



Session Information for WSC 2020 Virtual

Information for Presenters and Moderators/Session Chairs

WSC 2020 will feature several different types of sessions, each with unique characteristics. If you have any questions regarding the type of session you are presenting in or chairing, please reach out to Theresa Roeder at wsc20program@gmail.com

Ctrl Click on each session type below to see details:

Technical Sessions (includes Vendor Track, excludes Tutorials)

Tutorials

Workshops (including Vendor Workshops)

PhD Colloquium

Posters (Poster Madness)

Posters (Poster Sessions)

User Group & Business Meetings

Plenary/Keynotes/Panel Keynote

General Info

Technical Sessions (includes Vendor Track, excludes Tutorials) – All technical sessions will consist of a 15 minute pre-recorded presentation and a 15 minute live Q&A session. (Vendor tracks consist of 20-minute pre-recorded presentations and 25 minutes of live Q&A.) In the virtual platform, these appear as two different sessions since one is set up to contain a pre-recorded video and the other is set up as a live Webinar. Both sessions will appear in the agenda in back to back time slots, under the same parent session.

○ **Speakers:**

- All technical session speakers must submit a pre-recorded 15-minute presentation to the session with the prefix of “Presentation” before the title of the talk. This pre-recorded video **must be uploaded to the WSC platform by Friday, Dec 4th**. The video will be available for viewing by attendees at the scheduled session time and for a year thereafter.
- Speakers may upload other files to the “Presentation” session, which is a great way to share their presentation slides with the audience. Note: any file uploaded to the site can be downloaded by any conference participant.
- The live Q&A session is scheduled 15 minutes after the start of the presentation as a webinar type session. In this webinar Q&A session, the speaker will be live and ideally sharing their video camera. Audience members will not be able to speak so questions will come via the chat window. Speakers and session chairs will be monitoring the chat window and answering any questions that arise. Speakers will be able to share their screen in addition to their video camera.
- Speakers can enter the Q&A session up to 20 minutes prior to the start of the Q&A session’s scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present. The session chair will hit the “Start Webinar” button when the session start time arrives, to begin the live Q&A session, and will ensure the session is being recorded. In the event that there is not a session chair, for some reason, the speaker should hit the “Start Webinar” button when the session start time arrives to begin the live Q&A webinar.
- Note: The session chair should help monitor the chat window(s) and feed you the questions that are coming into the chat, but in the event that there is not a session chair, the speaker should monitor the chat windows. While we expect and hope that most questions will come via the chat window in the Q&A session, there is also a chat window associated with the pre-recorded presentation and one in Zoom and therefore some questions might arise in one of these chat windows also. The speaker can choose to check this chat window and address

questions here OR speakers might be proactive and place a message in the chat window of the pre-recorded session, encouraging all questions to come in the Q&A session chat window.

○ **Session Chairs:**

- Session Chairs will be managing 6 separate “sessions” over the course of a full 90-minute time period. Each speaker has a combination of 1 “Presentation” and 1 “Q&A” per paper and each parent Session typically consists of 3 papers, therefore 6 sessions in total.
- Session Chairs, along with speakers, can choose to enter the Q&A session up to 20 minutes prior to the start of the Q&A session’s scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
- **Hit the “Start Webinar” button** when the session start time arrives, to begin the live Q&A session. **Make sure the session is being recorded.**
- *Prior to your session start time:* Go to the “Presentation” and post in the text chat box. For example:

“Welcome! All Presentations are pre-recorded videos. To begin each Presentation session, please press ‘play’ at the session start time. There is an associated live Q&A session for each Presentation and all questions should be submitted in the chat box of that Q&A session.”

- *Throughout the live Q&A sessions:*
 - Monitor the text chat and help facilitate the Q&A/discussions within the live meeting room.
 - There may also be questions that come in in the chat window of the pre-recorded session, or in the Zoom chat. If possible, try to consolidate these into the single Q&A chat window on the platform.
 - Be prepared with a few questions to get the conversation going.
- *After your session end time:* The live meeting room will continue for up to 10 minutes after the scheduled 15 minutes duration – HOWEVER, we would like to keep the sessions on time, so please **conclude the Q&A session within the scheduled timeframe**. You can mention that if participants would like to continue the discussion, they can set up one-on-one meetings within the platform to continue the discussion.

Tutorials – Tutorials are scheduled for the full 90-minute time period. Presenters have the option to pre-record the tutorial and then go to live Q&A, or to conduct the tutorial live. All live parts of the tutorial/Q&A will be conducted as meeting type sessions, which is a Zoom meeting embedded in the platform, where not only the speaker/presenter can talk but the audience members can also talk during the session. If you have not declared if your tutorial will be all Live or partially pre-recorded or if you have questions about your tutorial, please contact Theresa at wsc20program@gmail.com ASAP.

Prerecorded tutorials

- **Speakers:**
 - The setup is the same as for normal technical sessions, in that the tutorial will consist of two separate “sessions” in the system, a “Presentation” and a “Q&A” session. Please let Theresa (wsc20program@gmail.com) know how long your recording will be so she can set up the sessions properly.
 - This pre-recorded video **must be uploaded to the WSC platform by Monday, Dec 7th**. The video will be available for viewing by attendees at the scheduled session time and for a year thereafter.
 - Speakers may upload other files to the “Presentation” session, which is a great way to share slides or other materials with the audience. Note: any file uploaded to the site can be downloaded by any conference participant.
 - The live Q&A session is scheduled after the recorded session as a meeting type session. In this meeting Q&A session, the speaker will be live and ideally sharing their video camera. Audience members will also be able to speak. Speakers and session chairs will be monitoring the chat window and answering any questions that arise.
 - Speakers can choose to enter the Q&A session up to 20 minutes prior to the start of the Q&A session’s scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present. The session chair will hit the “Start Webinar” button when the session start time arrives, to begin the live Q&A session, and will ensure the session is being recorded. In the event that there is not a session chair, for some reason, the speaker should hit the “Start Webinar” button when the session start time arrives to begin the live Q&A meeting.
 - Note: The session chair should help monitor the chat window(s) and feed you the questions that are coming into the chat, but in the event that there is not a

session chair, the speaker should monitor the chat windows. While we expect and hope that most questions will come via the chat window in the Q&A session, there is also a chat window associated with the pre-recorded presentation and therefore some questions might arise in this chat window also. The speaker can choose to check this chat window and address questions here OR speakers might be proactive and place a message in the chat window of the pre-recorded session, encouraging all questions to come in the Q&A session chat window.

- **Session Chairs:**

- Session Chairs, along with speakers, can choose to enter the Q&A session up to 20 minutes prior to the start of the Q&A session's scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
- **Hit the “Start Webinar” button** when the session start time arrives, to begin the live Q&A session. **Make sure the session is being recorded.**
- *Prior to your session start time:* Go to the “Presentation” and post in the text chat box. For example:

“Welcome! All Presentations are pre-recorded videos. To begin each Presentation session, please press 'play' at the session start time. There is an associated live Q&A session for each Presentation and all questions should be submitted in the chat box of that Q&A session.”

- *Throughout the live Q&A sessions*
 - Monitor the text chat and help facilitate the Q&A/discussions within the live meeting room.
 - There may also be questions that come in in the chat window of the pre-recorded session, or in the Zoom chat. If possible, try to consolidate these into the single Q&A chat window on the platform.
 - Be prepared with a few questions to get the conversation going.
- *After your session end time:* The live meeting room will continue for up to 10 minutes after the scheduled 15 minutes duration – HOWEVER, we would like to keep the sessions on time, so please **conclude the Q&A session within the scheduled timeframe**. You can mention that if participants would like to continue the discussion, they can set up one-on-one meetings within the platform to continue the discussion.

Live tutorials

- **Speakers:**
 - The entire 90-minute session will be a live meeting, where both participants and the speaker can interact in Zoom, much like in online synchronous classes.
 - Speakers may upload files to the session, which is a great way to share slides or other materials with the audience. Note: any file uploaded to the site can be downloaded by any conference participant.
 - Speakers can choose to enter the Zoom meeting session up to 20 minutes prior to the start of the session's scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present. The session chair will hit the "Start" button when the session start time arrives, to begin the live session, and will ensure the session is being recorded. In the event that there is not a session chair, for some reason, the speaker should hit the "Start" button when the session start time arrives to begin the live meeting.
- **Session Chairs:**
 - Session Chairs, along with speakers, can choose to enter the session up to 20 minutes prior to the start of the session's scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
 - **Hit the "Start Webinar" button** when the session start time arrives, to begin the live session. **Make sure the session is being recorded.**
 - *Throughout the live sessions*
 - Monitor the text chat and help facilitate the Q&A/discussions within the live meeting room.
 - There may also be questions that come in in the chat window of the Zoom chat. If possible, try to consolidate these into the single chat window on the platform.
 - Be prepared with a few questions to get the conversation going.

- *After your session end time:* The live meeting room will continue for up to 10 minutes after the scheduled 15 minutes duration – HOWEVER, we would like to keep the sessions on time, so **please conclude the session within the scheduled timeframe**. You can mention that if participants would like to continue the discussion, they can set up one-on-one meetings within the platform to continue the discussion.

Workshops (including Vendor Workshops) – All workshops will be conducted as meeting type sessions, which is a Zoom meeting embedded in the platform, where not only the speaker/presenter can talk but the audience members can also talk during the session.

- **Speakers:**

- Since these sessions are live, speakers do not need to submit anything prior to the session. However, they are welcome to upload files to the session, which can be downloaded by any conference participant. The speaker will have the option to share screens, as in a typical Zoom meeting.
- Speakers can choose to enter the Zoom meeting session up to 20 minutes prior to the start of the session's scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present. The session chair will hit the "Start" button when the session start time arrives, to begin the live session, and will ensure the session is being recorded. In the event that there is not a session chair, for some reason, the speaker should hit the "Start" button when the session start time arrives to begin the live meeting. Make sure the session is being recorded.

- **Session Chairs:**

- Session chairs should coordinate with speakers to what extent the speaker would like help from the chair.
- **Hit the "Start Webinar" button** when the session start time arrives, to begin the meeting. **Make sure the session is being recorded.**
- Session chairs can help monitor the chat and either answer questions there or bring up any questions from the chat that were not verbalized.

PhD Colloquium The PhD Colloquium will be conducted as a meeting type session, which is a Zoom meeting embedded in the platform, where not only the speaker/presenter can talk but the audience members can also talk during the session.

- **Speakers:**
 - Since these sessions are live, speakers do not need to submit anything prior to the session. However, they are welcome to upload files to the session, which can be downloaded by all conference participants.
 - Each speaker will be present their material from their own computer by sharing their screen.
 - Speakers can choose to enter the Zoom meeting session up to 20 minutes prior to the start of the session's scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present. The session chair will hit the "Start" button when the session start time arrives, to begin the live session, and will ensure the session is being recorded.
- **Session Chairs:**
 - The session chair will introduce speakers and ensure proper flow for the session.
 - **Hit the "Start Webinar" button** when the session start time arrives, to begin the meeting. **Make sure the session is being recorded.**
 - Session chairs can help monitor the chat and either answer questions there or bring up any questions from the chat that were not verbalized.

Posters (Poster Madness) – The Poster Madness session will be conducted as live webinar sessions, where the panelists and moderator will be live and sharing their video cameras.

- **Speakers:**
 - Speakers will have submitted their 4 slides for the session to Linklings by November 30. The session chairs will collate the slides and present them from their laptop to ensure fast transitions between speakers. Individual speakers will narrate their slides.
 - Each speaker will have 2.5 minutes to speak.

- Speakers, along with Session Chairs, can choose to enter the session up to 20 minutes prior to the start of the session's scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
- **Session Chairs:**
 - The session chairs will share the collated presentation and introduce each new speaker.
 - Session Chairs, along with speakers, can choose to enter the session up to 20 minutes prior to the start of the session's scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
 - **Hit the “Start Webinar” button** when the session start time arrives, to begin the meeting. **Make sure the session is being recorded.**
 - *Throughout the live sessions*
 - Monitor the text chat and help facilitate the Q&A/discussions within the live meeting room.
 - There may also be questions that come in in the chat window of the Zoom chat. If possible, try to consolidate these into the single chat window on the platform.
 - Be prepared with a few questions to get the conversation going.
 - *After your session end time:* The live meeting room will continue for up to 10 minutes after the scheduled 15 minutes duration – HOWEVER, we would like to keep the sessions on time, so please **conclude the session within the scheduled timeframe**. You can mention that if participants would like to continue the discussion, they can attend the Poster Session or set up one-on-one meetings within the platform to continue the discussion.

Posters (Poster Sessions) – The Poster sessions are an opportunity for authors to upload an image of their poster to the platform to be viewed by participants. The authors can answer questions about their posters via the chat window.

- **Speakers:**
 - Before the poster session, upload a pdf of your poster to your session during Poster Session I or Poster Session II.
 - During the session, engage in chat conversation with visitors to your poster. Conversations will only occur via the chat window, however if you would like to

Speak directly to anyone, schedule a one-on-one meeting with people who are particularly interested in your work.

User Group & Business Meetings– All user group meetings and business meetings will be conducted as a meeting type session, which is a Zoom meeting embedded in the platform, where not only the speaker/presenter can talk but the audience members can also talk during the session.

- **Organizer/Main Contact:** The organizer of the meeting can optionally upload a file to the session. The organizer/main contact will begin the meeting at the scheduled time and have the option to share screens, as in a typical Zoom meeting.

Plenary/Keynotes/Panel Keynote – Plenary & Keynote talks will be live webinar sessions where the audience members will not be able to talk but will be able to submit questions via the chat window.

- **Speakers:** There will be a special training session with the keynote speakers prior to the conference start date.

General Info –

- File size limitations: Video files sizes must be < 1G and other files (i.e. pdfs) must be < 10MB.
- Try to have your recording be as close to the defined time as possible to help the conference stay on schedule. If it is significantly too short, there will be a gap between when the presentation is over and when the Q&A can begin. If it is too long, participants will be delayed from joining the Q&A.
- Chat windows for each sessions will be available throughout the entire conference and will be visible to and accessible by all attendees for 12 months following the conference.
- Speakers can choose to respond to any questions that come to a chat window of their session after the conclusion of the conference but are not under any obligation to respond.
- Conversations in the Zoom chat will not be captured for future perusal.
- Live sessions will be recorded and the recordings made available within 24 hours of the session. Speakers have the option to ask that these recordings be removed at the end of the conference.

We are excited to bring this new virtual experience to our community. We realize that there will be a number of questions since this platform and experience is brand new, so there will be a help desk available during the conference in case you encounter any issues. Please also feel free to reach out to Theresa (wsc20program@gmail.com) if you have any concerns.