



Guidelines for Session (Co-)Chairs


(Status as of 25 January 2021)

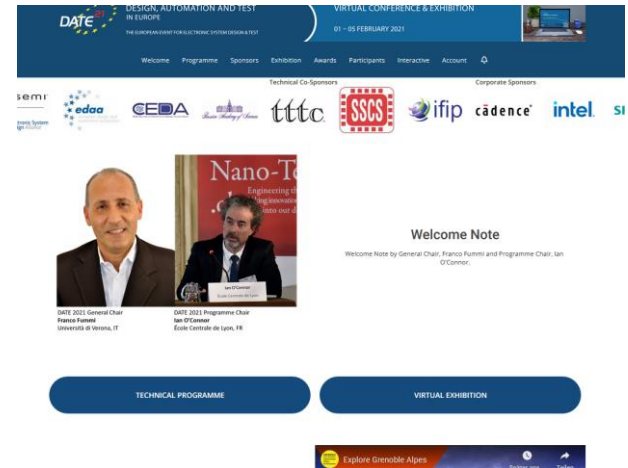


Quick Checklist

- ✓ Virtual conference platform (basics)
- ✓ Before the conference
 - ✓ Register to DATE 2021
 - ✓ Check uploaded material for session for completeness (pre-recorded presentations, speaker bios) and quality
 - ✓ Participate in rehearsals to familiarise with the virtual conference platform
- ✓ During the conference
 - ✓ Connect to the virtual conference platform on time
 - ✓ Moderate session
 - ✓ ENJOY!

Virtual Conference Platform (basics)

- DATE 2021 is hosted on a web-browser based conference platform
- The platform works best with Google Chrome  but other web browsers work as well
- Virtual sessions on the platform are realised via **zoom**, a tool for video communication. The latest version has to be installed on your computer.
 - Make sure you are allowed to install/update applications on the computer you will be using for the live session.
 - If using a MAC computer, please find detailed instructions on the ZOOM installation [here](#).




Before the conference – Register to DATE 2021

- All session chairs and co-chairs are kindly requested to register to DATE 2021 at the regular registration fees via the online registration form so that access to the virtual conference platform can be granted:

[Register here: https://www.date-conference.com/registration](https://www.date-conference.com/registration)

- Select participant type “delegates” or “IEEE/ACM member” (if applicable) and follow the registration accordingly
- If you have already registered (e.g. as paper author or delegate) no additional registration as (co-)chair is necessary.

Before the conference – check uploaded session material

- Speakers have been asked to upload presentations and bios in advance
- Access the presentation upload platform with the data received by email (in late January 2021)
- Direct to the folders that have been assigned to the presentations of your session
- Check uploaded material
 - ✓ Are all required pre-recorded presentations available?
 - ✓ Do all presentations meet the requirements, especially the time limit of max 10min (for regular presentations) or 1min (for IP advertisement talks)?
 - ✓ Can you run all presentation videos on your computer without any problems?
 - ✓ Are bios of all speakers available?
- Download uploaded material to your computer to ensure unproblematic playback during the live session
- We recommend to use VLC Player  for presentation video playback

→ If you do not receive any information, or something is wrong with the uploaded material, please contact date-registration@kitdresden.de

Before the conference – participate in rehearsal

- To introduce you to the virtual conference platform, three rehearsals are scheduled:
 - ~~20 January 2021, 8:00 am (CET)~~
 - 22 January 2021, 12:00 pm (CET)
 - 26 January 2021, 6:00 pm (CET)
 - The rehearsals are realised via **zoom**, a tool for video communication, which will also be the basis for all virtual DATE 2021 sessions. Thus, please install the latest version on your computer.
 - The access details for the rehearsals have been sent via email.
 - Use rehearsal to
 - Get introduction to virtual conference platform
 - Ask any questions you may have
 - Familiarise yourself with the virtual conference platform
 - After having received your personal access data to the virtual conference platform (in late January 2021), test if you can easily log in in advance of the conference!
- If you did not receive any information or encounter any difficulties, please contact date-registration@kitdresden.de

During the conference - preparation is everything!



You are in charge! Ensure that your computer and audio equipment are fully charged.



Stay connected: Make sure you have a stable internet connection and are on a desktop computer with which you are familiar. For the best results, use the same device you used for the rehearsal.



Extended view: If possible, have two screens available for the live session – one to share with the audience and one for the webbrowser you accessed the virtual conference platform with to keep an eye on the session overview (chat/poll section).



Eyes on you: Set your camera at eye level. Position your self-preview window close to your webcam (by using your mouse to move your video preview). This will encourage your eyes to look near the webcam, giving your viewers the impression that you are looking at them.



Minimise distractions: Turn off your phone and exit any programs that might display notifications during your presentation. Sit in a quiet room with a harmonious background (like an office) that will not distract the audience. You may use this [DATE 2021 background](#) for your video.



Light up your presentation! Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. Avoid having a window behind you.

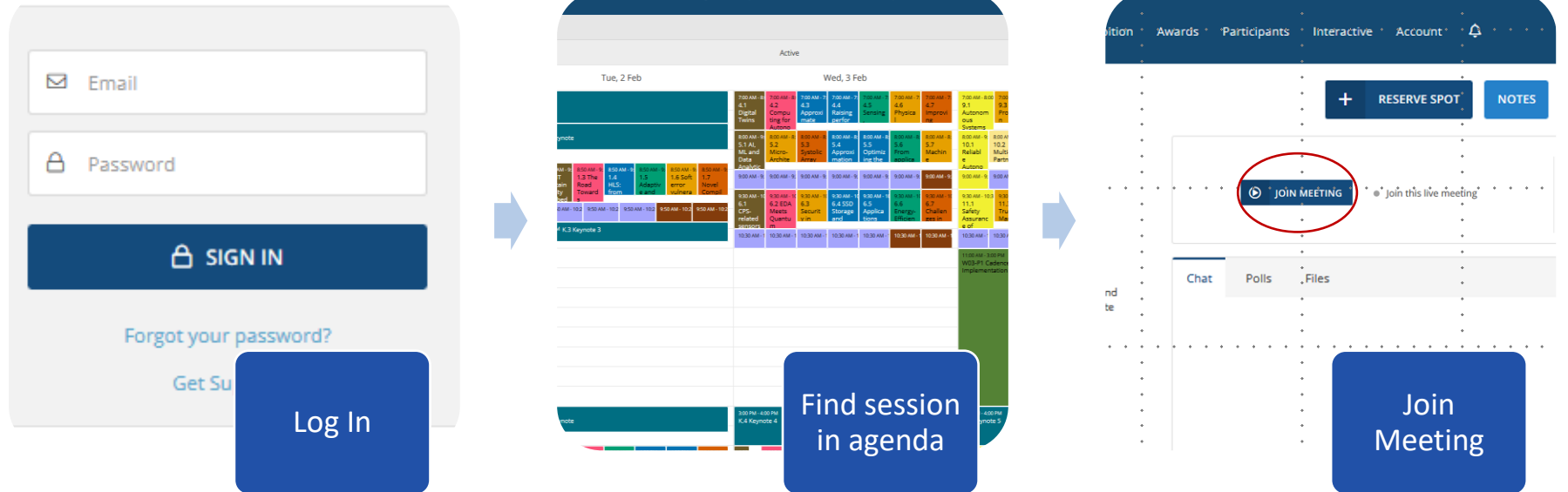


Timing is everything: Arrive at your session early and respect the time limits for the presentations.

During the conference – connect in time!

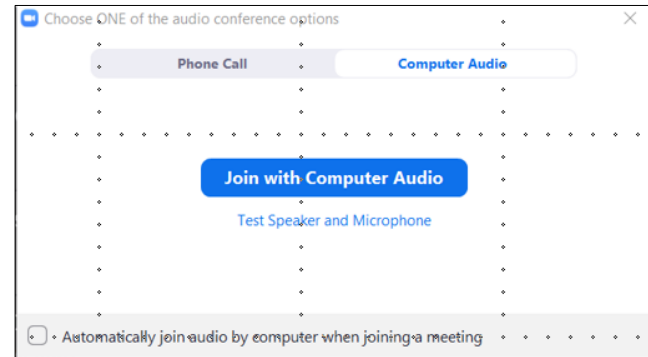
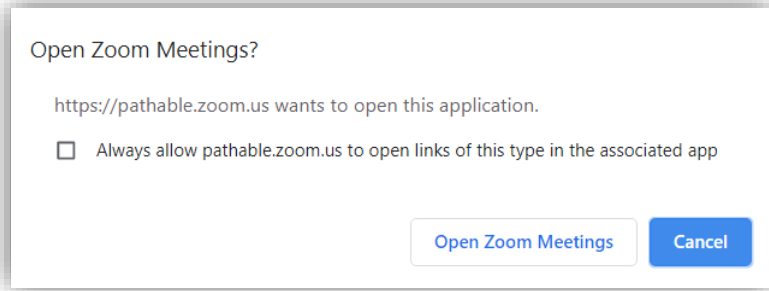
- Please connect to the virtual conference platform **at least 15 minutes before your session** is scheduled to start, so you can make sure everything runs smoothly.
- Log in to the platform and find your session in the technical programme either by
 - clicking on „Technical Programme“ on the Welcome Page
 - choosing „Programme“ in the menu and click on „Agenda Overview“ (or on your corresponding track)
- Click on your session and then „Join meeting“

During the conference – connect in time!

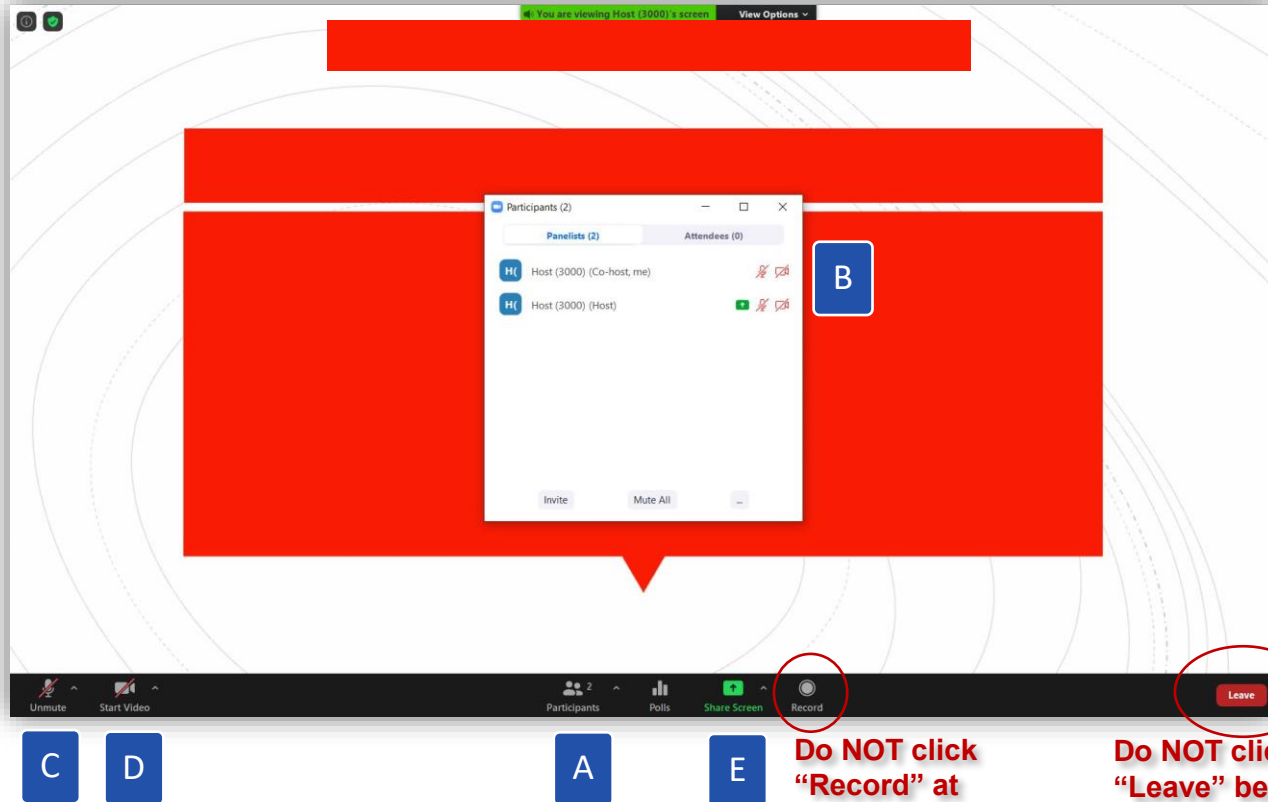


During the conference – connect in time!

- Start session
 - Once you clicked on „Join meeting“, the session window opens via Zoom. Please allow the Zoom client to open and „Join with Computer Audio“



During the conference – connect in time!



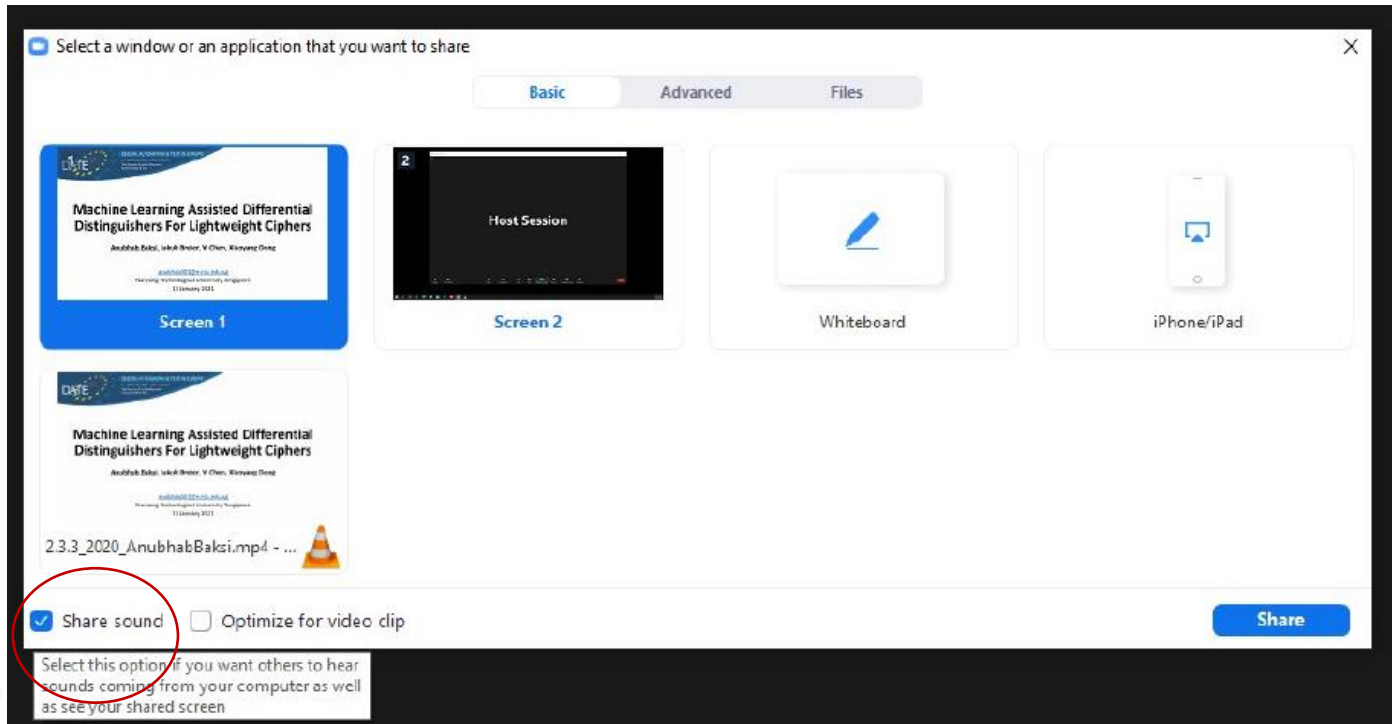
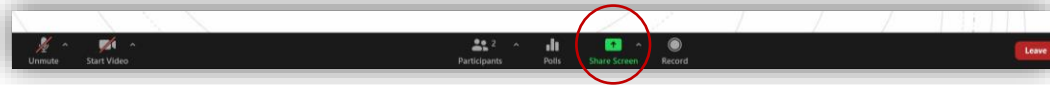
- In the Zoom window, please proceed as follows:
 - Click on „Participants“
 - Click on „More“ and rename yourself to your own name (as written in the programme)
 - Please unmute your microphone
 - Please start your video with [background](#)
 - Please share your screen (incl. audio) with [placeholder](#)

Do NOT click “Record” at any time.

Do NOT click “Leave” before the end of the session.

During the conference – share screen with audio

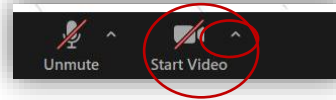
- Share screen with audio!



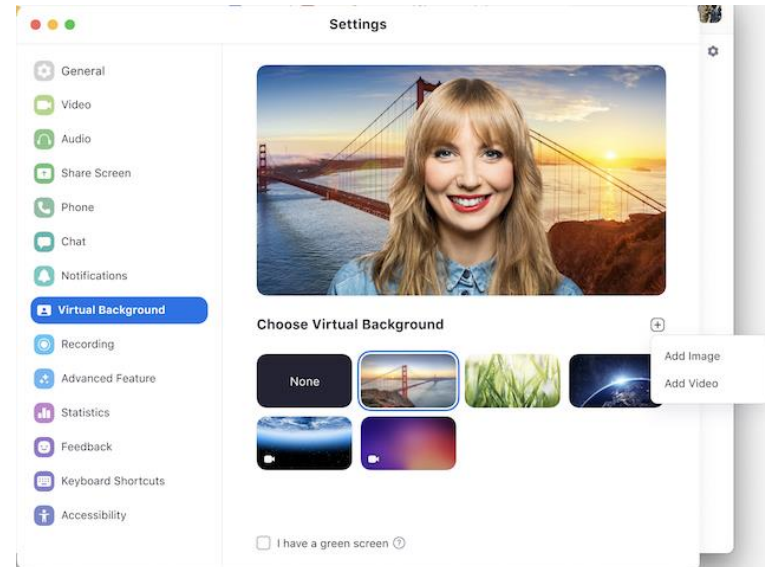
Check this box, so the audience can hear the sound of videos played from your computer.

During the conference – add video background

- Add background picture for video
 - Click on the little arrow next to the „Start video“ button and choose „Choose virtual background“



- Click „Add image“ and add this [DATE 2021 video background](#)



During the conference – moderate session

- Start session
 - Only session (co-)chairs and speakers can enter the virtual session room before the official start of the session (participants may only enter one minute prior to the official session start time) → use this time for any last arrangements with the speakers (if necessary)
 - **Kindly note that all sessions will be recorded so they can be viewed on demand after the live session ended.**
 - Once participants start entering the session, you may welcome them and
 - Remind everyone to mute their microphones and turn videos off to avoid distraction and background noise during the presentations
 - If necessary, ask attendees to rename themselves in the participants list, just as you did yourself in the beginning
 - You may also use [this placeholder](#) for your screen share at the beginning of the session and use [this background](#) picture for your video.
 - Officially start the session on time!

During the conference – moderate session

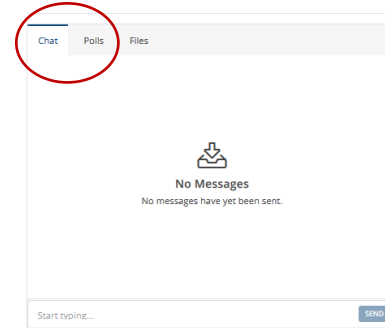
- Start presentations
 - Most sessions have up to three regular presentations (10 minutes) that should be followed by a live Q&A slot (5 minutes).
 - Introduce the speaker by using the information given in the speaker bio
 - Start the pre-recorded presentation video from your computer by sharing your screen
 - End video on your computer
 - Ask speaker, who should be participating in the session, to unmute the microphone and share the video for the live Q&A
 - Some sessions include short Interactive Presentations (IPs, 1-minute advertisement talks). For those please
 - Shortly introduce the speaker with the speaker bio
 - Start the pre-recorded presentation video from your computer by sharing your screen
 - End video on your computer
 - Mention that Q&A for IPs are scheduled among the corresponding IP sessions
 - Move on to next presentation

During the conference – moderate session

- Start live Q&A
 - Ask questions about the presentations you or participants may have
 - Questions by participants may arise
 - In the chat/poll of the Zoom call



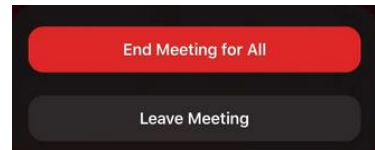
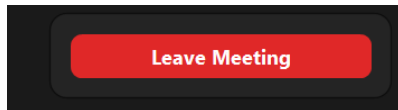
- In the chat/poll section of your session on the virtual conference platform (tab in your web-browser)



- By participants asking via audio (you may want to invite participants to ask questions also via audio)

During the conference – moderate session

- End live Q&A
 - Keep the timing of your session in mind, i.e. indicate when the discussion needs to be stopped (5 min Q&A per presentation, no Q&A for IPs during your session)
 - Long discussions have to be done individually via chat or otherwise
 - Move on to next presentation
- End session
 - End your session in time!
 - Thank speakers for their contribution, participants for their attention and officially announce the end of the session
 - Click „Leave“ („End Meeting for All“) only after you officially ended the session! The Zoom window will automatically close 10 minutes after the officially session end time.



Further Questions?

- If you have further questions about running your session at virtual DATE 2021, please do not hesitate to contact us at

date-registration@kitdresden.de

Thank you for your support and contribution to virtual





Please mute your microphone and
turn off your video.





Design,
Automation
and Test in
Europe
Conference