Guidelines for
Chairs, Speakers, Paper Presenters, Attendees

The 25th Pacific-Asia Conference on Knowledge Discovery and Data Mining (PAKDD-2021), May 11-14, 2021, Delhi, India.

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General Chairs

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Outline

- About the PAKDD2021 program

- About the platform

- Guidelines for chairs
  - Chairs of keynote talks, tutorials, sessions, workshops

- Guidelines for speakers
  - Keynote speakers, Industrial keynote speakers, tutorial talks, Paper presenters

- Guidelines for Attendees

- Guidelines for supporters

About the PAKDD2021 program
May 11-14, 2021

- The program is available at
  - https://www.pakdd2021.org/Programme/Program
  - Keep visiting the above URL for updates
- Workshops are streamed in 3 parallel sessions
- Main conference is streamed into 3 to 5 parallel sessions
- The PAKDD2021 program includes
  - 5 keynote talks,
  - 2 industrial keynote talks,
  - 1 most influential paper talk,
  - 3 tutorials, 1 Alibaba competition session
  - 6 workshops
  - 157 research papers (selected out of 673 submissions),
- Schedule
  - May 11, 2021 (Tuesday): Workshop program (Six workshops)
  - May 12-14, 2021, Conference program (five keynote talks, 2 Industrial keynote talks, 1 Most influential paper talk, 3 Tutorials, 157 Research papers, 1 Alibaba competition session)

About the Digital Platform
(https://youtu.be/rXkbgyCVcDg)

- Online ALPCORD platform is employed

- All timings are as per Indian Standard Time (IST) (UTC + 05:30).

- The login details will be provided to you before May 11, 2021.
  - For chairs/presenters two logins are provided
    - One login for managing and presenting in a specific session
    - Another login for the ALPCORD platform to attend the program in any hall. (https://youtu.be/rXkbgyCVcDg)
  - For attendees/delegates
    - Login is provided for the ALPCORD platform to attend all sessions (https://youtu.be/rXkbgyCVcDg)

- Keep visiting the program site for the updates

  https://www.pakdd2021.org/Programme/Program

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- About the PAKDD2021 program
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- **Guidelines for chairs of**
  - **Keynote talks, tutorials, sessions, workshops**
- Guidelines for
  - Keynote speakers, Industrial keynote speakers, tutorial talks, Paper presenters
- Guidelines for attendees
- Guidelines for supporters

Guidelines for
Chairs of Keynote Sessions

- ## For chairing
  - Enter the hall through Zoom login link, 15 minutes before the session
  - Supporters will welcome you
  - The keynote talk is for one hour (About 45 minutes for presentation and 15 minutes Q&A)
  - Introduce the speaker
    - We are collecting video recording as a backup
    - Normally, it is an online talk. If any problem is encountered, ask the supporter to play the video.

- ## Handling Q&A
  - Note that all participants are on ALPCORD platform. They can only ask questions through Q&A.
  - Collect questions and let speaker answer questions.

Guidelines for Tutorial Chairs

- For chairing
  - Enter zoom session 15 minutes before the session
  - Supporters will welcome you
  - The talk is for about three hours (Check the tutorial)
    - You can allow about 15 to 20 minutes Q&A for each session.
  - Introduce the speaker
    - We are collecting video recording as a backup
    - Normally, it is an online talk. If any problem is encountered, ask the supporter to play the video.
- Handling Q&A
  - **Note that all presentations are streamed to participants thorough ALPCORD platform. The participants can only ask questions through only Q&A chat. That is, the participants can not ask the questions verbally.**
  - Collect the questions and let speaker answer questions.
  - Alternatively, it can also be interactive: as and when question is being asked you can ask the tutorial speaker to respond.

Guidelines for Session Chairs

- For chairing
  - Enter the hall through Zoom login link 15 minutes before the session. Supporters will welcome you. You can see all authors as co-hosts.
  - Each paper is for 15 minutes and three minutes Q&A.
  - For each talk, announce that attendees can ask the questions through Q&A.
  - **(Note that all presentations are streamed to participants thorough ALPCORD platform. The participants can only ask questions through only Q&A chat. That is, the participants can not ask the questions verbally.)**
  - Ask the supporter to play the video.
  - You can change the order based on the request by the presenter and based on the availability of presenters
- We have asked the authors to send a the following message on the chat "I am the author of Paper XXX. I am ready." where XXX is your paper ID.
- Thus, if there are some no-show authors before the session starts, please see whether there is any message from these authors in Zoom Chatroom during the session.
- Handling Q&A
  - Presenter/author is available online to answer Q&A.
  - You can unmute the author and he/she will answer questions.
    - If there are several questions, you can ask the attendees to send the e-mail to authors and ask the supporter to start the next presentation.
- Pls. check the guidelines to authors in this presentation.

Guidelines for Workshop Chairs

- ## For chairing
  - Enter the Zoom login session 15 minutes before the session
  - Supporters will welcome you
  - Supporters have all video recordings as a backup.
  - Based on your decision, you can conduct online or ask the supporters to play the videos.
  - You can see all presenters as co-hosts
- ## Handling Q&A
  - **Note that all presentations are streamed to participants thorough ALPCORD platform. The participants can only ask questions through only Q&A chat. That is, the participants can not ask the questions verbally.**
  - Collect questions and let each speaker answer questions.

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- Guidelines for supporters

Guidelines for Keynote Speakers

- Enter the hall through Zoom login link <mark>15 minutes before</mark> the session

- Supporters and the chair will welcome you

- The keynote talk is for one hour (About 45 minutes for presentation and 15 minutes Q&A)

- Coordinate with the chair

- Handling Q&A
    - **Note that all presentations are streamed to participants thorough ALPCORD platform. The participants can only ask questions through only Q&A chat. That is, the participants can not ask the questions verbally.**
    - Collect questions and answer questions by coordinating with the chair.

Guidelines for Tutorial Speakers

- Enter the hall through Zoom link 15 minutes before the session

- Supporters and chair will welcome you

- Coordinate with the chair

- Handling Q&A
  - **Note that all presentations are streamed to participants thorough ALPCORD platform. The participants can only ask questions through only Q&A chat. That is, the participants can not ask the questions verbally.**
  - Collect questions and answer questions by coordinating with the chair.
  - Based on convenience, you can also answer the questions as and when they are put on Q&A chat in an interactive mode by coordinating with the chair.

Guidelines for Paper Presenters

- Enter the hall through Zoom link 15 minutes before the session

- Supporters and the chair will welcome you

- Coordinate with the chair.

- In that session, please use Zoom Chatroom to send a message to with the following message.
  - "I am the author of Paper XXX. I am ready." where XXX is your paper ID.

- Handling Q&A
  - **Note that all presentations are streamed to participants thorough ALPCORD platform. The participants can only ask questions through only Q&A chat. That is, the participants can not ask the questions verbally.**
  - Collect questions and answer the same by coordinating with the chair.

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- **Guidelines for attendees/delegates**

- Guidelines for supporters

Guidelines for Attendees/Delegates

- Enter the ALPCORD platform before the session starts.

- Check the program and enter the hall you are interested.

- You can switch between the halls seamlessly based on your interest.

- Regarding Q&A
    - You can only ask questions through Q&A. You can mention your name in the question. The speakers will read your questions and answer the questions in a live mode or an offline mode.

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- **Guidelines for supporters**

Guidelines for Supporters

- Preparations begore the starting of the conference
  - There will be three supporters for each session: One is from ALPCORD, One is from IIIT Hyderabad, and one is from JNU.
  - Have a meeting among yourself and analyze the presentations in your session and understand your role. Have sufficient knowledge to have control of the session and guide the chair.
  - Attend the tutorial on Zoom and understand its functionality of all the buttons.

- On the day of your session
  - Enter the ALPCORD platform 30 minutes before the session starts.
  - Coordinate among your support team and organize the content (video).
  - Identify the chair and welcome him/her.
  - Inform the chair that you are ready to start the session
  - Interact with the chair through chat.
  - IMPORTANT: Collect all questions and ensure that chair knows about the questions.
  - Collect un-answered questions for that talk and identity of the person in a separate document.

Conclusion

- For any information
  - Send a mail to pakdd2021@gmail.com
  - P. Krishna Reddy, general Chair, Cell: +91-9849329324 (WhatsApp enabled)
- Watch video at https://youtu.be/rXkbgyCVcDg
- Visit www.pakdd2021.org for updates.