Guidelines for Presenters

Online platform

The conference will be conducted virtually using the Zoom platform.

Having a Zoom account is a prerequisite! Prior to joining a demo room (please see email for information) or the conference rooms, please ensure that you have created a Zoom account, and installed the Zoom application on your device.

Create a Zoom account here: https://zoom.us/signup

The Zoom application will ask to be installed the first time you join a Zoom meeting; you can also download the Zoom Client for Meetings manually if you wish here:

https://zoom.us/download#client_4meeting

Discord

We have set up a chat workspace at Discord, where you can interact with the authors, the presenters and our community, ask questions during the live sessions, etc.

Click here to join: https://discord.gg/y7rzRU8kPb

For more information click here.

Conference Format

- The program will contain links to your papers and talks.
- Participants will be expected to see the talks and/or read papers before the attend sessions.
- Each session will be conducted as follows (per paper)
  - Quick reminder/summary (3 min) of the paper
    (you will be able to share screen and show slides) and
  - Questions & Answers for 10-12 minutes, moderated by session chair.

Instructions to Presenters:

- Sessions will be recorded.
- Make sure your internet connection is strong and stable. You can test your equipment (connection, microphone etc) using one of the demo rooms (more information will follow).
- You will need to be online at least 10 minutes before your session.
- Once you are given the floor by the session chair you will proceed with a brief (3min) summary of your paper.
- The session chair will moderate the making of the questions that can be done by three channels:
  1) Live – participants may raise their virtual hand and address the question once the chairs gives them the floor
 2) Live – participants may post their questions on the chat function of Zoom. The

session chair will address the question on their behalf

3) Live through Discord – the session chair will monitor the Discord channel and address the questions posted.

4) The Discord channel of the session will remain open throughout the conference where participants may initiate conversations and address questions that can be answered at your own convenience.

Note: You will need to turn on your web camera during your presentation and Q&A for better interaction with the attendees.

Important information - Sharing your screen

To share your presentation with the attendees, you will need to first open the presentation file on your device. When ready (and prompted by the session chair), click the green Share screen button in the Zoom controls.
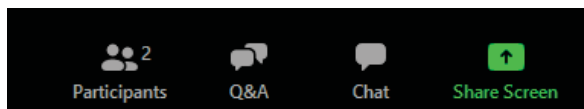
When you click Share Screen, a window will pop up (sample image in the next page) asking you what to share with others; locate the e.g. PowerPoint window where your presentation is open, and click Share on the bottom right.

In the case you cannot see PowerPoint (for example you may have a lot of windows open on your device), click on Show All windows on the right side to expand the list. You can then scroll down to find the correct application.

If you will be playing back a pre-recorded presentation or video, ensure that you click on the two options at the bottom left (Share Computer Sound and Optimize Screen Sharing for Video). You can then select the video player application and click on Share on the bottom right.