



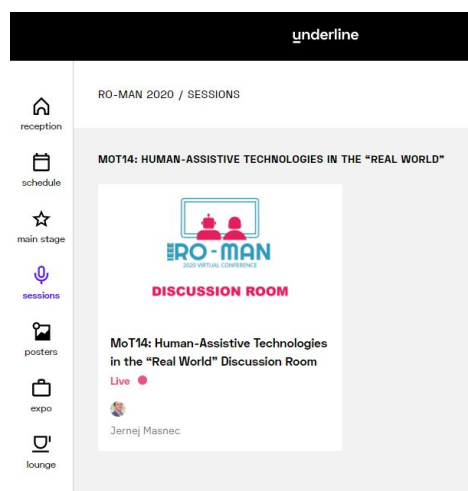
## Speaker-Presenter Tips for Technical Sessions

### Outline of the session:

- Speakers need to join their session to answer questions about their work.
- Direct links to the sessions will be available on Aug 26th
- Pre-recorded videos will be played at pre-designated time indicated in the schedule. You are expected to be in the room 5 minutes before the beginning of the session.
- After each pre-recorded video is played there will be a 3 minute window when there will be a possibility to answer questions.
- Participants are encouraged to ask questions in video form (by raising hand). Text questions are also possible.
- Session chair / moderator will manage the session, ask questions and keep time.
- If you run out of time we encourage you to continue discussion in the q&a tab.

### Before starting your session:

- All sessions are accessible from the main conference schedule. We recommend that you practice going through the schedule and finding your session.
- Within your session, you will see a DISCUSSION ROOM tile – this is where your session is happening





- When you enter the discussion room you will see a central panel for video content and chat to the right.

### **During the live session:**

- There will be a technical moderator in the room that will play the pre-recorded videos of the accepted papers in predesignated order.
- The video centered on the screen is the person currently talking. Others will appear smaller in a ribbon on the bottom, similar to zoom.
- Participants are able to upvote questions in the chat to show their importance in getting answered. The chat does not order by the number of likes, but by time only.

### **Other tips/notes:**

- Speaker role needs to be assigned to a profile on Underline. It is currently assigned to the person who submitted the video and we currently assume this person will be answering questions. Please email [roman2020@underline.io](mailto:roman2020@underline.io) if you would like to make a switch to another person.