



## Virtual Chair and Zoom

IJCAI-PRICAI2020 will take place in a virtual venue designed by [Virtual Chair](#) on the gather.town platform. While a lot of the conference program will take place in the virtual venue, some events like workshops and tutorials will take place in Zoom to take full advantage of the high level screen share settings that Zoom offers.

To get some insight into how the virtual platform works, watch our Intro Video:

<https://video.virtualchair.net/VirtualChairIntroVideo>

The Zoom meetings for the Tutorials and Workshops will be integrated into different rooms of the virtual venue. Use the calendar function to find the correct room, take a seat in the room so as not to crowd the entrance and press 'X' on your keyboard to join the Zoom meeting. By joining Zoom from our Virtual Chair platform, you automatically become a “ghost” in the venue space and are now unable to be interrupted while in your Zoom webinar. After the meeting is over or during a break, you will be able to return to the Virtual Chair platform for socializing with other attendees.

See more on how to navigate the virtual venue and Zoom on our help page:

<https://www.virtualchair.net/zoom>

## How to present in a Zoom meeting

For Tutorials and Workshops at IJCAI-PRICAI2020

If you are presenting during a workshop or tutorial, the organizer/volunteer will spotlight you upon entrance and mute all other participants. Your video and audio will be visible to the audience, and you will be able to see if there is a question in the Chat.

If you would like to do a personal Q&A where people ask you directly, you can tell them to unmute themselves. Otherwise they are being asked to keep themselves muted.

You will be able to share a presentation via screen share. If you choose to share a video that includes audio, make sure to click the boxes that say 'share computer audio' and 'optimize screen share for video clip'. Learn more about how to share your screen in Zoom from this website:

<https://support.Zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>

For questions contact Virtual Chair Helpdesk at [ijcaihelpdesk@virtualchair.net](mailto:ijcaihelpdesk@virtualchair.net)



## How to host a Zoom meeting as Tutorial Volunteer and Workshop Organizer

If you are in charge of organizing a workshop or are the technical support person for one of the tutorials during IJCAI-PRICA120, we will send you log in information for a specific Zoom account shortly before the event. That log in will automatically make you the host of your session which will allow you to help the presenters.

Some important things to keep in mind as the host of the Zoom meeting:

The Zoom meeting can start without you, however as soon as you join the meeting and become the host, the meeting will now end for everyone if you leave. So make sure to promote another organizer, volunteer or speaker to host if you need to leave the Zoom meeting.

Just before the start of a presentation make sure to

- a) Mute All (this will mute all participants so they can't interrupt the presentation)\*
- b) spotlight the presenting person

As the meeting host you will be in charge to spotlight whoever is speaking.

\*When muting all you can choose between giving people the option to unmute themselves (for example to ask questions) or to not give them the option in which case you will need to unmute the speaker.

Make sure you make yourself familiar with how screen sharing in Zoom works so you can assist the presenters if needed. Find information on how to screen share in Zoom here:

<https://support.Zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>

As the host of the event you have access to change fundamental settings of the meeting.

PLEASE DO NOT CHANGE ANY SETTINGS. The same meeting will be used for other workshops and tutorials in the same room during the conference so changing settings could result in the following workshops/tutorials experiencing issues.

For questions contact Virtual Chair Helpdesk at [ijcaihelpdesk@virtualchair.net](mailto:ijcaihelpdesk@virtualchair.net)