

INSTRUCTIONS FOR SPEAKERS

in Keynote and Survey Talks, and for remote speakers in oral and special sessions

INTERSPEECH 2021 BRNO

IMPORTANT INFO

Keynote and Survey talk speakers that make it **physically** to Brno are requested to submit their presentation in PDF or PPTX format in the “speaker preparation room” 1 hour before the presentation, in the A+B lecture hall well before the start of the talk, or upload it to shared directory <https://www1.tri.cz/nextcloud/index.php/s/bE84iWLEAKtZ84t> before the conference. Then please be in the A+B room well before the start of your talk. To fully enjoy the rest of the conference, please read the general Instructions for participants.

The rest of this document is relevant for remote Keynote and Survey talks speakers and for remote speakers in oral sessions and in special sessions run in the format of oral sessions (i.e. “linear” presentations of papers). We will play a pre-recorded video of your presentation in the conference platform and connect you “live” for the Q&A session, unless you explicitly ask to do the whole presentation “live”. Even in this case, we kindly ask you to submit a video of your presentation as a back-up for unforeseeable events, such as loss of Internet connection, etc.

- **at least 1 day before your presentation:** login to the conference platform, upload slides for your presentation, and upload a video of your presentation.
- **at least 10 minutes before the session starts:** login to the conference platform, test your audiovisual connection, and get in touch (in the platform) with your session chair and technician.

To fully enjoy the rest of the conference, please read the general Instructions for participants.

HIGHLIGHTS

- Login to the virtual platform and complete your personal profile at your personal page.
- Upload slides for your presentation (pptx or pdf) and pre-recorded video (mp4) to <https://www1.tri.cz/nextcloud/index.php/s/bE84iWLEAKtZ84t>

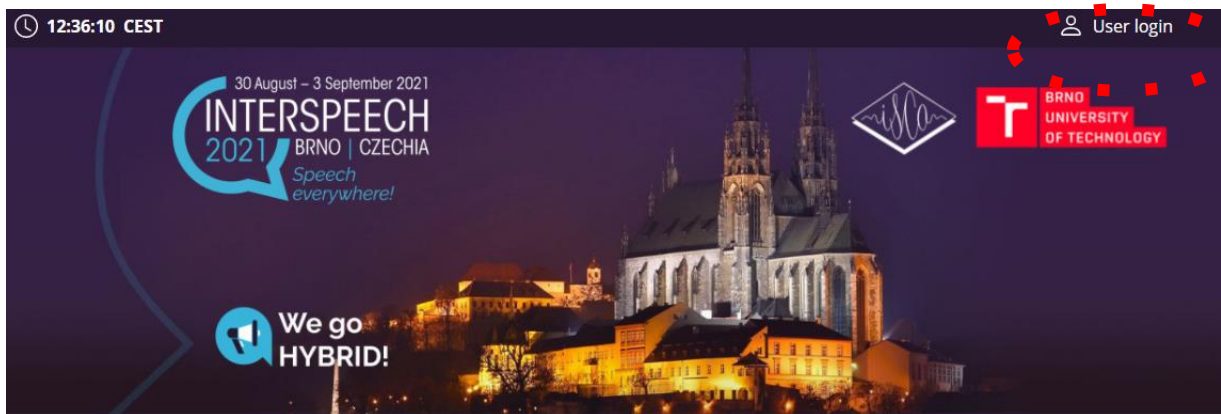
TECHNICAL PREREQUISITES

For correct function of the virtual platform, please follow the minimum system requirements:

- Microsoft Windows or Mac OS based device.
- Latest **Chrome** and **Microsoft Edge** internet browsers (**other browsers are not fully supported**).
- Noise cancelling headphones with a microphone to reduce background noise are recommended.
- Stable Internet connection (minimum 10/10Mbps is recommended).

LOGIN

- To login to the INTERSPEECH 2021 virtual platform please visit <https://interspeech2021.gcon.me/page/home>
- Click the **User Login** link in the top right corner of the page.



- The site will request your login credentials (**email address and password**)
- On your first login attempt the site will ask you to provide your email address (the e-mail address you used for your INTERSPEECH registration), your password will be automatically sent to this address (it is coming from the e-mail address info@gcon.me).
- **If your first login or password reset fails (email not received), please repeat the process, if unsuccessful, contact info@interspeech2021.org**

PRESENTATION AND VIDEO - 1 day before at the latest

Presentation Requirements

- Presentation may be prepared either in the standard MS PowerPoint or PDF format (.pptx or .pdf). (PPTX format is recommended)
- Recommended aspect ratio for your presentation is **16:9**
- **The file size limit is 200 MB**
- Submit the presentation to <https://www1.tri.cz/nextcloud/index.php/s/bE84iWLEAKtZ84t>
- Please use intuitive file name including the code of your presentation (as shown in the program <https://www.interspeech2021.org/program>) and your name, for example
Keynote-2_Fung.pptx
Survey-talk-1.pdf
Tue-M-0-3-4_Teytaut.pdf

Video

- Recommended aspect ratio of the video is **16:9**
- Video must be submitted as an MP4 file
- Submit the video to: <https://www1.tri.cz/nextcloud/index.php/s/bE84iWLEAKtZ84t>
- Please use intuitive file name including the code of your presentation (as shown in the program <https://www.interspeech2021.org/program>) and your name, for example
Keynote-2_Fung.mp4
Survey-talk-1.mp4
Tue-M-0-3-4_Teytaut.mp4

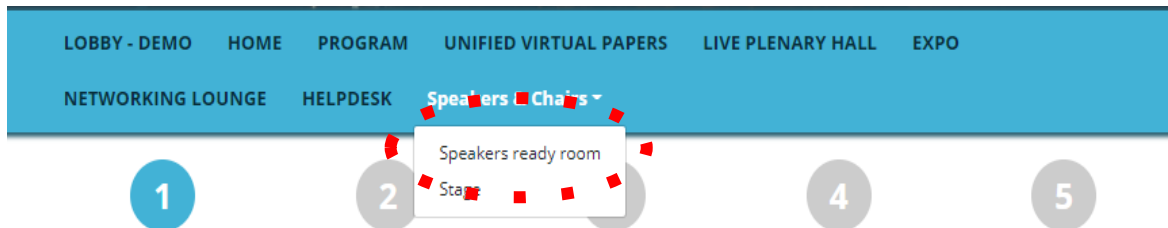
Tips for recording the video

- *Although it is not required, we recommend you to show your face during the video.*
- Use an area as quiet as possible
- Avoid areas that have echo. Rooms should be fairly small. Sound damping with carpeting, curtains, furniture helps
- Use a good headset with its microphone close to the mouth, BUT away from the direct airstream of the mouth to reduce “pops”. Avoid using the default built-in microphones of the computer
- Do a test recording of a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation. Adjust if needed
- When entering Power Point’s presentation mode, we recommend using the laser pointer (in full screen mode: right mouse click --> pointer options --> laser pointer)

- Prefer white walls in the surroundings, light your face and do not position your camera against windows.

SPEAKERS READY ROOM AND SELF TESTING - 10 minutes before at the latest

Your equipment and the internet connectivity can influence the performance and quality of the virtual stream. It is highly recommended to first test these in the virtual **SPEAKERS READY ROOM**.



Technical requirements for speakers and chairs

For a smooth running congress and a simple connection, we recommend implementing the following requirements.

- Please make sure to visit the virtual **SPEAKERS READY ROOM** no later than 10 minutes before your session starts, to let us adequate amount of time to provide you support in case you are facing technical issues.
- To test the stream quality (only available for Chairs and Speakers):
 - Visit the virtual **SPEAKERS READY ROOM**.

- The testing wizard will guide you through the process, to proceed through the test, press the Next step button.
- First test will check your internet connection speeds and browser version.
- Be aware that the internet speed test is done against our virtual platform directly and may not reflect the local internet speed guaranteed by your provider.
- Enable your peripherals.

Browser and connection test
Please test your browser and internet connection.

Start test browser: Chrome 91.0.4472.106
download:
upload:

- tip for you: using LAN cable will give you a faster and more stable connection than WIFI
- tip for you: don't forget to connect the notebook to the charger, you will also increase its performance

Next step

- Please test your connection to the server. This step is very important for running your presentation. In case of having problems with, please contact the technical support.

Test your connection to the server
Perform the test on the same network as you will be at the time of the conference. If you change your network or location, it is necessary to perform the test again.

You should see green animated text with four-digit code in front of you. Copy the code into the test field next to the animation. If you do not see the animation with the code, your connection is blocked. You can resolve blocked connections [Here](#).

Please, rewrite the code
5791

Copy the code from the animation here:

If any of the technical problems persists, you can contact the technical support by clicking the button „Technical Support“ and by sending the description of your problem. The technical support will come back to you within 36 hours at the latest.

Technical support Next step

- After testing your microphone and camera, please visit the **preview room – speaker** for the final test. **The test virtual session** will appear.

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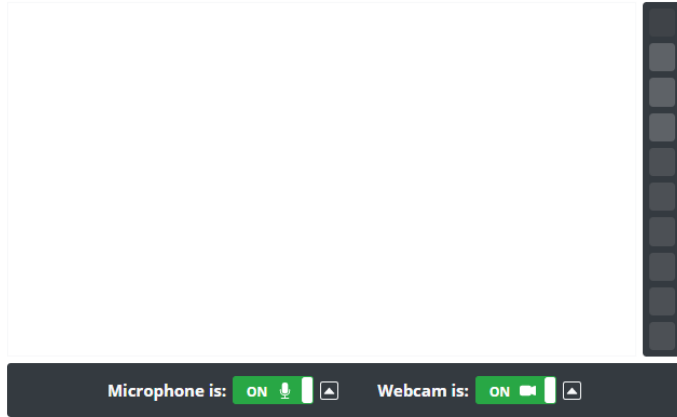
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Microphone and webcam sharing test

Here you can test the sharing of your microphone and webcam. Use the buttons below to turn sharing on and off. You can see the signal strength from the microphone on the indicator on the right.



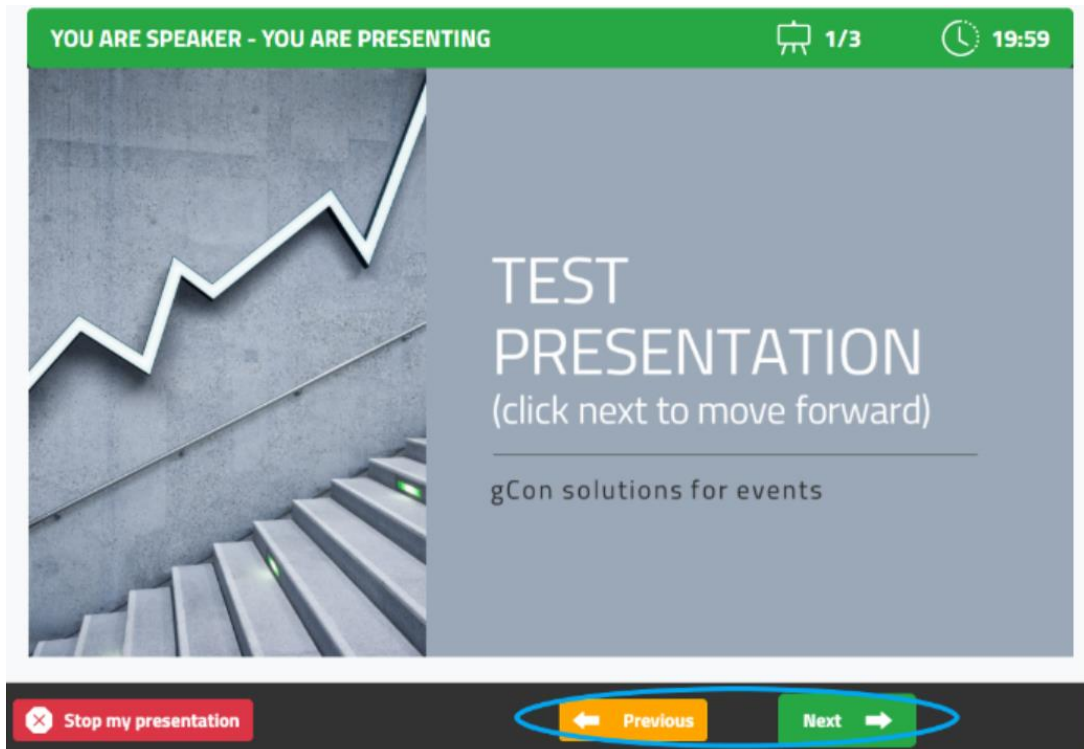
The interface shows a large empty white rectangular area for a video preview. To the right of this area is a vertical stack of seven grey rectangular indicators, representing a microphone signal strength meter. Below the preview area is a dark grey control bar. On the left side of the bar, it says "Microphone is:" followed by a green "ON" label, a microphone icon, and a small upward-pointing arrow icon. On the right side of the bar, it says "Webcam is:" followed by a green "ON" label, a camera icon, and a small upward-pointing arrow icon.

You can now leave the virtual preparation room or view the environment in which you will act as speaker or chairman.

Preview - speaker

Leave preview room

- After entering the session, please test:
 - Presentation – you can navigate and stop the presentation by using buttons next/previous - this is relevant only if you do the whole presentation live. However, note that you might need to navigate the slides even in the Q&A session (“please, go back to slide 31...”).



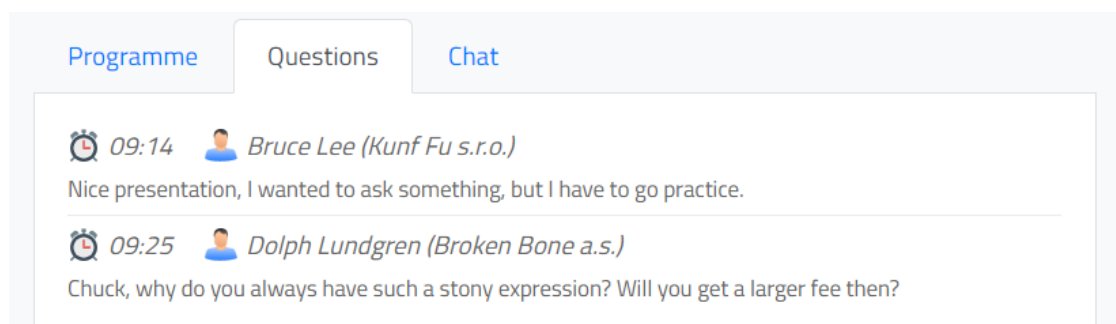
- **Please do not use the button to stop my presentation until your presentation is finished.** After pressing the button, you can no longer resume the presentation (in case you accidentally stop your presentation, please contact a technician by using the chat, see the instructions below how to use the chat).



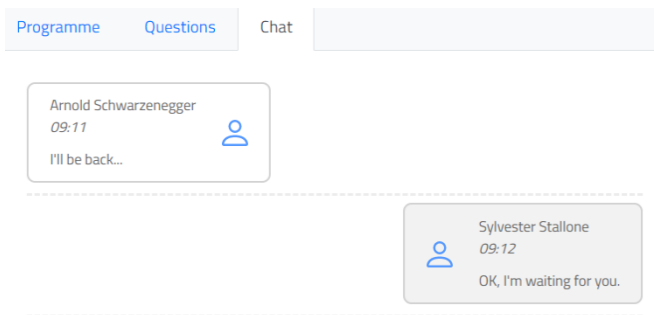
- The microphone and camera can be switched off and on by using the appropriate buttons.



- While attending the live stream, the conference participants have the option to ask questions by **Q&A button**. They will appear in the **Questions Tab** and the chair should read them during the discussion. In case too many questions are asked, the chair will make a selection.



- The **Chat tab** – serves as a communication channel between speakers, program chairs and technician for the currently running session. You can communicate with the chairs and other speakers through the platform. In case of having a problem, please contact the technician through this chat.



- Leave the session – after successfully testing all presentation controls/functions in the preview room, please click on: **Leave the session button**.



- To finish the Speakers Ready Room testing please click on: **Leave preview room button**.
- **If any of these tests fail, please contact the technical support**

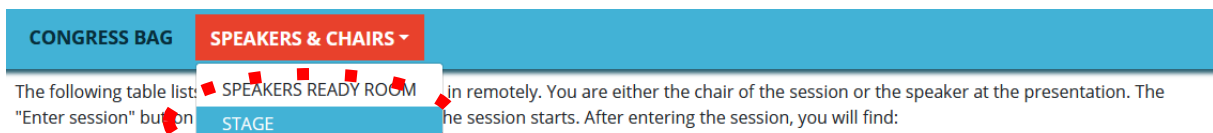


YOUR PRESENTATION

To participate in your session as a **speaker**, please navigate to **MY REMOTE PARTICIPATION, STAGE**. This will enable you to actively contribute to the session, speak, present etc. after the technician enables these features to you.

After entering **STAGE** section, you will see your assigned sessions only

- To join the session, click on: **Enter the Session** button
 - This button will be active only after the session is open for participation - 10 minutes before the start time of the session



The following table lists the sessions you will be participating in remotely. You are either the chair of the session or the speaker at the presentation. The "Enter session" button will be active only after the session is open for participation - 10 minutes before the session starts. After entering the session, you will find:

- **Chair:** Your microphone will automatically turn on and you will see a picture from the hall and hear what is happening in the hall. Remember that your microphone is turned on as soon as you enter the session.
- **Speaker:** You will see a picture from the hall and hear what is happening in the hall. Your microphone will be muted when you enter the session. You will watch the program in the hall and wait for your presentation to take place. Your presentation will be started by a technician when prompted by the chair. The first slide of this slide show appears automatically, and your microphone turns on. Below the presentation window will be the controls for moving the slides. When you finish your presentation, you'll still be in the session and your microphone will be muted automatically.

You can turn your microphone and webcam on and off while you're in the session. You can leave the session yourself by pressing the "Leave session" button, or you will leave the session automatically when it is finished.

Sessions with your remote participation

22.06.2021 - Tuesday 15:00 - 17:00 Virtual hall 1 (TEST) In progress

Section 1

Chairs: Honza Černocký

16:40 6 TEST upload pptx Speakers: Adam Eger 20 min

Enter the session

- After entering the session, you can hear the chairs and the current speaker and see a preview of currently running presentations.
 - Your microphone and presentation sharing remain inactive until enabled by the chair.
 - Unless you opted for a completely live presentation, the technician will play the pre-recorded video of your presentation.
 - When the discussion starts and when enabled/prompted by the session chair, a screen-sharing window will automatically appear on the screen and your microphone and camera will be activated for discussion.
- **Before entering the session, please make sure that you have passed the Speakers Ready Room test.**

SWITCHING TO PARTICIPANT ROLE

To fully enjoy the rest of the conference, please read the general Instructions for participants.

HELPDESK

In case you face technical difficulties and need support from our technical team, please contact us through the [Author Helpdesk](#) menu. Here you can find links to download system manuals or use the [Chat](#) option to communicate directly with our support personnel.

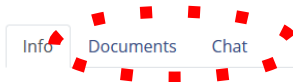
Type your message to the chat box and click [send](#), this will add your chat into our support queue and one of our agents will reply to you as soon as possible.

- You can leave the chat and return to it at any time, it will stay saved for you.
- You can have the chat open in a separate browser window while still watching the live stream or visiting other part of the online event.

HELPDESK



Jan Kolář



Please leave your message in chat.

During the congress

Live support at the Helpdesk will be operated during the operating hours. Operating hours will be posted soon.

Before the congress

Helpdesk will be operated on regular basis and all questions will be answer as soon as possible.

You can send your request also to the congress secretariat at info@interspeech2021.org.

- **Before the conference**
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- **During the conference**
 - Live support at the Helpdesk will be operated during the operating hours.
 - **Operating hours will be posted soon.**
- You can send your request also to the conference secretariat at info@interspeech2021.org