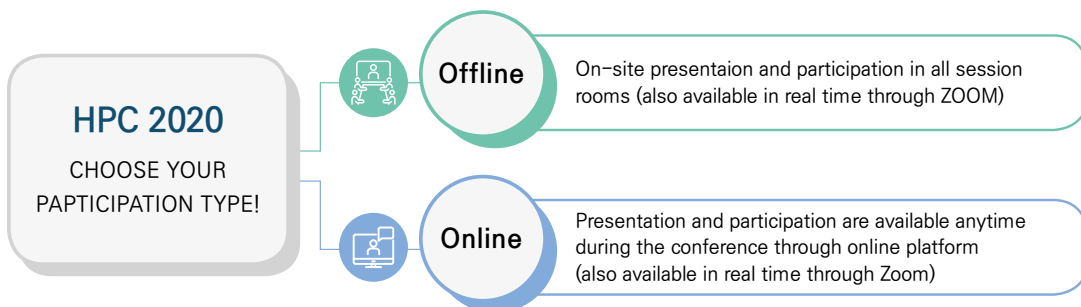
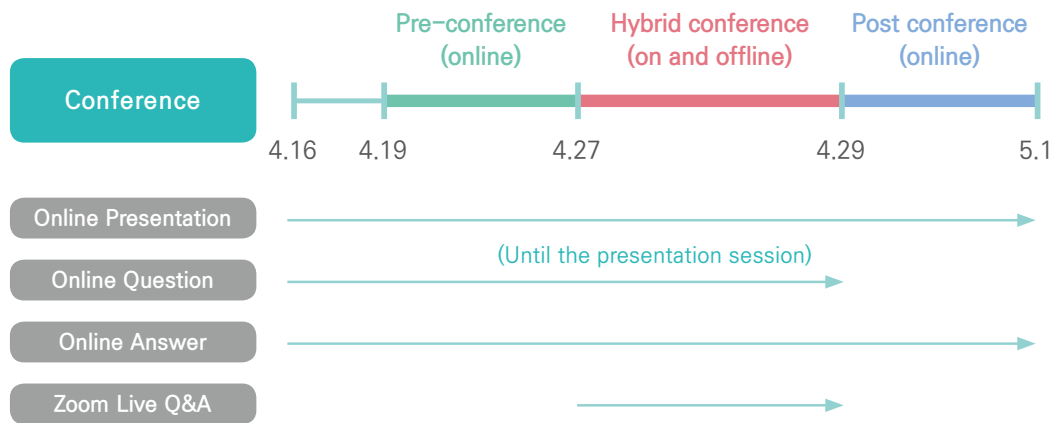


## ◆ HOW IT WORKS

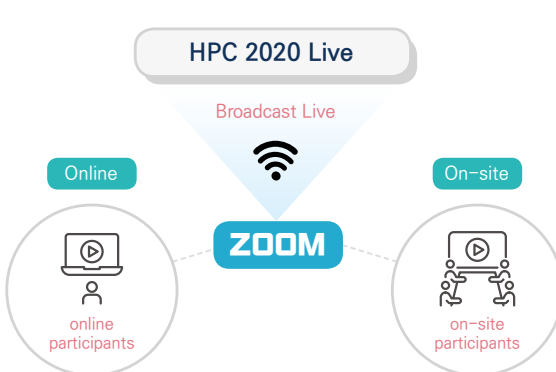
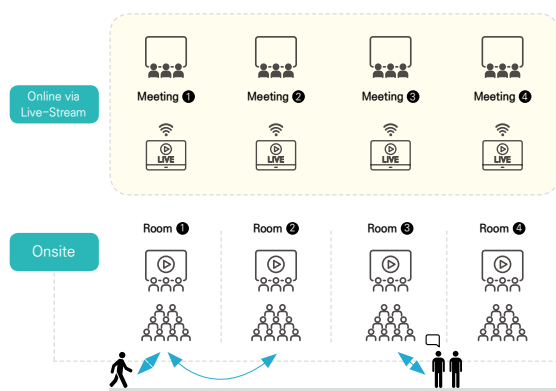
For the online participants, online conference platform will be provided. The conference program will be a generous online platform, which will give attendees the possibility to take part of the presentations over an extended amount of time. Register now and you will have the opportunity to take part of all the highlights of the 13th IEA Heat Pump Conference between the 18th of April until the 1st of May – on-demand when it suites you.

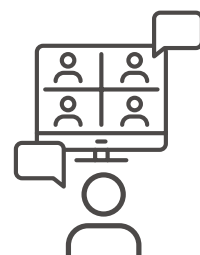
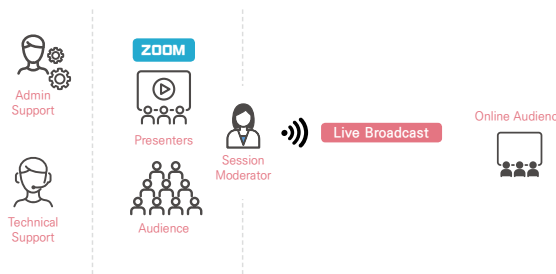
The Conference will be organized to offer as much value as possible to “offline” (physical) as well as online attendees. The presentations will be pre-recorded, broadcasted online and shown at the conference venue in accordance with the conference program. However, in order to make it possible for the conference attendees to select and take part in as many presentations as possible, it is recommended to watch the pre-recorded presentations on-demand before the conference start. The whole online conference plan in accordance with the scheme is shown in below.

When it comes to questions & answers, there will be two separate schemes for the attendees as well as for the authors. It will be possible for the conference attendees to pose their questions online during the whole pre-conference as well during the conference period. The author is responsible for answering the questions until 1st of May at the latest. During the offline program slot for the presentation, the authors will be encouraged to attend online via Zoom, or physically at the venue, to be able to answer questions from the audience live.



# ◆ HYBRID OPERATIONS OVERVIEW

The HPC 2020 Hybrid Model	Onsite & Online Operations
<p>Onsite-online hybrid model ensures effective interaction between online participants (participants that are not at the venue) and onsite participants (participants that can attend the venue).</p> 	<p>Each room in the conference venue will be equipped with a screen and a microphone, so that participants can join a zoom meeting together and connect with other participants. Whether onsite or online, attendees can freely change room, depending on what presentations are of the most interest. All sessions will be broadcast (live-streamed) to the website on HPC 2020.</p> 

Onsite & Online Communication	Room Overview and Roles Involved
<p>Onsite and Online participants will be able to engage with each other via the Zoom chat interface, leaving questions and comments during pre-conference period on the HPC 2020 website, which the session moderator can navigate through.</p> <p>Also, The presenters are responsible for answering the questions at the website until 1st of May at the latest.</p> 	<p>Each presentation session will involve the following support roles: Session Chair- moderates the panel; Admin support – hosts the zoom meeting; Technical support – prevents onsite technical issues. (Admin staff and Session Chair do not have to be onsite.)</p> 

## ◆ DETAILED FORMATS FOR ALL PRESENTATIONS

Category	Operation	
	Offline	Online
Plenary	Presentation Video	Pre-recorded presentation must be submitted via website in advance.
	Q&A	Speakers will participate in real time online or communicate with the participants via chat window of virtual conference platform.
	Participation	Considering being broadcast on ZOOM, arrive at session room 15 minutes prior to session.
Keynote /Oral	Presentation Video	Pre-recorded presentation must be submitted via website by Mar. 5, 2021.
	Q&A	Speakers must participate in real time in the session room. Speakers must decide whether to participate in live Q&A while submitting their video on website. (Please consider the time difference.)
		All speakers even if who participated in live Q&A is responsible for answering the questions at the website until 1st of May at the latest.
	Participation	Considering being broadcast on ZOOM, arrive at session room 15 minutes prior to session.
Poster	Presentation Video	Pre-recorded presentation must be submitted via website by Mar. 5, 2021.
	Poster File	Submit the poster file via website in advance for online availability by Mar. 5, 2021.
	Poster Size	A0 (Width 84cm × Height 118cm)
	Posting	Presenters should put up the poster on your own at the designated place. The secretariat will print it out and attach it to the assigned spot.
	Q&A	All speakers are responsible for answering the questions at the website until 1st of May at the latest.
	Participation	Under the social distance policy, direct face-to-face presentation of posters will be omitted.
Participants		All participants are able to watch presentation videos or leave questions and comments on the website during Pre-conference (April 18, 2021) to Post-conference (May 1, 2021.) period.
		Participate in the session room. - If access to the session hall is difficult due to restricted number of people, participate through ZOOM. Participate in real time through ZOOM.

### Time allocation

- **Plenary Lectures** : 25min. (20 min. speech + 5 min. Q&A)
- **Keynote lectures** : 20 min. (15 min. speech + 5 min. Q&A)
- **Oral presentations** : 15 min. (12 min. speech + 3 min. Q&A)
- **Poster presentations** : 5 min. (5 min. speech)

## ◆ GENERAL INFORMATION

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### Time Zone

The live stream schedule is based on Korea Standard Time (KST / UTC +9).

Program at a Glance also included Eastern Daylight Time (EDT / UTC-4) and Central European Summer Time (CEST / UTC+2) for international participants.

### Participants Precautions

#### ■ Offline Participants

- All participants are required to have their temperature checked.
- Entry is restricted in case of fever (37.5 °C or higher) and respiratory symptoms (cough, sore throat, etc.).
- Keep a 1-meter distance from each other in the session room. (Photo will be taken in order to keep the room setting.)
- Masks must be worn in all spaces.
- Wash hands often and use hand sanitizer provided.
- Due to social distance policy, it could be difficult to enter the session room if the session room is crowded.

#### ■ Online Participants

- We recommend you check the network before the session.
- If your security system settings prevent you from accessing through PC, watch it on your mobile device.
- Viewing will be restricted when two or more people enter with the same ID.
- Only one device (PC or mobile) can enter.
- Avoid simultaneous access.
- Use of Chrome/ Safari/ Edge/ Firefox browser is recommended.
- Using Internet Explorer may restrict viewing or access.

### Hybrid Conference Platform

- <https://www.hpc2020.org>
- ID/PW are the same as the HPC 2020 Website.
- It is highly recommended you use only Chrome, Safari, or Firefox to access the platform.
- The platform will be open from April 19, 2021 to May 1, 2021.

### Full Papers

- After logging into the Hybrid Conference Platform, you can view the full papers of HPC 2020 by clicking the 'Proceedings' button at the top of the main page or clicking the 'Paper' button next to each presentation video.