



Guidelines for Speakers


(Status as of 25 January 2021)

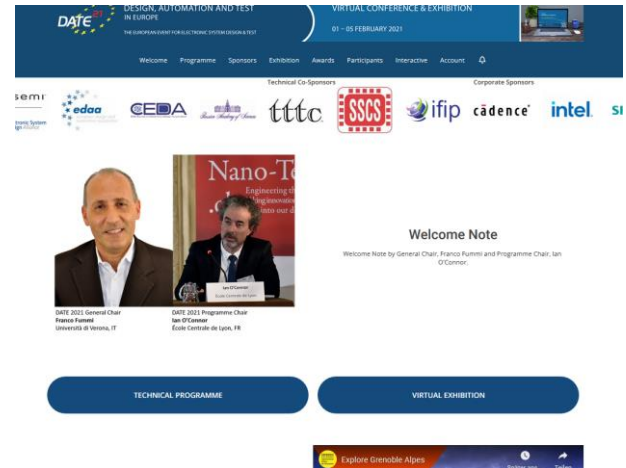


Quick Checklist

- ✓ Virtual conference platform (basics)
- ✓ Before the conference
 - ✓ Register to DATE 2021
 - ✓ Upload material for your presentation (pre-recorded presentations, speaker bios)
- ✓ During the conference
 - ✓ Connect to the virtual conference platform on time
 - ✓ Participate in 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 people, who need access to the virtual conference platform to participate in sessions, must register to DATE 2021 via the online registration form:

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

Before the conference –upload presentation

- Upload pre-recorded presentation and speaker bio according to the information sent by email in the beginning of January 2021.
- Make sure your presentation meets the requirements:
 - ✓ File type: MP4 H.264
 - ✓ Data transmission: max. 3 Mbit/s
 - ✓ Resolution: between 1280x720 and 1920x1080 px
 - ✓ Aspect ratio: 16:9 (landscape format)
 - ✓ Length: max. 10 minutes
- Final deadline to upload presentations was 22 January 2021 (AoE).

→ If you have any questions regarding your presentation upload, please contact date-registration@kitdresden.de

Before the conference – get to know the platform

- After having received your personal log in data, test if you can easily log in to the virtual conference platform!
- Kindly note that you can only access the programme items in the agenda that are included in your registration.
- Please also refer to the DATE 2021 Guidelines for participants to learn more about the functions of the virtual conference platform.
- If you encounter any difficulties logging in or cannot access programme items that are included in your registration, 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.



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 your presentation.

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!

Email

Password

SIGN IN

Forgot your password?

Get Su

Log In



Welcome Programme Sponsors Exhibition Awards Participants Interactive Account

Active

Tue, 2 Feb

Wed, 3 Feb

Find session in agenda



Position Awards Participants Interactive Account

+ RESERVE SPOT **NOTES**

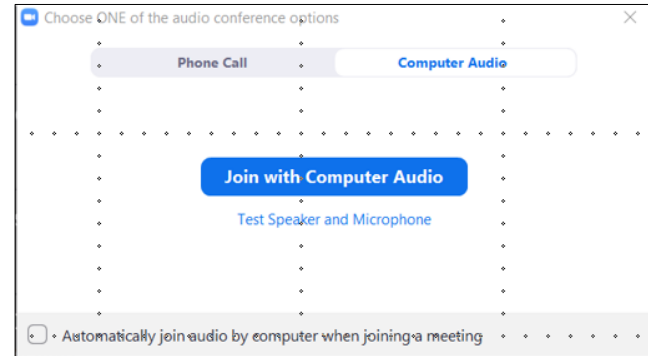
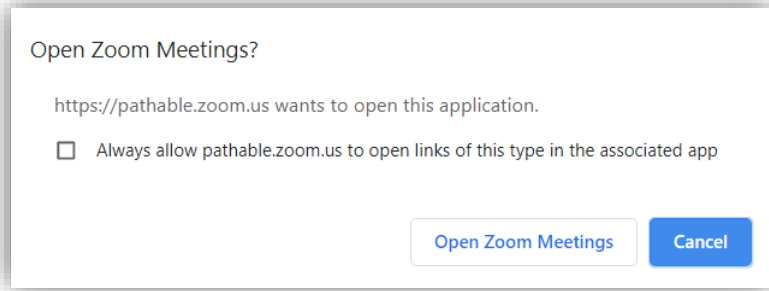
JOIN MEETING Join this live meeting

Chat Polls Files

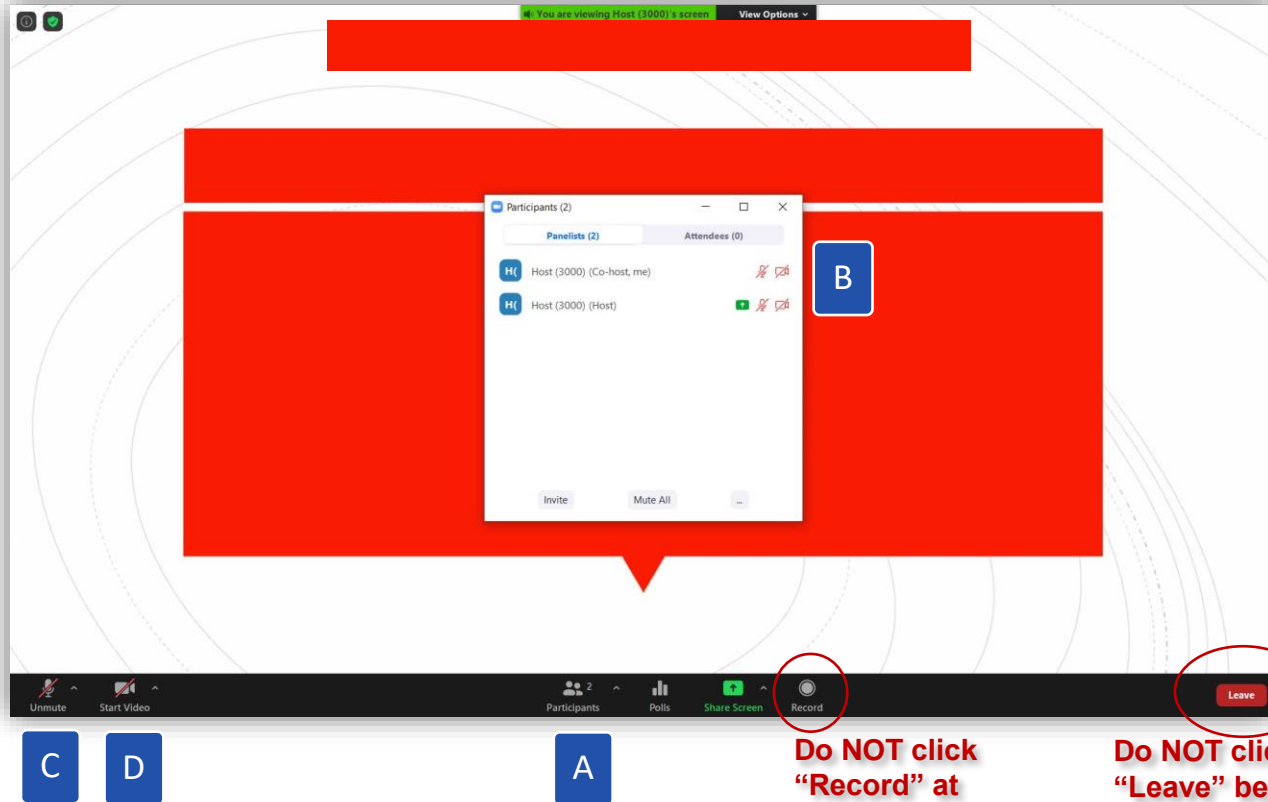
Join Meeting

During the conference – connect in time!

- Start of 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!



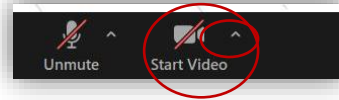
- In the Zoom window, please proceed as follows:
 - Click on „Participants“
 - Click on „More“ and rename yourself to your own name (as written in the programme)
 - Please mute your microphone (unless being involved in pre-session discussion)
 - Please turn off your video (unless being asked to turn on)

Do NOT click “Record” at any time.

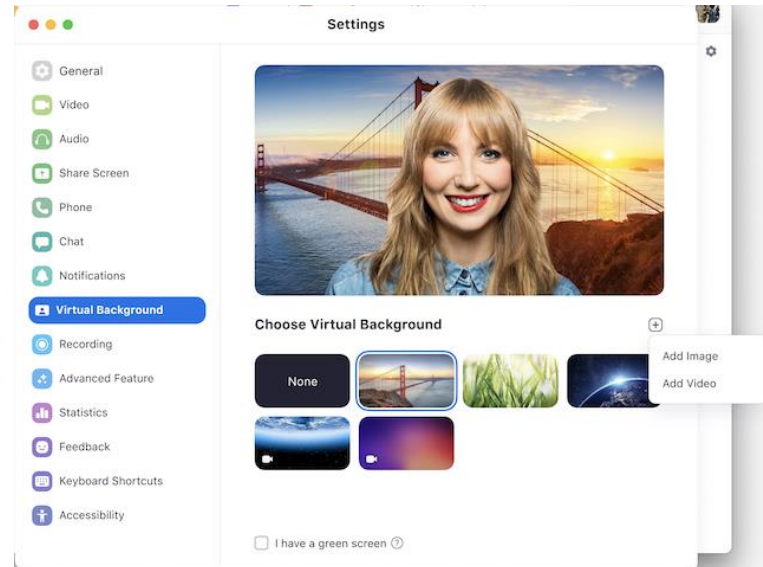
Do NOT click “Leave” before the end of the session.

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 – present in a session

- Start of the 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) → you may use this time for any last minute arrangements/questions with the session (co-) chairs
 - **Kindly note that all sessions will be recorded so they can be viewed on demand after the live session ended.**
 - By the official start time of the session, the session (co-)chair officially welcomes everyone and starts the session
 - Remember to mute your microphone and turn video off to avoid distraction and background noise during the presentations

→ **Presenters of Interactive Presentations (IP) / University Booth / PhD Forum**

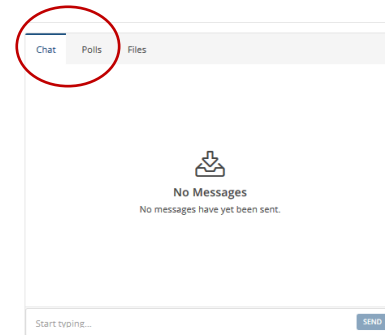
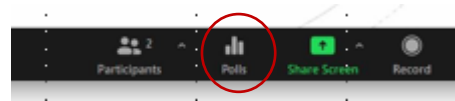
presenters: Please be aware that there are no session chairs for the IP, University Booth and PhD Forum sessions. Thus, speakers need to start the session themselves and communicate with participants accordingly.

During the conference – present in a session

- Session presentations
 - The session (co-)chair introduces the upcoming speaker by using the information given in the uploaded speaker bio and runs the pre-recorded presentation video from his/her own computer by sharing the screen
 - After the pre-recorded presentation, the session (co-)chair will ask the speaker of the presentation (e.g. you) to unmute the microphone and share the video for the live Q&A
 - Please answer questions about your presentation live

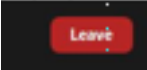
During the conference – present in a session

- Live Q&A
 - Questions by participants may arise
 - In the chat/poll of the Zoom call
 - In the chat/poll section of the session on the virtual conference platform (tab in your web-browser)
 - By participants asking via audio



→session (co-)chairs moderate the Q&A and will have an eye on all areas where questions may be raised so you can focus on the answers

During the conference – present in a session

- End of live Q&A
 - After your Q&A has finished, please mute your microphone and turn off your video again so the session (co-)chair can move on to the next presentation
 - Long discussions have to be done individually via chat or otherwise
- End session
 - When the session (co-)chair officially ended the session, you may click „Leave“ 
 - The Zoom window will automatically close 10 minutes after the official session end time.
 - You have successfully finished your presentation!

Further Questions?

- If you have further questions about your presentation 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





Design,
Automation
and Test in
Europe
Conference