

## Participant Guidelines

In order to help everyone find their way in the hybrid ACGT2022, we summarize here some guidelines for all ACTG2022 participants. Please read them carefully. If you have any questions, please do not hesitate to contact the LOC at [contact@actg2022.org](mailto:contact@actg2022.org).

### 1. Hybrid format overview

All events in the ACGT2022 except the poster session will be streamed "live" to registered participants through Zoom meetings and A/V equipment in all onsite rooms. Attendees will be able to follow all sessions either online or in person. Online attendees can interact with speakers by posting questions on Zoom Q&A. Presenters will have the option to present their work either on site, or remotely through Zoom, and take questions from both the onsite and online audiences.

### 2. All attendees

Onsite attendees will just need to locate the room of the session you are interested in, sit through the presentations, and ask. Online attendees will find specific zoom links for each session on the online conference platform – links to the online platform will be added on the ACGT2022 website shortly before the conference. Login is required and will be provided by email in advance to all registrants, and the online platform will be available as soon as the conference begins. Online attendees will join the sessions directly through the Zoom interface. Onsite attendees will also get access to the online platform for their convenience.

### 3. Presenters

All presenters must choose before the conference start whether to present onsite in Gangneung or remotely. Presenters can simply choose presentation options from the conference website (Deadline : August 8<sup>th</sup>). For more information, please refer to the conference website, [www.acgt2022.org](http://www.acgt2022.org).

## 3.1 Oral presentations

Regular oral presentations except keynote speeches have been allocated a 20-minute time slot, including the presentation, and Q&A. It is recommended that speakers plan on a 15-minute presentation approximately, and a 5-minute Q&A.

### 3.1.1 Onsite oral presentations

Onsite presenters are strongly encouraged to arrive at their session room at least 15 minutes prior to the start of the session and load their presentation materials (PPT or PDF) on the onsite equipment.

### 3.1.2 Online oral presentations

Online presenters should join the session Zoom meeting at least 30 minutes before the session begins, and will be assisted by an organization staff member. Presenters will test their mic, webcam and screen sharing during this time and make sure everything works properly.

Online presenters should submit a video recording of their presentation, up to 15 minutes in length. This video will be used as a "backup" in case anything fails during the live session.

Recorded video : the video format should be 16:9 in full HD, stored as an mp4 file.

## 3.2 Poster presentations

### 3.2.1 Onsite poster presentations

Onsite poster presentations will have a traditional format where physical posters (printed and brought to the venue by presenters) will be displayed on poster panels in designated spaces at the venue. All physical posters should be printed in A0 size with portrait orientation (1189mm height x 841mm width).

Onsite poster presentations will not be recorded, nor will they be accessible live by remote attendees – they will be an onsite-only activity.

### 3.2.2 Online poster presentations

Online poster presentation will take place in the same session as the onsite poster presentation. You should upload your poster in pdf or ppt format (A0 size with portrait orientation, 1189mm height x 841mm width) through the ACGT website. The LOC will print the uploaded poster file on behalf of the presenter and display it on the designated poster panel.

However, what is very important for online poster presenters is that **video recording files where the work is presented should be submitted** to the conference website before the conference begins. The LOC will create a YouTube link for the recording files, and provide information on the link to conference attendees through the ACGT website. Attendees can leave questions on YouTube link or on the conference website, and the presenter must answer them.

## 3.3 Summary on files to be submitted for each presentation style

The following table summarizes files to be submitted for each presentation style. **The deadline for submissions through the conference website is August 15<sup>th</sup>.**

Presentation Style			Full Paper	Sharable Presentation Material (PPT or PDF)	Poster (A0 size, File : PPT or PDF)	Recorded Video for Backup of Online Oral Presentation (15-min length, MP4)	Recorded Video for Online Poster Presentation (5-min length, MP4)
Oral Presenter	Onsite	Extended Abstract	-	O	-	-	-
		Full Paper	O	-	-	-	-
	Online	Extended Abstract	-	O	-	O (Presentation should be made live at each session. This video will be used as a "backup".)	-
		Full Paper	O	-	-	-	-
Poster Presenter	Onsite	Extended Abstract	-	-	File : O (Print-out : Brough in by the presenter in person)	-	-
		Full Paper	O	-	File : - (Print-out : Brough in by the presenter in person)	-	-
	Online	Extended Abstract	-	-	File : O	-	O (This video will be played in place of presentation in the poster session.)
		Full Paper	O	-		-	

## 4. Session chairs

Please meet the presenters of your session 15-30 minutes before the session starts, to check that everyone is present online or offline.

The organization will take care of connecting with online presenters and displaying their Zoom video/audio input on the room screen and sound – you just need to announce the remote presenters and moderate Q&A in exactly the same way as you will with in-person speakers.

You will be provided with a tablet where you will be able to see the Q&A submitted to Zoom chat window from the online audience, select and read questions for the presenters. You may moderate and select the questions at your own discretion – we suggest taking questions from both the physical and online audiences in the mix.

If an author does not show up, fails to connect to the session to deliver their presentation, or the connection breaks, the organization will play their recorded presentation.