

JITMM 2022 MEETING GUIDELINES

Only a few days to go! To make the most out of the JITMM 2022 hybrid conference, please refer to the following guidelines, tips, and everything you must know as Attendees, Presenters, and Chairpersons (in-person and virtual) at JITMM 2022 and Pre-meeting Workshops.

Pre-meeting Workshop Attendees

Virtual

1. To join the workshop online, click the Zoom link that the Secretariat sent to your email.
2. When joining Zoom, please use the name and email that you used when you registered for the workshop.
3. You may send comments and questions or join discussions via the Zoom chat box during the workshop.

Onsite

1. Going to the venue- The pre-meeting workshop will be held at Montien Hotel Surawong Bangkok, Thailand. Please refer to this map to help you navigate the hotel location, which is easily accessible via BTS Skytrain, MRT, and Taxis.
2. Check in at the registration desk on the M floor (please refer to the [floor plan](#)), which will open at 7.30 AM. Please show your name or registration confirmation email to the staff. Onsite registration payments are not accepted, so make sure you pay the registration fee before the workshop day.
3. Lunch boxes and snacks will be served.

JITMM 2022 Attendees

Virtual

1. Log in at www.jitmm.com using the email and password you used to register.
2. After logging in, click the LIVE button on the upper right-hand side of the website. You may also go to 'My page' and click Program and Abstracts.
3. Click the presentation that is currently playing to join via Zoom. Review the [Program Timetable](#) for your reference.
4. When signing in to Zoom, please use the email you used in registering for JITMM. Otherwise, you will not receive the certificate of attendance.
5. We encourage attendees to participate in the Q and A session. You can send your questions through the chat box.
6. Virtual attendees will have access to Video on Demand, which will be available after the conference on the platform. Please note that only the presentations allowed as VOD will be accessible.

Onsite

1. Going to the venue- Please refer to [this map](#) to help you navigate the location of Montien Hotel Surawong Bangkok, which is easily accessible via BTS Skytrain, MRT, and Taxis.
2. Registration check-in- The registration desk will open every morning from 7.30 onwards. Please show the staff your name or registration confirmation to receive

your badge and conference kit. You can check in advance on 6 December 2022 at 7.30 AM.

Late registration payments can be made onsite. You can pay using a personal credit card, cash, or mobile bank transfer (Thai banks only).

3. Floor plan- to help you find the session rooms, AV room, poster areas, and other facilities, please refer to the [floor plan](#).
4. Download the following materials-
 - [Program timetable](#)
 - [Program and Abstracts book](#)
5. For inquiries or assistance, please approach the staff at the registration counter.

Presenters

Oral presentations

A scientific session is 90 minutes. The presenters' allotted time depends on the number of speakers in their session. Please refer to the suggested presentation times below.

- 3 speakers – 22 minutes
- 4 speakers – 17 minutes
- 5 speakers – 12 minutes
- 6 speakers – 10 minutes
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Confirm the number of speakers in your session by searching for your name in the [Program Book](#).

Virtual

1. We require pre-recorded presentations to avoid internet connection issues or technical difficulties. Please record your presentation within your allotted time so other speakers will have enough time to present.
2. Please ensure you have sent your video presentation to the Secretariat before the conference. We will only accommodate live presentations with prior arrangements with the organizers.
3. Virtual presenters are requested to join the live Q and A via the Zoom link shared by the Secretariat. If you have not received the link until one day before your session, please email jitmm@mahidol.ac.th.
4. If you are presenting live, please use a headphone/headset with microphone
5. The chair will facilitate the Q and A after each speaker finishes their presentation. So make sure you are online throughout the duration of your session so you do not miss the Q and A.

Onsite

1. Session Room- Refer to your session title in the Program timetable and floor plan to know your session room and location in the venue.
2. Presentation slides- if you have yet to submit your slides in advance via email, please share your slides with the AV room staff (M Floor) through an external hard drive 2hrs before your session starts.

Presentation specifications-

- Make sure your PowerPoint presentation is in a 16:9 ratio. The standard 4:3 format will work but will not fill the entire screen when in presentation mode.
 - There is no number of slides limit, but make you present within your allotted time.
 - The LED projector size at the venue is 4.7 x2.8m
 - You must embed videos in your PowerPoint (No links to YouTube or other websites)
 - We will use Windows 10 OS and Microsoft Office 2021. Please check if your slide is compatible with these specifications and that the font you use is available in Windows 10.
3. Before your presentation- if you are unsure whether you meet the presentation specifications, we recommend you to visit the AV room 2hrs before your presentation to check that your slides are working as intended.

Please arrive in your session room 10 minutes before your session starts so the technical staff can set you up with microphones and other arrangements. You may also use this extra time to coordinate with the chairperson to clarify any matters you may have.

- 4. Livestream and recording- The presentations of in-person speakers will be live-streamed to virtual participants and recorded to be available as VOD post-conference. However, we will not share the recordings as VOD without your consent.
- 5. The chair will facilitate the Q and A after each speaker finishes their presentation. Please prepare for Q and A after your presentation.

IMPORTANT: Please confirm if you allow or do not allow your presentation files and video to be available as video on demand (VOD) by completing the [consent form](#). Disregard if you already completed this form.

Chairpersons

Virtual

1. Please connect to Zoom Webinar 30 minutes before your session starts and inform our staff that you are a chairperson.
2. Please join through the Zoom link that was sent to your email. Joining via this link will change your role as "panelist", which allows you to turn on microphone and speak to the audience attending onsite and virtually. Note that virtual attendees will join via a different Zoom link that allows them to use the chat box only.
3. If you are chairing live, please use a headphone/headset with microphone
4. Please confirm with the staff who are the speakers, whether they are presenting onsite or virtually. Please also note the presentation time for each speaker.
5. When the session starts, please introduce each speaker by their title and name.
6. Facilitate the Q&A after each speaker finishes their presentation. The Q and A for each speaker is approximately 5 minutes.
7. You can take questions from the floor and from the Zoom chats. You may not see everyone who are raising hands on the floor, so please ask the staff or on-site chairperson who are raising their hand.

8. We will prepare a USB cam so you can see the audience on site. You may ask the staff to select the questions from the floor.
9. Since the session schedule is tight and we'd like to keep it on time, we will show the remaining time for each presenters on the screen. So please keep an eye on it and ensure the session is on time.

Onsite

10. Please go to your assigned session room 30 minutes before your session starts and inform our staff that you are a chairperson.
11. Please be seated at the Chairpersons table. A staff will be set up a PC on that table so you can see the questions from virtual participants shown in the Q&A slides.
12. Please confirm with the staff who are the speakers, whether they are presenting onsite or virtually. Please also note the presentation time for each speaker.
13. When the session starts, please introduce each speaker by their title and name.
14. Facilitate the Q&A after each speaker finishes their presentation. The Q and A for each speaker is approximately 5 minutes.
15. You can take questions from the floor and from the Q&A slides.
16. Since the session schedule is tight and we'd like to keep it on time, we will show the remaining time for each presenters on the screen. So please keep an eye on it and ensure the session is on time.

Poster presentations

Virtual

1. We uploaded the virtual posters and recorded presentations on the [online posters platform](#). (This platform will go live from 7-9 December)
2. Virtual poster viewing is scheduled on 7 December 2022 at 16.30-17.30hr and 8 December 2022 at 17.00-18.00hr. The time zone is GMT 7+ (Bangkok)
3. The e-poster specification is size A4, 16:9 ratio.
4. Each virtual poster has a comment box where participants can leave a comment or questions.
5. We encourage participants and presenters to engage by commenting and replying in the comment box.

Onsite

1. Poster session viewing sessions will have a cocktail reception scheduled on 7 December 2022 at 17.30-20.00hr and 8 December 2022 at 18.00-20.00hr.
2. The poster area is on the M floor, in front of Room C.
3. Presenters must pin their posters on their dedicated poster boards on the first day before noon.
4. The poster board size is 90 cm wide x 180 cm high. Please print your poster in size 85 cm wide x 150 cm tall.
5. Please refer to the poster board list sent by the Secretariat to know your poster board number.
6. Presenters must dismantle their posters by 9 December at 12.00-13.00hr (lunchtime)

IMPORTANT: Please confirm if you allow or do not allow your presentation files and video to be available as video on demand (VOD) by completing the [consent form](#). Disregard if you already completed this form.

Exhibition booths

The exhibition booths are on the M floor. We encourage everyone to visit our sponsors' booths.

Continuing Medical Education (CME) Units (Thai participants only)

To get CME units, please follow the instructions below.

Virtual

When entering a Zoom session, please enter your complete name that matches the name you used to register. It will allow us to record your time attendance correctly.

Onsite

Go to the registration counter every day at 7-9 AM and 1 PM-2 PM (twice a day) from 7-9 December to sign a form to validate your CME units.

Post-conference

We will greatly appreciate your feedback! Please complete the [evaluation form](#) after the conference. Your evaluation will help us improve in providing a platform for researchers worldwide.

See you soon!

