Agenda

Best Practices

Before Session

During Session

After Session

ASIAN PACIFIC DIGESTIVE WEEK

Vision of Excellence in Digestive Disorders & Sciences

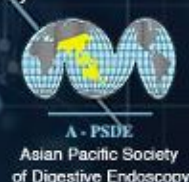19 - 22 AUGUST 2021 | VIRTUAL APDW 2021

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2021

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Best Practices On Screen

1. Avoid bright lights and windows behind you.
2. Good light in front of you (on your face) will provide for a better visual.
3. Ensure that the camera is at eye level, position yourself well.
4. Ensure no cluttered background. It is best to have a plain background.
5. When speaking, please look into the camera.
6. When not speaking, please smile and look your best.
7. Turn off/unplug/mute all telecommunication devices.
8. Avoid patterned shirt/dress.
9. Best paired with a blazer/suit.
10. Ensure no interruption and minimise background noise (cooperation from family members with closed door)

Please click on APDW 2021 Virtual Background to download the image for your kind usage during the conference days.

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BEFORE SESSION

Session Planning (at least 3 days before the Virtual Conference/Congress)

1. We will share the platform link, username and password 2 weeks before the congress via email. You may try to login to explore.

2. Please note the speakers' order, topics and time which can be referred to at
https://www.apdwkl2021.org/virtual/programme-19
https://www.apdwkl2021.org/virtual/programme-20
https://www.apdwkl2021.org/virtual/programme-21
https://www.apdwkl2021.org/virtual/programme-22

3. All timings are by default in **Kuala Lumpur, Malaysia** timings. You may change it according to your location.

4. Please ensure you have a stable and fast internet connection **(Min: 15Mbps, preferable LAN cable)** and that no one else is connected to the internet at the same time.

5. You are advised to use **Mozilla Firefox / Google Chrome** and a **laptop** for optimal experience.

DURING SESSION

Step by Step Guidance to Your Session

LOGIN to VIRTUAL PLATFORM
A unique access link will send to your email. Please login at least 30 mins before session starts

SELECT SESSION
Click "JOIN NOW" blinking button when the session is available for 'presenters on standby'

TECHNICAL
Audio & Visual Check Session Flow Brief

READY
Please stay alert even though the recording is playing

SESSION
Chairperson talks, Speakers' Recording

Q&A
LIVE Discussion

DONE
End of Session Leave room/ meeting

Login Page

This will be prompted only if you are logging in the platform from the website.

If you are logging in via the **direct link** from the email, you will NOT be seeing this page.

Lobby

If you are logging in via the **direct link** from the email, you will be prompted to the Lobby area.

Speaker Area

LOBBY | SPEAKER AREA | PROGRAMME | EXHIBITION | ABSTRACT | BRIEFCASE | FAQ / HELP | LOGOUT

COUNTRY: Malaysia | TIMEZONE: GMT+8

Following are your sessions, you may click on the respective sessions to join as presenter 30 minutes before the session starts.

In the meantime, you may click the "Tech Check & Help Desk" button to run a tech-check with the congress secretariat.

Tech Check & Help Desk
08:00 - 18:00
GMT+8

Click "Tech check * help desk" if you would like to ask for assistance.

My Schedule

Rehearsals

Time	Session
10:00 - 11:00 GMT+8	PRESENTERS ON STANDBY Track 1 *Azureen (Chair)* • Topic 1 *Demo Exhibitor / Presenter* • Topic 2 *Demo* Join Now

Only sessions relevant to you will be shown here.

30 mins before the session starts, "Presenters on Standby" will be flashed at that session.

Click "Join Now" to go to the backstage for the final technical briefing.

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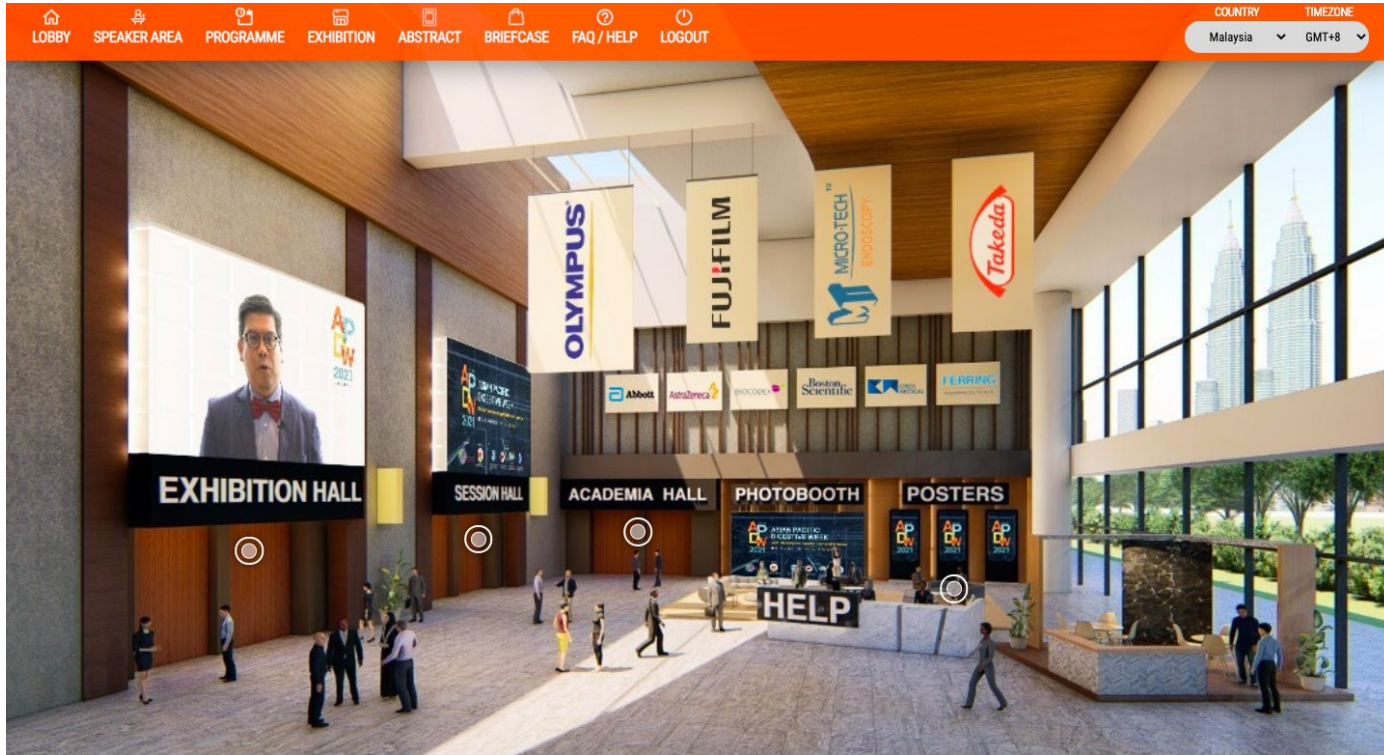19 - 22 AUGUST 2021 | VIRTUAL APDW 2021
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You will then be prompted to launch Zoom app. Click to launch the app.

If you have not downloaded the app, please download.

If you already downloaded the app, please ensure it is the latest version to prevent instability of the app's performance.

Starting The Session

1. The secretariat will cue for the session to go LIVE.

2. Once the session begins, the chairpersons/moderators will start off by introducing each speaker before their recording plays.
    - Name
    - Short Bio
    - Topic

3. Delegates will be asked to key in the questions (addressed to which speaker) and the questions will be addressed at the end of the session, if time permits.

4. The broadcast will show the chair and the videos alternately LIVE/Recordings.

5. You may converse with other speakers only while the recordings are playing. If you are unsure whether your audio will be broadcasted, you may always approach the secretariat via Chat function. However, please stay alert throughout the session.

6. We will handle all the movements.

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Session Timing

1. We will try our best to maintain the scheduled timing of presentations. However, please be ready for extensions or delays.
2. As lectures are pre-recorded, the chairpersons will be adjusting the Q&A session accordingly.
3. Please standby for the Secretariat's & AV team's cue.

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Q&A Session

1. The chairperson will announce that the session is open for discussion (Q&A).

2. During Q&A, all speakers' visual will be shown on broadcast.

3. You may preview the questions on the chat function in Zoom, where secretariat posted.

4. The chairperson will read the relevant Q&A and address to the designated speaker.

5. If your line drops during the Q&A, we advise you to join the session again if you can. The secretariat will be reaching you in the meantime.

6. If you have not, please provide alternative way of contact to the secretariat (eg. assistant phone number, WhatsApp, WeChat, Viber, Line, Kakao, etc.).

7. Speaker(s) disconnected: The chairperson will naturally move on to another speaker. OR

   Chairperson(s) disconnected: The next chairperson should take over the discussion.

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AFTER SESSION

Closing / End of session

1. At the end of the session, the chairperson will wrap up the session and thank the speakers as well as the audience.
2. AV Team, will be counting down the time via chat: 5 mins, 2 mins, 1 min, 30 seconds, 10 seconds.
3. The session crew will end the session.
4. A housekeeping slide will be shown that includes a message to join the next session/symposium.
5. Join us in the rest of the Congress!

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APPENDIX

[Reminder] Faculty Portal Completion

1. Registration information (personal details) including mobile number;
2. Faculty profile:
   - **RECORDING LINKS**
     (please refer to the guide at https://www.apdwkl2021.org/recording-guidelines).
   - your photo
   - short bio (between 250 - 300 words);
   - consent to use information in promotional materials;
   - sessions abstract (intro) in not more than 300 words;

How to Submit your Recordings

Step 1

You will need to record yourself narrating a digital version of your presentation. You can use an application of your choice to pre-record your presentation. Please refer to the guidelines at https://www.apdwkl2021.org/recording-guidelines.

Step 2

You will first need to upload only the completed **VIDEO** onto your preferred file sharing platforms i.e. Google Drive, Dropbox or iCloud.

Step 3

Please submit the links onto the faculty portal according to your sessions.

Faculty Portal Access

Step 1

There is a direct link to access your portal sent via email to you.

Step 2

Click on the link, you will be directed to the portal.

Step 3

Please update the necessary information and click save. Continue the process until Registration Summary.

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Thank You

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