GUIDE TO VIRTUAL PARTICIPATION

1. Key Dates

1.1 Presenters
Submit Presentation Files — Deadline: 18 Jul 2022 (Opens 15 Jun 2022)

1.2 Presenters & Session Chairs
Virtual Open House — Test Presentations/Check Connections
Mon-18 Jul to Fri-22 Jul, From: 08:00 — 12:00, 14:00 — 18:00 (GMT +8)

1.3 Sign Up for Free Events
Opens Fri-15 Jul 2022

1.4 Help Desk — Live Attendee Support Need Help?
See Singapore Time (SGT) Help Desk Hours below.
Mon-01 Aug to Fri-05 Aug 07:30 — 12:00, 13:00 — 17:30 (Fri 13:00 — 16:30)

2. Meeting Platforms

2.1 ORAL PRESENTATIONS (via ZOOM)
All Oral Presentations will be conducted in Zoom and only registered attendees can access the Zoom room via MARS (See 5.1).

Please Note: Zoom room access is enabled in the morning on the day of the session

Preparing Your Video
- Speakers are required to submit a 10-min pre-recording of their presentation.
- The acceptable file format is MPEG-4 video (*.mp4), and the file size must not exceed 800mb.
- See 4.2 "How to" Guide for Pre-Recording a Video
- The deadline for submitting the pre-recording is **Mon-18 Jul 2022**.
- You can modify/resubmit your uploaded contents anytime but it must be before the submission deadline.

Submitting Your Pre-Recording to MARS (Opens 15 Jun 2022)
1. Log-in with your email & password
2. On the left menu click on "Upload Presentation" to upload your file for your abstract. This function is auto-enabled for individuals delivering oral presentations. See 5.1(b).

Delivering Your Presentation
Please connect to your session room at least 15 min before the start of your session.
- The session host will play your **10-min pre-recording** at the scheduled time.
- The presenter is required to participate in the **live 5-min Q&A session** to be held immediately after the presentation.
- Audience can ask questions using **Zoom Chat or** the **Raise Hand** function.

2.2 SpatialChat LIVE POSTER PRESENTATIONS & SECTION LOUNGES
From Mon-01 Aug, 2022 to Fri-05 Aug, 2022 - View Posters and Visit Section Lounges on SpatialChat
Access via MARS is auto-enabled for fee paying (includes fee exempt) registrants only
After log-in on MARS → Author Options → "SpatialChat Posters/Lounges" See 5.1(a).

a. **Preparing Your Poster**
   o Your presentation must cover the same material as the abstract submitted.
   o Poster must be
      - A0 size (1189mm length x 841 mm height) in landscape format not exceeding 5mb
      - In JPEG or PNG format - recommended resolution: 1920 x1080 pixels
   o See 4.5. "How to" Guide for Preparing Your Poster
   o The deadline for submitting the digital poster is Mon-18 Jul 2022.
   o You can modify/resubmit your uploaded contents anytime but it must be before the submission deadline.

b. **Submitting Your Poster to MARS (Opens 15 Jun 2022)**
   1. Log-in with your email & password
   2. On the left menu click on "Upload Presentation" to upload your poster.
      This function is auto-enabled for poster presenters See 5.1(b).

c. **Locating Section Lounges & Your Poster(s)**
   1. Getting SpatialChat Ready See 4.3
   2. One lounge is dedicated to each AOGS Section. Please feel free to use the space to organize your own catch-ups or networking sessions.
   3. Locating your posters See 5.2.
      o A digital board, identified by Abstract ID is pre-assigned to each presenter
      o All posters are grouped by sections and the digital poster boards located in virtual rooms, each identified by Session Code and Abstract ID. The limit is 4 poster boards per room.

4. Poster set-up & Support
   o If you have uploaded your poster by Mon-18 Jul 2022, the secretariat would have set-up your poster on your pre-assigned digital poster board.
   o Need help? See 5.2 – to connect with the SpatialChat Poster Help Desk

d. Delivering Your Presentation
   1. Ensure your device is compatible to SpatialChat's requirements.
   2. Be familiar with the basic interface of SpatialChat.
   3. Please connect to the Virtual Poster Hall and be at your pre-assigned digital poster board at least 15 minutes before the start of your session.
   4. Leave your camera and microphone on for the SpatialChat Live Poster Presentation
   5. Presenter attendance is required throughout the live poster session.

3. Conference Policy

3.1 IMPORTANT NOTES TO PRESENTERS
   a. Attendance to present an accepted abstract requires registration.
   b. Each accepted abstract must be presented by the registered author/co-author
   c. Presenter Access to the online platforms is granted to the "**Registrant**" only.
   d. The presentation must be given by a single presenter; even if equal contributions were made by two or more co-authors.

3.2 ATTENDEES PRIVILEGES

Fee Paying/Fee Exempt Attendees
✓ Presenter Rights ✓ Session Chairing Rights ✓ The Whole Works Participation Rights ✓ eBook Extended Abstracts Publishing Rights ✓ Proof of Attendance (See 3.3 No Show Policy) ✓ Three-year AOGS Membership till 2025 (expires 2026)
Free Events – Open to Anyone Interested
o All with user account on MARS are eligible o New Users can sign up for an account here: https://meetmatt-svr.net

3.3 NO SHOW POLICY & PROOF OF ATTENDANCE

a. Each accepted abstract to AOGS2022 must be presented by the registered author/co-author during the online conference. By default, the registrant is deemed to be the presenter. This can only be the author or a co-author of the abstract.

b. Proof of Attendance is an official document proving the completion of a presentation and attendance at a session or the conference. Attendance is usually updated at the end of the conference day and the Proof will be available the next day. MARS → "Author Options" → "Proof of Attendance"

4. How to Guides for

4.1 GETTING ZOOM READY

All presenters will require a PC or Laptop with
- Camera & Microphone
- Webcam Specifications: Minimum 0.5 Megapixel
- Compatible Browsers – Ensure that they are updated to their latest versions

    🌐 Chrome   🦊 Firefox   🔵 Edge   🧭 Safari

Lighting/Camera
Diffused light in front of you will usually work best to avoid shadows. Position your camera just above your eye level.

Presentation/Clothing
Darker colour shirts/blouses appear better on camera, avoid busy plaid or patterned outfits.

Audio/Sound
Avoid or minimize sounds in your background. Ensure that your voice can be heard loud and clear.

4.2 PRE-RECORDING A VIDEO
Pre-recording via Zoom
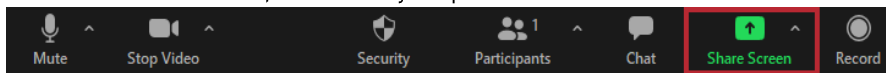a. Create a free Zoom account at https://zoom.us

b. Install and open the Zoom application on your computer

c. Click on the "New Meeting" button to start a meeting

d. Refer to the toolbar at the bottom of the meeting window.

Ensure both your audio and video are connected to the meeting.
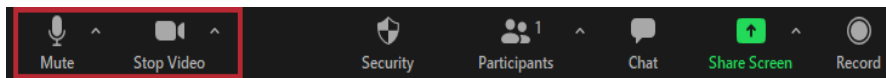
e. Click on "Share Screen", and select your presentation slides to be flashed on the screen

f. Look for the toolbar which should now be at the top of your screen.
Move your mouse around the area if there isn't any bar.
Once ready, click on "More" → "Record" to start your presentation.
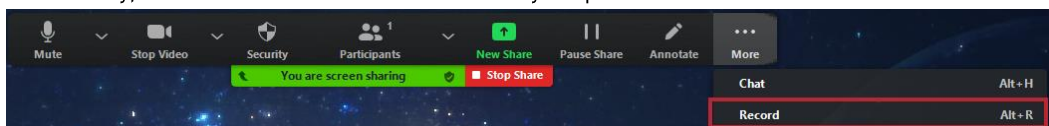
g. Upon completion, end the meeting. Zoom will compress the recording and save a copy in your computer

Pre-recording via LOOM
a. Create a free Loom account at https://www.loom.com/
b. Install and open the Loom application on your computer
c. Select "Screen+Cam", and set your screen, microphone and camera.
d. Once ready, click "Start Recording" at the bottom of the app
e. After stopping your recording, you will be redirected to Loom's website to view/download the recording. It may take a few minutes for the download button to light up.
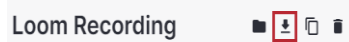
4.3 GETTING Spatialchat READY

a. Introduction
AOGS2022 Live Poster Presentations & Section Lounges will be held separately in SpatialChat. This is a virtual space where people can move freely between groups or form new groups by dragging their avatars. It is the perfect place where people can form groups for conversations with different topics and online socializing.

b. Mon-01 Aug to Fri-05 Aug
Access by registered Fee Paying/Fee Exempt only via MARS
→ "Author Options" → "SpatialChat Posters/Lounges" See 5.1 (a).

c. Access SpatialChat on a Computer or Laptop
For optimal viewing and participatory experience, it is highly recommended to access SpatialChat through a Computer or Laptop. Some features may be limited when accessing it via mobile or tablet. Preferred Browsers:

Chrome   Firefox   Edge   Safari

d. Create a Profile
You will be required to create a profile by inputting your name, a short personal description about yourself and a profile photo (Optional)

e. Configure your Microphone & Camera
Once you have configured your microphone and camera, click "Join Space" to enter the virtual hall.

f. During the dedicated poster presentation timing, presenters are to turn on their microphone and video and "stand" at their designated Presentation.
Attendees can move their Avatar close to the Presenter to initiate a discussion with the Poster Presenter. See 5.2

4.4 SESSION CHAIRS/SESSION ASSISTANTS
The function of the session chair is to lead the session and typically, there are multiple chairs assigned to a single session timeslot. Conveners may be permitted to chair their own sessions.

You are charged with ensuring presenters stay on time and maintaining a professional and insightful dialog among the participants of the session. You will introduce each presenter (name, affiliation, maybe an additional piece of insight, co-authors) along with their abstract. A session assistant will be assigned to support you as necessary.

Please connect to your session room in Zoom at least 15 mins before the start of your session.

Session Assistant Roles
1. Oversee presenter check-in
2. Keep track of no-shows & report it to session chairs
3. Provide live technical support during the conference
4. Handling of presentation materials
5. Click on the attendance link to make a record of who has presented

Session Chair Roles
1. Introduce presenters in your session
2. Ask questions to the presenter based on their presentation
3. Keep track of time allocated for each presenter

Before the Session
- Set up Zoom using the guide given to all participants.
- Before chairing the session you should test your set-up.
- If you have not presented or moderated via Zoom, we strongly recommend doing a rehearsal. Details on the rehearsal will be sent later.
- The virtual meeting program includes session information, links to presentation materials and, presenter attendance register etc.

Chairing the Session (Oral Presentations Only)
- Ensure all presenters are present in your session and keep track of attendance
- Introduce presenters before each presentation (Presentation details will be provided to all session chairs)
- Facilitate the Q&A
- Keep track of time allocated for each presenter:
  Contributed - 10 min recorded presentation + 5 min Q&A
  Invited - 20 mins duration

1. Audio Mute/Unmute - Participants will be muted when they join the meeting.
2. Remind presenters to unmute themselves during Q&A; and then mute themselves when done.
3. Zoom Chat – Remind participants to send you questions using this feature. Be sure the check the Chat regularly
4. Introduce yourself, the presentation and authors; mute yourself when done.
5. Session Assistant will present the pre-recorded materials.
6. Each presenter has to make their presentation in 15 min, including 5 min of Q&A (Invited – 20 min)
7. Unmute yourself. Ask questions to the presenter if there is still time left after the presentation.

Virtual Open House
Mon-18 Jul to Fri-22 Jul, From: 08:00 -12:00, 14:00 – 18:00 (GMT +8)
Purpose is for Presenters and Session Chairs to familiarize themselves with the virtual platform and its features. Visit us during the Virtual Open House!

4.5 PREPARING YOUR POSTER

- Poster size is A0 1189mm length x 841 mm height in landscape format, up to 1920 x1080 pixels (5MB) maximum.
- Place your Abstract ID, Abstract Title and Authors' names prominently at the top of the poster to allow viewers to identify your abstract easily. Presenter's name must be underlined and in bold letterings.
- Author's names, e-mails and address information must be provided in case the viewer is interested in contacting you for more information.
- You have complete freedom in displaying your information in figures, tables, text, photographs, etc. in the poster.
- A successful poster presentation depends on how well you convey information to an interested (but not expert) audience. You may wish to structure your poster by including the background of your research followed by results and conclusions.
- A poster that is overcrowded is unattractive and difficult to read. When showing results, present only those information that illustrate the main findings of the project.
- A Picture Paints a Thousand Words: Use graphs (instead of tables) to present numerical data.

5. <u>User Dashboards</u>

For self-service information and navigation on

      5.1   MARS - AOGS online portal
      5.2   SpatialChat - Live Poster Presentation

5.1 MARS

5.2 SPATIALCHAT - LIVE POSTER PRESENTATION

Codes & Their Meanings

PP: Atmospheric Sciences	Poster Presentation – AOGS Atmospheric Sciences Section
AS01-A002, 011, 014, 015	Poster Session AS01
Abstract ID: A002	Poster 1
A011	Poster 2
A014	Poster 3
A015	Poster 4
AS01-A018	Poster Session AS01
Abstract ID: A018	Poster 5
AS02-A006, 007, 010, 012	Poster Session AS02
Abstract ID: A006	Poster 1
A007	Poster 2
A010	Poster 3
A012	Poster 4