CONFERENCE WEBSITE GUIDANCE

SCENARIO: Moving Ahead As Planned

Update on CONFERENCE NAME AND YEAR in relation to Covid-19 (Coronavirus)

The CONFERENCE NAME AND YEAR is still scheduled to be held as planned. The safety and well-being of all conference participants is our priority. We are following updates on the situation from the World Health Organisation (WHO) and the Center for Disease Control (CDC). We urge all attendees to keep informed on risks, precautions, and symptoms to make educated decisions.

- https://www.who.int/

Together with ACM and SPONSORING SIGS, the CONFERENCE NAME AND YEAR conference team has developed the following guidelines for traveling or presenting at CONFERENCE NAME AND YEAR.

Attendees and Authors

If you have registered for the conference but are unable to attend based on WHO or CDC advisories, government restrictions or your employer, please contact CONFERENCE REGISTRATION CONTACT. CONFERENCE NAME AND YEAR will be extending full registration refunds to those unable to attend due to the above reasons. Refunds based on employer restrictions will require official employer documentation.

For authors who will not be able to present their papers due to travel restrictions, please contact us to let us know if a co-author can present on your behalf. In such cases, the registration team (CONFERENCE REGISTRATION CONTACT) can help you change your registration to a co-author.

(The following guidance is dependant on conference leader decision to offer remote presentation and/or streaming)

If a co-author is unable to present on your behalf, please look for updates on the website while we work on options to allow for remote or pre-recorded presentations.

*These options are intended to assist those unable to attend due to travel restriction. In all other cases, authors are expected to attend the conference and present their work in person.
**SCENARIO: Re-location**

*Update on CONFERENCE NAME AND YEAR in relation to Covid-19 (Coronavirus)*

The CONFERENCE NAME AND YEAR is relocating to __________ and being held (dates). The safety and well-being of all conference participants is our priority. We are following updates on the situation from the World Health Organisation (WHO) and the Center for Disease Control (CDC). We urge all attendees to keep informed on risks, precautions, and symptoms to make educated decisions.

- [https://www.who.int/](https://www.who.int/)

Together with ACM and SPONSORING SIGS, the CONFERENCE NAME AND YEAR conference team has developed the following guidelines for traveling or presenting at CONFERENCE NAME AND YEAR

**Attendees and Authors**

If you have registered for the conference but are unable to attend based on WHO or CDC advisories, government restrictions or your employer, please contact CONFERENCE REGISTRATION CONTACT. CONFERENCE NAME AND YEAR will be extending full registration refunds to those unable to attend due to the above reasons. Refunds based on employer restrictions will require official employer documentation.

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If a co-author is unable to present on your behalf, please look for updates on the website while we work on options to allow for remote or pre-recorded presentations.

*These options are intended to assist those unable to attend due to travel restriction. In all other cases, authors are expected to attend the conference and present their work in person.*
**SCENARIO: Postponing**

*Update on CONFERENCE NAME AND YEAR in relation to Covid-19 (Coronavirus)*

The CONFERENCE NAME AND YEAR is being postponed to __________ and will be held in the planned location of NAME of CITY. The safety and well-being of all conference participants is our priority. We are following updates on the situation from the World Health Organisation (WHO) and the Center for Disease Control (CDC). We urge all attendees to keep informed on risks, precautions, and symptoms to make educated decisions.

- [https://www.who.int/](https://www.who.int/)

Together with ACM and SPONSORING SIGS, the CONFERENCE NAME AND YEAR conference team has developed the following guidelines for traveling or presenting at CONFERENCE NAME AND YEAR

**Attendees and Authors**

If you have registered for the conference we look forward to seeing you there. Further guidance will be provided as we get closer to the new dates.

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**SCENARIO: Cancelling**

*Update on CONFERENCE NAME AND YEAR in relation to Covid-19 (Coronavirus)*

The safety and well-being of all conference participants is our priority and based on information from the World Health Organisation (WHO) and the Center for Disease Control (CDC) we have decided to cancel this year’s event.

Registered participants will receive information in the coming weeks on the refund process. Authors will receive details regarding the publication of their accepted content.

We look forward to seeing you next year at CONFERENCE NAME AND YEAR.