

## Information and notes on the conduct of the presentations and sessions

In this document you will find information and notes about the WI 2021 presentation sessions and their schedule.

You can find an overview of the presentations and the associated times under the following link:

<https://wi2021.de/program/>

### General notes and design of the session

- The sessions will be live and synchronous.
- The duration of each session is approximately 90 minutes.
- There will be no recording of the respective sessions or presentations.
- The respective session chairs and presenting authors are asked to join the session about 10 minutes before the session starts.
- 2-4 papers will be presented per session.
- The session chairs will ask attendees to state questions to the presenting author in the Zoom chat
- Questions asked in the zoom chat will then be moderated and stated by the session chair after the 10min presentation
- Important: Please only use the Zoom chat to ask questions about a presentation. Please do not ask questions via the chat in Whova.
- The presentations will be made live by the presenting author sharing his/her screen.
- The possibility of a prior recording exists only in exceptional cases when the live presentation cannot be carried out due to technical difficulties.
- At least one author per paper must be present for the presentation. Additional co-authors can only participate in the presentation if they have also registered for the conference.
- We discourage the use of a mobile device and recommend the use of a PC or laptop to allow for easy screen sharing.
- Please disable your microphone when not presenting to avoid any noise that may occur.

### Session and presentation schedule

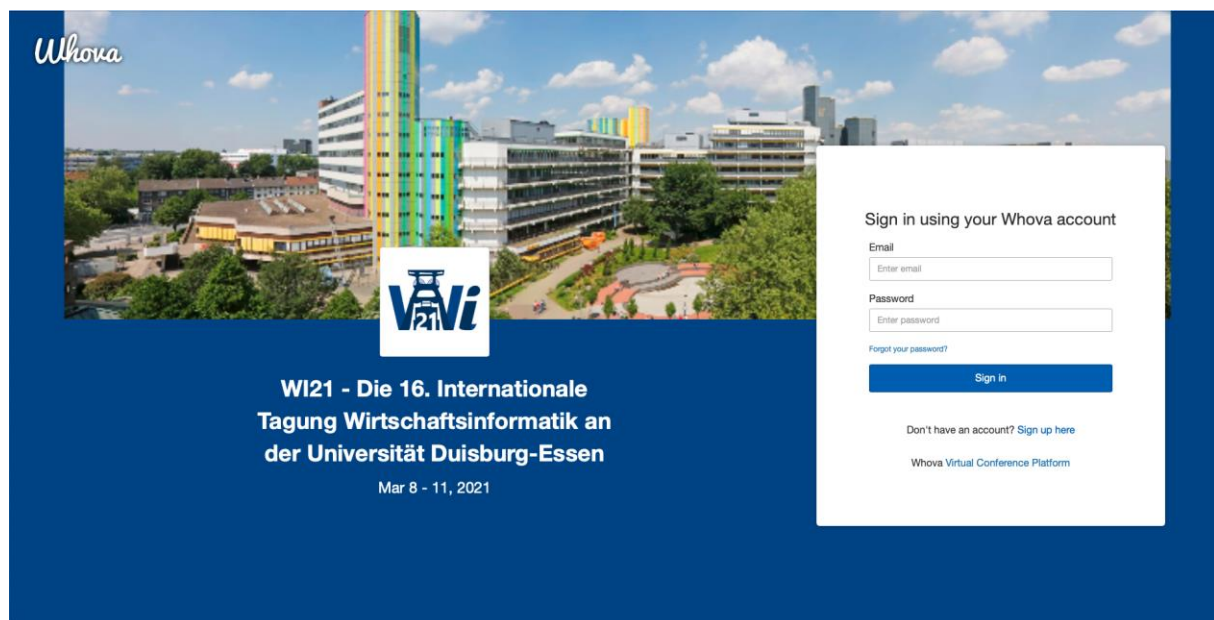
- Once it is your turn to present, the Session Chair is going to ask you to share your screen/presentation.



- The duration for the presentation of a paper is 10 minutes. The following discussion will take place between 10-20 minutes per paper, depending on how many papers are presented in a session.
- Please adhere to your allotted presentation time to ensure the scheduled flow and to avoid overlaps with subsequent program items.
- Please turn on your webcam when you start presenting.
- We would like to ask you to check your technical equipment, or the end devices used before the presentation in order to minimize the risk of technical problems during the presentation.
- We recommend the use of a headset.
- Please ensure that you are in a quiet environment during your presentation to reduce the risk of any noise interference.
- During the sessions, members of the support team will be available to assist with any technical issues that may arise.

## Participation in a session

1. First, log in to Whova with your email address as well as the password you have chosen:



2. Click on the sub-item "Agenda" in the left main menu:



3. Then click on the "View Session" option to view more information about a session. There you will also find the option to join a session in Zoom.

4. In the window that opens, you can join a session. You can use Zoom within Whova itself or start it independently.

5. Should you wish to use Zoom within Whova, we recommend using Google Chrome or Firefox.

6. Please only use the Zoom chat to ask questions about a presentation. Please do not ask questions via the chat in Whova.



The screenshot displays the Whova interface during a Zoom meeting. On the left is a navigation menu with categories like MAIN NAVIGATION, RESOURCES, and WHOVA. The main area is split into two panels. The left panel shows the Zoom meeting control bar with icons for Mute, Start Video, Participants, Share Screen, Chat, and Leave. Two green arrows point to the 'Chat' icon and the 'Chat' button in the Zoom bar. The right panel shows the 'Chat' window with a message: "Please use this chat here and NOT the Q&A function in Whova. If Attendees who are using the stream in the external zoom app might not be able to see the Q&A in Whova which is why the zoom chats should be used exclusively." Below the chat is a text input field and a 'Send' button. To the right of the chat is the 'Q&A' section, which is currently empty and crossed out with a large orange 'X'. At the bottom of the Q&A section is an 'Ask a question' button. Below the Q&A section, there is a notification about Zoom's Web SDK and a title for an 'Opening Session'.

