INTERSPEECH 2022
September 18 - 22 • Incheon Korea

VIRTUAL EXHIBITION MANUAL

September 18 - 22, 2022
Incheon Songdo ConvensiA, Korea

INTERSPEECH

2022

General Information

As INTERSPEECH 2022 will be a hybrid conference, we are using Gather as the official virtual platform. The platform will be made public from September 18-30, 2022, although the live interaction will be available only for the duration of the on-site conference (September 18-22). About one-third of the INTERSPEECH 2022 attendees will be virtual. All presentations will be uploaded online (oral sessions, poster sessions, and show & tell demonstrations) and the plenary sessions (opening/closing session, keynote session, and survey talks) will be live-streamed.

All sponsors and exhibitors who have chosen a hybrid option will be provided with a virtual booth where you can interact with our virtual participants. Virtual booths come with varying benefits depending on the booth size, such as a promotional video, company profile, scheduling meetings, and video chat. Kindly see below for the specifics of the available functions for each booth.

Booth Benefits

Sponsors

Sponsor Level	Design Booth (3D Logo)	PR Video	Company Profile	Contact Details	Document Upload	Video	URL	Chat	Video Chat	Meeting Reservation
Founding	O	O	O	O	Up to 10 files	300MB	O	O	O	O
Platinum	O	O	O	O	Up to 10 files	300MB	O	O	O	O
Diamond	O	O	O	O	Up to 8 files	200MB	O	O	O	O
Gold	X	O	O	O	Up to 8 files	200MB	O	O	O	X
Silver	X	X	O	O	Up to 6 files	100MB	O	O	O	X
Bronze	X	X	O	O	Up to 6 files	100MB	O	O	O	X

Exhibitors

Exhibitor Level	Design Booth (3D Logo)	PR Video	Company Profile	Contact Details	Document Upload	Video	URL	Chat	Video Chat	Meeting Reservation
Large	X	X	O	O	Up to 10 files	300MB	O	O	O	O
Medium	X	X	O	O	Up to 8 files	200MB	O	O	O	X
Small	X	X	O	O	Up to 6 files	100MB	O	O	O	X

Technical Requirements

For correct function of the online INTERSPEECH virtual platform please follow the minimum system requirements:
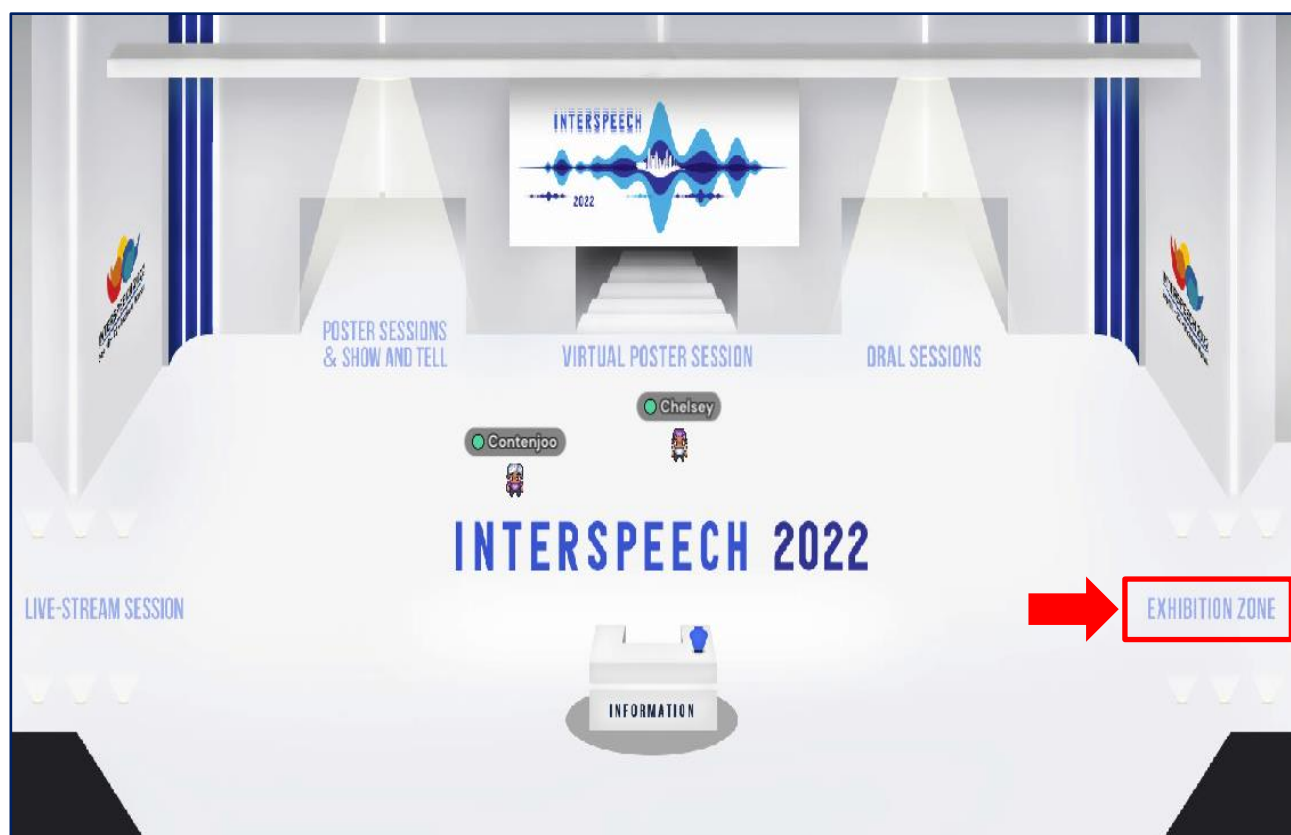
» Microsoft Windows or Mac OS based device.

» Latest Chrome or Microsoft Edge internet browsers (other browsers are not fully supported).

» Noise cancelling headphones with a microphone to reduce background noise are recommended.

» Stable Internet connection (minimum 10/10Mbps is recommended).

Virtual Platform

Gather is the official virtual platform for INTERSPEECH 2022. In this platform, you can promote your company with a promotional video and company profile, interact with the participants in real-time with video chat and text chats, allow visitors to schedule a meeting, and distribute additional information about your company via file sharing. As such, for the best INTERSPEECH 2022 virtual exhibition experience, we require a few additional steps on your end – we would cordially request that you sign up to a few platforms in advance to fully utilize the provided booth benefits (please carefully read the manual until the very end!). First, let us take you through the platform!

Virtual Lobby

As soon as you enter Gather (after building your profile), the first page you will face is the LOBBY. There will be an information desk that will be staffed by the virtual platform expert from 9am to 6pm KST. At any other times, you can send your inquiry to virtual@interspeech2022.org. The lobby is connected to the live-streamed sessions such as the keynote speeches and survey talks, poster sessions, and oral sessions. Last but not least, you will see an entrance to the Exhibition Zone on your right. To enter the Exhibition Zone, walk towards the entrance and press X.
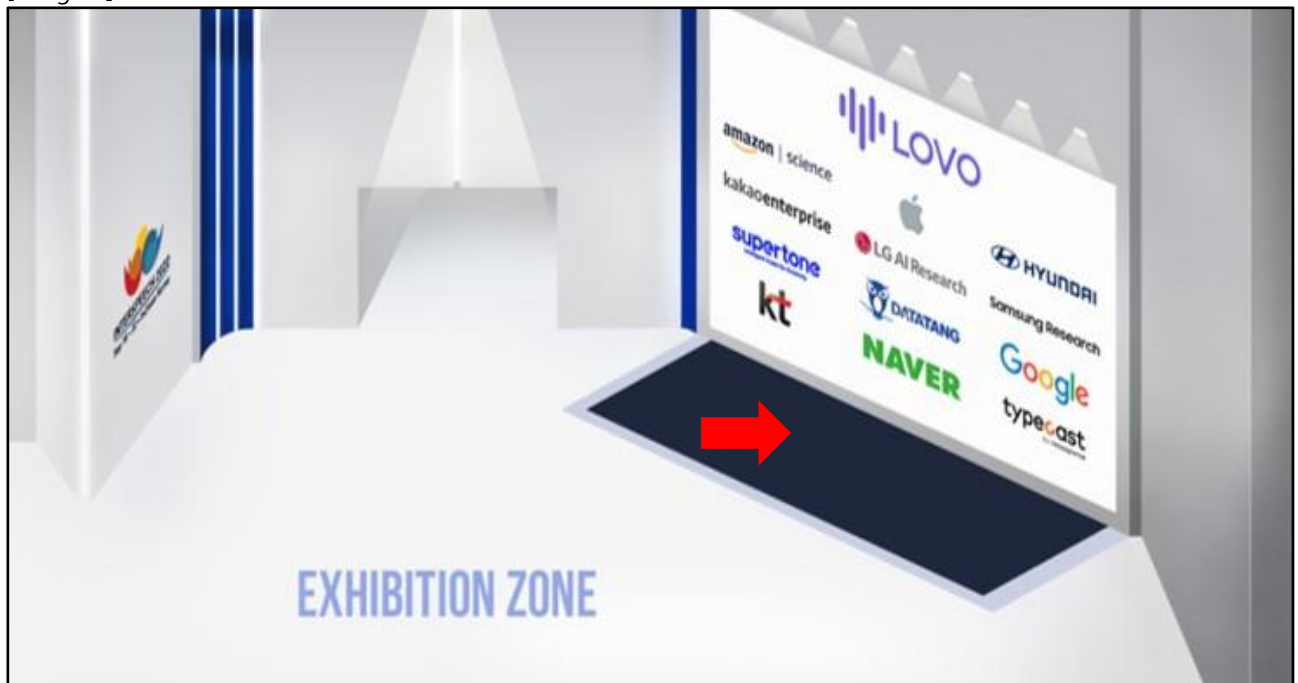
Virtual Exhibition Zone

When you enter the Exhibition Zone on Gather, you will be directed to an external link on Spot where your virtual booths are located. A tab will be opened on your browser by clicking on the external link. You will find yourself at the Virtual Exhibition Lobby on Spot. You can explore all sponsors' and exhibitors' booths.
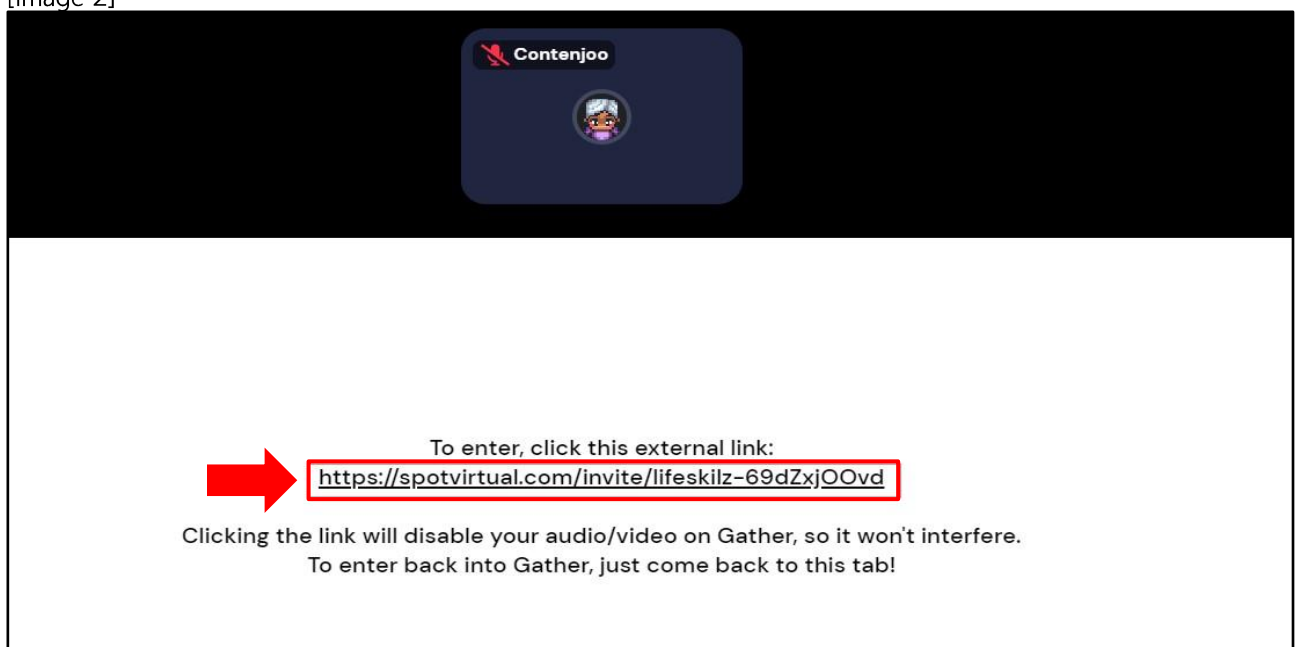
Please follow the steps below:
» Enter the Exhibition Zone from the main lobby by pressing X and you will be directed to the Sponsor billboard as in Image 1 below.
» Press X in front of the Sponsor billboard to activate an external link (Spot) to the Virtual Exhibition Lobby as in Image 2 below.

Note: When you enter the Virtual Exhibition Lobby on Spot, your mic and camera on Gather will automatically be turned OFF, and automatically turned back on once you return to Gather either by closing the tab or switching tabs.
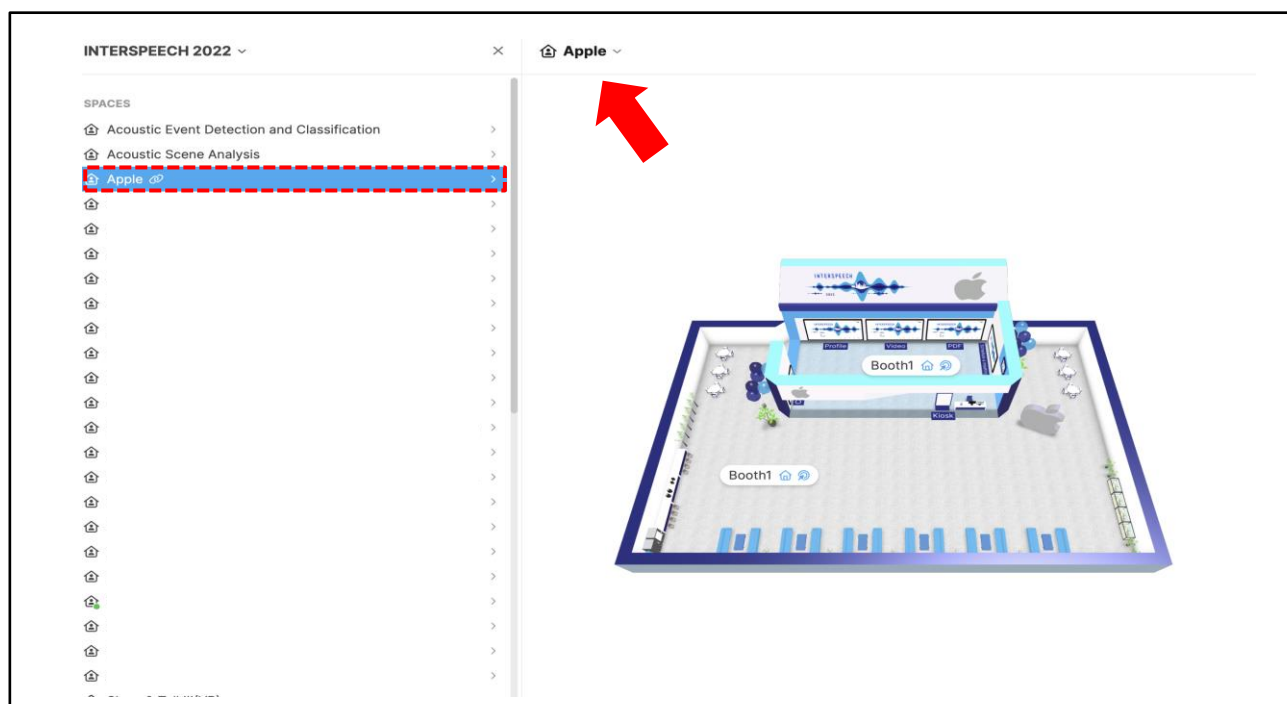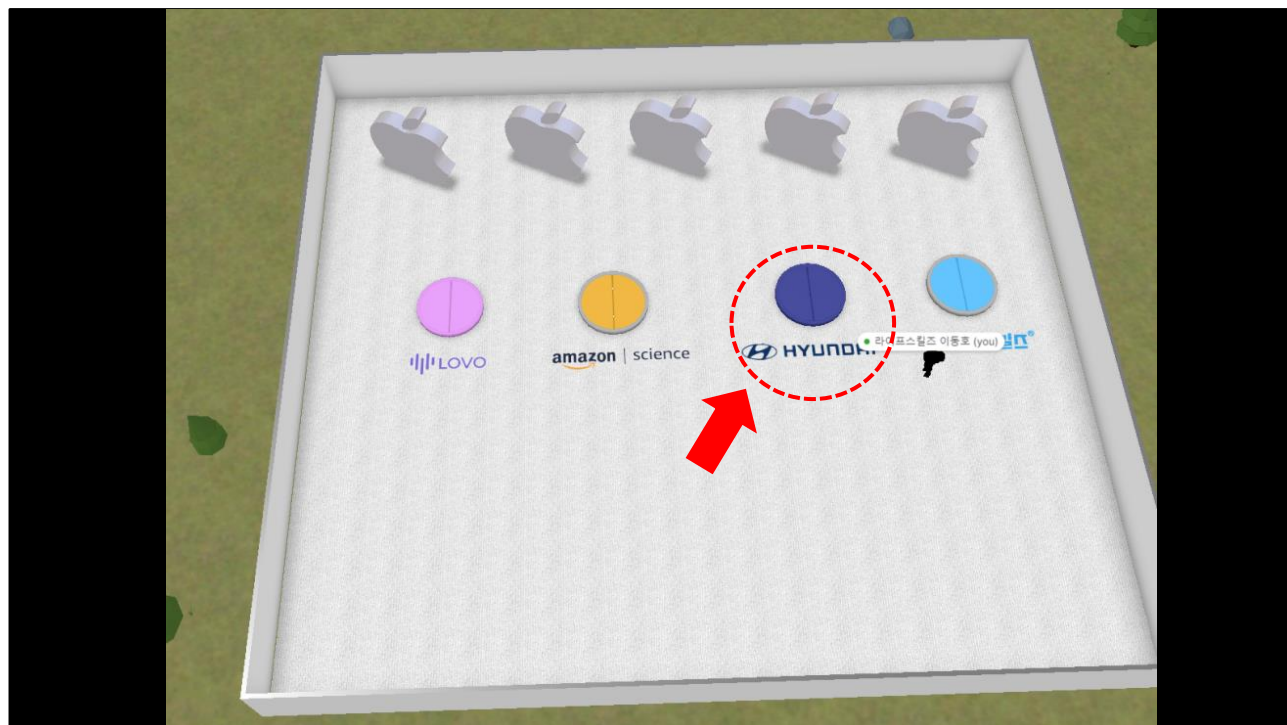
[Image 1]

[Image 2]

Virtual Exhibition Zone

Once you enter the Virtual Exhibition Zone, you will see an aerial view of the lobby with all sponsors and exhibitors' logos. To enter a specific booth, simply click the logo.

» Find your desired logo at the lobby and click on the logo to visit its booth.
   *Some booths will have a 3D logo and some booths will have a 2D logo depending on the booth size.
    (3D logo for Diamond level or higher sponsors.)
» To move to another booth while you're already in another booth, click the sponsor or exhibitor name on the list on the left side of your screen.
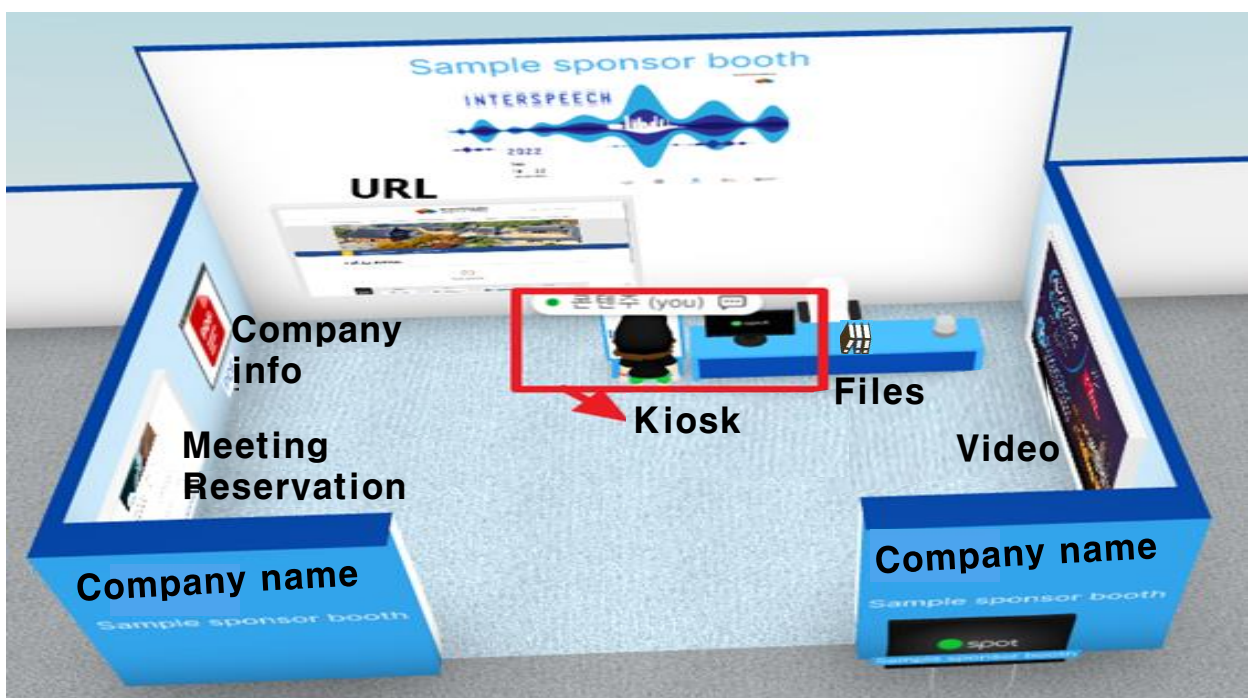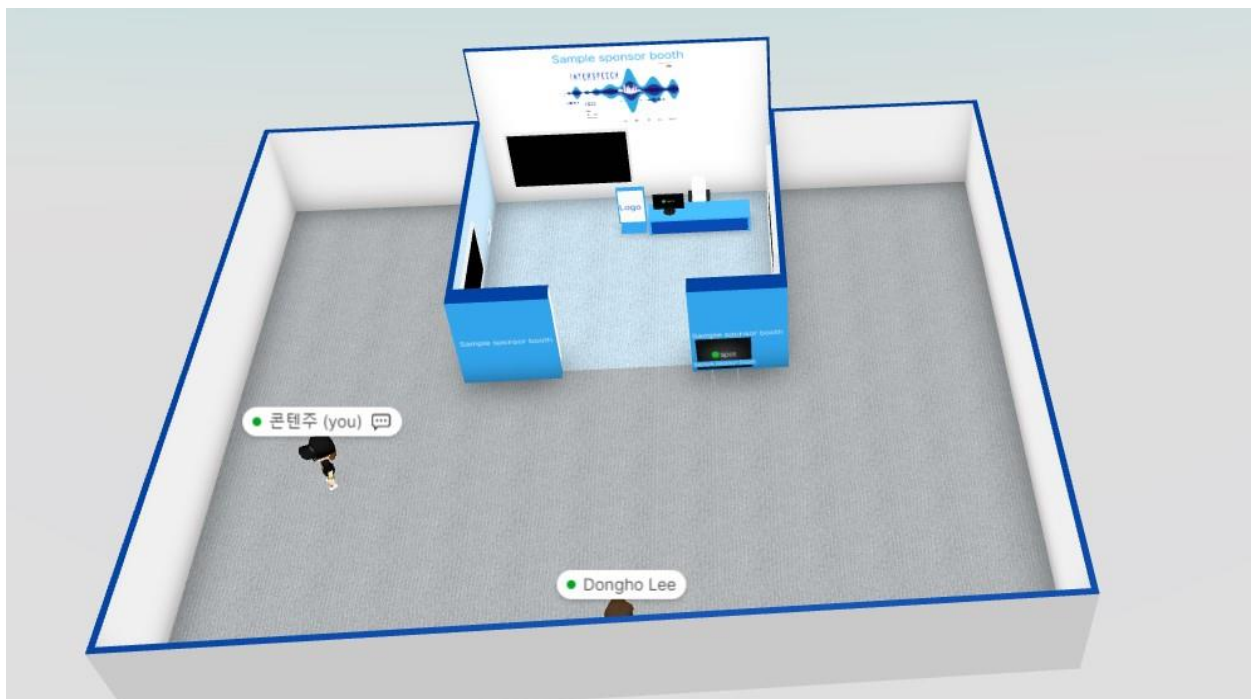

※This is a sample image. The platform will be updated to reflect all logos and booth sizes.

Virtual Booth

The images below are examples of a standard virtual booth. It features functions that are provided to all sponsors and exhibitors regardless of your booth size. Kindly check the features below:

» Name on the external wall
» Website URL
   - Directly connecting to your official website when clicked
» Promotional Files
   - Number of files that can be uploaded varies depending on the booth size.
   - Files should be in a PDF format or PPT(X)
   - It can be any promotional documents such as recent study research results, new product release, or the latest updates and news, etc.
» Promotional Video
   - Video files should be 3-5 mins long in MP4 format.

Functions

Depending on your booth sizes and sponsorship levels, we offer various opportunities. Kindly see below for details:

» Design Booth with 3D Logo
- For Diamond level or higher sponsors

» Promotional Video Kiosk
- For Gold level or higher sponsors

» Document Upload
- Founding and Platinum Sponsors, and Large Booth Exhibitors ⇒ Up to 10 files
- Diamond and Gold Sponsors, and Medium Booth Exhibitors ⇒ Up to 8 files
- Silver and Bronze Sponsors, and Small Booth Exhibitors ⇒ Up to 6 files

» Company Profile, Contact Details, URL, Chat, and Video Chat
- Provided to all sponsors and exhibitors

» Video Upload
- Founding and Platinum Sponsors, and Large Booth Exhibitors ⇒ 300MB
- Diamond and Gold Sponsors, and Medium Booth Exhibitors ⇒ 200MB
- Silver and Bronze Sponsors, and Small Booth Exhibitors ⇒ 100MB

» Meeting Reservation
- For Diamond level or higher sponsors
- For Large Booth exhibitor

» Logo on Billboard
- For Diamond level or higher sponsors

* Below is a sample image of the Sponsor billboard. You will face this when you enter the Exhibition Zone. Press X at the billboard to enter the Virtual Exhibition Lobby via Spot.

Video Chat

You can interact with the visitors in real-time via text chat or video chat. You can activate your video and audio by clicking the mic and camera icons. Check the example image shown below:

» Make sure your camera and mic are connected for video chat.
» Turn on your audio and video by clicking the mic (❶) and camera (❷) at the bottom left of your screen.
» To share your screen, click the monitor (❸).
» Be advised that multiple visitors can turn on the video and join the video chat simultaneously.

Chat

All chatting in Virtual Exhibition Zone is made possible using Slido. Visitors can leave comments on your booth and you can reply to them in a thread. Your chat with the visitor does not have to be real-time, and you can interact with the visitors anytime during the conference. To fully utilize the chat functions, we kindly ask you to sign up for Slido by following the next steps:

» Sign up for Slido.

» Send us your ID (registered e-mail address) to connect your Slido account with the booth to enable chat functions.
Mailto: virtual@interspeech2022.org
Subject: [INTERSPEECH 2022] Company Name_Slido ID
Submission Deadline: 5pm KST, September 15, 2022

» The number of Slido accounts that can be linked to the booth corresponds with the number of Exhibitors' Passes your company has. For example, if your company has 5 registered exhibitors (including the complimentary pass), you can connect 5 Slido accounts to your booth. We strongly recommend that you use the same ID (e-mail address) that you used to register for the INTERSPEECH 2022 conference. There may be delays in verifying your registration to match the Slido ID.

» Visit your comment board and interact with the visitors during the conference.

Meeting Reservation

Diamond level or higher sponsors and Large booth exhibitors can schedule a meeting with participants using Zcal. You need to register and send us the link to embed it in your booth – we apologize for the extra steps required, but with Zcal, your visitors can easily request a scheduled meeting which will be helpful in communicating with visitors from all over the world in light of time differences.

Please follow our step-by-step guide:

» Register on Zcal.co https://zcal.co
» (Guide Video) How to Register: https://www.iorad.com/player/2010952/Zcal---How-to-sign-up
» (Guide Video) How to Send Link: https://www.iorad.com/player/2010953/Zcal---How-to-Send-link

How to Find the HTML Code

To copy the link after registration on Zcal, a few steps are required. Here is a step-by-step method. You can choose the meeting time between 30-minute or 1 hour.

Once you have registered on Zcal, you will get a html code.

» Send us the html code to connect your Zcal account with the booth to enable meeting reservations.
Mailto: virtual@interspeech2022.org
Subject: [INTERSPEECH 2022] Company Name_Zcal HTML
Submission Deadline: 5pm KST, September 15, 2022
*Only one account can be added per booth.

File Upload

All sponsors and exhibitors can upload files of their choosing – be it any promotional materials, latest news, or any document they wish to distribute to the visitors. Kindly check the table on Page 2 to check the maximum number of files you can upload to your booth.

» Please compress all your files as one file (ZIP) and submit it on Google Form.

» Acceptable number of files vary depending on the sponsorship level and booth size.

» All uploaded files should be in PDF or PPT(X) format.

» All video files should be in MP4 format.

» You do not have to reach the maximum number of files.

» The absolute deadline to submit the files is 5pm KST, September 15, 2022. We cannot guarantee that any files submitted after the deadline will be uploaded.

Please complete the following Google Form to submit the files:
https://docs.google.com/forms/d/e/1FAIpQLSeMeJZFGaow-iXyLAQIve-_zzNDpw4EZRICM8J0ID6R2jy6gA/viewform
*If you are unable to access the Google Form, kindly e-mail virtual@interspeech2022.org and we will send you the questions so that you can provide us the necessary information via e-mail.

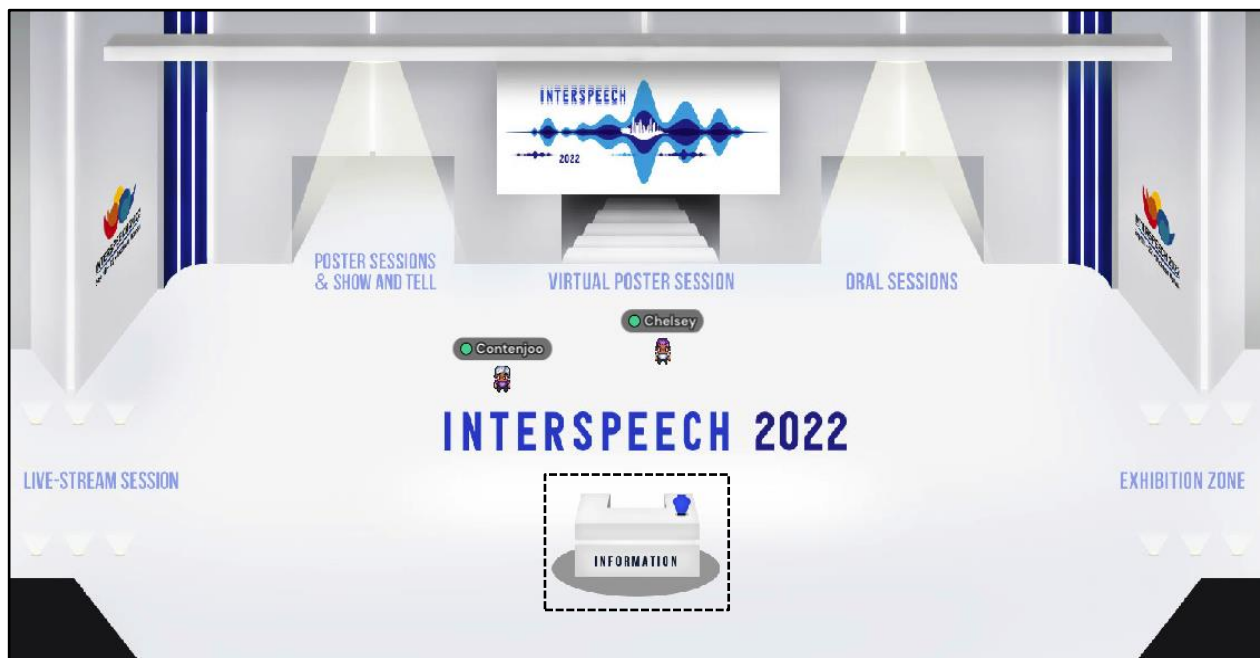Please compress all your files into one zip file to submit on the Google Form.

Please see the above sponsorship level and attach the compressed files.

⬆ Add File

Help Desk

In case you face any technical issues or need support from our technical team, there are two ways to find us:

- On Gather (Main Lobby)
  - Please find the Information Desk at the main lobby.
  - The information desk will be operated from 9am to 6pm KST during the conference (September 18-22). During the operating hours, the technical support team will be present to assist you in real-time.
  - During non-operating hours (6pm-9am), please e-mail virtual@interspeech2022.org

- On Spot (Exhibition Zone)
  - Please send a direct message to the Help Desk (#help-desk).
  - The HELP STAFF will be online to provide real-time assistance from 9am to 6pm KST during the conference (September 18-22).
  - During non-operating hours (6pm-9am), please e-mail virtual@interspeech2022.org

Design Booth

We offer designed booths to our Diamond level or higher sponsors. The designed booths will occupy a bigger space with external decorations. It will be decorated with 3D logos and screens for promotional videos. The images below are sample images to help you paint a picture of what your booth will look like.

CONTACT

Exhibition Chairs | Jeff Holliday and Eun Jong Kong   exhibition@interspeech2022.org

Virtual Exhibition Team | Learn Today   virtual@interspeech2022.org