with the recorded sessions will be accessible for 3 months after the conference. The video-on-demand will contain all the sessions from the official programme and will be available to paid delegates only.

16. My question has not been answered in these FAQs, I need more help.

During the conference days (times aforementioned), the secretariat will be available to assist you via Live Chat.

- Click on 'Help' located at the navigation bar; OR
- Click on the chat icon on the bottom corner at the virtual Lobby and start chatting with us.

Dates: 17-22 August 2021

Operations Hours (MYT): 0800 hours -1800 hours

Require assistance, realtime support?

Click on chat box at the bottom right of the Login Page/virtual Lobby

Dates: 17-22 August 2021

Operations Hours (MYT): 0800 hours -1800 hours

In accordance with the Malaysian Personal Data Protection Act 2010, we are committed to the protection of your personal information. Asian Pacific Digestive Week 2021 (or "APDW 2021") recognises the importance of this and respects the privacy of all visitors to our website. We are committed to ensuring that all customer information provided to us is protected from misuse.

APDW 2021 is committed to providing a safe, productive and welcoming environment for all event participants. By registering and/or participating in APDW 2021, you agree to adhere to the Code of Conduct and Privacy Policy (here).

Collection of Personal Information

Visitors to our website need not provide any personal information about themselves to us. However, information on your Internet Protocol (IP) address, domain name, etc may get tracked by our server and be analysed for statistical purposes. However, your individual identity will remain private.

The collection of personal data, however, will be required for purchases of products through our website, registration of an account, subscription of news emails and promotions, etc. The personal data collected may include but not be limited to information concerning your name, address, birth date, identity card/passport number, gender, email address, telephone number, credit card information, personal interests, etc, where permitted by applicable law. Provision of such information is completely voluntary but if you choose not to provide the requested information, we shall not be able to process your order or send you any required information.

Purpose of Information

APDW 2021 will only use the personal data collected for purposes of confirming and delivering your order, registration or subscription, facilitating payment of our products and services, marketing and promotion of our new products and offers, analyzing trends and statistics, and providing information about APDW 2021.

Disclosure of Personal Data

The information we gather is not sold, given to, or otherwise shared with any third parties for commercial purposes. The personal data provided to us will be kept confidential. In connection with our business, we shall contract with companies or persons to provide third party services including credit card processing, shipping and promotional services to facilitate your dealings with us. Certain information will be provided to these companies to fulfill the business transactions.

Your personal data may also be disclosed if the disclosure is necessary for the purpose of preventing or detecting a crime, or for the purpose of investigations or as required or authorised by or under any law or by the order of a court.

Choices to limit processing of Personal Data

The personal information provided to us undergoes processing and, as such, you are agreeing to be included to our APDW 2021 customer database. We may communicate with the customers in our database from time to time, sharing information on promotions, new products, etc.

You have the right to limit in part or wholly any of the processes by which your data is subjected to with reasonable notice by you. If you prefer not to receive information from us, you may instruct us directly by e-mail providing us with your full name and email address. If you would like to update your information with us, please do so by sending us the details by email.

Security

We will endeavour and strive to protect the security of your personal information that you share with us. However, no data transmission over the Internet can be guaranteed to be 100% secure, and you do so at your own risk.

For payment details, we use a secured payment gateway system which will transmit your payment details directly to our payment gateway partner. We do not keep any payment details.

Data Transfer and Sharing

Your personal data may be stored and transferred to third-party service or product providers, as well as to locations and/or systems within or outside Malaysia subject to strict confidentiality and appropriate levels of security safeguards.

Code of Conduct and Media Policy

APDW 2021 provides a respectful inclusive environment for all participants, regardless of gender identity, sexual orientation, disability, appearance, ethnicity, race, national origin, age, or religion. Conference delegates will be provided with personalised credentials allowing them access to the Virtual Conference. These credentials are personal and non-transferable. Non-registered individuals, patient parents/relatives, other members of the public, and minors will not be able to access the Virtual Conference, unless upon prior agreement with the Virtual Conference organisers.

Throughout the Virtual Conference, all meeting delegates are expected to interact with fellow attendees in the same way as at a physical APDW Conference. As such:

- 1. Live sessions during the Conference will be moderated. Delegates are expected to respect the choices of the moderator in selecting questions or comments, managing session times, etc.
- 2. Any recording, filming, photography, screenshots, or other capturing of presentations, live sessions, or other events, including scientific E-Posters, taking place during, or associated with, the APDW Conference is prohibited without the express consent of the presenter in the form of written confirmation by the author in a live chat or email correspondence.
- 3. Reporting in any form (e.g. video, photos, texts, etc.) about APDW2021 Virtual® by third parties does not imply endorsement by APDWF and APDW 2021's Organising Committee.
- 4. Films, photos, recordings taken during APDW2021 Virtual® are subject to the protection of intellectual property, image, and personality rights.
- 5. Filming, recording, and photographing of APDW2021 Virtual® sessions is prohibited.
- 6. Slides from scientific sessions are copyrighted and may not be published without prior approval from the author or the Organising Committee.
- 7. The decision of Local Organising Committee (LOC) of APDW is final regarding all video, photography and audio recording requests.

Changes to Privacy Policy

APDW 2021 reserves the right to change our Privacy Policy from time to time and such changes will be notified to you by posting an updated version of the Policy on our website.

How to contact us

If you have any complaints or queries regarding this Policy or in relation to misuse or suspected misuse of your personal data, please contact us as follows:-

Email: secretariat@apdwkl2021.org

Time (GMT+8)	Programme - 19 August 2021					
0900 - 1000						
1000 - 1300			A-PSDE-WEO High Quality in Upper GI Endoscopy Course (High-Q)	AEG / ANBIIG	A-PSDE-WEO CRC Screening	
1400 - 1700	Postgraduate course	GIA	A-PSDE-WEO Advance Diagnosis Endoscopy Course (ADEC)	Cutting-Edge Technology Skill-Based Endoscopy Session	Motiliy Crash Course	
1700 - 1800	Opening Ceremony & Sponsor Introduction					

Time (GMT+8)	Programme - 20 August 2021					
0930 - 0950	Welcoming Speech					
0950 - 1020	18th Panir Chelvam Memorial Lecture			State-of-the-art-lecture 1		
1020 - 1120	Symposium E1: Upper GI Endoscopy	Symposium G1: AGA-APAGE Joint Session	Symposium L1: Hepatitis B: From New Biomarkers and Therapeutics to Prevention	Symposium M1: Gastric Cancer (AP Consensus)	Oral Presentation 1 (Luminal)	
1120 - 1130	Break					
1130 - 1200		APDW	F-JGHF Okuda Lectureship			
1200 - 1230	Live Endoscopy (UMMC, KL, Malaysia)	Symposium G2: Management of	Sponsored Symposium 1A - GERD (AstraZeneca)	Sponsored Symposium 1C (Boston Scientific)	APDWF Young Investigators	
1230 - 1330		GI Bleeding	Sponsored Symposium 1B -Advances in the Treatment of Acid Related Diseases in the Asian Pacific Region (Takeda)	Symposium M2: Liver Surgery	Awards (APDWF YIA)	

Time (GMT+8)	Programme - 20 August 2021					
1330 - 1400	Break					
1400 - 1500	Symposium E2: Colorectal Endoscopy	Symposium G3: GERD	Symposium L2: Liver Transplantation	Symposium M3: Colorectal Surgery	Oral E-Poster 1 (Endoscopy)	
1500 - 1600	Symposium E3: Small Bowel Endoscopy	Symposium G4: IBD Series A	Symposium L3: From Bench to Practise in Liver Disorders	Symposium M4: Upper GI Surgery	Oral E-Poster 2 (Liver)	
1600 - 1610			Break			
1610 - 1740	Live Endoscopy (Showa University Koto Toyosu Hospital, Tokyo, Japan)	Symposium G5: Overlap Functional GI Disorders	Symposium L4: NAFLD/MAFLD SIG Program 1	Symposium M4: Asia Pacific Working Group CRC Screening	Oral Presentation 2 (Mixed)	
1740 - 1840	Covid-19 Special Lectures - Series A	Sponsored Symposium 1D (Olympus)	Sponsored Symposium 1E (Fujifilm)	Sponsored Symposium 1F (Microtech)	Oral E-Poster 3 (Luminal)	
1840 - 1900	The President Chat Room Day 1					

Time (GMT+8)	Programme - 21 August 2021					
0930 - 0950	Welcoming Speech					
0950 - 1020	21st Distinguished Endoscopy Lecture State-of-the-art-lecture 2					
1020 - 1120	Symposium E4: Quick Answers to Hot Questions in ESD	COVID-19 Special Lectures - Series B	Symposium L5: Hepatitis C	Symposium M6: Multidisciplinary Bariatric Therapy	Oral Presentation 3 (Endoscopy)	
1120 - 1130	Break					
1130 - 1200	APDWF-JGHF Emerging Leaders Lectureship 1 APDWF-JGHF Emerging Leaders Lectureship 2					

Time (GMT+8)	Programme - 21 August 2021					
1200 - 1230	Live Endoscopy	Sponsored Symposium 2A - IBD (J&J)	Symposium L6: Systemic Therapy for HCC	Sponsored Symposium 2B - FGID (Abbott)		
1230 - 1330	(King Chulalongkorn Memorial Hospital, Bangkok, Thailand)	Sponsored Symposium 2C: Current Approaches for Optimizing the Benefit of Early Biologic Therapy in IBD (Takeda)	Sponsored Symposium 2D - (Biocodex)	Sponsored Symposium 2E - IBD (Ferring)	APDWF Poster Distinction Award	
1330 - 1400			Break			
1400 - 1500	Symposium E5: Quick Answers to Hot Questions in Biliary Endoscopy	Symposium G6: APAGE-Rome Foundation Symposium	Symposium L7: Liver Failure	Sponsored Symposium 2F (Microtech)	Oral E-Poster 4 (Mixed)	
1500 - 1600	Symposium E6: Endoscopic Ultrasound	Symposium G7: Neurogastroenterology & Motility	Symposium L8: Hepatitis B: Optimising Care	Symposium M7: Multidisciplinary Pancreatic Tumour	Oral Presentation 4 (Luminal)	
1600 - 1610	Break					
1610 - 1740	Live Endoscopy (Asian Institute of Gastroenterology, Hyderabad, India)	Symposium G8: Hot Topics in Esophageal Dysphagia (OESO)	Symposium L9: NAFLD/MAF LD SIG Program 2	Symposium M8: Pancreatitis	APDW 2021 Perdana Therapeutic Endoscopy Video Forum	
1740 - 1840	Symposium E7: Endoscopic Biliary Drainage	Symposium G9: H pylori	COVID-19 Special Lectures - Series C	Symposium M9: Paediatric Gastroenterology & Surgery	Oral E-Poster 5 (Mixed)	
1840 - 1900	The President Chat Room Day 2					

Time (GMT+8)	Programme - 22 August 2021					
0930 - 0950	Welcoming Speech					
0950 - 1020	WGO	Distinguished Global Lectu	21st MSGH Oration			
1020 - 1120	Symposium E8: Latest Advancement & Innovative Techniques	Symposium G10: Barrett Esophagus (Asian Barrett Consortium)	Symposium L10: Hepatocellular Carcinoma	COVID-19 Special Lectures - Series D	Oral Presentation 5 (Liver)	
1120 - 1130			Break			
1130 - 1200		APDWF-J0	GHF Marshall-Warren Lec	tureship		
1200 - 1230	Symposium E9: Third Space	Invited Lecture	Symposium	Sponsored Symposium 3B (Pharmaniaga)	Young GI	
1230 - 1300	Endoscopy	Sponsored Symposium 3A	L11: NAFLD / MAFLD SIG Programme 3	Symposium M10: New Development	Consultant Forum 1	
1300 - 1330	Break	(Fujifilm)	11m)	in Digestive Oncology		
1330 - 1400	Symposium	Break				
1400 - 1430	E10: Advances in Capsule Endoscopy	Symposium G11: Pathophysiology	Symposium L12: Cirrhosis			
1430 - 1500	Live Endoscopy (Roeya, Egypt)	Targets in Gut-Brain Disorders	& Complications	Healthy Stomach Special Interest	Young GI Consultant	
1500 - 1600		Symposium G12: IBD Series B	Symposium L13: Focused Update on Other Liver Conditions	Group	Forum 2	
1600 - 1700	The President Summary and Closing Ceremony					