

# Participant Instructions for Virtual ISSAC 2020

Conference dates and times: 20-22 July 2020, 15.00-18.00 EEST (UTC+3)

## General instructions

ISSAC2020 will be the first of its series to be held as a virtual conference. The online format may not meet the experience of a live conference but we have to adapt to the current circumstances and seems much preferable than canceling the event. The conference will be held in Zoom (<https://zoom.us>). All sessions will be held in independent Zoom “spaces”, mostly “Webinars”, each with its own URL address. These URL addresses are collected in one document so it will be easy for you to navigate around the sessions. For this, see the Program section.

The virtual sessions in Zoom can be accessed in two ways: using the Zoom client or via a browser. We recommend using the client because it is easiest to work with and offers more functionalities. For Session Chairs, the client is strongly recommended. Make sure to use the latest version of the client available from [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting). Otherwise, a browser should also be fine.

It is very important as a participant and most certainly as a speaker, to make yourself familiar with Zoom and the functionality it provides. You can simply open a meeting just with yourself to test camera, microphone, screen sharing, and recording. Please read the section below for session chairs/speakers or regular attendees for more information and additional online resources.

**Use the correct name:** When you login to a webinar session, please use your full name and the email address that you used to register to the conference. This is especially important for speakers and session chairs.

**Roles:** ISSAC2020 participants will be assigned a “[Zoom role](#)” when they enter a session namely “**co-host**” (full rights, can promote/demote other participants, switch others’ audio/video on and off, share screen, stop others from sharing their screen), “**panelist**” (can transmit audio/video, share screen) or “**attendee**” (can only watch, listen, ask questions on Q&A). The role is determined by their capacity within the session (chair, speaker, or attendee), and it determines the level of functionality the participant enjoys during the session.

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Participants not giving a plenary lecture, chairing a session nor answering questions live will be assigned the role of an “**attendee**”. This means they will only be able to hear and view the speakers but they will not be able to enable their camera, and they will be able to transmit audio only if they are allowed by the host or the session chair and only if there is an absolute need to do so.

If your role allows it, during sessions you should mute your microphone unless you need it, and wear headphones whenever your microphone is live to avoid feedback noise. As a speaker, consider getting a headset with a microphone. Even inexpensive headsets usually provide much better audio than most built-in computer microphones.

Session host and chairs: Every session is run by at least two people: the chairs and the host. The **chairs** have the same function as in a classical conference session: Introduce the speakers, ensure that they start and end on time, and manage questions from the audience. All session chairs will be assigned the Zoom role of “co-host”.

The **host** is responsible for the technical side of things, for example, to start the session, to mute and unmute participants where needed, to designate or change roles of participants, etc. The session chair and the co-chairs will be assigned the Zoom role of a “co-host”.

## Helpdesk

If you have questions please send an email to [issac2020-helpdesk AT lists.athenarc.gr](mailto:issac2020-helpdesk@lists.athenarc.gr), one of the organizers will answer you as soon as possible. If you have general questions about Zoom, please visit their Help Center first.

## Program

**ONLINE PART:** The **live** portion (Zoom webinars) will feature **three invited talks**, the **Jenks’ prize talk**, and the **Distinguished paper talk**, as well as **parallel interactive sessions** where the authors of accepted papers, posters and software demonstrations will have a chance to answer questions from the audience. The live sessions start at 15:00 UTC+3 and end at 18:00 UTC+3. We then have a “**Billboard**” session during which authors can post links to their private sessions which are happening in parallel form 18:05 to 19:00 UTC+3. The “Billboard” sessions will be held in Zoom Meeting. The full program is available [here](#).

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**A PDF file that includes the program with URLs to all the Zoom sessions is attached to this email and can also be found online at our server.** If you are a speaker or a session chair please **DO NOT** use the links in the program to connect to your session because the link will let you in as an attendee. Instead, use the links to be sent directly to your email address.

The program file also includes a list of papers and links to some authors' private sessions starting at 18:05 UTC+3. Please note that we keep the URLs available to **registered participants only** in order to make sure that the talks do not get overrun, hijacked by random persons, etc. Hence, we kindly ask you **not** to distribute the links to third parties.

A session starts 10 min ahead of schedule in "Webinar Practice Session" mode, to give the host enough time to set up, but also for the chair and speakers to prepare. Once they are all ready, participants will be let in. As the number of participants in a Zoom meeting is limited, every participant should join each meeting at most once (and not use several different devices).

**Business meeting:** On Wednesday, 17:05 – 18:00 UTC+3, there will be a business meeting occurring in a ZOOM conference. The files of the bids and the Organisers report are available at the online server. During the business meeting there will be a voting for a member of the ISSAC Steering Committee and a voting for the bids for ISSAC 2022. You will receive separate instructions by email for the voting procedure.

**Private sessions:** The links of the private sessions at 18.00 EEST, scheduled and run by authors, are included in the PDF file of the conference program which you will receive via email. An updated version of the program including new links will be available online.

**Recording:** For participants in far away time zones, certain sessions may be hard to attend. In order to allow for asynchronous viewing complementary to the live sessions, we plan to record all 5 live talks and make them available to the participants for viewing and downloading for a period of two weeks: the week of ISSAC 2020 and the following week. Afterwards these recordings will be deleted. Recordings may include questions asked during and after the talk so people that talk during the live recording are assumed to give their consent for this recording. The recordings shall be made available online.

**OFFLINE PART (Videos and slides of non-plenary talks and proceedings) :** All contributors of non-plenary talks (about 74) have kindly prepared and shared the slides and pre-recorded videos of their talks which you can download or watch online at any time. To access them please visit the One Drive cloud storage of ISSAC 2020.

The files are organized in three folders: papers, posters and software demonstrations. For easy referencing, each file is named using the number in one of the lists at:

<http://issac-conference.org/2020/papers.php>,

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<http://issac-conference.org/2020/posters.php>,  
<http://issac-conference.org/2020/software.php>,

and the surname of the first author. As a poor substitute for the actual experience, we have uploaded at the server a few photos of Kalamata to use as background in Zoom if you wish. All files will be available for one year after the conference.

Please do **not** distribute the link and password because authors have only given their permission to distribute their files to the registered participants.

**Proceedings** of the conference will be available via the ACM DL on the first day of the event. We will also make them available at our server.

## Instructions for session chairs and speakers

The instructions below concern the session to which you are assigned to chair, present your work, or answer questions. If you wish to attend any other session as a regular participant, please use the links in the PDF program. Each session in the program will have its own Zoom url.

Chairs will be assigned the Zoom role of “co-host” and presenters the Zoom role of “panelist”.

1. Visit the links received **via email** and follow the instructions to install your local Zoom client. Then connect to the webinar meeting, enabling your microphone and webcam. Please login about 10’ minutes earlier to allow for equipment testing and other arrangements.
2. **Rename** yourself using the full name and email address you used to register to the conference. This will make it easier for the organizers to reach you if needed.
3. If you use a laptop or mobile device, connect it to the power supply.
4. Connect your device, whenever possible, to a wired network connection directly. If at home, connect to a wired port of your home router. WiFi is not as good for A/V traffic.
5. Use a headset with an external microphone or ear jacks, not the loudspeakers of your device to make audio much better for all. If you do not have an external microphone, come close to the internal microphone when you speak.
6. **Keep your microphone muted when not speaking.**
7. If you do not see the buttons at the bottom of the Zoom window, move the mouse on that window and buttons will appear.
8. Screen options: If the speaker is sharing his/her screen your Zoom client/browser may be put in fullscreen mode. You may adjust this using the “Screen options” button. This will allow you to have a better view of pop-up windows with Q&A, the participants lists etc.
9. If you experience bad quality in audio, try switching off your video (webcam button at the bottom of your Zoom screen).
10. **Questions** will be taken using only Zoom’s “Q&A” function. This allows for all attendees to

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write a question and the session chairs can then read aloud selected questions to the speaker depending on the available time. Anonymous questions are not allowed. Attendees can see all questions posted on “Q&A” either answered or not. A session chair has the capability to enable an attendee to unmute his/her microphone but it is advised that this is practiced only in special cases. Please note that in case you have to log-out and log-in to the same session, the questions in the Q&A will not be visible to you anymore. When it is time to switch to the next speaker one of the session chairs should clear the Open Questions list in the Q&A by clicking on the “dismiss” button. Questions will be moved to the “dismissed” list.

11. Please note that attendees can also virtually “raise their hand” even though they are advised against doing so. In such cases the session chair or the host may chat privately with them or can simply “lower their hand”.
12. One of the session chairs should be responsible for keeping a timer.
13. It is recommended that one of the session chairs has downloaded and opened the slides of all talks within the session. This will facilitate introductions and switching between speakers.
14. Speakers should be able to show their slides, if needed, by sharing their screen.
15. Please note that session chairs and speakers cannot ask questions through the Q&A (but can transmit audio and video).
16. Do not hit the “share screen” button unless you wish everybody to see your screen or other applications. Do that only if you are asked by a chair and need to share something.
17. If you experience difficulties in using the audio to talk, **you can use the chat button to write to the others**. Please select “to everyone” if you want to share your comment in public, or select the recipient if you want to send a private comment just to one person.
18. If possible, do not sit with a strong light in your back, but with some light in front, so that others can see you better.

**Additional resources:**

[Creating a Zoom Account](#)

[Screen Sharing](#)

[Audio/Video Testing](#)

[Getting started with Question & Answer](#)

[Screen Sharing a PowerPoint Presentation](#)

# Instructions for regular participants

Each session of the agenda will have its own Zoom url.

Regular participants will be assigned the Zoom role of “attendee”.

1. Visit the links provided on the agenda and follow the instructions to install your local Zoom client. Then connect to the webinar meeting.
2. Rename yourself using your full name and the email you used to register to the conference.
3. If you run with a laptop or mobile device, connect it to the power supply.
4. Connect your device, whenever possible, to a wired network connection directly. If at home, connect to a wired port of your home router. WiFi is not so good for A/V traffic.
5. If you cannot see the buttons at the bottom of the Zoom window, move the mouse on that window and buttons will appear.
6. Screen options: If the speaker is sharing his/her screen your Zoom client/browser may be put in fullscreen mode. You may adjust this using the “Screen options” button. This will allow you to have a better view of pop-up windows with Q&A, the participants lists etc.
7. If you experience bad quality in audio, try switching off other browsers you may have open.
8. **Asking questions:** For any questions you want to ask, click on “Q&A” at the bottom of your screen, then type your question. The chair will pick and answer a few questions. Anonymous questions are not allowed. Attendees can see all questions posted on “Q&A” either answered or not. **Best practice:** watch the pre-recorded material you’re interested in and write your questions in a text file before the session starts. During the session you can just type them and wait for them to be answered.
9. Please do not use the "Raise hand" button on the "participants" icon at the bottom of your screen if you have technical issues or if you want to ask a question to the speaker. Instead use the “Q&A” function for questions to the speakers and the chat for technical questions. Please note that your comment will be public since an attendee is not allowed to chat privately with other attendees but only to all attendees, or to all attendees and all panelists.

## **Additional resources:**

[Creating a Zoom Account](#)

[Joining and participating in a webinar \(attendee\)](#)

[Audio/Video Testing](#)

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