

ISARC 2020 Online - Instructions

Version 2020-08-17

1. Instruction for Participants

Thank you for participating in the ISARC 2020 Online. This document will provide you with a brief introduction in how to participate in the online symposium. The main goal of any academic conference is to help authors/presenters to improve their work so please provide your constructive questions, ideas and comments. We are aware that a virtual symposium cannot support the richness of discussions and interactions that would be possible face-to-face, but we hope it can still play an important role. Even with careful planning, most likely we will learn throughout the online symposium and adjust processes as we go. We sincerely hope that you will enjoy ISARC 2020 Online and of course that we all will learn a lot from each other!

1.1 Registration

If you registered, you should have received an invitation to attend the Zoom session channels. If not, please visit www.iaarc.org/isarc2020 or contact us to get access to the information right away.

1.2 Organization of sessions

As the schedule shows, the paper presentations are organized in 3 parallel tracks consisting each of numbered sessions. Each 1-hour long session has effective 50 minutes to include

- 4 paper presentations (each maximum 8 minutes long) = about 35 minutes
- A Q&A session, moderated by the session chair after all presentations finish = 10-15 minutes
- A brief transitioning period between the sessions.

1.3 Using the conferencing tool

We will use **Zoom** (www.zoom.com) as the main video conferencing tool. There are dedicated links to access every Zoom session. Through Zoom we will provide:

- All **paper presentations**, the **keynotes***, the **award***, **opening*** and **closing*** ceremonies.
- Some of the * sessions will eventually be recorded and made available afterwards.
- There will be **moderated Q&A sessions** at the end of each session. **We will use the chat function in the Zoom session as the hub of information/communication.** Here you can: **Post written questions or comments to the presenting author/s during the sessions.** While posting your (short) question, please make sure that you refer clearly to the presenter using:

@ sign followed by the paper ID number: Your question (max. 70 characters).

For example: “@253: Why have you used algorithm WSY instead of XYZ?”

In the Q&A time, the session chair will choose the most interesting comments and questions and will refer them to the presenters in the session.

- Select a private chat channel or other media outlets for discussions with other participants.

1.4 Installing and testing ZOOM

If you have not used Zoom before, it requires you to **install a free desktop app**. You will be automatically asked to install this desktop client when clicking the links we will provide. To set up and test your Zoom account, we suggest that you connect to our Zoom Training Session (or use any of your other opportunities until then) to make sure that everything works as expected.

If you have any questions, feel free to contact the organizers.

2. Instruction for Presenters

Before reading these instructions, please familiarize yourself with the general **Instructions for Participants**. There you can learn everything about the tools and envisioned process for ISARC 2020 Online. There are a couple of important steps we ask you to follow.

2.1 Confirm your presentation slot

All correspondence (incl. the links to access the ZOOM sessions) will be sent to the e-mail address of the corresponding author(s) shared on EasyChair. It is the responsibility of the corresponding author(s) to distribute the information to a co-author who perhaps will be presenting instead.

- In mid-September 2020 you will receive an e-mail to the tentative program that will also be listed on www.iaarc.org/isarc2020. Here you will find your tentative presentation time slot.
- While we assign your presentation to a session, we would like to avoid no-shows. Therefore, you must confirm your presentation before October 2, 2020 with an e-mail to TBD. Not replying to this date will cancel your presentation.

2.2 Preparing your presentation and content

Attendees of academic conferences enjoy excellent presentations. Given the 8-minute time limit, we highly recommend you to present only a limited number of high-quality slides. Presentations slides and presentations must be delivered in English. The following content fits on 8 slides (1 per minute):

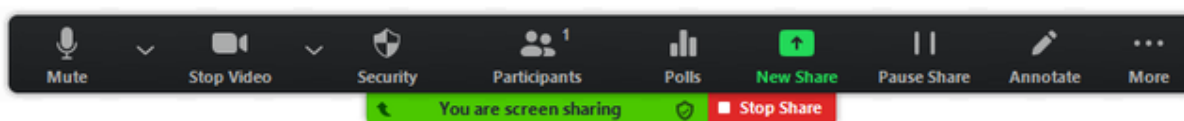
- Paper title, author names, organizations (1 slide)
- Problem statement or research motivation (1 slide)
- Proposed methodology (2-3 slide/s)
 - Some details on research method
 - Novelty of approach
 - Implementation
- Results, e.g., major findings (1-2 slide/s)
- Conclusion, e.g., lessons learned and brief outlook (1 slide)

2.3 Presenting

Please make sure that you set-up Zoom in advance on the computer you plan to present from.

- Please log into the respective Zoom channel for your session at least 15 minutes before your presentation starts (not the indicated time your presentation starts!!)
- Upon entry to your ZOOM session, please inform your session chair about your presence at least 10 minutes before the start of your session via the Zoom chat function. Indicate your full name and paper ID number as it appears in the program.
- Please understand that it might not be possible for the session chair to arrange for your presentation if you are late or do not announce yourself at the beginning of your session. There will not be rescheduling of presentations.
- While the session chair announces you and your paper, please share your screen and start your presentation to allow for a smooth transition. After you finished your presentation please stop sharing.

To present your paper, please use the following functionality of Zoom:



- **Activate/deactivate your microphone:** Click on the arrow nearby the microphone to access your audio settings (but test this upfront please!!). Turn it always off if you do not present.
- **Activate/deactivate your video camera:** Clicking on the arrow, allows you to access the video settings. Again, please make sure that your camera works well and turn it on while you present. It will be nice for participants to see a face during your presentation and during the Q&A. Turn it always off if you do not present or talk. You can leave it turned on during the Q&A session. Please turn it off afterwards.
- **Share your screen:** It will allow you to select either a specific window or an entire display connected to your computer. If you have videos with sound embedded in your presentation, you likely need to activate these at the bottom of the selection panel. Once you finish your presentation, click the stop share button.

Please remember:

- Only the current presenter will turn on their camera and sound. They will turn these off after presenting and back on during the Q&A session.
- Each presentation is maximum 8 minutes long, followed directly by the speaker transition. Please rigorously adhere to this time limit.
- Be mindful of using video(s) in your presentations. The attendees may not be able to experience the quality you might have on your local computer.
- Please attend the entire session so you are available during the Q&A session.
- Q&A will start as soon as all speakers have finished and last for about 10-15 minutes. The session chair will read out (selected) questions to each presenter (received via the ZOOM chat function from the participants). Each presenter is asked to be mindful of time when answering questions, thus keep answers brief to about 20-30 seconds.

2.4 In case you need help

A Zoom test session is made available, see the program schedule to use it, or use other opportunities to test ZOOM. General instructions for ZOOM are available at: <https://support.zoom.us/hc/en-us> (assistance in a language other than English might be available as well).

If you have any questions, feel free to contact the organizers.

3. Instruction for Session Chairs

Thank you for agreeing to chair a session of the ISARC 2020 Online. This document will provide you with a brief guideline for chairing the session.

Of course, these are only our ideas, so feel free to add your own ‘taste’ to your session! If you have not done so yet, it would be good if you could read the **Instructions for Participants and Presenters** before reading this document.

Most likely we will learn throughout the workshop and adjust processes as we go. Please share your feedback or experiences with us, if needed. Any suggestions for improvement are more than welcome.

Our ideas for chairing a session:

- The latest ISARC 2020 Online program is always available at www.iaarc.org/isarc2020.
- Please log in 15 minutes before the start of your session. You probably will experience the previous session about to end. Please start your session on time, without delay or waiting.
- We also ask presenters to log in 15 minutes before the start of the session and inform you in the chat function at least 10 minutes before the session starts.
- Before the presentations start, please read aloud the following lines of text at the beginning of every session. This will help the audience who might be joining for the first time.

Welcome to session NUMBER.

The topic of this session is TOPIC NAME.

My name is FIRST and LAST NAME. I am the Session Moderator.

A couple of important guidelines:

- *Each presentation is maximum 8 minutes long.*
- *A 1-minute warning “Time please” will be given, if needed.*
- *After all presentations, Q&A with all presenters will follow.*
- *You, the participants, can raise questions in writing via ZOOM’s chat function. Please do so immediately during the presentations.*
- *I will repeat some aloud and presenters will respond with short answers after all presentations end.*

Let me now introduce the first speaker ... NAME and PAPER TITLE ...

- The session has to end at the very latest 10 minutes before the next one starts. This will allow for enough transitioning time.
- Please jump any presenters not showing up. Please inform us about these authors. Thank you.
- We asked the participants to post their questions via the ZOOM chat function. Please select the most interesting questions/comments for each of the papers. Read (perhaps a shorter version) of the question aloud and ask the corresponding author to respond in a brief answer. Try to keep a balance so that each author gets at least one or two questions/comments.
- Dependent on the amount of participants in the session, a free discussion will be difficult.

If you have any questions, feel free to contact the organizers. Thank you again for helping!