Guidelines for Speakers

Status as of 22 February 2022

DATE 22

DESIGN,
AUTOMATION
AND TEST
IN EUROPE

THE EUROPEAN EVENT FOR ELECTRONIC SYSTEM DESIGN & TEST

ONLINE CONFERENCE

14 – 23 MARCH 2022

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Quick Checklist

✓ Before the conference

 ✓ Register for DATE 2022.

 ✓ Upload requested material for your presentation (pre-recorded presentation video, speaker bio) – if applicable

 ✓ Participate in rehearsal (optional)

✓ During the conference

 ✓ Connect to the virtual conference platform on time.

 ✓ Give live presentation and participate in live Q&A.

 ✓ 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

✓ Everyone who wants to participate in the virtual sessions must register for DATE 2022 via the online registration form:

Register here: https://www.date-conference.com/registration

✓ If you have already registered (in line with a paper submission) no additional registration as speaker 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 – 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

Before the conference – upload requested material

- ✓ Adhere to the guidelines given on the DATE website to prepare any presentation material: https://www.date-conference.com/av-guidelines
  - ✓ Speakers of tracks D, A, T and E, Special Initiative ASD and MPPs were requested to upload pre-recorded presentation videos and speaker bios via SoftConf.
    - ✓ Uploaded presentation videos will be available on the virtual conference platform prior to the live conference for participants to watch on demand. You can monitor the chat that is linked to your presentation/session to see if questions already arise.
  - ✓ Speakers of Focus Sessions, Lunch & Afternoon Talks and Panels as well as Networking Opportunities and Career Development sessions are not requested to upload pre-recorded presentation videos in advance but to fully present live.
- ✓ Please refer to the programme overview (picture legend) on the DATE website (https://www.date-conference.com/at-a-glance) if you are not sure if any material upload is required for your session.

Before the conference – participate in rehearsal (optional)

✓ 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 regarding your presentation at DATE 2022.

# Before the conference – upload presentation file (optional)

✓ You may upload your presentation file for the live presentation so the technical support staff can access it in case you have trouble sharing your screen during the live session.

    ✓ To do so, find the session you are speaking in, in the agenda, access the session details page and click on your presentation.

    ✓ On the presentation details page click on "manage" and then on "files".

    ✓ Click on "add new file" to upload your presentation file as a backup. Make sure to name your file as follows: "sessionID_presentationTitle_name"

    ✓ Note that your file can be accessed and downloaded from there by all participants.
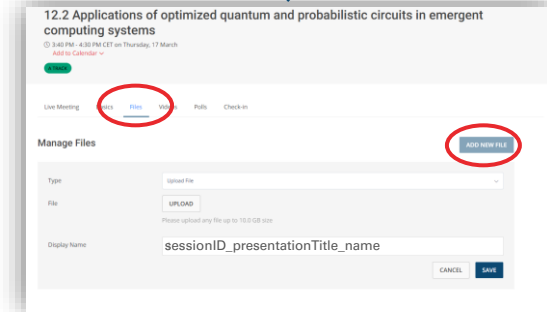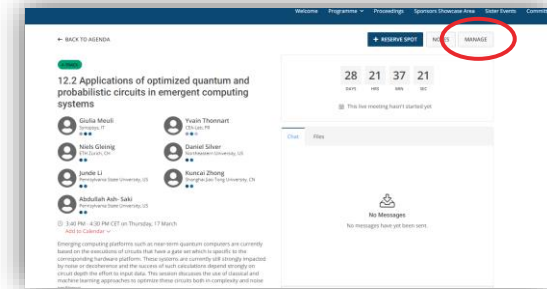
During the conference - preparation is everything!

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 when you logged in to the platform for a test run.

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.

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 speaking in, please access the session via the „manage" button in the top right corner (see here).
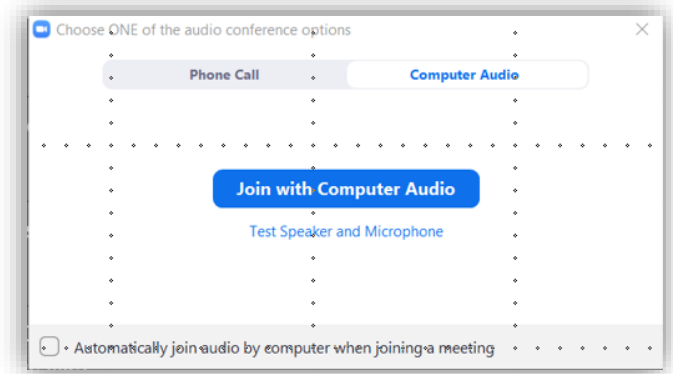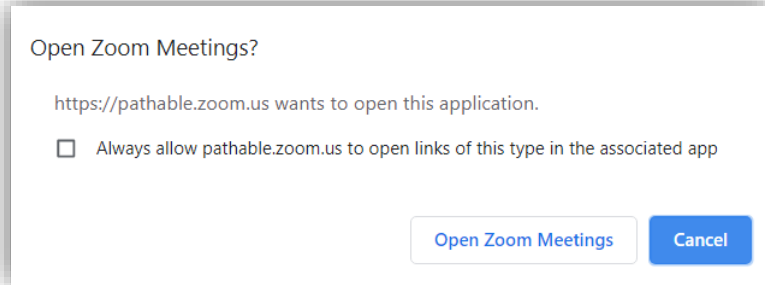
During the conference – connect in time!
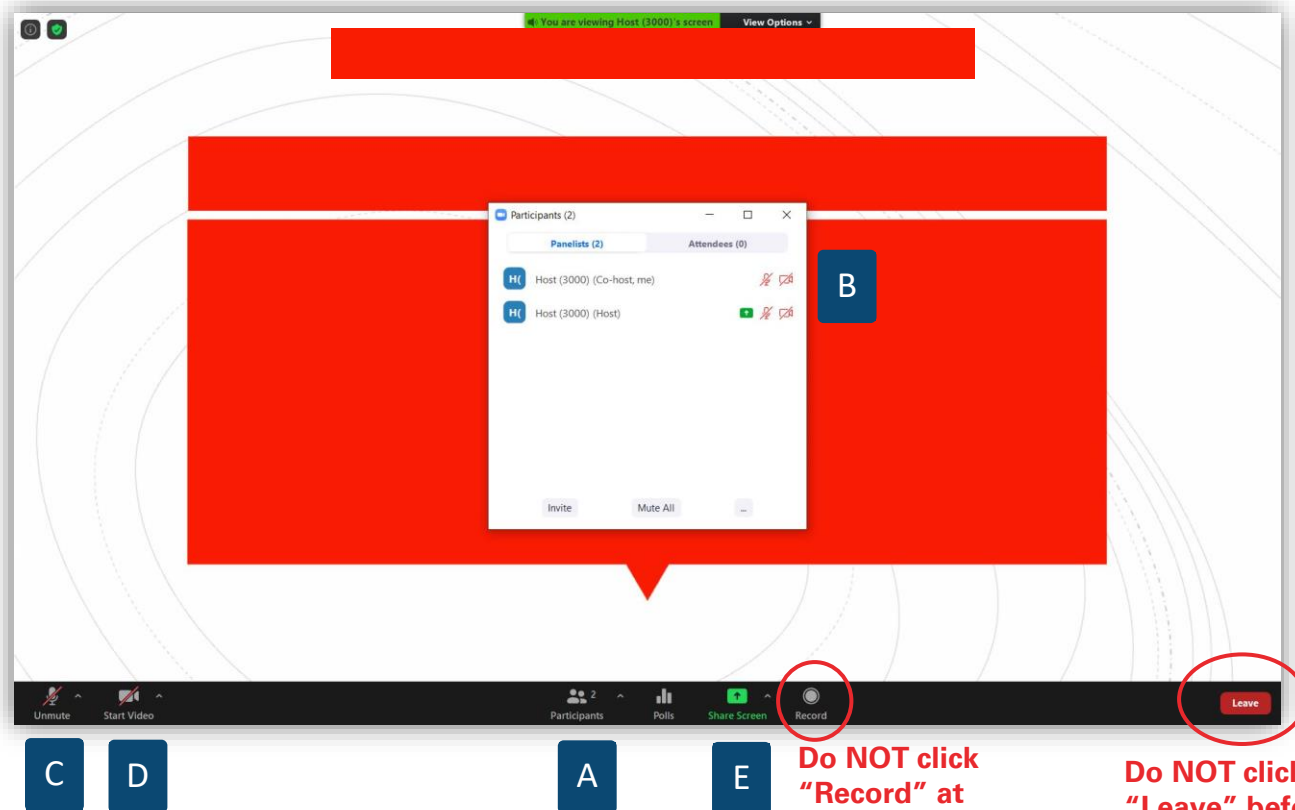

Log In

Find session in agenda
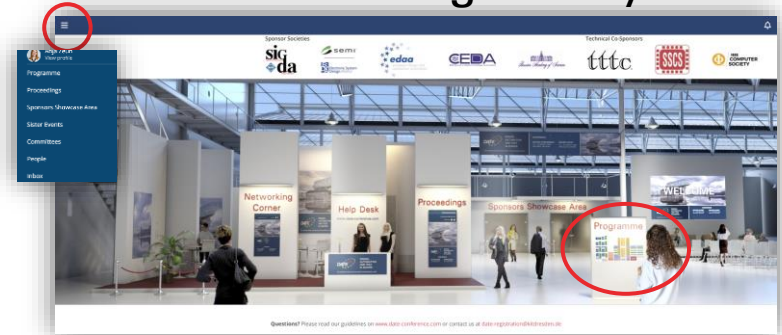
Join Meeting

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"
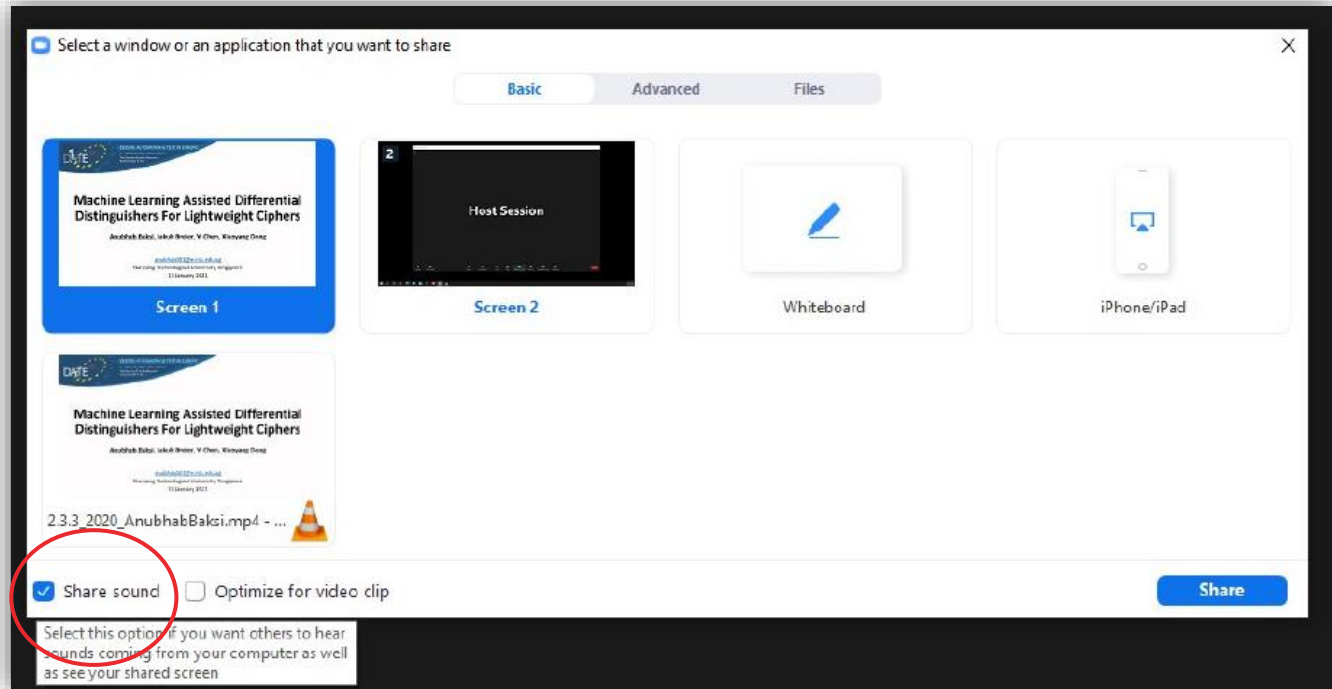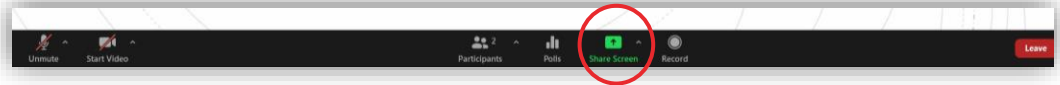
During the conference – connect in time!

✓ 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 mute your microphone until being asked to present

D. Please turn off your video ([background](#)) until being asked to present

E. Please share your screen (incl. audio) when asked to present

Do NOT click "Record" at any time.

Do NOT click "Leave" before the end of the session.

# 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 choose „Choose virtual background"
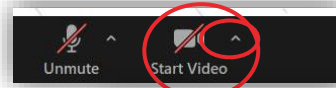
  ✓ Click on the plus sign on the right and „Add image" to add this
  DATE 2022 video background
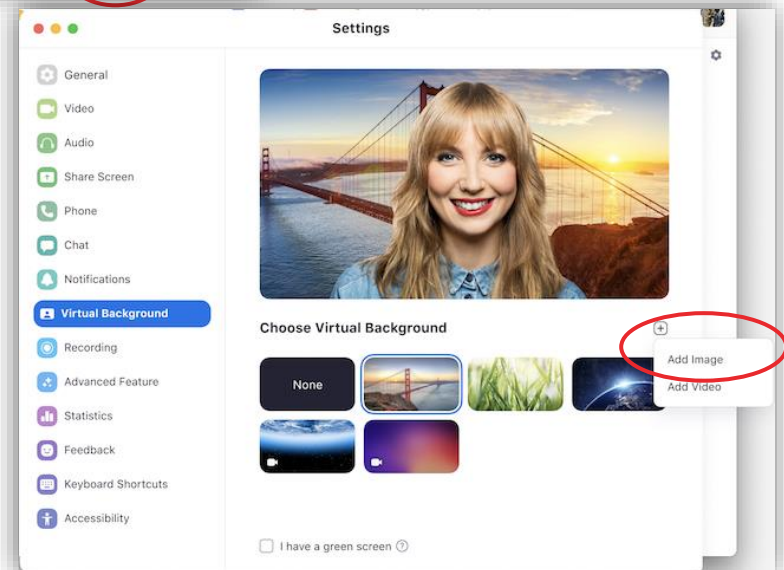
During the conference – hold a presentation

✓ Start of the 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 session (co-)chairs, session support staff etc. (if necessary)

- ✓ **All sessions will be recorded so they can be viewed on demand afterwards.**

- ✓ Upon the start of the session, the session (co-)chairs officially welcome everyone and start 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) / PhD Forum:** Please be aware that there are no session (co-)chairs assigned for IP sessions and PhD Forum break out sessions. Thus, speakers are responsible for starting the session on time and communicate with participants accordingly.

During the conference – session structure

✓ Welcome

✓ D, A, T and E track sessions: 4-minute live teaser presentations

  ✓ Each author is requested to give a short 4-minute live teaser presentation.

    ✓ The session (co-)chair introduces each speaker using the uploaded speaker bio.

✓ Focus sessions and other fully live sessions: live presentations

  ✓ Each speaker is requested to give a live presentation during the virtual session.

✓ Live Q&A

  ✓ After all live (teaser) presentations, the Q&A discussion will be moderated by the session (co-)chairs.

During the conference – hold a presentation

✓ 4-minute live teaser presentations / all live presentations

  ✓ The session (co-)chair will introduce each speaker (based on the uploaded speaker bio, if applicable) and ask for the live teaser presentation.

  ✓ Once being announced by the session (co-)chair and asked to present:

    ✓ Turn on your video and unmute your microphone. You may use this video <u>background</u>.

    ✓ Share your screen (incl. audio, see <u>here</u>) and present.

    ✓ If you wish, you may upload your teaser presentation file to the virtual conference platform so the technical support staff can access it in case you have any trouble sharing your screen (see <u>here</u>).

  ✓ When finished and the session (co-)chair moves on to the next presentation:

    ✓ Turn off your video and mute your microphone again.

✓ Live Q&A

  ✓ After all live teaser presentations, session (co-)chairs will open the Q&A discussion for all speakers and moderate the discussion

   ✓ Turn on your video and unmute your microphone so you can answer any questions regarding your presentation. You may use this background for your video

  ✓ Questions by participants may arise

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

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

   ✓ By participants asking via audio
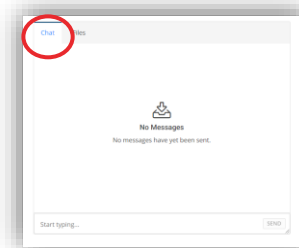
✓ Session (co-)chairs moderate the Q&A and will have an eye on all areas where questions may arise so speakers can focus on the answers.

During the conference – moderate session

✓ End of the session

   ✓ The session (co-)chairs will keep the timing of the session in mind and may interrupt the live discussion.

   ✓ Long discussions have to be done individually via chat or otherwise.

   ✓ Once the session (co-)chairs officially ended the session, you may click „Leave Meeting".

   ✓ The virtual session room will automatically close 10 minutes after the scheduled end time.

Further Questions?

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

date-registration@kitdresden.de

Thank you for your support and contribution to