

Summit for Democracy

March 19 , 2024

Info Note for Hybrid Session Organisers

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1. Introduction

The Secretariat of Summit for Democracy Day 2 is pleased to welcome all session organisers to the third Summit for Democracy, civil society and youth event on March 19, 2024 in COEX, Seoul Korea.

This Info Note provides specific information on preparing your session, as well as details on session overview, session preparation and general information of Summit for Democracy Day 2.

Should you require further information, please reach out to the secretariat at hhkim@ezpmp.co.kr.

2. Session Preparation

<p>[Presentation]</p>	<ol style="list-style-type: none"> 1. Presentation materials <ul style="list-style-type: none"> ➤ The secretariat highly recommends that the presentation material is prepared in <u>PowerPoint (PPT) or PDF</u> format. ➤ If your presentation material is in a different format, please inform our staff during the rehearsal. (*Rehearsal time will be noticed through a separate email) ➤ It is crucial to embed all video/audio files within the presentation materials. Additionally, as a precaution against any unexpected issues, please bring separate copies of audio or video files on a USB drive. 2. Preview Room <ul style="list-style-type: none"> ➤ We operate a <u>PREVIEW ROOM</u> for speakers and <i>is located at E7 on 3rd floor.</i> ➤ We request that session speakers check in at the preview room at least one hour before their session begins to submit and review the final version of their presentation materials. ➤ During the review, please ensure that all fonts and images are displayed correctly and verify that all audio and video elements function as intended. clips are working properly. ➤ The operating hours for the preview room are March 19 (Tuesday), from 07:30 to 17:00. 3. Additional Information <ul style="list-style-type: none"> ➤ We strongly advise against using personal laptops for presentations to prevent issues with computer-projector compatibility. If a speaker must use their own laptop, please inform the staff during the rehearsal. ➤ For Apple (Mac) users: Ensure that the filename of your presentation materials has the extension ".pptx" or ".ppt". Additionally, we recommend testing the presentation on a Windows-operated computer (preferably the latest version of
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	Windows) before submission.
[Room Setting & Equipment]	<p>1. Room Setting</p> <ul style="list-style-type: none"> ➤ The seating arrangement in all session rooms follows a classroom style. ➤ Given the daily schedule and the need for consistency across consecutive sessions, we kindly request your understanding that changes to the seating arrangements cannot be accommodated due to these constraints. <p>2. Equipment</p> <ul style="list-style-type: none"> ➤ For details on the equipment available in each room, please refer to the attached [Annex A. Session Guidelines]. The equipment provided may differ from room to room. ➤ Please understand that it is challenging for us to supply additional equipment beyond the standard provisions in each meeting room.
[Hybrid Meeting] <u><i>*Only for hybrid session organisers</i></u>	<p>1. Zoom Information</p> <ul style="list-style-type: none"> ➤ We will provide Zoom meeting information including Zoom Link, Meeting ID, Password and Meeting Time through a separate email. <p>2. Zoom Rehearsal</p> <ul style="list-style-type: none"> ➤ During the rehearsals, the virtual speaker for your session should join us to check audio and video. ➤ Ensure that the virtual speaker is proficient in using the 'Screen Share' feature for their presentation and verify that there are no issues with screen sharing. ➤ Determine whether there will be interaction with online participants. Based on this, please inform the session room staff if Zoom meeting moderation will be conducted by our technician in collaboration with the session organiser's staff, or if the speaker will assume this responsibility directly. <p>3. Live Stream Information</p> <ul style="list-style-type: none"> ➤ If you require live-stream, please make sure to send the Stream URL and Stream key to the secretariat in advance. <p>4. Live Stream Rehearsal</p> <ul style="list-style-type: none"> ➤ During the rehearsals, it's crucial to verify that your live-stream channel is broadcasting correctly. ➤ To initiate the live broadcast, log in to your YouTube account and select 'Go Live.' It is important that a member of the session organizer's staff, who has been granted the necessary authority, is present at the session venue and has knowledge of the YouTube account ID and password. ➤ Please note that sharing account information with our technicians could lead to security risks, and the Secretariat will not assume responsibility for any issues that may arise from such actions.

3. Role & Role

To ensure seamless conference preparation and execution, the responsibilities of the Session Organiser and the Technician & S4D Staff are defined as follows:

Session Organiser	S4D Staff and Technician
<ul style="list-style-type: none"> • Verify the arrival of speakers in the session room 15 minutes before the session begins. • Submit all presentation materials for the session • Monitor Zoom and streaming • MIC delivery at Q&A session (if necessary) 	<ul style="list-style-type: none"> • Manage indoor organization and control access to the session room. • Keep track of audience numbers • Oversee Zoom and streaming operations • Handle the technical aspects of presentation materials • Operate the audio and video systems

**Only for hybrid session organisers*

4. Badge

We will issue name badges to all session organisers and speakers at the time of registration. It is imperative that these ID badges be visibly displayed to gain entry to various venues and meeting rooms.

Badges can be picked up at the registration desk. Please refer to the operating hours provided below.

- **March 18 (Mon) 16:00 – 20:00, in front of Hall E1**
- **March 19 (Tue), 08:00 – 16:30, Conference Hall E Lobby**

5. Venue

COEX, Seoul *Address: 513, Yeongdong-daero, Gangnam-gu, Seoul

[From the airport to the venue]

There is an airport limousine bus (#6103) from the airport to COEX which takes 65 minutes.

- *Operation Hours: To City Airport 05:40-23:10, To Airport 04:10-21:10
- *Fare: KRW 18,000 (Adult, one-way)
- *Get on: 7A-3(Incheon Airport T1), No 21(Incheon Airport T2, B1)
- *Get off: Coex City Airport 2F, Samseong Station Exit 5

For more information, please refer to the following link.:

<https://www.coexcenter.com/directions-map-subway/>

6. Contact Person

If you have any inquiries or questions, please reach out to the contact person below.

- **Honghee KIM (Ms.) / hhkim@ezpmp.co.kr / +82-10-6227-8954 (WhatsApp available)**