

IMPORTANT DATES FOR PRESENTERS (SYMPOSIA)

The event time zone is Korea Time (GMT+9)

Date	Important Events
July 2	Registration deadline for ALL presenters
July 7	Whova site link sent to ... <ul style="list-style-type: none"> – Create individual ID for signing in Whova event venue – Create presenter profile – Upload session information (for Session Chairs; optional) – Upload pre-recorded videos (only for the presenters who will use a pre-recorded presentation)
July 19	Deadline to upload handouts or a pre-recorded video on Whova
July 20	AASP 2021 Whova event venue opens
July 22-24	Main Rehearsal (Test-Run) <ul style="list-style-type: none"> – We will simulate the entire conference according to the conference schedule to check any technological issues. We strongly encourage you to join the designated rehearsal session (one week before the real session at the same time period). – If you cannot attend the main rehearsal but still wish to do a test-run, please contact the Secretariat (aasp2021@gmail.com) by July 21 to set up an individual test-run (July 26-27).
July 29-31	AASP 2021 Conference <ul style="list-style-type: none"> – Pre-recorded videos will be broadcast at the scheduled time during the conference. – Real-time sessions will be live-streamed at the scheduled time during the conference.
December 31	Conference Whova event venue closes

Guidelines for Presenters (Symposia)

Whova Speaker Guide (web and video) for Presenters is available here:

<https://whova.com/pages/whova-speaker-guide/>

Zoom User Guide (video) for Presenters is available here:

<https://youtu.be/QOUwumKCW7M>

TO-DO List for Symposium Presenters

Conference Registration – Deadline July 2

- All presenters must register for the conference to present.
- Access to Whova event venue for the conference will be available to registered presenters only.

Sign up (Create an Account) for Whova Event Venue – Opens on July 7

- All Presenters will receive an email from Whova on July 7 with log-in instructions. The link will look like this: <https://whova.com/portal/webapp/xxxx/>. (If you do not receive the link by July 7, please notify the Secretariat immediately)
- Click “Sign up here” (if you do not already have an account) and fill in your name, email, and password.

Sign up and create an account or sign in

Whova Demo Virtual Conference
Feb 18 - 22, 2022

Sign in using your Whova account

Email
Enter email

Password
Enter password

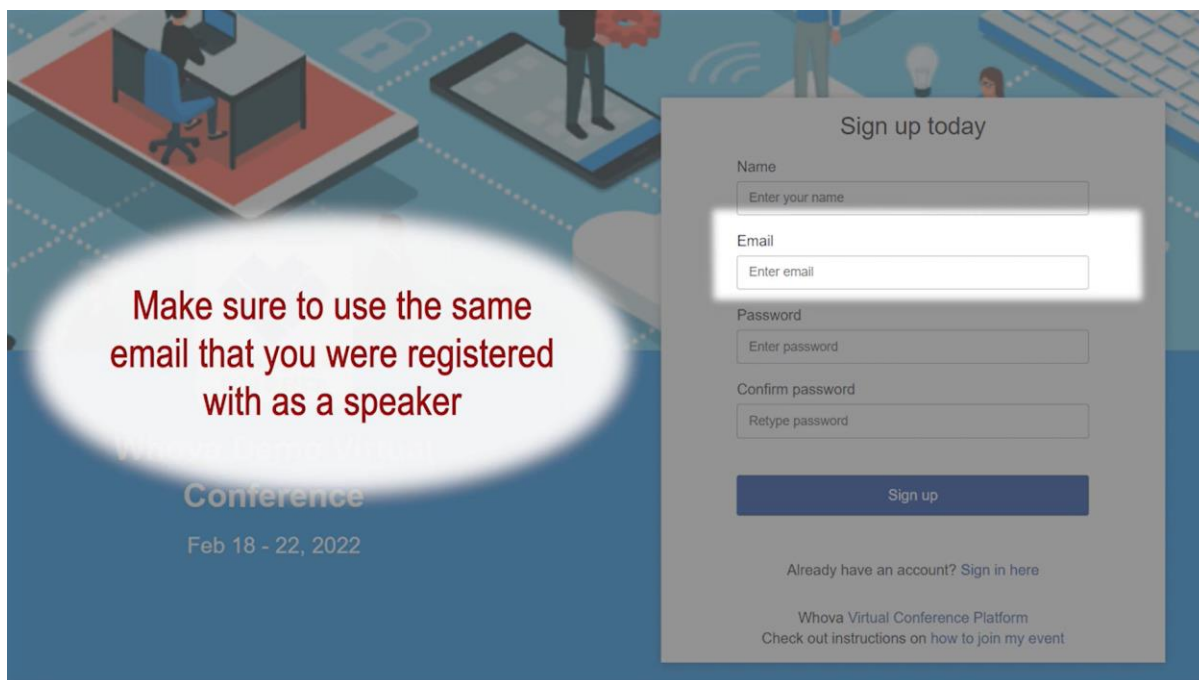
Forgot your password?

Sign in

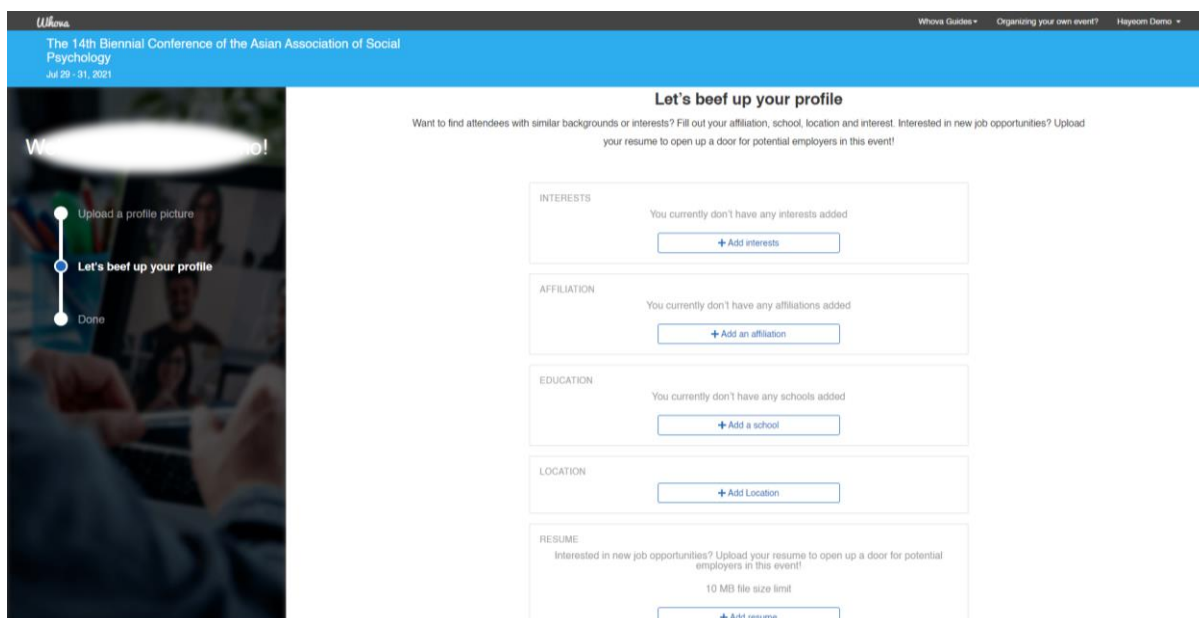
Don't have an account? Sign up here

Whova Virtual Conference Platform

- **MAKE SURE TO USE THE EMAIL ADDRESS YOU HAVE USED FOR CONFERENCE REGISTRATION.** You will not be asked to pay anything to sign in. When logging in, you will automatically be taken to the conference main page.



- Fill in your profile with your affiliation, location, and research interests. Other attendees will use this to network with you if you choose to be included in the attendee list.



Uploading Session Info (Presentation Handouts, Online Articles, and Others) – Deadline July 19 (for Session Chairs; Optional)

- Session Chairs will receive a set up link similar to this:
<https://whova.com/xems/engage/speaker/xxx/yyy/>.
- Session Chairs are allowed to upload presentation handouts, online articles, and other supplementary materials to be used by the presenters at the link above. Session Chairs can come back to update information whenever needed.
- For each session, up to three documents with 10MB each can be uploaded. All materials should be converted into a PDF format before uploading.
 - We gently ask Session Chairs to collapse all presenters’ power-point slides into one handout and upload it on the Whova website. We appreciate your help.
 - Please make the file name as follows:
 - File name: Session Title_ Chairs’ Name_Handout.pdf
 - File name: Session Title_ Chairs’ Name_Online article.pdf
 - File name: Session Title_ Chairs’ Name_Supplement.pdf

Session Info

1. Session

Session title (Talk title, keynote name, etc.)
Thematic Symposium 1-1-1

🕒 11:50 AM to 01:00 PM, 07/29/2021

Documents (If you would like to include any documents such as abstracts, slideshow presentations, etc., please upload them here.)

[Add Document](#) Maximum 3 documents with 10 MB file size limit

Virtual presentation (Add a link to live stream your session or upload a recorded video for your session)

Recorded video

[ht](#) [Upload your session documents by clicking here](#) [Edit](#)

Please check the information of your session

- Please do not use copyrighted materials without permission or content that should not be shared in public. Please check for the Copyright Policy and the “Presenter Guideline on How to Use Copyrighted Material” [here](#).

Recording & Uploading Videos – Deadline July 19 (Only for Pre-Recorded Presentations)

- If you, as an individual presenter at a given symposium, plan to use a pre-recorded video for your presentation, you must contact the Session Chair and coordinate with him/her in advance.
- If the Session is entirely pre-recorded or includes any pre-recorded presentation(s) along with oral presentations, we ask the Session Chair to ensure that the pre-recorded presentations are uploaded by the deadline (July 19).
 - If there are more than two pre-recorded presentations (videos) in one session, we ask Session Chairs to merge the videos into one video and upload it on Whova. If you are not familiar with merging multiple videos, here are some tips: For [mac users](#) / [windows users](#).
- Session Chair can upload pre-recorded presentations using the same set up link as listed on the previous page: <https://whova.com/xems/engage/speaker/xxx/yyy/>.
- Click ‘Add Video’ for your session and choose the video source to upload. Whova supports most video formats such as mp4 and mov, and the maximum size for the video is 1,000MB. We strongly ask you to do a test-run in order to ensure that your video will play without problems on Whova.
- Please make the file name as follows:
 - File name: Session Title_Chairs’ Name_Video.mp4

Session Info

1. Session [Delete session](#)

Session title (Talk title, keynote name, etc.)

Thematic Symposium 1-1-1

🕒 11:50 AM to 01:00 PM, 07/29/2021

Documents (If you would like to include any documents such as abstracts, slideshow presentations, etc., please upload them here.)

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Virtual presentation (Add a link to live stream your session or upload a recorded video for your session)

Recorded Video

<https://youtu.be/Nr1NmnrZLEc> [Edit](#)

[Add Video](#)

Maximum video size of 1000 MB (set by event organizers) allowed for videos uploaded through Whova.

Upload a pre-recorded video file by clicking here

- If you wish to use Zoom to pre-record your presentation but do not have your own Zoom account, we will offer you a Zoom link in time for your recording. Please contact us at aasp2021@gmail.com to receive a Zoom link prior to the deadline for uploading your video.
 - Please see “[How To Record a Zoom Meeting](#)” for recording instructions.
 - Please be reminded that the entire session may not exceed 70 minutes. We strongly advise

you to contact the Session Chair in advance if you need to negotiate the time allowed for your presentation.

- Attendees can watch all uploaded videos and communicate with the presenter until December 31, 2021. If you wish to remove your pre-recorded presentation upon completion of the conference, please notify the Secretariat (aasp2021@gmail.com) by August 1, 2021.

Rehearsal (Test-Run) for Real-Time Session – July 22-24

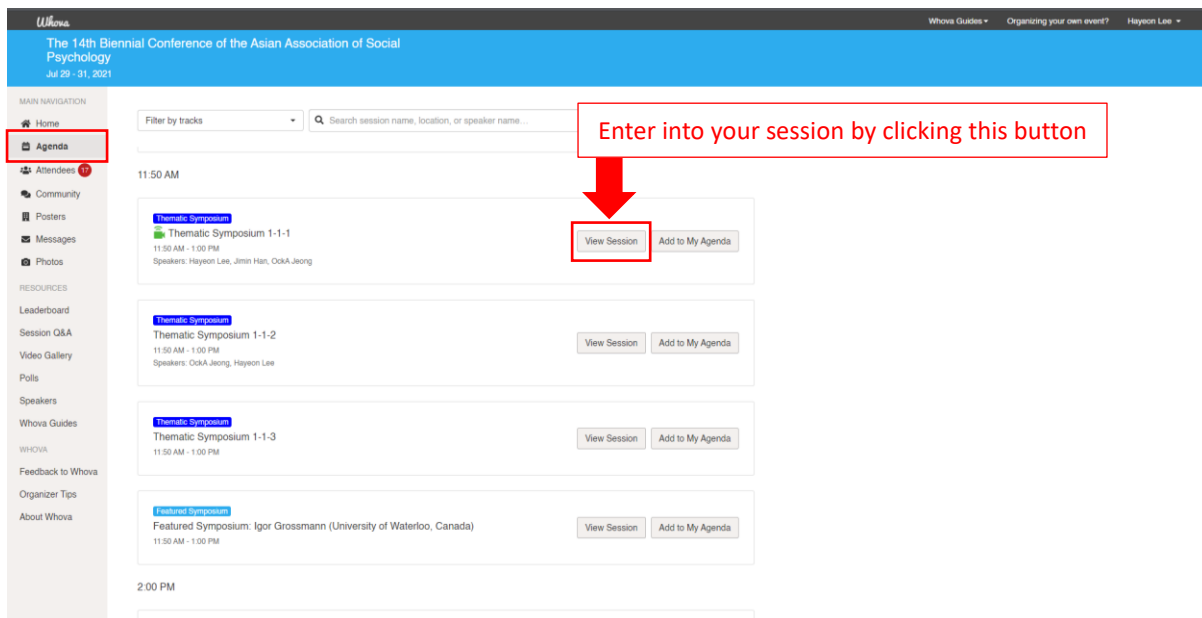
- All presenters (Keynote Speakers, Featured Presenters, Presenters at Featured Symposia, Presenters at Parallel Symposia) who will be giving a presentation real-time, are strongly encouraged to participate in the main rehearsal to be held from July 22 (Thu.) to 24 (Sat.).
- We will simulate the entire conference according to the finalized schedule (one week before the main conference). If your session during the main conference is scheduled to be held on July 30 (Fri.) at 13:00-14:10, the rehearsal of your session will be held on July 23 (Fri.) at 13:00-14:10 (in Korea Time).
- Presenters can check any technological issues, steps for joining & using the Zoom meeting system, and conduct a dry run (a full rehearsal of the session).
- Presenters who cannot attend the main rehearsal will be able to participate in an additional rehearsal session on July 26 (Mon.) and 27 (Tue.) from 14:00 to 18:00 (in Korea Time). Please contact the Secretariat (aasp2021@gmail.com) by July 21, if you want to join the additional rehearsal session.
- You can access your rehearsal session at the 'Agenda' section on the Whova event venue.

The screenshot shows the Whova event venue interface for the 14th Biennial Conference of the Asian Association of Social Psychology. The interface is divided into a left sidebar with navigation options and a main content area. The 'Agenda' section is highlighted in the sidebar. The main content area shows a search bar at the top, followed by tabs for 'Full Agenda', 'My Agenda', and 'Rehearsal Sessions'. The 'Rehearsal Sessions' tab is selected, and a list of sessions is displayed. The first session is a keynote by Michael Hogg, and the second is a thematic symposium. Red boxes and arrows highlight the steps: 1. Click 'Agenda' section, 2. Move to 'Rehearsal Sessions' tab, and 3. You can find your rehearsal session on the list & join the session by clicking 'View Session'.

- Methods for joining a Zoom meeting room for rehearsal session are the same as those for the Main Conference (please see below).

Presentation – Real-Time

- Real-time (live-streamed) sessions will be broadcast live during the scheduled time.
- Presenters and attendees can participate in the real-time session via Zoom which will be imported on your session page.
- Once you click on your session on Whova, you may select whether you want to join the meeting via Zoom or Whova. We strongly recommend you select **'Join in Zoom'** that uses the Zoom program installed in your computer for network stability and better connection quality.



The screenshot shows the Whova 2021 Annual Event - Virtual interface. The header includes the Whova logo, event title, dates (Dec 16, 2020 - Jan 13, 2021), and a 'Sponsor level: Gold' badge. The main navigation menu on the left lists options like Home, Agenda, Attendees, Community, Network Table, Sponsors, Exhibitors, Messages (22), Session Q&A, Video Gallery, Polls, and Whova Guides. The main content area displays a 'How would you like to join the Zoom meeting?' prompt with two options: 'Join in Zoom' (circled in red) and 'Join in Whova'. A red arrow points from the 'Join in Zoom' button to a red-bordered callout box containing the text: 'Join in Zoom (using the Zoom app on your computers) by clicking here'.

- A designated staff member will be the host of each Zoom meeting room, and s/he will invite the Session Chair as a co-host before starting the session. The Chairperson, then, will run the session along with all other presenters in the session according to the pre-arranged schedule.
- All presenters **MUST** enter the designated Zoom meeting room 10 minutes before the session begins. This will allow them to check connection quality. They can also use this extra time for schmoozing.

Code of Conduct

- Please review the AASP 2021 Conference Code of Conduct [here](#).
- AASP 2021 Conference is available to registered attendees only.
- Sharing of Whova login information is strictly prohibited. Likewise, sharing any password-protected Zoom links, login information, or other access information is forbidden.
- Any sharing of conference links outside of our secure platform will pose serious security risks (e.g., Zoom bombing, spamming). Please help us keep our virtual conference safe by not sharing any conference links with anybody.