

Instructions for Speakers at QCrypt 2020

(version: 7 Aug 2020)

Speakers are asked to register to the conference (<https://2020.qcrypt.net/registration>) in order to receive all relevant information on accessing the different platforms used during the online conference. As a speaker, you will receive some extra information on top, e.g., you will receive a separate link to access the Zoom webinar as a “panelist”. Generally, it is a good idea to [update](#) your local zoom client to the latest version (at least 5.2.x).

Mind the time zones! Make sure that you have the right time for your presentation.
All times on the schedule (<https://2020.qcrypt.net/schedule>) are [Amsterdam time \(CEST\)](#).

The protocol for giving your presentation is as follows:

- Visit the Zoom webinar 10 to 15 minutes **before the start of the session** that features your presentation. During this time, you can then check if screen sharing works etc.
- Once the webinar is live and the session chair has introduced you and given you the floor, you give your presentation. Ignore chat- or Q&A-messages that may pop up during the presentation; the session chair will deal with those.
- All panelists currently not presenting can leave on their cameras, but should mute themselves.
- After the presentations towards the end of the session, the session chair will organize the Q&A.
- When the session with your presentation is over, you are asked to directly go to the Meet-&-Greet Room (see the separate instructions for participants for entering and using the Meet-&-Greet Room). In the room,
 - check the info board for the floor you should go to,
 - use the elevator buttons on the left to go to that floor, and
 - double-click the “Meet the Speaker” lounge in the center of the room to enter that lounge.

Participants may now join you in this lounge for further questions and discussions regarding your presentation.

We strongly recommend that you have visited the Meet-&-Greet Room (and used it to interact with the other participants) already *before* your presentation, to ensure that you can indeed access and use it, and so switching to the Meet-&-Greet Room after your presentation works smoothly.