




Guidelines for Monday Tutorials & Friday Workshops

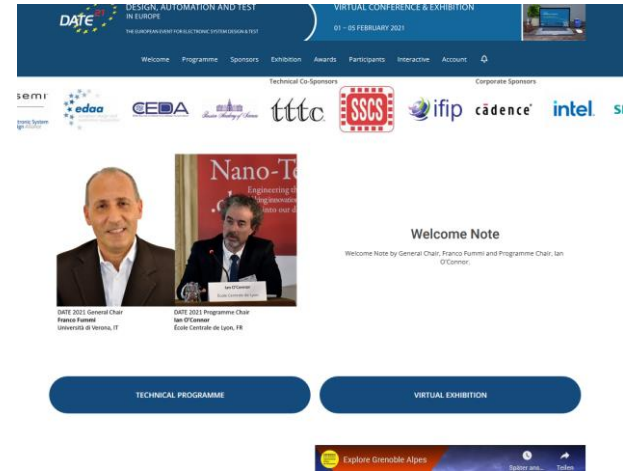


Quick Checklist

- ✓ Virtual conference platform (basics)
- ✓ Before the conference
 - ✓ Register to DATE 2021
 - ✓ Prepare any material needed for the live tutorial/workshop
 - ✓ Participate in rehearsals to familiarise with the virtual conference platform
- ✓ During the conference
 - ✓ Connect to the virtual conference platform on time
 - ✓ Moderate tutorial/workshop
 - ✓ 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 should be installed on your computer.



Before the conference – Register to DATE 2021

- All people, who need access to the virtual conference platform to participate in the tutorial/workshop, must register to DATE 2021 via the online registration form:

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

- If you have already registered (e.g. as paper author or delegate), make sure that the corresponding tutorial/workshop is included in your registration.

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.



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.



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.

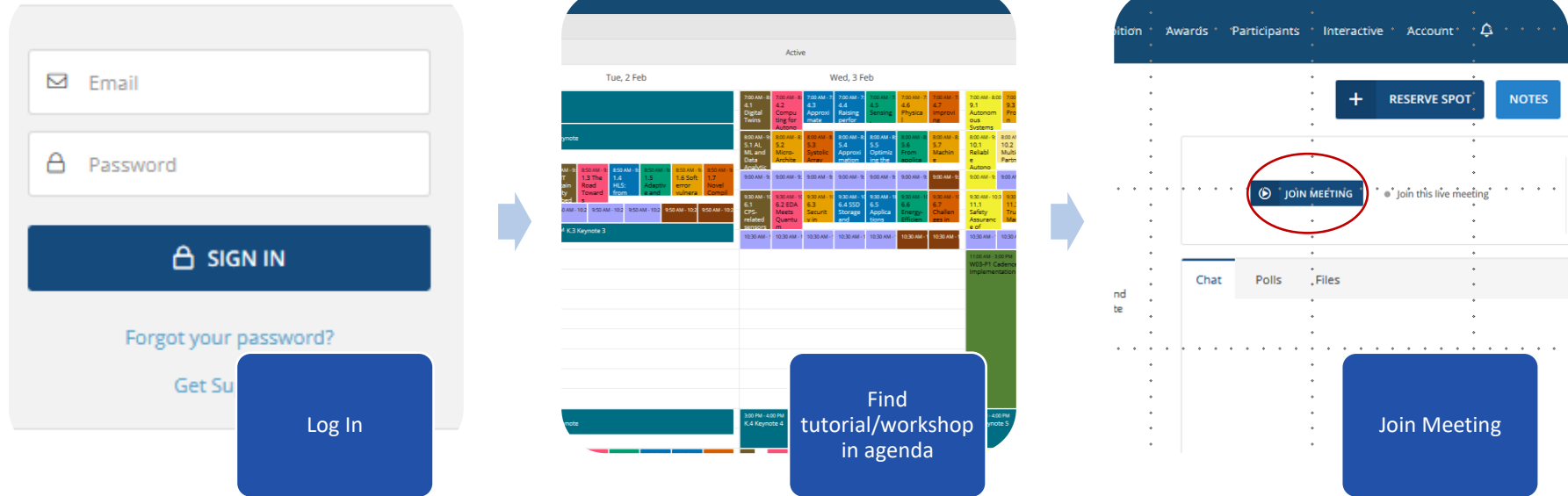


Timing is everything: Arrive at your tutorial/workshop early and respect the time limits.

During the conference – connect in time!

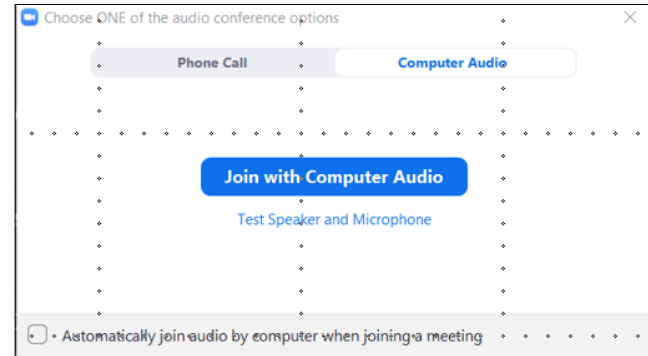
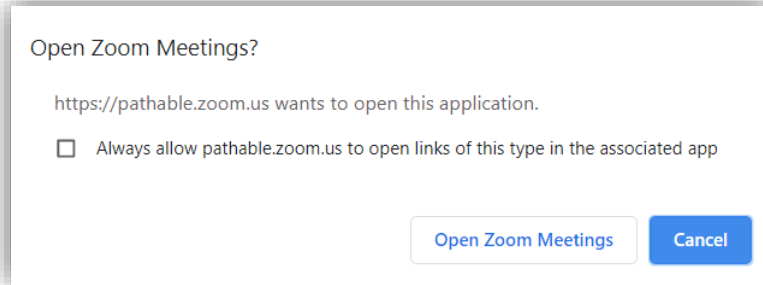
- Please connect to the virtual conference platform **at least 15 minutes before your session** is scheduled to start, so you can make sure everything runs smoothly.
- Log in to the platform and find your session in the technical programme either by
 - clicking on „Technical Programme“ on the Welcome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

During the conference – connect in time!

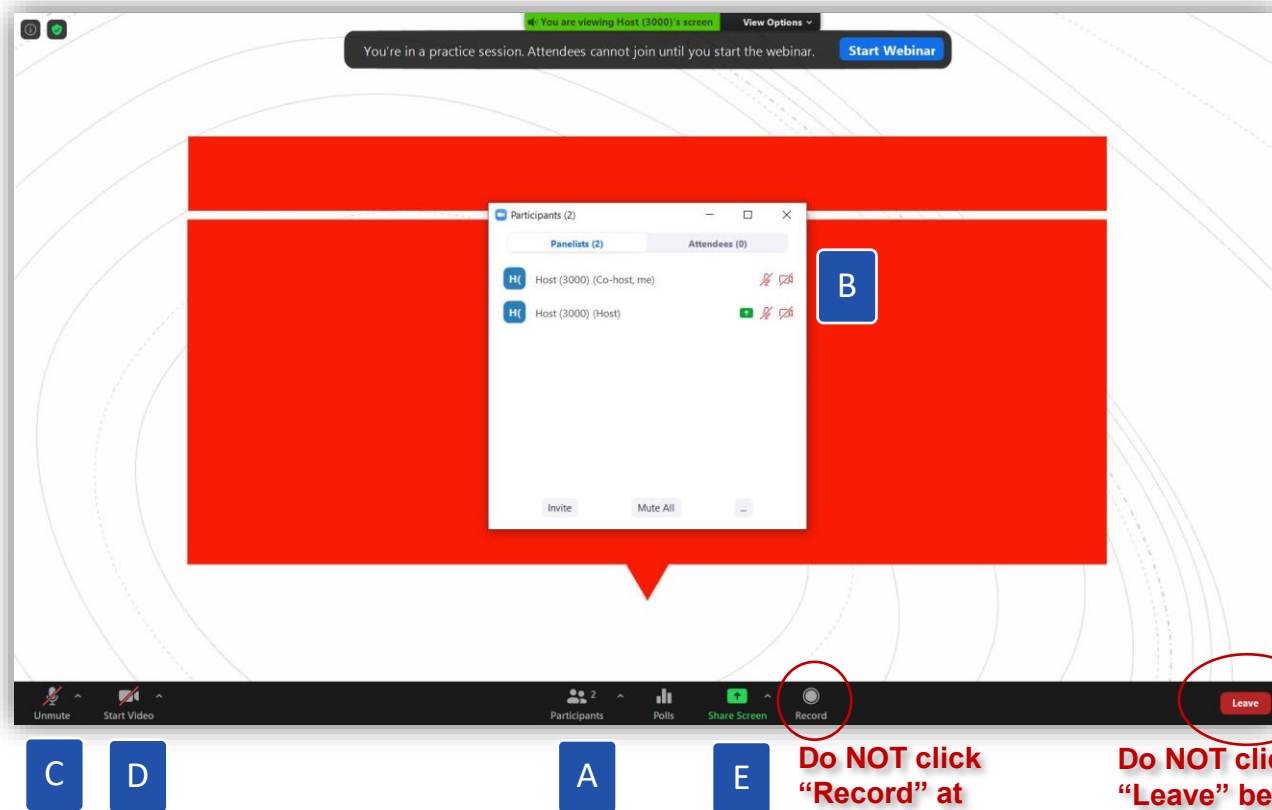


During the conference – connect in time!

- Start tutorial/workshop
 - 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
- Please share your screen (with [placeholder](#))

During the conference – moderate session

- Start tutorial/workshop
 - Only organisers, (co-)chairs and speakers can enter the virtual room before the official start of the tutorial/workshop (participants may only enter one minute prior to the official tutorial/workshop start time)
 - Once participants start entering the virtual room, 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 tutorial/workshop.
 - Officially start the tutorial/workshop on time!

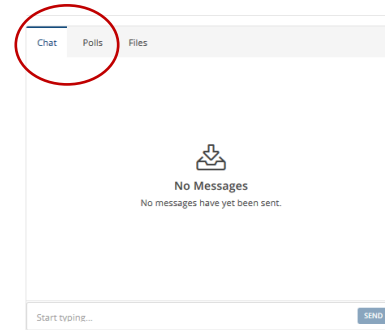
During the conference – moderate session

- Q&A

- Questions by participants may arise
 - In the chat/poll of the Zoom call



- In the chat/poll section of your tutorial/workshop 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 tutorial/workshop
 - End your tutorial/workshop in time!
 - Thank speakers for their contribution, participants for their attention and officially announce the end of the tutorial/workshop
 - Click „Leave“ („End Meeting for All“) only after you officially ended the tutorial/workshop!

The Zoom window will automatically close 10 minutes after the officially session end time.



Further Questions?

- If you have further questions about running your tutorial/workshop 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.**

