

IEEE CASE2023 Participation Instructions

Zoom links for all session rooms can be found in Virtual Conference Program on Infovaya. Each session room has one volunteer – the “host” of the room.

Instructions for presenters

1. Please join the session via the Zoom link provided and rename your Zoom name with the following format: Paper number_First name_Surname.
2. All presenters must enter the room or Zoom meeting 5 minutes prior to the start of the session to allow the chairs to confirm presence.
3. Each presentation is allocated 15 minutes (10 minutes presentation + 5 minutes discussion and changeover). Each best paper award presentation is allocated 20 minutes (15 minutes presentation + 5 minutes discussion and changeover).
4. For “in-person” presenters, your *.pdf* presentation slides from Infovaya have been uploaded to a dedicated laptop in the session room. By default, this will be your presentation file. If you would like to use a different file for presentation, please upload your latest presentation slides to the laptop *at least 10 minutes before your session starts*. When presenting, the presenter should share screen via Zoom and present their talk exclusively through the laptop.
5. An “online” presenter may either ask the host to play their recorded presentation or choose to present live themselves. In the case of a live presentation, the host will allow the presenter to share screen. At the end of the presentation and discussion, the presenter should stop sharing screen immediately to allow the next presentation to start smoothly. In the case of playing recorded presentation, the session chair/co-chair will play the video from the dedicated laptop and share the screen.
6. The host will remind you when there is 5 mins, 2 mins, 1 min and 0 min left for your allocated talk. For in-person presenters, the host will hold up time-keeping signs. For online presenters, the host will notify you via Zoom chat function.

Instructions for participants

1. All participants will be muted when they enter the Zoom room.
2. An “in-person” participant must raise their hands to ask questions.
3. An “online” participant must use the raised-hand icon on Zoom to ask questions. The host will unmute them when the session chair sees the raised-hand icon. Participants may also use the Zoom chat function to post their questions.

Instruction for session chairs

1. The session chair/co-chair must enter the session room or Zoom room 5 minutes before the start of the session. The online chair/co-chair will be unmuted by the host when they enter the Zoom room.
2. The session chair/co-chair need to confirm all speakers are present prior to the session starts, via working with the host.
3. If an online presenter chooses to play pre-recorded video, the session chair/co-chair will play the video from the dedicated laptop and share the screen.
4. For questions from “online” participants, the session chair/co-chair must ask the host to unmute an “online” participant with a raised-hand icon or read the questions from the Zoom chat box.
5. The session chair/co-chair must end their session on time so that the next session can be started.
6. The session chair/co-chair must remind the speaker to wrap up when the “stop” sign is raised.

Instruction for volunteer (host)

1. The host needs to open the Zoom room 10 minutes before the start of a session.
2. The host should change their Zoom name to "Volunteer_First Name" when entering Zoom.
3. The host should unmute the chair, the co-chair, the "online" presenter, and the participants with the raised-hand icon.
4. The host should permit the "online" presenter to share/stop sharing screen, following the instructions of the session chair/co-chair.
5. The host needs to remind the speaker and session chairs when there is 5 mins, 2 mins, 1 mins and 0 min left for the allocated talk with the provided time-keeping signs (for in-person talk) and via Zoom chat function (for online presenter).
6. At the end of the session, the host should close the Zoom room and deliver a "no-show" list.