6-9 DECEMBER 2022 EXCO, DAEGU, SOUTH KOREA



STUDENT VOLUNTEER HAND BOOK





SIGGRAPH ASIA 2022 DAEGU 5·9 DECEMBER 2022 | EXCO, DAEGU, SOUTH KOREA STUDENT VOLUNTEER PROGRAM 6-9 DECEMBER 2022 | EXCO, DAEGU, SOUTH KOREA

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학생자원봉사 프로그램

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SECTION 1 PRE-CONFERENCE



학생자원봉사 프로그램

VISA OR K-ETA

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DAEGU

For travel after September 1, 2021, in addition to a valid passport, you must have either a visa OR an approved Korea Electronic Travel Authorization (K-ETA) to enter Korea.

Visa

To find the type of visa you should apply for, please refer to the Visa Navigator on the site below (please select **Short Term Visit** for **Purpose of Entry** and **90 days or less** for **Length of Stay**): <u>https://www.visa.go.kr</u>

While a tourist visa is normally handled in a matter of weeks, allow up to 6 weeks in case unforeseen circumstances arise, such as the need for documentation of financing and vaccination. We can provide an official invitation letter to all participants.

Korean Electronic Travel Authorization (K-ETA)

K-ETA is an entry requirement for visa-exempt foreign nationals traveling to South Korea. You can apply for K-ETA if you have the passport of a country that is eligible for it, and it is much easier to apply for and faster to process compared to a visa.

This needs to be approved before boarding the flight or ship to Korea. There is an application fee of 10,000 KRW per person. You can apply via the link below: <u>https://www.k-eta.go.kr/</u>



This is the only official page for the K-ETA application. Other websites may cost slightly different and there is no guarantee of the results.

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Q-CODE

Prior to arriving in Korea, you are required to apply for a Q-Code. If you did not apply for it online before your departure, you need to fill out the yellow form before you go through customs. You can obtain this form by asking for it during your flight.

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Click here to apply online.

The QR code must be saved or printed upon completion of the form in order to be shown to Korean Immigration Officials.

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COVID-19 INFORMATION

Covid-19 Status in South Korea

To see the daily report for each city/province of Korea, please visit the link below:

https://ncov.kdca.go.kr/en/

Although the infection rate is coming under control, please wash your hands with soap and water for at least 20 seconds, avoid touching your face, and wear a mask to help reduce the spread.

Safety Notice from our Committee

The safety and well-being of our attendees and volunteers are our top priorities.

Prior to booking your trip to Daegu, please ensure that you check the latest COVID-19 travel advisory here.

We look forward to welcoming you at SIGGRAPH Asia 2022 in a safe and inviting environment.

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AIRPORT

We recommend you land at Incheon International Airport (ICN) as it has more services and is an easier commute to the city.



Incheon International Airport is

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자원봉사 프로그램

Seoul's primary and largest airport, which serves as a hub for over 80 local and international airlines. There are buses, airport railroad, taxis, or call-van as public transportation options to and from the airport.

Public Transportation from ICN to Daegu

SIA 2022

Transportation Options

- 1. Seoul → KTX Train to Dongdaegu Train stop in Daegu
 - This is more reliable because there are more seats and it's easier to a. reserve/purchase.
- Limousine bus from ICN to Daegu 2.

For more information, you also can refer to the SIGGRAPH Asia 2022 website.

Transportation App

KorailTalk is a mobile application for ticket reservations and ticket purchases for all railroads in Korea. For more information, please visit the link below: https://korearailway.com/

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T-MONEY CARD

T-Money Card is Your Travel Companion!

T-Money Card is a card that you can use to pay for all public transportation in Korea!

You can use it for buses, subways, or taxis (with the T-Money sign). If you plan to use the bus and subway, we highly recommend using this card instead of cash.

How to get T-Money Card for Transportation

You can easily purchase the basic T-Money card at retail convenience stores such as CU, GS25, Ministop, and 7-Eleven. The card itself usually costs 2,500 KRW.



There are so many designs, so perhaps you can collect cute designs such as Kakao Friends, BT21, etc. However, these designs probably cost extra money.





T-Money Korea Tour Card

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T-MONEY CARD

Special Offers for Foreigners

1. Unlimited Data SIM Card (5-60 days) with T-Money Card

This can be picked up at Incheon International Airport Terminal 1. You still can use the T-Money card even after your SIM card expires.

2. Korea Tour Card

You use this card to enjoy various discount benefits of shopping, food and beverages, culture, tour, and entertainment such as ski resorts, aquariums, theme parks, etc. This can be purchased at convenience stores for 4,000 KRW or at the airport.

3. AmazingPay T-Money

You can get a 10% discount when taking an airport limousine as well as discounts for tourist attractions, food and beverages, and cultural performances including Lotte World, Everland, Nanta, etc. This costs 50,000 KRW (credit 46,000 KRW and card fees 4,000 KRW) and can only be paid for with cash. You can purchase this at the airport bus ticket offices.

4. Alipay T-money

This is a T-Money card for users of Alipay, a Chinese payment app. Alipay T-money can be purchased only on the Alipay app. It costs 23,500 KRW (credit 20,000 KRW + card fees 3,500 KRW). The price in Yuan is subject to change according to the daily exchange rate. This also can be used for shopping at retail brands, including convenience stores, marts, bakeries, cafes, theme parks, cosmetic shops, etc.



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T-MONEY CARD

How to Reload or Refund the T-Money Card

There are **three ways** to recharge:

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- 1. Retail convenience stores (the easiest way).
- 2. Use ticket vending machines that are located inside all the subway stations and train stations.
 - a. Select your preferred language on the screen (Korean, English, Japanese, or Chinese).
 - b. Click the third button with the T-money logo on the far right and touch the "Reloading the transit car" button.
 - c. Place your card on the loading pad and then select the amount of money you want to add.
 - d. Insert coins or cash and wait briefly while your T-money card completes reloading.
 - e. Confirm the balance on your T-money card.
- 3. Newsstands near a bus stop that have a T-money sign displayed. They can usually be found next to the subway station exits and entrances.

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SV HOUSING

This year, we have a total of three accommodations scattered in Daegu.

Check-In / Check-Out

The accommodations will be available from after orientation on December 5th until the morning of December 10th.

The check-in time is after SV Orientation, so you may store bags/luggages at the guesthouse reception or in the SV office until you can check in.

List of Accommodations

1. Bomgoro Guesthouse Address: 49 Janggwan-dong, Jung-gu, Daegu, South Korea (대구광역시 중구 장관동 49) Google Maps

- 2. Gonggam / Empathy Guesthouse Address: 32 Jungang-daero 79-gil, Jongno 2(i)-ga, Jung-gu, Daegu, South Korea (대구광역시 중구 종로2가 중앙대로79길 32) Google Maps
- 3. Gonggam / Empathy Dongseongro Guesthouse Address: 9 Dongseong-ro 12-gil, Jung-gu, Daegu, South Korea (대구광역시 중구 동성로12길 9) Google Maps

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SV HOUSING

Tips for the Guesthouses

Our local experts, Yucheol and Yoonha, have kindly scouted out the venue and compiled the following tips for your stay at the guesthouses:

1. Beds

The accommodations are comprised of bunk beds which will look like this (This photo is of Gonggam Dongseongro):



Each bed is equipped with an electricity outlet (see plug types in "Electricity / Plug Outlets" on page 16), which you can use to charge your phone.

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2. Toilet & Showers

Gonggam and Bomgoro have a bathroom in each room. **Gonggam Dongseongro** has shared bathrooms and showers.

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SV HOUSING

3. Shared Spaces

Each guest house has a shared space for the residents to gather and hang out. You can visit other SVs in different guest houses and have some snacks there.



4. Things to Bring

Bring your phone charger, clothes, shampoo, body wash, toothbrush, toiletries, etc. Towels will be provided.

5. Laundry

While a few guest houses have washing machines in the room, most won't have washing machines. There is a nearby laundromat, which you may use if you need to do any laundry (AMPM 워시큐 Google Map). You may also ask a fellow SV if you can use the washing machine in their guesthouse.

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SV HOUSING

Notes from Guest Houses' Host

GGRAPH

Bomgoro Guest House

- You are required to put on a mask in common area. 1.
- You can use the common place (1st floor) but the lights will be turned off 2. and will be closed from 10:00pm to 7:00am. You cannot use the common place at that time.
- All areas inside the guesthouse are non-smoking. If you want to smoke, 3. please be outside of the guesthouse.
- 4. The staff or host is not always at the reception. If you have any trouble or have questions when nobody is at reception, please feel free to contact via Instagram or Facebook (you can find our account by searching the word **bomgoro**) or call (the phone number is posted at the reception).
- After midnight, please be quiet and have a good sleep. 5.
- The rooms will be cleaned once every two nights and the garbage bins will 6. be emptied every day.



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SV HOUSING

Notes from Guest Houses' Host

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Bomgoro Guest House

How to heat the floor using Ondol (온돌) ("underfloor heating" in Korean):

- You can find the controller (like the photo 1. on the right) directly next to the plug.
 - The middle button is the power a. button (ON/OFF button).
 - he left and right buttons are b. up/down buttons to increase/decrease the temperature of the heat. Please don't increase the Celsius over 50°C, which can cause troubles and is dangerous.
 - The last person who gets out of the C. room every day needs to turn off the power button (middle one)

You need to know passwords for both the room and the entrance. Please remember those passwords or else, you can't enter again. You need to be careful whenever you get out of the house (when you do a check-in, the host will let you know the information).



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SV HOUSING

Notes from Guest Houses' Host

Sympathy Guest House

장기투숙객 LONG-TERM GUESTS

- We provide one towel per day on request. Please use (the number of towels are limited, so make sure to put the used towels in the towel return box(1st) or in the room in front of toilet.)
- For laundry, washing machine is free of charge, but we charge 3,000won for dryer machine. Please contact the staff for details. If there is a lot of laundry or other guests are using the washing machine, please use the nearest coin laundry room. (+Terrace on 1st floor, or rooftop on 5th floor is available for sun dry using drying rack)
- We will replace the bed sheet on request.

Cleaning proceeds even if you are in the room.

4669*

09:00-18:00

이용안내 GUESTHOUSE GUIDE

- Please turn off the air conditioner/heater when leaving the room to save energy.
- No smoking is allowed in the building. (Use 1st terrace & 5th roof top for smoking)
- Outside guests not allowed on guest room floors.
- Korea is very strict on recycling policy. We have recycle area on the 1st floor. Let's save the environment 3

HOW TO USE LINEN

PILLOW CASE

HULLER.

BED SHEET



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SV HOUSING

Notes from Guest Houses' Host

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Sympathy Guest House

To Do List in Downtown Daegu

- [27] 文藝 高空, 교통, 상역동 항석 Stroll around and discover instagrammable venues in Jongno, Gyadang and Samdukdong 0
- 근대골목 1코스, 2코스 방방 Join modern alley tour course 1, 2% = 5 coursed •
- 서운시장에서 칼국수 먹기 0 ry Kol-gook-soo (noodles) in Seamun Market
- 스마크랜드에서 대구 야경 감상 Enjoy the nightscopes of Doegu at sporkland
- 대구매승방전소와 수합참훈면소에서 문화생활하기 Have an artsy day at Daegu Art Factory and Suchang Youth Mansian . 44

Daegu 맛집정보 -0 OU A FOODIE? RE



뉴욕통닭 New York Chicken 1100-21:00 (Closed on Sundayl/Best chicken in Doegu 12. longo na lung-gu



상일풍닭 Samil Chicken 1600-2400 Mon-Sati/ Unique didenwith rice underreath 내구 출구 홍로 46 46, long m. lung-gu



국일따로국법 Gookil Ddaro Gukbap 24hrs/Daeguis soul food. Beef brath and nos LIF구 중구 교정42116 16. Gyadang 4-git, lung-gu,



해금강 Haegeumgang 1000-2200treck1500-1630/Auferfshinstouront 01-2 8-7 =0082592 567-1567-1, Gukchosbosong-ro, Jung-gu



창하징 Chamhanjip (BBQ) Try the famous Karean park BBC here of Cramonio I& 7 & 7 BBC here in 45 45, Jungang bero 81-git Jungau

병활정보

© DI구역 Doegu Station

TRANSPORT

대구반야월막창 ngu Barryawol Makchang 11600-0200/If you get used to fretosta vouli bie if (IFP & P & States 121 36 36. kngangdoen 81-gi, kng-CILI



Youngsaengduk 0800-2200/30 years of history. Best dumpings (以子 巻子 査定 39 39 Jongpiro, Jung-gu

AMPM워시큐 대구만경관점 AMPM WashQ Laundry

24ms/Don't need to bring anything, But bring cains 미구 홍구 국회분왕로 547 547, Gukchaebosong-ro.

Jung-gu



미도다랐 Mido tea&coffee 10:00-22:00/Traditional Koreon stvle coffice strap 다구 중구 전날목길 14 14. Jingolmok-gil, Jung-gu



다이소 대구 중앙로점 DAISO 08:00 - 24:00/They sel everything, RedM DI-7 & 7 & 2010E2 403 403, Jungangabe-ra, Jung-gu

소개해드린 곳들 이외에도 미구엔 볼 것 먹을 것 즐길 것이 굉장히 많아요! 좋은 곳 발견하시면 저희에게도 살짝 알려주세요 :) Apart from the places we have introduced,

Daegu has so much more to offer! Tie your shoe loces and head out ♥









SV HOUSING

Notes from Guest Houses' Host

Sympathy Dongseongro Guest House

장기투숙객 LONG-TERM GUESTS

- There is an extra towel compartment in the locker in frant of the reception. Please use one towel a day (the number of towels are limited, so make sure to put the used towels in the towel return bax.)
- We provide a paid loundry service. Please contact the staff for details. If there is a lot of laundry or other guests are using the washing machine,
- please use the nearest coin laundry room.
- We will replace the bed sheet on request.

이용안내 GUESTHOUSE GUIDE

- Toilet is on the 2nd and 3rd floor, and the showerraam is on the 3rd floor.
 No smoking is allowed in the building and raams. Please follow the etiquette.
- Please turn off the air conditioner/heater and leave to save energy and protect the environment.
- There are free earplugs in front of the reception.



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SV HOUSING

Notes from Guest Houses' Host

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상미회전

al tra-ai

am-mi raw fish

1000-2400/lf you are a sea

생활정보

□ EH79t Daegu Station

TRANSPORT

loodlover, it's a must vist Ny 1897 alaka salahtis 18 165-8. Gyeongsongsonyeong-

Sympathy Dongseongro Guest House

To Do List in Downtown Daegu

- (R구 핫플 종로, 교통, 삼억동 음색 Stroll around and discover instagrammable venues in Jangna, Gyadang and Samdukdong 0
- 근대골목 1코스, 2코스 함방 Join modern olley tour course 1, 200 to 5 courses 0
- 서문시장에서 접극수 역기 Try Kal-gook-soo (noodles) in Seomun Market
- 스마크랜드에서 미구 야경 강상 Enjoy the nightscapes of Daegu at sparkland
- 대구예술발건소와 수합철준변손에서 문화생활하기 Have an artsy day at Deegu Art Factory and Suchang Youth Mansion • 44



Apart from the places we have introduced, Daegu has so much more to offer! Tie your shoe laces and head out ♥

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Daegu 맛집정보 FOODIE? /nii



동아식당 Donga Restaurant 11:30-20:00 break 15:00-17:00 / Too provier but good 11:7 8:7 - 2019-91:25:21 1 14, Gukchosbosong no 125-gi, Jung-gu





개미분식 Gaemi Bunsik 11:00-20:00/cff SUN/is street food is your thing? Try here! IR-7 8:-7 8:stist: 70-10 70-10, Dongseong-ro, Jung-gu



국일따로국밥 Gookil Ddaro Gukbap 24hrs/Daegu's soul food. Beef broth and rice [8구 중구 교통42] 16 16, Gyodang 4-gi, Jung-gu,





로니스도우 Ronnie's Dough 1200-2400/Pizzo is very good ournust love it ! F7 & 7 = 01955312521 515. Oukchostosong-ro 125al ling-gut to



Casanello 12:00-22:00/Need some coffee and cole? DI다 중구 교통1같! 47 47. Gyodong 1-git. Lung-gu



워시프렌즈 셀프텔레방 Washfriends Laundry 24hrs/Don't need to bring onything, But bring cons DR-7 89-7 20842/16 16, Gyodong 4-gil, Jung-gu



다이소 동성로본점 DAISO 08:00 - 24:00/They sell evenything Realty DR-7 8-7 8:455 48-1 48-1, Dangseong-ro, Jung-gu



Express and intercity bus terminal 이 다구국제공항 Doegu international airport



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학생자원봉사 프로그램

WEATHER

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SIGGRAPH ASIA 2022

DAEGU

PLEASE KEEP YOURSELF WARM

December in South Korea is during the winter season. The skies might turn cloudy sometimes. The average temperature is around between -3°C (26.6°F) to 10°C (50°F). The cold is extremely severe and the temperature may fluctuate and drop down.

Here is the current prediction of the weather forecast in Daegu (in °C) during the week of the conference:



Resource from Accuweather.

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STUDENT VOLUNTEER PROGRAM 자원봉사 프로그램 6-9 DECEMBER 2022 | EXCO, DAEGU, SOUTH KOREA

THINGS TO BRING

Electricity / Plug Outlets



Plug Types Supported: C, F (E is also compatible) Korean Voltage: 220 volts Korean Plug Frequency: 60hz

Exchange Money

As COVID-19 has affected our lives and brought us to a "new normal", in South Korea, credit/debit cards are widely accepted as more places are starting to use card/money transfer as alternatives to cash.

However, cash is still king! It is still advisable to carry a small amount of cash (South Korean won) in order to pay for T-Money cards or things in some local stores, for instance.

You may consider exchanging money in your departure country ahead of your trip. Please note that there is a cap of \$10,000 on the amount of currency you are able to carry with you without declaration (Declaration of Foreign Currency).

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학생 자원봉사 프로그램 6-9 DECEMBER 2022 | EXCO, DAEGU, SOUTH KOREA

THINGS TO BRING

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DAEGU

SIM Card & Internet Access

In South Korea, there are usually hotspots/WiFi provided for free on public transportations and in the city, especially in Seoul. However, there is no guarantee where you will need to make calls or access the internet. For your own safety and so that you are reachable if others need to contact you, we strongly recommend you get a tourist SIM card, rent a pocket WiFi, or turn on data roaming on your mobile device.

You can buy a SIM card to use in South Korea either in your own country prior to traveling or after you arrive at the airport in South Korea. The 3 major mobile service providers in South Korea are:

1. <u>KT</u>
2. <u>SK Telecom</u>
3. LG

If you are not sure which kind of SIM card to buy, you can take a find more information <u>here</u>.

Masks

Wearing masks indoors and on public transportations is still mandatory in South Korea. Please make sure to pack along your masks for the trip!

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학생자원봉사 프로그램

THINGS TO DOWNLOAD

SIGGRAPH ASIA 2022

DAEGU

Besides the <u>KorailTalk</u> app for transportation, there are a few more apps we recommend you download, as they will come in handy during the trip.

Google Translator

If you cannot speak Korean, no worries! The Google Translate mobile application is your first best friend before you meet your Korean SV friends ;) The application is available on both <u>Android</u> and <u>iOS</u>.

Google Translate also has a Camera feature to translate text in images, so you can take a photo of a menu and easily translate it!

However, we still encourage you to learn some basic Korean sentences and phrases. You can check out some phrases and start practicing today using a Korean phrasebook available in this <u>link</u>!

SIGGRAPH Asia 2022 Mobile Application



To make the most of your SIGGRAPH Asia 2022 experience, be sure to download the event and business matching Mobile App, your trusty resource throughout the event to manage your agenda, connect with other attendees and exhibitors, arrange meetings, and better orientate onsite with our venue maps and exhibition floor plan. Search **SIGGRAPH Asia 2022** on the iOS App Store & Android Play Store or scan the QR code to download the Mobile App!



THINGS TO DOWNLOAD

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Map Apps

Google Maps usually works, but sometimes maps from local companies provide more accurate information. We recommend using one of the following apps when Google Maps does not work:

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Naver Map

- Desktop: https://map.naver.com/
- Android: Link to download
- iOS: Link to download
- How to use Naver Map (in English)

Kakao Map

- Desktop: https://map.kakao.com/
- Android: Link to download
- iOS: Link to download
- How to use Kakao Map (in English)



These apps provide an English option in the settings, but the destinations are usually labeled in Korean. If you are not familiar with the Korean language, Google Maps and/or asking for help will be your best options.



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DAILY COMMUTE TO EXCO

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There are a couple ways to commute from your accommodation to the EXCO Convention Center such as a shuttle, bus, or taxi. The easiest way is **by bus** (this is when your <u>T-Money</u> comes in handy!). If you would like to use the shuttle option, there is a shuttle bus service provided by SIGGRAPH Asia 2022.

304 BUS

Commute Time: 25 minutes ride excluding walking **Dispatch Interval:** Every 14 minutes on weekdays and every 18 minutes on weekends

Hours of Operation: 5:30 - 22:12

Taxi

One convenient option for taking a taxi in Korea is to use the **Kakao T** app. It is a Korean equivalent of Uber. You can download the app from the **Download** button on this website:

https://www.kakaocorp.com/page/service/service/KakaoT?lang=en

Keep in mind most taxi drivers only speak Korean. However, you specify your destination via the app, so little communication is required.



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View on Google Maps

Map sample commute by Bus

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Shuttle Services between hostels and EXCO

SIGGRAPH Asia 2022 will provide shuttle bus services between the hostels and EXCO. Please see more details below:

https://siggraphasia.kr/bbs/board.php?bo table=post tour&wr id=3

EXCO – Hotel Shuttle Service

Item	Division	Departure 12-06	Departure 12-07	Departure 12-08	Departure 12-09	
Marriott Hotel - EXCO	1 Transport	00:00	08:00	08:00	00:00	
Marriott Hotel - EXCO	2 Transport	09:00 09:00 09:00 18:20 Night Tour and Hotel 20:15 21:00 18:45 06:45 06:45 06:45 07:45 07:45 07:45	09:00			
EXCO Marriott Hotel	1 Transport	18:20 Night Tour and Hotel				
EXCO - Marriott Hotel	2 Transport	20:15 21:00 18:45	18:45			
Hostels - EXCO	1 Transport	20:15 21:00 18:45 06:45 06:45 06:45	06:45			
Hostels - EXCO	2 Transport	07:45	07:45	07:45	07:45	
EXCO - Hostels	1 Transport	18:20 Night Tour and Hotel				
EXCO - Hostels	2 Transport	20:00	21:00	18:30	20:00	

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Hotel Place of Departure: A tourist bus parking lot 456-3, Jungang-daero, Jung-go, Daegu.



Bomgoro Guesthouse: It takes ~15 minutes



Sympathy Guesthouse: It takes ~13 minutes



Sympathy Dongseongro Guesthouse: It takes ~7 minutes

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EXCO MAP

https://exco.co.kr/eng/





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SECTION 2 ON-SITE



SV ORIENTATION SCHEDULE

UDENT VOLUNTEER PROGRAM

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자원봉사 프로그램

Monday, December 5th, 2022

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Location: EXC	0
10:00 - 13:00	SV Office Check-In (Room 314, see map below)
13:00 - 15:00	SV Orientation
15:00 - 15:30	SV Program 2022 Group Photo
15:30 - 19:00	Guesthouses Check-In
16:00 - 18:00	(Pre-Conference Shift - If scheduled)



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학생 자원봉사 프로그램

FOOD OPTIONS GUIDE

There are restaurants in Daegu that EXCO has recommended. You can view cafes, Korean food, Chinese food, Japanese food, and Halal food options <u>here</u>.

Moreover, there are restaurants with vegan options:

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Near the hostels

- 바라지레스토랑 <u>Balaji Restaurant</u>
 - Indian food
 - Has vegan options
 - Has English translations
- 하이타이 (Hi Thai) <u>Hi Thai</u>
 - Thai food
 - Has vegan options
 - Has English translations
- 끼니위드 (Kkini With) <u>끼니위드</u>
 - Salads (Seasonal salad and the tofu salad is lacto-ovo, but you can remove eggs upon ordering)

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- Has English translations
- 카페 데이즈 (Cafe Daze) <u>카페데이즈(DAZE)</u>
 - Desserts
 - Lots of vegan desserts
 - Has English translations

Near EXCO

- Nothing nearby except deliveries. You can order delivery from Subway in Gyeongbuk University
- DFOF (Maya) Maya Restaurant
 - Indian food
 - Plenty of vegan options







EXCO MAP

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Venues maps will let you know all the rooms and locations of all the sessions during SIGGRAPH Asia this year. This is also available on SIGGRAPH Asia 2022 application. It is important to keep these in mind.



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EXCO MAP

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Link from SIGGRAPH Asia 2022

Wifi Access at EXCO

Free wireless internet access is available at EXCO.

However, due to the large amount of attendees, the internet access might be spotty.

Connect to @EXCO Free No password is required



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Also, these are some important locations that might help you guide the attendees:

Conference Management Office

Dates: 6 – 9 December 2022 (Tuesday – Friday)

Opening Hours: 09:00 – 18:00 daily Venue:

3F, Room 327 – VIP Room, West Wing, EXCO

Speakers' Practice Room

Dates: 5 – 9 December 2022 (Monday – Friday)

Opening Hours:

5 December 2022, 3:00PM – 6:00PM 6 -9 December 2022, 8:00AM – 6:00PM Venue: 5F, Room 503 & Room 505, West Wing,

EXCO

Exhibitors' Service Center

Dates: 7 – 9 December 2022 (Wednesday – Friday) Opening Hours: 09:00 – 18:00 daily

Venue: Located within the Trade Exhibition Hall 1F, Exhibition Hall 2, West Wing, EXCO

Press Office

Dates: 6 – 9 December 2022 (Tuesday – Friday) Opening Hours: 09:00 – 18:00 daily Venue: 3F, Room 326 – Event Office, West Wing, EXCO

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SIGGRAPH Asia 2022 Reception

*Reception Tickets will not be sold separately, but only as a part of the 'Full Access", 'Experience Plus Access' & 'Trade Exhibitor' registration categories.

Dates: 7 December 2022

(Wednesday)

Opening Hours: 18:30– 21:00 Venue:

LL, LL Grand Ballroom Hera, Inter Burgo Hotel EXCO

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For information on other locations, please visit this link: <u>https://sa2022.siggraph.org/en/registration-travel/general-information/</u>

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SV SHIFT INSTRUCTIONS

SIGGRAPH ASIA 2022

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Here are the **shift instructions** for each day you volunteer at SIGGRAPH Asia 2022.

Check Your Shift 1.

- Your shift assignments will be assigned through Linklings.
 - To view your assignments, log into your Linklings account: 0 https://ssl.linklings.net/conferences/siggraphasia

STUDENT VOLUNTEER PROGRAM

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자원봉사 프로그램

- Select "My Schedule" 0
- Please kindly make sure to check your shift assignments at least every morning as there may be last minute changes.
 - Sometimes, shifts are canceled or replaced for the next day, 0 and you may be reassigned elsewhere or at a different time.
 - As a general rule, shift updates outside of emergencies will be 0 conducted before midnight on the day before, so checking in the morning is always good.

Check In at the SV Office 2.

- Please arrive the SV Office **30 minutes** before your shift time. (Ex. If you have a shift that starts at 9:00 a.m., you should arrive no later than 8:30 a.m.).
 - Please report to the SV office for each shift. DO NOT go to 0 the area you are assigned to (ex. If your shift is scheduled for 9:00 a.m. at "CAF", report to the SV Office, not "CAF").
- Identify and check in with the Team Leader of the shift that you are assigned to.
- Team Leader will take you from the SV Office to the venue.



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SV SHIFT INSTRUCTIONS

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During the Shift 3.

- Team Leader will explain the shift duty
- Do not leave your post unless your Team Leader tells you to do so.

Release from Duty 4.

Please wait for your Team Leader to release you from your shift. (Ex. Do not leave your post at 3:00 p.m. because it is 3:00 p.m. - a TL will dismiss you as close to that time as they can.)







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SV DAILY ROUTINE

This is an example of what your **routine** day will look like:

6:00	Get up (good morning!)
6:30	Breakfast / Check your schedule for today and tomorrow
7:00	Leave the guesthouse / home for EXCO
7:30	Check-in with your Team Leader in the SV Office for your 8:00 - 11:00 shift
11:00	Wait for Team Leader to release you from your shift
11:05	Explore the conference and have a yummy lunch
12:30	Check-in with your Team Leader in the SV Office for your 13:00 - 16:00 shift (inform your TL that you have back-to-back shifts)
15:30	The Team Leader from the 13:00 shift lets you leave early to take a short break before you start the next shift
15:30	Check-in with your Team Leader in the SV Office for your 16:00 - 18:00 shift
18:00	Wait for Team Leader to release you from your shift
18:05	Go to CAF screening or have dinner and hang out with your SV friends



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The following SV terms and abbreviations are ordered alphabetically:

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Closing Ceremony

An event, exclusive to only Student Volunteers, that is hosted on the last day of the conference after the SVs check out. During the closing ceremony, usually, the current SV Chair will give a thank you speech and invite some notable speakers to talk about this year's conference performances. There will also be an announcement of next year's SIGGRAPH Student Volunteer Program. Lastly, usually, there will be a raffle with prizes for the SVs who have performed well during shifts.

Locator

Small book that provides a map of the entire convention center. Also includes all of the information about SIGGRAPH such as conference schedules (dates and times), locations, badge access, etc.

Program

The various conference content that makes up the conference. It is also what SVs are assigned to for shifts (examples: CAF, Registration, E-Tech). Conference programs take place in venues.

SIGGRAPH

Special Interest Group on Computer Graphics and Interactive Techniques.

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SIGGRAPH Student Services (S3)

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A committee separate from the SV Program that provides online services, professional student mentoring programs, career counseling resources, and support for the Student Volunteer Program.

Student Volunteer Orientation

A mandatory presentation on **5 December 2022 (15:00)** explaining an overview of the SV Program and what you need to do throughout the week.

Student Volunteer Subcommittee (SVSC)

A group of eight people who oversee and lead the Student Volunteer Program at the conference; they manage SV Program operations both before the conference and onsite, and coordinate the Team Leaders. This year's subcommittee includes both SA 2022 & SA 2023 Student Volunteer Program Chairs.

Shift Check-In

As an SV, you need to check in at the SV Office with the Team Leader of your shift's assigned venue **15 minutes** before the start of your shift.

Shift Check-Out

Once the shift you have worked is complete, please wait at your post to be dismissed by Team Leader. **DO NOT** leave your post before being dismissed.

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STUDENT VOLUNTEER PROGRAM

학생 자원봉사 프로그램

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SV

Student Volunteer; students who volunteer at the conference. SVs are easily recognizable by their SV uniform.

SV Check-In

Each Student Volunteer needs to check in on orientation day (December 5th) to receive a conference badge, SV uniform, and active shift assignments. For the SV Check-In time this year, please <u>click here</u>.

SV Check-Out

Each Student Volunteer needs to check out from the Student Volunteer Program on the last day of the conference. During check-out, the SV will receive reimbursement money and then head to the closing ceremony.

SV Handbook

SV guidebook to help explain the procedures of the SV Program, such as SV responsibilities, venue and program descriptions, and other useful information.

SV Number

Number assigned to an SV when they applied to the program; this number may also appear on your conference badge. Memorize this number; it is used throughout the week.

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STUDENT VOLUNTEER PROGRAM

학생 자원봉사 프로그램

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SV Office

The center hub of the SV Program. The location where SVs check in with TLs before shifts and where volunteers can check emails, use lockers, etc. This year's office is in Room 314 (View map here).

SV Raffle

Special prize raffle held in the SV Office at the end of the conference to award outstanding performances by SVs.

SV Special Session

Special panels led by industry professionals set up throughout the week exclusively for SVs. Past discussions included companies such as The Walt Disney Company, DreamWorks Animation, and Sony Pictures Imageworks, among others.

Team Leader (TL)

One of fifteen people assigned to look after a specific venue/program and lead the SVs assigned to this venue. TLs are like managers, but also serve as your guides, mentors, and primary points of contact during the conference; they are there to help you. TLs are easily recognizable by their TL uniform.

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SV RESPONSIBILITIES

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Show Up On Time

Please show up on time for your shifts. Come to the SV Office **30 minutes** prior to your shift time. If you are late for your shift for any reason, please report to an SVSC member or a Team Leader. SVs MUST comply with the rules below. If you don't, your conference pass might be revoked or you may lose your opportunity to join the Student Volunteer Program in the future.

Listen and Pay Attention to Your Team Leader

Team Leaders (TLs) were chosen for their experience, knowledge of SIGGRAPH, and ability to lead. TLs will be aware of their venues' general situation and the status of the SVs assigned to them at any time.

Please recognize that they may have knowledge of which you are not aware and are keenly troubleshooting various problems that invariably come up during the conference. To keep the conference running smoothly, it is absolutely essential that you follow the instructions of your shift's TL at all times.

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DO NOT BE LATE TO YOUR SHIFT; YOUR PERFORMANCE CAN AFFECT FUTURE APPLICATIONS

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STUDENT VOLUNTEER PROGRAM 학생 자원봉사 프로그램

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SV RESPONSIBILITIES

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Badges and Uniforms

All SVs have been issued a **conference badge**, which should be worn in a readable position on your outer-most layer of clothing. The conference badge should be worn throughout the conference.

The SV uniform must be worn while on-duty. Volunteers can pick up a uniform during the Student Orientation. TLs are easily recognized by a uniform color that is different from the SVs'.

Uniforms must not be worn while attending the conference "off duty". So before you go "off-duty", you must take off your uniform.



Check In and Check Out of Your Shift

Communication with your TL is absolutely essential. **DO NOT** leave your post without first checking with your TL.

In case of an absolute emergency or need of a bathroom break, you must at least warn another nearby SV but never leave without informing someone involved with the SV Program. Different venues may have different rules that will be explained by your TL at the beginning of your shifts.

If you are scheduled to start another shift right after your current shift (back-to-back shifts), please notify your TL when you are checking in for your first shift so the first shift TL is aware of the situation. Any shift conflicts will be handled between TLs once you notify them.

Inform your TL of any issues and schedule conflicts, so all attempts can be made to release you in time to get to your next shift. TLs will also be instructed to give you a small break when possible if you have back-to-back shifts.

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DO NOT LOSE YOUR BADGE! IT WILL NOT BE REPLACED! ,,,

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DO NOT WEAR YOUR UNIFORM OUTSIDE OF DUTY .,,

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SV RESPONSIBILITIES

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Interacting with Attendees

Be polite and courteous to attendees. Professionalism is the key to any SV duty.

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자원봉사 프로그램

Make eye contact while speaking to attendees. If they speak a foreign language, do not start speaking louder or making hand gestures. Try to see if someone around that area speaks their language or direct them to the Information Desk (details will be provided during Orientation). Please be aware and remember that the communication is mostly non-verbal, so it is possible to communicate basic concepts in a polite manner while not speaking a word of each other's language

Always have a conference scheduler with a map (Locator) on you (provided at SV Check-in and available throughout the conference). Know the area near your venue in order to answer simple questions.

The most common question asked will be, "Where are the restrooms located?"

Please **ABSOLUTELY** avoid any manhandling or touching the attendees, even if it is aimed to be a friendly gesture. There is a high risk that this kind of behavior will be misinterpreted.

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COMMON SHIFT DUTIES & DESCRIPTIONS

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These are only some of the types of shifts that will be performed by SVs. The descriptions do not necessarily cover all of the tasks on a certain shift, but serve as guiding examples. There will be other shifts (not described below) added as we get closer to the conference. Just remember, "Always expect the unexpected!"

Booth Attendant

Your TL or Program Chair will direct you as to what specific tasks to expect from this shift, but you are mainly there to answer attendees' questions or hand out materials.

CAF Assistant

You will be directing attendee traffic, ushering crowds inside rooms, handing out and cleaning glasses, and dealing with crowd control.

Gatekeeper

You will be responsible for checking badges at doors. On occasion, you may need to keep a room count and monitor crowd traffic, potentially help to enforce photo policies, etc.

General Help

Provide any help that the TL or Program Chair asks for. Tasks can include runners, gatekeepers, guides, cleaning glasses, etc.

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STUDENT VOLUNTEER PROGRAM

COMMON SHIFT DUTIES & DESCRIPTIONS

Greeter

You will greet attendees as they enter the Convention Center or Venue. You must be outgoing for this job! As with all positions, you will also be responsible for answering questions attendees may have about the conference, such as where to find food, restrooms, Registration, a particular talk, etc.

Production Assistant

The SV assigned to this shift will be in charge of taking both photo and video footage and help support the Production Team throughout the day. This is a specialty shift that will be assigned as an all-day shift.

Ready Roomer

You will be "on standby" to provide additional support to programs in need. The TL in charge of Ready Room will station you and fellow SVs to any venue throughout the conference needing extra assistance due to unforeseen increased demand in certain venues, or unfilled SV shifts.

Registration

Here, you will assist attendees and exhibitors with registration to get their conference badge, making sure they have the correct credentials and are in the appropriate line.

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COMMON SHIFT DUTIES & DESCRIPTIONS

Ticket Collector/Gate Keeper

You will collect tickets from attendees at the Reception Party, count attendees at Reception, hand out maps, and help people with general information about the party.

Translator

SA2022.SIGGRAPH.ORG

You must be able to speak another language other than English and help translate and answer questions attendees may have about the conference (stationed at the International Booth in the SIGGRAPH Village). **This is a specialty shift that is non-swappable and will be assigned based on ability.**

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학생자원봉사 프로그램

CONFERENCE PASSES

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There are four types of passes at SIGGRAPH Asia 2022:



As Student Volunteers, we will only serve the in-person conference. All passes usually will be purchased beforehand and will be picked up at Registration. However, there will still be a walk-in line for attendees to purchase or upgrade their pass level as needed.

Each pass has a different access level for which programs and/or events the pass holder can attend. Please make sure to study these types of passes beforehand to help you perform your shift duties for each venue more easily.

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Note: None of the sessions will be live-streamed this year.





학생자원봉사 프로그램 6-9 DECEMBER 2022 | EXCO, DAEGU, SOUTH KOREA

CONFERENCE PASSES

SIGGRAPH ASIA 2022 DAEGU

Programs & Events	FULL ACCESS	ACCESS	EXPERIENCE ACCESS	ON-DEMAND ACCESS
	00	Θ	0	0
Art Gallery - Demo / Talks	11	1	1	1
Birds of a Feather	1	1		
Business & Innovation Symposium	1	1	1	
Computer Animation Festival - Animation Theater	1	1		
Computer Animation Festival - Electronic Theater	1	1		
Courses	11			1
Emerging Technologies - Demo / Falks	11	1	1	1
Exhibitors Talks	11	1	1	1
Featured Sessions	11	1	1	1
Games	1	1		
Diversity, Equity & Inclusion Talks	1	1	1	
Keynotes	1 1	1	1	1
Posters - Gallery / Presentations	11	1	1	1
Real-Time Live!	11	1		1
Reception	1	1		
Technical Communications	1 1			1
Technical Papers	11			1
Technical Papers - Fast Forward	1	1	1	
Trade Exhibition	1 1	1	1	1
KR - Demo / Talks	11	1	1	1

Resource: SIGGRAPH Asia 2022 Daegu

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PROGRAM CHAIRS

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ASIA 2022 DAEGU

The **Program Chairs** are the professionals who are selected to lead each program for the year. They are in charge of each venue that their program is held in. If you are interested and plan to pursue a higher position in the SIGGRAPH Volunteer Program, it is good for you to learn from them while volunteering in their venues.

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Click below to view all of the Program Committee Chairs for this year's conference:

Committee Chairs of SIGGRAPH Asia Daegu 2022

Committee & Meeting Room

Dates: 6 – 9 December 2022 (Tuesday – Friday) Opening Hours: 09:00 - 18:00 daily Venue: 5F, Room 504, West Wing, EXCO



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SV SPECIAL SESSIONS

This year, we would like to present four SV Special Sessions exclusive to the Student Volunteers. Please mark them on your SIGGRAPH Asia 2022 mobile app or set reminders for these!





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SV SPECIAL SESSIONS





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SV SPECIAL SESSIONS



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ATTENDEE SCENARIOS

SIA 2022



Scenario 1: An attendee asked you a question to which you don't know the answer

NEVER say "I don't know". Respond by saying:

"I will find out the answer for you."

Afterwards, you may do one of the following:

- Ask your Team Leader (if they are present don't leave your post) 1.
- 2. Ask your Venue Chair (if they are present and are not busy with the conference)
- 3. Refer to the Locator, which has a plethora of information
- 4. Direct the attendee to the Information Booth/Desk



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NEVER SAY

RESPOND BY SAYING,

"I WILL FIND OUT THE ANSWER FOR YOU"

AND ASK YOUR TL, OR VENUE CHAIR, OR INFORMATION DESK.

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ATTENDEE SCENARIOS

GGRAPH SIA 2022

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Scenario 2: Attendees taking photos or recording

DO NOT touch the attendee or their camera. Walk up to the attendee and state "Excuse me," and inform them of the Photography/Recording policy, which is:

"Photography/Recording is not allowed at the conference unless you have a Press Pass."

(This may change depending on the venue and specific talk in each session.)

If they continue, ask them again to stop. If they still continue, do not in any circumstances attempt to take their camera or become confrontational. Contact a TL or a venue chair.



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ATTENDEE SCENARIOS

SIGGRAPH ASIA 2022

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Scenario 3: Belligerent Attendee

Do not become upset or be confrontational with the attendee -- this only escalates the problem. Talk in a calm voice and listen to their problem. Try to figure out what is troubling them and find a logical solution. Direct the attendee to another location that may be able to assist them. If they continue to be a problem, contact your Team Leader(s) who will notify appropriate authorities to handle the situation. Do not put yourself, SVs, or attendees in harm's way. Safety is our top priority across all scenarios.

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ATTENDEE SCENARIOS

Scenario 4: An attendee loses their belongings (wallet, sunglasses, bag, etc.)

(Ask the attendee where they think they misplaced the item. Help them look for the item, if possible. If the attendee cannot remember where they lost their item, direct them to the "Lost and Found" (refer to the Locator or information provided during Orientation).

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Scenario 5: An attendee doesn't have the right credentials to get into a venue and uses one of the following excuses:

- "Don't you know who I am?"
- "I lost my badge, but can you call So–And–So to confirm I'm legit?"
- "I'm meeting So-And-So inside; I just need to tell them I'm out here..."

The only people who can enter all venues who do not have the standard SIGGRAPH badge are venue chairs/directors. Chairs and directors have a small metallic card-sized badge indicating their authority. In this special case, the person has final say in how the conference runs—let them pass and do not argue with them.

If they do not have the venue chair/director credential, explain to the attendee why they cannot enter. Direct the attendee to another location that may be able to assist them. For example, if they do not have the correct badge, inform them that they can purchase the correct badge at Registration. If that does not work, inform a TL or venue chair/manager.

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ATTENDEE SCENARIOS

SIA 2022



Scenario 6: An attendee "knows the presenter" in the session (spouse, friend, etc.) and needs to get in, but doesn't have the required credentials

Again, the only way someone can enter a session without required credentials is to be escorted in by someone with the special metal badge (e.g., a Committee Chair). This can be by any Committee Chair, not necessarily just the venue's chair. (For example, Jan or Yucheol, the SV Chairs, can escort a guest into a venue.)

Explain to the attendee why they cannot enter (the conference cannot function if attendees do not pay registration) and that "knowing the presenter" is not a pass into the session. Direct the attendee to another location that may be able to assist them. For example, if they do not have the correct badge, inform them that they can purchase the correct badge at Registration.

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ATTENDEE SCENARIOS

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Scenario 7: Attendees complain that a session room is too hot or cold

Contact your TL or the person responsible for the room about the situation and room number. Please remember that one or two people complaining does not require you to escalate, but you can inform your TL to not stay passive in front of the attendee.

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ATTENDEE SCENARIOS

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Scenario 8: At Registration, an attendee says, "I've lost the group I'm with... is there a way to find them?"

As a first step, you can ask the attendee if any of the other members of their group have phone or email access. SIGGRAPH usually provides free WiFi in most areas of the conference and attendees can access this service readily (it is useful to remember WiFi details ahead of your shifts). In special cases, direct the attendee to conference management to borrow a phone.

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ATTENDEE SCENARIOS

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Scenario 9: An attendee has lost their badge and is distressed that they cannot get into any venues

Attendees cannot enter a venue without credentials. As a first step, send them to the "Special Assistance" booth in Registration. Although some lost badges may be sent to Conference Management, most are sent back to Registration, and someone may be able to help them locate a misplaced badge.

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학생자원봉사 프로그램

CODE OF CONDUCT

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DO NOT leave your post while on shift

It is absolutely essential to not leave your post unless you specifically have permission to do so. Breaks will be offered by TLs as they regularly walk around the venues.

Quick bathroom breaks can be taken during slow times as long as another SV is covering your position and is aware that you are away and returning. Occasionally, TLs may provide breaks other than bathroom breaks for longer shifts, but these breaks are only permitted if explicitly stated by the TL (ex. short lunch break).

DO NOT go on the Exhibition Floor while on shift

You are free to explore the exhibition show floor when off duty. However, we ask you not to do so while on shift even when given a break. If you are found to be on the exhibition floor during your shift, this will be reported and may result in disciplinary actions.

DO NOT touch other SVs or attendees and mind other people's personal space

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This is crucial to show the kind of appropriate behavior and professionalism expected by the conference.



CODE OF CONDUCT

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DO go to events and participate in activities

together with the other SVs or as a group. – This is not only for you to get to know the SVs more, but also for your safety.



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BASIC KOREAN PHRASES TO SURVIVE

Ordering food

Entering: You enter a restaurant. Tell the waiter how many people you have. Expressing by hand would be enough in most cases.

Hello: 안녕하세요 (annyeonghaseyo)

Sitting: You sit on the table and pick the menu. **Ordering:** Call the waiter via digital bell or by raising hand. Point at the menu to indicate what you want.

This: 이거 (Igeo), 추세요 (shu-sae-yo) (food),please (order): (point to the food), 추세요 (shu-sae-yo)

Eating: Have your dish.

Paying: After finishing your meal, you can pay at the counter. Usually waiters don't come to your table. Go to the counter directly!

Let us pay: 계산할게요 (Gye san hal ge yo) Thank you: 감사합니다 (Gam sa hap ni da)

For basic expressions like numbers or common phrases, refer to this Wiki. <u>https://wikitravel.org/en/Korean_phrasebook</u>

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LOST & FOUND





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EMERGENCY CONTACTS

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1-1-2 for Police

1-1-9 for Emergency

These phone numbers can be dialed during your trip, However, **DO NOT use it** during your volunteer hours at the conference.

Under ANY circumstances happened during the conference, DO NOT call 1-1-2 or 1-1-9. Stay calm.

If a TL or Program Chair / Committee member is not present, find the conference center house phone to call the Convention Center Emergency phone number or the SV Office phone number.

In an emergency during the conference, DO NOT dial 1-1-9!

This results in longer response times in the Convention Center than if you call the Convention Center Emergency phone number, the Student Volunteer Office phone number, or Conference Management phone. When the emergency is over, please report it to the SV Office and your Team Leader.

All phone numbers will be provided at SV Orientation. They will include: SV Office, Conference Management, and Convention Center **Emergency Phone Number.**



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