General Information Regarding Online Conference

Presenter

- General information
  - You will have 15 mins for presentation and 5 mins for discussion with the audience.
  - IEEE/ISR 2021 is entirely online and taking place over Zoom live session.

- Preparing for presentation
  - All IEEE/ISR 2021 live content will be accessible via Zoom. If you are new to Zoom, please visit the following links to help you get started.
    - For a quick Getting Started guide for Zoom, please visit [Zoom Help Center](#)
    - You can test your audio and video setup by connecting to a [Zoom Test Meeting](#)
  - The fast and high-capacity Internet connection is recommended.
  - The camera and microphone are required. The headset is recommended.

- Joining the session
  - Check the link of zoom meeting for each room.
  - Prepare your workspace for the session.
    - Minimize distractions and silence any phones.
    - Close unnecessary windows/applications.
    - Remove or hide any confidential or inappropriate content.
    - Disable pop-up notifications where applicable (e.g. Outlook).
  - Check your microphone, camera and screen sharing.
    - If you are using an external microphone or camera, make sure to plug them in.
    - **When using Presenter view, please check if your presentation, not the Presenter view, is surely shared with audience.**
  - Connect to the session using the Zoom link which will be notified in advance to the presenters. (Access from link is recommended).
  - Click on Join Audio by Computer, enable your microphone, and start your video. (If you are having problems, let the volunteer know.)
  - (Please find your account name in the participation list and) Add "(Presenter)" to your account name which appears on the participation list.
  - Mute your mike, stop your camera, and wait.
  - Locate the session chair/co-chair.
    - Session chairs will show up as (Chair) (Co-host) in the participant list.
    - Session co-chairs will show up as (Co-Chair) in the participant list.
  - Locate the session volunteer.

- Session volunteers will show up as (Volunteer) (Host) in the participant list.

- Making a presentation
  - Get your presentation ready.
    - Make sure any files you need are on your computer and tested:
      - Using offline copies of your files will reduce the risk of connection issues.
      - Do not rely on online resources during your presentation.
  - Double-check that you do not have any unnecessary/confidential/private files or programs open.
  - Unmute yourself.
  - Start screen sharing.
  - Confirm with the chair/co-chair that your screen is visible.
  - Each session has 20 mins discussion time. Please join discussion proactively.
  - We sincerely appreciate your effort on the best presentation. Good luck.

Audience
- General information
  - Each presentation consists of 15-min presentation and 5-min discussion.
  - IEEE/ISR 2021 is entirely online and taking place over Zoom live sessions.

- Preparing for listening to the presentation
  - All IEEE/ISR 2021 live content will be accessible via Zoom. If you are new to Zoom, please visit the following links to help you get started.
    - For a quick Getting Started guide for Zoom, please visit Zoom Help Center
    - You can test your audio and video setup by connecting to a Zoom Test Meeting
  - The fast and high-capacity Internet connection is recommended.
  - To ask questions, the microphone is required. The headset is recommended.

- Joining the session
  - Check the link of zoom meeting for each room.
  - Prepare your workspace for the session
    - Minimize distractions and silence any phones.
  - Check your microphone.
    - If you are using an external microphone, make sure to plug them in.
  - Connect to the session using the Zoom link which will be notified in advance to the presenters. (Access from link is recommended).
  - Mute your mike, stop your camera, and wait.

- Inquiring for communication after the presentation
  - Please "raise your hand" in zoom meeting if you want to have any question or make some comments.
  - Unmute yourself and ask questions after the chair or the co-chair appoints you.
  - We sincerely appreciate your kind silence during the presentation as well as your active participation in the discussion.

Chair / Co-chair
- General information
  - IEEE/ISR 2021 is entirely online and taking place over Zoom live sessions.
  - Each presentation consists of 15-min presentation and 5-min discussion.
  - Each session has 20-min discussion after all the presentations in the session are over.
  - Read all through the following BEFORE the session starts: Specifically, consider some topics which are preferably common to all or many of the presentations in the session, or create a topic of participants' interest BEFOREHAND.

- Preparing for chairing
  - All IEEE/ISR 2021 live content will be accessible via Zoom. If you are new to Zoom, please visit the following links to help you get started.
    - For a quick Getting Started guide for Zoom, please visit
      Zoom Help Center
    - You can test your audio and video setup by connecting to a Zoom Test Meeting
  - The fast and high-capacity Internet connection is recommended.
  - The camera and microphone are required. The headset is recommended.

- Joining the session
  - Check the link of zoom meeting for each room.
  - Prepare your workspace for the session.
    - Minimize distractions and silence any phones.
    - Disable pop-up notifications where applicable (e.g. Outlook).
  - Check your microphone and camera.
    - If you're using an external microphone or camera, make sure to plug them in.
  - Connect to the session using the Zoom link which will be notified in advance to the presenters. (Access from link is recommended).
  - Click on Join Audio by Computer, enable your microphone. (If you're having problems, let the volunteer know.)
  - (Please find your account name in the participation list and) Add "(Chair)" or " (Co-chair) " to your account name which appears in the participation list.

- Mute your mike, stop your camera, and wait.
- Locate the session volunteer.
  - Session volunteers will show up as (Volunteer) (Host) in the participant list.
- If you are Chair,
  - Identify yourself to the session volunteer as the Chair (The volunteer will grant the Chair co-host privileges)
  - Verify that you have co-host privileges. Additional controls will show up on your meeting toolbar (e.g. Security)
- If you are Co-Chair,
  - If the Chair does not appear, please start the session on time as the Chair.
  - Confirm the instruction for the Chair, and start the session after the volunteer assigning you co-host privileges.

- Urging a presentation
  - Let the co-chair/chair and volunteer know you are ready to start.
  - When it is time to start and you are ready, please start the session or the event.
  - Check the Chat in Zoom room during/after the presentation.

- Promoting 5-min discussion after the presentation
  - Select a questioner who "raises his/her hand" in zoom meeting or posted chat. The volunteer helps you.
  - Consider several questions in advance for the case where there is no question from the audience. Technical questions are highly recommended while such easy questions as to be related to future work of the study should be also asked with technical questions and/or roadmap to follow as much as possible.

- Coordinating 20-min discussion after all presentations in the session
  - Do NOT close the session right after all the presentations are over.
  - Each session has 20-min discussion time to follow all presentations in the session: This is somewhat "Business card exchange time". Please introduce some topics which are considered in advance, preferably common to all or many of the presentations in the session, or created of participants' interest.
  - Organize a session leading to a success in despite of the online difficulty of communication. We sincerely appreciate your effort of well-arranged preparations and practices.