

Guidelines for (Co-)Chairs of Invited Sessions

Status as of 22 February 2022

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DESIGN,
AUTOMATION
AND TEST
IN EUROPE

THE EUROPEAN EVENT FOR ELECTRONIC SYSTEM DESIGN & TEST

ONLINE CONFERENCE


14 – 23 MARCH 2022



Quick Checklist

- ✓ Before the conference
 - ✓ Register for DATE 2022
 - ✓ 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 2022 is hosted on a web-browser based virtual conference platform.
- ✓ The platform works best with Google Chrome  but other web browsers work as well. Using Internet Explorer/Microsoft Edge is not recommended.
- ✓ 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 for DATE 2022

- ✓ All session chairs and co-chairs are kindly requested to register for DATE 2022 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>

- ✓ Select participant type “delegate” or “IEEE/ACM member” (if applicable) and follow the registration steps accordingly.
- ✓ If you already registered (e.g. as paper author or delegate) no additional registration as session (co-)chair is necessary.
- ✓ Kindly note that access to the virtual conference platform can only be generated after registration via the online form linked above.

Before the conference – participate in rehearsal

- ✓ To introduce you to the virtual conference platform, three rehearsals are scheduled:
 - ✓ 2 March 2022, 8:00 am (CET)
 - ✓ 4 March 2022, 12:00 pm (CET)
 - ✓ 9 March 2022, 6:00 pm (CET)
- ✓ Rehearsals will take place directly on the virtual conference platform and can be found in the programme overview (see [here](#)).
- ✓ Use rehearsal to
 - ✓ Get introduction to and familiarise yourself with virtual conference platform.
 - ✓ Ask any questions you may have.

Before the conference – access to virtual conference platform

- ✓ After having received your personal access data to the virtual conference platform via email in February 2022, test if you can easily log in prior to the live conference.
- ✓ Kindly note that access data can only be generated after registration for DATE 2022 (see [here](#)). You can only access programme parts that are included in your registration.
- ✓ Please also refer to the DATE 2022 [guidelines for participants](#) to learn more about the functions of the virtual conference platform.
- ✓ If you do not receive any information in the expected time 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 – one for the live session window or to share with the audience (if necessary) and one for the virtual conference platform (in the web browser) to keep an eye on the session/presentation chat.



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 2022 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.



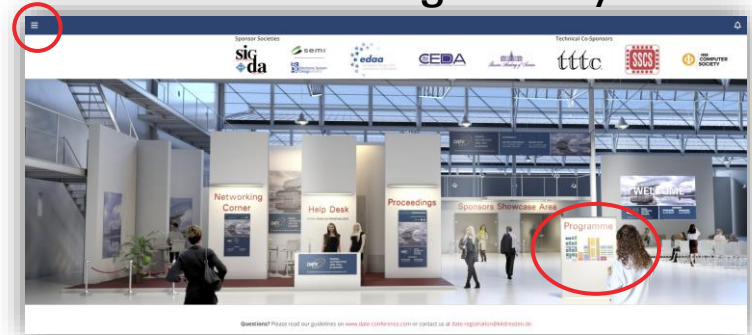
Timing is everything: Arrive at your session early and respect the time limits for presentations/discussions.



Communication is key: Make arrangements with your session (co-)chair, speakers and session support staff to best support you in moderating the session and dealing with any issues that may arise.

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 with your personal access link and navigate to your session in the technical programme by
 - ✓ clicking on „Programme“ on the start page
OR
 - ✓ choosing „Programme“ in the flyout menu in the top left corner.
- ✓ Click on your session and then „Join meeting“
 - ✓ If you cannot see the „Join Meeting“ button with the comment „Speaker only“ in the session you are chairing, please access the session via the „manage“ button in the top right corner (see [here](#)).



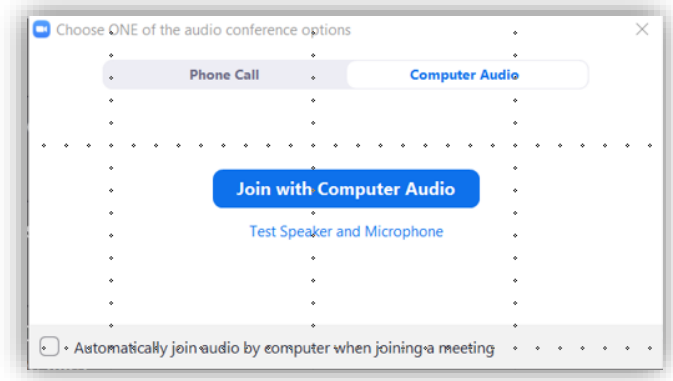
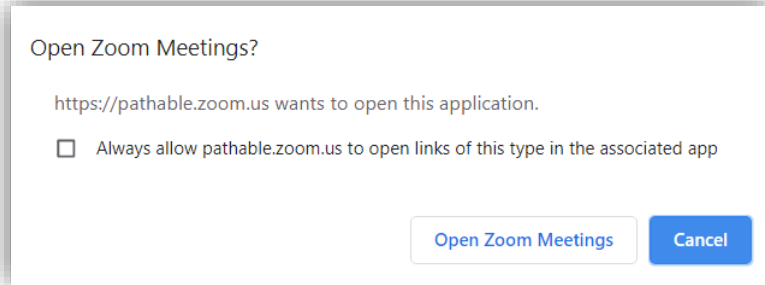
During the conference – connect in time!



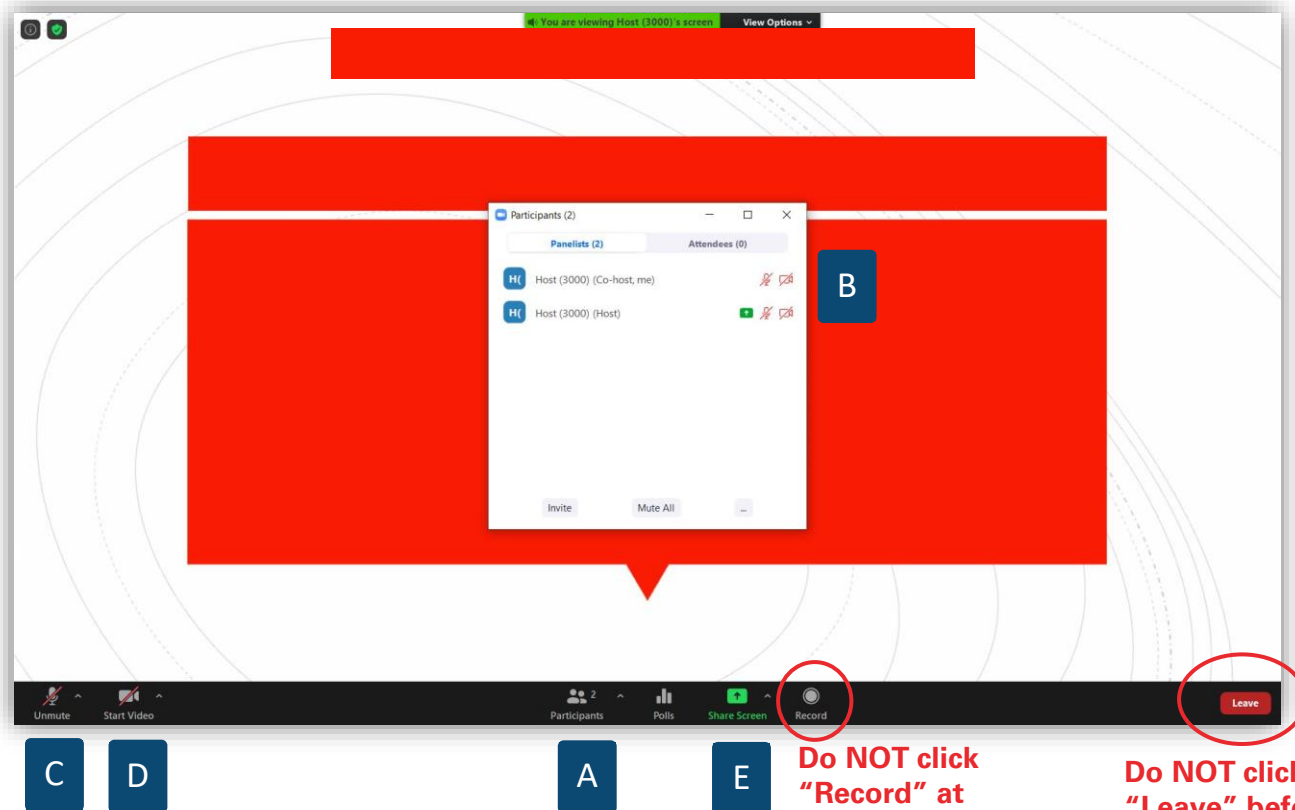
During the conference – connect in time!

✓ 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!

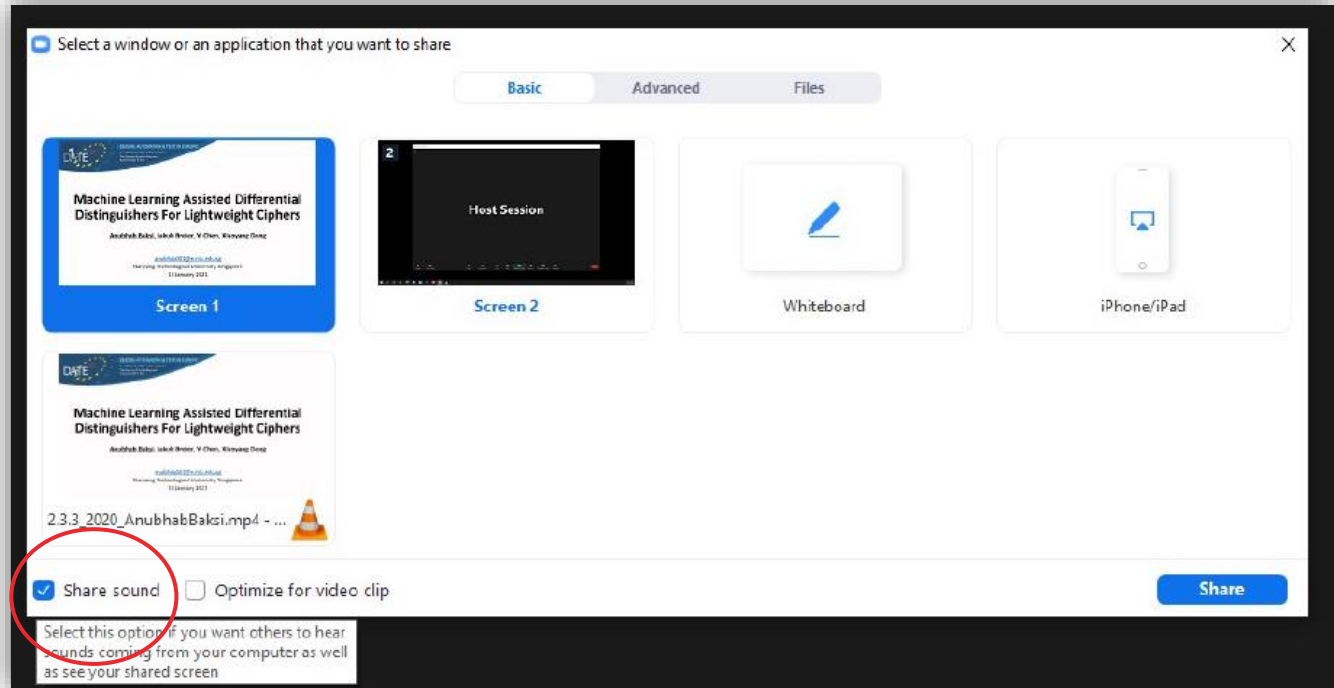
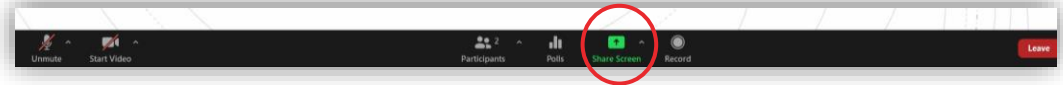


✓ In the Zoom window, please proceed as follows:

- A. Click on „Participants“
- B. Click on „More“ and rename yourself to your own name (as written in the programme)
- C. Please unmute your microphone
- D. Please start your video with [background](#)
- E. Please share your screen (incl. audio) with [placeholder](#)

During the conference – share screen with audio

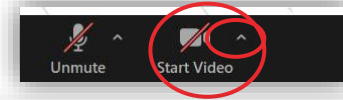
- ✓ If you plan to show a video, share your screen with audio



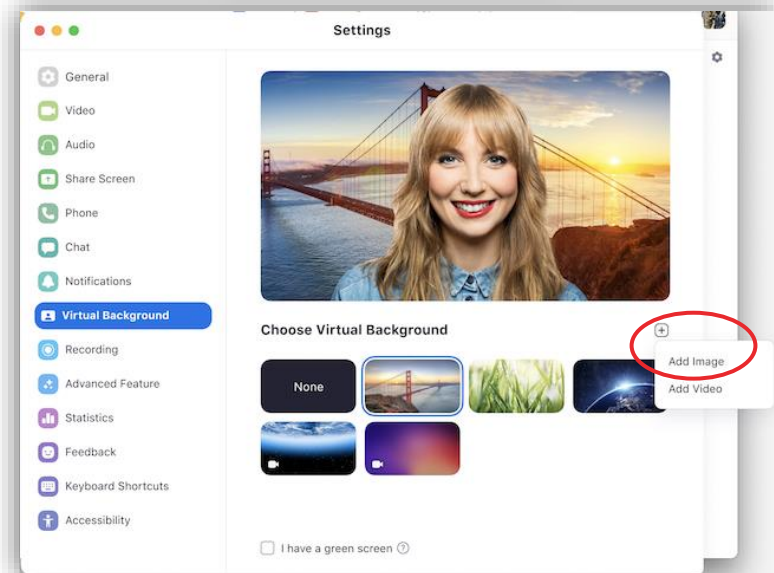
Check this box, so the audience can hear the sound of videos played from your computer.

During the conference – add a video background

- ✓ Add a background picture for you video:
 - ✓ Click on the little arrow next to the „Start video“ button and select „Choose virtual background“.



- ✓ Click on the plus sign on the right and „Add image“ to add this [DATE 2022 video background](#).



During the conference – moderate session

✓ Start session

- ✓ Only session (co-)chairs and speakers can enter the virtual session room up to 15 minutes 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 speakers, session support staff etc. (if necessary).
- ✓ **All sessions will be recorded so they can be viewed on demand afterwards.**
- ✓ Once participants start entering the session, kindly 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
 - ✓ 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 session on time!

During the conference – session structure

- ✓ Welcome
- ✓ live presentations
 - ✓ Each speaker is requested to give a live presentation.
 - ✓ Introduce each speaker.
 - ✓ Ask speaker to share screen (incl. audio, see [here](#)) and present.
 - ✓ After the presentation, give thanks to the speaker and move on to the next presentation.
- ✓ Live Q&A
 - ✓ After all live presentations, open the Q&A discussion for all speakers and moderate the discussion.
 - ✓ Invite participants to ask questions via chat or audio.
 - ✓ Ask questions that have been posted in the chat priorly.
 - ✓ Ask your own questions.

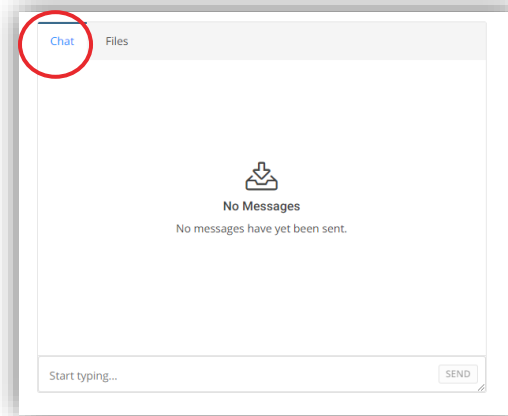
During the conference – moderate session

✓ Live Q&A

✓ Questions by participants may arise

✓ In the chat of the Zoom call (directly in the Zoom application window)

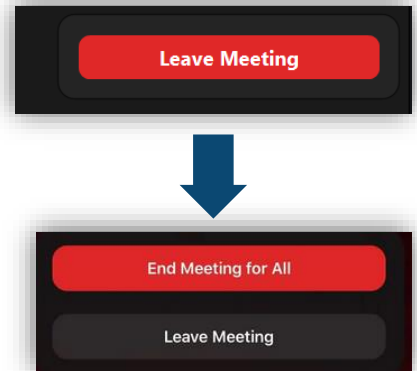
✓ In the chat section of your session and/or the presentations on the virtual conference platform (tab in your web-browser)



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

During the conference – moderate session

- ✓ Keep the timing of your session in mind, i.e. indicate when the discussion/presentations need to come to an end.
 - ✓ Each presentation should be within the planned time limit. Refer to the detailed programme (<https://www.date-conference.com/programme>) to learn about the timings within your session.
 - ✓ Long discussions have to be done individually via chat or otherwise.
- ✓ End session
 - ✓ End your session on time! The virtual session room will automatically close 10 minutes after the scheduled end 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!



Further Questions?

If you have further questions about running your session at DATE 2022,
please do not hesitate to contact us at

date-registration@kitdresden.de

Thank you for your support and contribution to





WELCOME

Please mute your microphone and
turn your video off.

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