

(1) Book of Abstracts

The Book of Abstracts has been published! You can find it as a PDF available for download here: https://kas.upol.cz/fileadmin/users/123/ACAS2021_BoA.pdf. There have been some last-minute changes and there still might be some changes taking place in the days to come. We will always try to keep the Book of Abstracts up to date, but it is the Agenda in Whova that you should always check for the latest version of the event.

Please check your name, affiliation, and abstract in the Book of Abstracts and let me know in case there are any mistakes.

(2) Whova basics

To access **Whova webapp**, please go to https://whova.com/portal/webapp/acas_202111/. If you have not created an account yet, please choose the “Sign up here” option. Use the same e-mail address as the one to which this email was sent and create your own password. You will then be taken directly to the conference webapp. If you already have an account, use the “Log in” option. To download the **mobile app** for your smart phone or tablet, go to: https://whova.com/portal/acas_202111/.

To edit your profile, add a video of your paper, upload a handout, a poster, etc., go to your **Speaker Form**. The link has been sent to you on multiple occasions.

To find the session that you are a part of in Whova, go to **Agenda**. We recommend adding not only your session but also other sessions that you wish to attend to My Agenda. You can also add them to your calendar in Google/Outlook etc.

(3) Giving your talk

Please make sure that you know **what time your session (not only your paper) is scheduled to start**. Whova automatically converts Agenda to your geographical time zone. To double check, see the Program in the Book of Abstracts available as a PDF file here (https://kas.upol.cz/fileadmin/users/123/ACAS2021_BoA.pdf). The Program here is in the event time zone (i.e., CET, Central European Time). You can use Google or any other tool to find out what time the session that you are a part of starts.

To **join the live stream of your session**, please **use your desktop computer, notebook, Mac**, etc. (i.e., use the **webapp**, not the mobile app) and go to your session **via Agenda in Whova**. Click on “Join the live stream” and preferably **choose the option “Join in Zoom”** (whereupon you will be taken to the Zoom native app). If you do not have Zoom, you can download it from <https://zoom.us/>. You can, however, also choose the other option that does not require you to have Zoom. If asked for it, **the password is: ACAS**.

Alternatively, you can also connect **directly from Zoom**. You can join the live stream of your session through the links provided in the Program at <http://acas.upol.cz/program/> or you can join the stream of the Room in which your session is taking place directly.

- Room A: <https://zoom.us/j/98879492022?pwd=dC9vNjZLTGNBOWdIT1o0SzZnQWVjdz09>
- Room B: <https://zoom.us/j/94656171586?pwd=MjhVa0tRcVMrTIFrV1pZMU5PRDINUT09>
- Room C: <https://zoom.us/j/92814381106?pwd=YlJ5YkZaa3VSbZg0ROZ0MURLOUprUT09>
- Room D: <https://zoom.us/j/97338747020?pwd=d3ZkTWZoVzYrcEQwZ210T3htNjJ0QT09>
- Room E: <https://zoom.us/j/96131990219?pwd=LzhsSElYaldzMmNqTUJQSZVtV0Z0UT09>

Please **join the live stream of your session (not just your paper) at least 10 minutes before it is scheduled to start**. There will be a Chair/Moderator in each session and one more person who will help with any technical issues if need be. Before the session begins, you will be asked to test your camera and microphone, try sharing your presentation, play any audio files, your video, etc. Please join the live stream of your session even if you decided to use a pre-recorded video rather than to do a live talk.

Please use **headphones** and make sure that you are visible well (e.g., not seated in front of a window etc.). Try to find a quiet place for the time when you are presenting.

As you know, you can choose from **two possible formats of giving your talk**:

- Giving your talk live:** When it is time for you to give your talk, the Moderator will ask you to turn your camera and microphone on and share your presentation via the “share your screen” option.
- Using a pre-recorded video:** You must upload your video to Whova before the conference. To upload the video, go to your Speaker Form and “Add video” or a link to it (on YouTube, Vimeo, Google Drive, etc.) to your paper (called Subsession in Whova). When it is time for you to give your talk, the Moderator will ask you to say hi via the live stream prior to playing the video. Please turn your camera and microphone on and just greet the attendees or briefly introduce your talk. The Moderator or our Technical Support Person will then play the video that you have previously uploaded to the app. After the video, please turn your camera and microphone on again to engage in the Q&A and discussion with the audience.

After each paper, there is time for real-time **Q&A and discussion**. Participants can also post their questions and comments to you in Whova – when you open your paper in Agenda, you will see that there is a space called “Q&A”. This is a space for authors and audience to communicate before, during, as well as any time after their presentation. Therefore, remember to also check this Q&A section of your paper in Whova after the session ends and respond to any questions or comments posted there that were not answered during the real-time Q&A.

Please remember that **strict timekeeping** is crucial for the conference to run smoothly. There is **30 minutes allocated for each paper and 20 minutes for each poster, including 5–10 minutes of Q&A and discussion time**. This means that paper presenters should not take more than 20–23 minutes to present their talk and poster presenters should not take more than 14 or so minutes.

(4) Networking, interacting, fun

Please do use this conference as an opportunity to meet new people, expand your network, and have fun.

For example, in Community, you can join virtual **Meet-ups** which we have created as spaces for virtual coffee/lunch/dinner breaks where people can simply mingle and chat with whoever happens to join as well. You can also create your own meet-ups, for example, for people working on similar topics, or people from your country, etc. You can also join or create **Discussion Groups and Topics**, **introduce** yourself and **greet** other participants, **share** interesting articles, information about upcoming conferences, etc.

We would also love to see all of you join our **Photo Contest** (which is not really a contest, though) by sharing pictures of yourself preparing for and later participating in the conference, pictures from your university, town, etc. If you choose the “Take a selfie” option, you will be able to choose ACAS-themed frames.

There is much more that you can do in the app. Just continue exploring it!