Conference guide

General

In a hurry? Go directly to <u>speakers</u> or <u>session chairs</u> sections to find out what to do on the day of your event.

The virtual conference will use the following systems.

Zoom:
- Live presentation and Q&A with speakers and session chairs

YouTube:
- Continuous stream of the presentations for each conference, publicly available

Discord:
- Comments and questions on running presentations
- Further discussions
- Informal meetings

Conference mode

The conferences will take place online as a completely virtual conference. Speakers will give their presentations live in a **zoom** meeting. The session chair and optionally other panelists to interact with as well as technical personnel will also join this zoom meeting. Presentations and discussions will be streamed to the conference's **YouTube** channel to be viewed by the conference attendees and the general public. Viewers can get involved by asking questions on the **discord** server. In a general discussion channel questions can be posted during the talk that are collected and asked by the session chair at the end of a talk. Additional channels enable further discussions on presented papers or posters and offer a place to socialize during breaks. Each conference broadcasts their own YouTube stream during a conference day. Joint events are streamed to all YouTube channels.

Talks are recorded and made available online afterwards.
Additional events may take place as a zoom meeting for a limited group of people.

During the conference, links to the relevant YouTube streams and discord channels can be found on the central program page. Invitations to the zoom presentation rooms can be found below (do not distribute).

Speakers

- Test your tech (optional).
  - On **Monday Sept 28th, 10:00 am - 11:00** am the zoom rooms will be open for you to check your presentation setup and zoom's screen sharing functionality.
  - If you know that you will not have access to a reliable internet connection and the required video and audio hardware during the time of your presentation a pre-recorded talk might be an option. Please contact the technical staff in this case.
- Pack your bag. On the day of your presentation you will need:
  - Discord invite link
  - A zoom meeting invitation link:
    - Conference1: Invite link
    - Conference2: Invite link
    - Conference3: Invite link
  - Your presentation
  - PC, laptop or tablet with camera and microphone, internet connection
- Mute or stop any playback of the conferences' streams while you are in zoom!
- Join discord
  - Follow the invite link to join the server. If you already have a discord account you want to use, make sure you have your credentials available and logged in before on your machine.
  - Authenticate as a speaker. Send the following message to the ConferenceBot on the discord server: `!speaker password`
  - If you need technical support you can join the *speakers_support* voice channel (bottom of the list) or the *technical_support* text channel.
  - Join the channel of your session before your session starts. You can find a direct link on the program website.
- Join Zoom
  - Connect to the zoom room 10 minutes before the start of your session. You will automatically be put into the waiting room. From there a member of the technical team will take you to the main room and you can meet with the session chair and other speakers.
  - Observe the zoom chat for additional information from the tech team or session chair.
  - Disable your video and mute your audio when the session starts. A member of the technical team will inform you when it is time to go live.
  - Share your screen when it is your turn. Start with your presentation after a brief introduction by the session chair.
  - Enable your audio and video during the presentation.
  - Answer some questions. At the end of the presentation the session chair will ask some questions that have been collected during the presentation. Continue to share your screen while you answer them.

- ○ <u>Disable your video and audio and stop screen sharing.</u> You may stay in the zoom room until the end of the session or leave the zoom room.
- <u>Stay on the discord server</u> to participate in the discussions and enable attendees to answer additional questions at the end of a session or during breaks.

Keynotes, Invited Talks and Industry Talks

While static content works very well, Zoom's screen sharing does not guarantee a constant video quality, unfortunately. If your presentation includes any video content that must be played with a constant (full) frame rate and image quality please get in touch with the technical team. We can offer a video playback directly to the stream on your cue during the presentation in these situations. Also full pre-recorded videos are possible, though we prefer live-presentations to keep an interactive flavor.

Poster session (VCBM only)

- <u>Join the discord server.</u> Follow the guide from above to join the discord server and authenticate as a speaker.
- <u>Switch to the designated channel</u> connected to your poster.
- <u>Mute or stop any playback</u> of the conferences' streams.
- <u>Share your screen</u> to show your poster (optional).
- <u>Activate your audio.</u> Discuss the paper with the audience using voice chat.

Session Chairs

- <u>Test your tech (optional).</u>
  - On **Monday Sept 28th, 10:00 am - 11:00 am** the zoom rooms will be open for you to check your audio and video setup.
- <u>Pack your bag.</u> On the day of your presentation you will need:
  - Discord invite link
  - A zoom meeting invitation link:
    - Conference1: Invite link
    - Conference2: Invite link
    - Conference3: Invite link
  - PC, laptop or tablet with camera and microphone, internet connection
- <u>Mute the playback</u> of the conferences' streams.
- <u>Join discord</u>
  - <u>Follow the invite link</u> to join the server. If you already have a discord account you want to use, make sure you have your credentials available and logged in before on your machine.
  - <u>Authenticate as a chair.</u> Send the following message to the ConferenceBot on the discord server: `!chair password`
  - If you need technical support you can join the *speakers_support* voice channel (bottom of the list) or the *technical_support* text channel.
  - <u>Join the channel</u> of your session. You can find a direct link on the program website.
  - <u>Collect questions</u> from the discord channel of your session. Keep in mind that there are several seconds delay between the zoom meeting and the youtube stream.
- <u>Join Zoom</u>
  - <u>Connect to the zoom room</u> 10 minutes before the start of your session. You will automatically be put into the waiting room. From there a member of the technical team will take you to the main room and you have the chance to gather the speakers of the coming session. All speakers are asked to enter the zoom room with video and audio muted before the session starts.
  - <u>Observe the zoom</u> chat for additional information from the tech team.
  - <u>Get ready</u>. A member of the technical team will inform you when it is time to go live and when the session is being broadcasted to YouTube. Only the relevant speakers and you have their audio and video enabled at this point.
  - <u>Welcome</u> everyone to the youtube stream at the beginning of the session. Inform that questions can be entered in the corresponding discord channel.
  - <u>Introduce</u> each speaker of the session. The speaker can already start to share the screen at this point. The first speaker of each session might also share the screen before the YouTube stream goes live.
  - <u>Mute your mic and disable your camera</u> during the presentation.
  - <u>Use the zoom chat</u> to send private notes to the speaker. Enforce the given time limit of the talk.

- ○ <u>Ask some questions.</u> At the end of the presentation, activate your video and audio and ask some questions collected from discord and your own ones. Mute your audio during longer answers if you are not using headphones.
  - <u>Stay on the discord server</u> to participate in the discussions and enable attendees to answer additional questions at the end of a session or during breaks.

Things can go wrong

- Chair does not show up:
  - ○ Ask conference chairs to take over.
- Speaker does not show up:
  - ○ Tech team will show break slide or spotlight videos
  - ○ Stick to the schedule for the following presentations

Technical Recommendations and Requirements

- Try to make sure you attend your session via a stable broadband internet connection. While WiFi works fine most of the time, cabled connections are more reliable for multimedia streaming.
- Best use a webcam with microphone or laptop with built-in camera and microphone. Also using a smartphone or any other live video and audio source can work but will need some time to set up.
- It is recommended to use the latest version of the zoom desktop app[1] and discord client app[2]. The zoom web client works best on Chrome or Firefox. Please use your full name as screen name.
- Test your audio and video setup prior to your event. Check the audio levels using the built-in tools in zoom, for example. [3] [4]
- Using an external microphone or headset can improve sound quality. If using a multi channel audio interface use the first input for your microphone to be safe that the correct source is recognized in zoom.
- Mute or stop any playback of the conferences' streams for the duration of your event to avoid echoes and feedback.
- Using headphones or earbuds helps to reduce echoes and feedback but is not mandatory.
- If you have a multi-monitor setup you can use the dual monitor functionality of the zoom desktop app[5].

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[1] https://zoom.us/download
[2] https://discord.com/download
[3] https://support.zoom.us/hc/en-us/articles/201362283-Computer-oder-Ger%C3%A4te
[4] https://zoom.us/test
[5] https://support.zoom.us/hc/en-us/articles/201362583-How-To-Use-a-Dual-Monitor-Display

- When sharing your screen, disable "optimize screen sharing for video clip" (which is the default). In case you have animations that do not play smoothly you can send the video us or try turning it back on if you inform a member of the technical staff.
- When sharing your screen, enable "share computer sound" if needed (e.g. your presentation includes audio you want to share).

Support

During the conference discord will be the main communication tool. You can find the conference chairs, fellow speakers and technical staff there in case of questions and need of support.

For any technical questions that may come up until then, please contact

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