

## **STEPS FOR SUBMITTING YOUR ASAP 2021 POSTER AND COMPLETING THE COPYRIGHT TRANSFER PROCESS**

- 1) Log onto the CPS Online paper submission author kit using the URL provided:  
<https://ieeeps.org#!/auth/login?ak=1&pid=2YGtqTPGmkfJNWPzp8NffI>
- 2) Create an account (if you have not done so already) or use your existing account. You will then be directed to an information page titled “Author Dashboard”
- 3) Click on the “**Begin Paper Submission**” button.
- 4) Prepare your paper for submission:
  - Review the **Paper Specifications**, Important Deadlines, Formatting Your Paper, and Paper Validation information.
  - Under "**Formatting Your Paper**," ensure that your paper conforms to the 8.5 x 11 x 2column template. Download the template if necessary. **All papers must conform to this template. Note that regular papers are up to 8 pages, and poster papers are up to 4 pages. Invited papers need to add a subtitle of “(Invited Paper)” in the paper.** An example can be found [HERE](#).
  - Under "**Paper Validation**," ensure that your PDF is created using the settings given.
- 5) Once your PDF is ready, choose Next (at top right). A new tab will open. **Complete the Copyright Release screen.** Return to the paper submission author kit.
- 6) Choose Next. **Complete the Paper Details screen.**
- 7) Choose Next. **Add all authors, their affiliations, and emails.**
- 8) Choose Next. **Upload your PDF paper at the Final Paper PDF File Submission screen**

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### 9) Gather.Town Poster Sessions.

To provide attendees and presenters an online user experience resembling a live poster session, the poster sessions of ASAP 2021 will take place via [Gather.town](#) on:

Wednesday July 7, 10:10 AM–11:10 AM PST ([Poster Session I](#))

Thursday July 8, 11:25 AM–12:25 PM PST ([Poster Session II](#))

Be careful to check your poster’s allocation (will be updated in the link above). A number identifies each poster on the Gather.town map and the conference program. Please join your live poster session on Gather.town at least 5 minutes before it starts.

Please send us **BEFORE June 21** the poster following the formatting requirements of GatherTown:

- File format: PNG or JPEG
- Width: 1980px
- Height: 1080px
- Maximum file size: 3MB
- Minimum font size: 16px
- No transparent background

Please email your posters to Web & Registration Chair: Caiwen Ding ([caiwen.ding@uconn.edu](mailto:caiwen.ding@uconn.edu)) no later than June 21. Naming convention: poster I-authorname.PNG, or poster I-authorname.JPG.

#### -----Gather.Town Resources-----

Presenters of short/demo papers and attendees will join on gather.town a 2D world with 8-bit graphics, giving them the possibility of walking around the conference centre by moving an avatar with the keyboard's arrow keys. The posters will be pre-loaded and placed in the virtual conference centre similarly to what happens in an in-person conference. To interact with a poster, attendees can move their avatar close to the poster and press the "x" key to enter a fullscreen view.

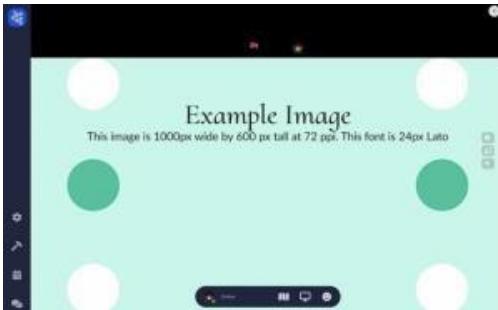


While viewing the poster, they can interact with the presenter. Please note that the upper left corner of each poster area contains the spot dedicated to the presenter, highlighted with a violet circle, where she needs to place her avatar.

The posters private spaces look like this:



When your avatar is in the private space of a poster, all other conference attendees in the same space will be able to see and hear you through your webcam and microphone. Interaction is possible only with people in this space and not the neighbouring area. This mechanism promotes conversation with the presenter without disturbing conversation going on at other posters. When you interact with the embedded image, the image will open in full-screen mode.

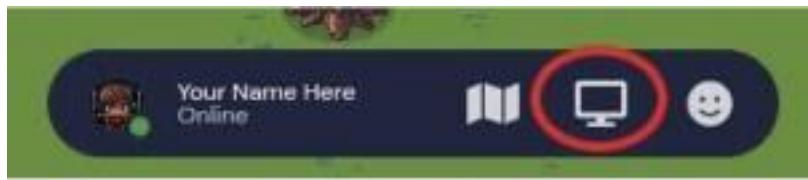


After interacting with an embedded image, you and anyone else who has opened the image may use the “Presenter Mode” tool on the right-hand side to click and indicate specific areas of the image or poster that you are discussing. Everyone who has the image open will see the locations that you click on while in Presenter Mode. The indication will appear as a small coloured circle that will disappear after a few seconds.



Each presenter can share his screen with all the people around by clicking on the Screen Sharing button placed in the center of the Control Bar, at the bottom of your screen. If you would like to use such a feature, check your browser permission:

<https://support.gather.town/help/screensharing>.



Credit to: <https://www.ecir2021.eu/poster-and-demo-sessions-on-gathertown/>