

Guide for Participants

Ver. 20220720

Subject to change without notice

Getting Started

What is the congress format?

The WCCM-APCOM 2022 is held in a fully virtual format. The fully virtual format will be a video conference where most presentations will be presented by pre-recorded videos in advance. In-person presentations at the venue are not taken place. Participants will be able to view all presentations in the video-viewing (video-on-demand: VOD) site with Q&A feature. Since the VOD is the main place for scientific communications among participants, please visit [HERE](#) and enjoy online but non-real-time discussions.

However, there are some live sessions as will be explained later in Live Events Section of this guide. In particular, there are Live Discussion Sessions for Plenary and Semi-Plenary Lectures and those for more than hundred minisymposia (MS). Please check the schedule posted [HERE](#) and download the list of MS with live discussion linked [HERE](#). The links for the active MS live discussions will be posted on the VOD site by **July 24, 2022**. If you do not see the MS you are looking for, the live discussion will not be held, so you enjoy discussion only on [the VOD site](#).

How to access the Video-Viewing site?

There are two websites for the congress. Since the [main website](#) is already known to everyone, needs no explanation now. The other one is the video-viewing site, also called VOD (video-on-demand) site, will be accessible [HERE](#) on July 24, 2022.

To log in to the VOD site, you must enter your login ID and password:

Login ID: *(Your registered e-mail address)*

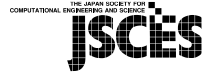
Password:

*The first time you log in to the site, you **must set your password** by clicking the "Set/Reset Password" on the login screen. You can use the password you set to log in for the second and subsequent times. In case you forget your password, please reset your password on [the same site](#).*

These logins are non-transferable, and all participants are asked to comply with [Consent to the distribution of on-demand videos](#).

All video presentations will be available on the VOD site from July 24, 2022 to September 30, 2022. Social events (opening/award/closing ceremonies) will be delivered live as scheduled, and the links for these live social events are available on the VOD site. Also, the corresponding recorded videos will be available right after the live events and until September 30, 2022. See the [program overview](#) for live events.

In order to access them, you need to be registered for the WCCM-APCOM 2022 (the registration page is accessible [here](#)).



Can I give additional information on the VOD site about me?

In order to improve your visibility during the congress and to encourage networking, you have the possibility to provide additional information about yourself. You will be able to do so by accessing "Account Settings" located top right on this site.

What is the recommended way of using this site and navigating the conference?

The entire WCCM-APCOM 2022 will be accessible via the main webpage. You can access all parts of the conference using the top menu bar. In particular, the VOD site is also accessible from the top menu of this main webpage.

On the VOD site, you can browse through all the talks in the related section. They are sorted by minisymposia (MS). You can also search for keywords and authors using the search menu "Search for presentations".

The VOD system has a Q&A function such that the author is notified soon via e-mail when comments are received. This function contributes to make a smooth and fruitful discussion; that is, to allow the congress participants to discuss together, to ask questions about a pre-registered talk and to ask questions during live events. Note however that this function will be available from July 24 to August 5 only.

How can I best engage from my timezone?

The delegates are spread all over the world. This diversity is an amazing opportunity for the international computational mechanics community. But this aspect makes participation in the virtually held WCCM-APCOM 2022 much more complicated for everyone. Several choices have been made to facilitate your participation.

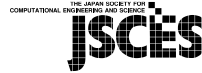
The VOD site will be available 24 hours a day, 7 days a week, from July 24, 2022 to September 30, 2022. This way, all the videos of the plenary and semi-plenary lectures as well as those in MS will be available for two and half months, starting one week before the congress begins. You will therefore have the freedom to watch them at your own pace.

Live Events

What kinds of live events do I have?

Live events are planned throughout the week of the congress (from August 1 to August 5). There are three kinds of live events.

One is for the *social events*: opening/award ceremony and the closing ceremony. All these social events will be delivered live as scheduled, and the links for these live social events are available on the VOD site. For those who missed it, the corresponding recorded videos will be available right after the live events and until September 30, 2022. See the [program overview](#) for live events. The links to participate in these live social events will be posted on the VOD site by **July 31, 2022**.



Another is *live discussion for plenary and semi-plenary lectures*. Note that there will be no on-time lectures held during the congress. Assuming that attendees have viewed videos in advance, the chairperson at each lecture will facilitate a live discussion session on time. The links of these live discussions will be posted on the VOD site by **July 31, 2022**.

The other is *live discussion session for MS* for which the organizers decided to hold it. Assuming that attendees have viewed videos in advance, the organizers of each MS will facilitate a live discussion session on time. Please check the schedule posted [HERE](#) and download the list of MS with live discussion linked [HERE](#). The links for the active MS live discussions will be posted on the VOD site by **July 24, 2022**. If you cannot find the MS you are looking for, the live discussion will not be held, so you enjoy discussion only on [the VOD site](#). Please note that most scientific communications are exchanged on the [VOD site](#) using its Q&A feature.

Each link will be open at least 10 minutes before. Therefore, please join the session at least 5 minutes before.

Do not forget to check in the [program overview](#) to know when these live events take place.

What tools do I need for those live sessions?

Most of the live discussion sessions stated above will be held using [Zoom](#) and their links are available on the VOD site. However, some MS live sessions use different software such as Webex, Google Meet, Microsoft Teams or Tencent. Please check the links of the active MS live discussions for which software to use. If you do not have the software, you are recommended to download the application prior to the live discussion session.

What if I have a problem?

If you encounter difficulties to join live sessions, please contact [Help Desk](#) (connected by Zoom), which is open during Social Events (Opening/Award/Closing Ceremonies) and from 15 minutes prior to each MS Live Discussion Session until 30 minutes have elapsed.

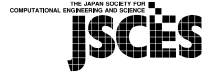
Accessibility, Privacy and Protection

Who can access the website of the conference and its content as a viewer?

To access the VOD site and its content, you must be registered and have paid the fees. If you want to register to attend the congress as a viewer after the congress (after August 6), restricted registration will be applied. For more details, please see the [registration page](#) or contact the congress secretariat (wccm2022-reg@convention.co.jp).

Who owns the video of my talk?

Each speaker remains the owner of his or her content. Nobody can use, copy, record and broadcast the congress talks and lives without the agreement of the speakers. Not that no content will be used publicly, or even privately, by the organizers of this congress without the agreement of the speakers.



What happens to the recorded talks and Q&A sessions after the conference?

The videos will be available on the website only for registered participants during the period starting from July 24, 2022 to September 30, 2022. Each speaker will be able to access his or her own recording by contacting the local organizer (support@wccm2022.org) by **September 30, 2022**. Also, the recorded Q&A sessions will NOT be archived after **September 30, 2022**.

Can my video be used in another setting?

Since each speaker is the sole owner of their recorded talk, no one else can use their video without their permission. For this reason, we will not keep the videos after the congress.

Can I use the video of my recorded talk after the congress?

Yes, you have the possibility to use your own video.

Requesting removal of videos

You can request a removal of your videos at any point. If you wish to do so, please contact the local organizer (support@wccm2022.org).

How do you ensure safe online engagement?

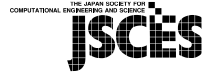
All participants are bound and expected to uphold [the Code of Conduct](#), which can be found online.

Moreover, all speakers must avoid potentially offensive actions, language and imagery or should warn the audience, at the beginning of their talk, and provide them with the opportunity to leave the room to avoid seeing or hearing the material if such actions, language, or imagery are necessary to convey their message.

We have taken several steps to safeguard against `Zoom Bombing`. We have changed all the defaults for Zoom to prevent disruption to video sessions. This involves changing several settings for greater control, including host-only screen sharing, disabling joining a session before a host, disabling file transfer, giving the ability to the chairmen to evict participants and disallowing removed participants to rejoin a video call.

For text messages via comment boxes on the VOD site, the participants have moderations to prevent trolling and ensure meaningful conversation.

The congress organizer reserves the right to take any action they deem appropriate to take action to stop inappropriate behavior (see [the Code of Conduct](#) for more details).



How do I report disrespectful engagement, trolling, or other breaches of the Code of Conduct?

For any problematic interactions, you can contact the local organizer (support@wccm2022.org).

Printed Matters

What happens to the Program Book, Book of Abstracts & Proceedings?

As with those in regular conferences, any changes to these printed materials are not permitted.

General

What should I do if my paper does not appear on the VOD site, or the associated information is incorrect?

The videos of each registered speaker, viewed via Confit and accompanied by their title, will be available on the VOD site from July 24, 2022. Any changes are not permitted.

Where can I obtain the certificate of presentation or attendance?

A "certificate of presentation" will be delivered to all speakers by email after the congress period. If you need a "certificate of attendance" this will be issued at the request of the participant. If you need it, please contact the conference secretariat (wccm2022-reg@convention.co.jp).

Other Questions?

For any other question that is not answered on this Guidance, please contact the local organizer (support@wccm2022.org).