



## Fourth Wuhan Creative Cities Roundtable Conference

Theme : Developing Infrastructure for the Creative Industries

### Guidelines

#### [For Online Registered Observers](#)

This year's (Fourth) Wuhan Creative Cities Roundtable Conference (November 1 to November 2) will have a hybrid format, with international cities attending on-line and Chinese domestic cities joining on-site. It includes three parts: presentations by invited creative cities, three moderated panels and one roundtable discussion (see the [agenda](#) attached).

#### 1. Registration

Please note that you must register [here](#) to attend the Conference. We kindly ask you to register your attendance by **October 30, 2021**.

All parts of the Conference are accessible to the online registered observers. You can choose which part to attend based on your time zone and interest during the registration.

#### **Please kindly note that:**

As observers you will be able to follow all the components of the event.

For the [Panel Discussions](#) on the morning of 2 Nov., observers are invited to contribute questions and comments in the chat stream. Comments and suggested questions will be considered depending on available time. The organizer will transfer your questions to the moderators.

For the [Roundtable Discussion](#) on the afternoon of 2 Nov., the Open Session (16:30 - 17:00 BJT) is reserved for observer contributions.

#### 2. Meeting Platform

The Conference will take place via [Voov Meeting](#) platform. Please ensure you've

downloaded it [here](#) in advance on the computer that you are going to use for the conference. (The Voov User Guide is attached.)

A meeting link will be sent to you closer to the date for you to join the Conference.

### 3. Meeting Etiquette

To help our meeting run smoothly, please follow these meeting etiquettes.

- Keep your microphone on [mute](#) (unless you are called upon to participate in the conversation).
- Use the chat function to indicate when you have a question or comment.
- When contributing conversation, please be [brief](#) in making your point.
- Add your [name and city](#) in the profile which makes it easier to identify you.

### 4. Others

The meeting will be in Chinese and English. English-Chinese simultaneous interpretation will be provided.

This event will be livestreamed to the public.

A summarized report containing the conference outcomes will be shared in our available networks.