

INSTRUCTIONS FOR PHYSICAL PRESENTERS

Oral sessions, and physical participation in Special and Challenge sessions

INTERSPEECH 2021 BRNO

IMPORTANT INFO

Physical presenters will speak in standard oral sessions, having 20 minutes (15 minute presentation, 5-minute discussion) allocated per paper. The presenters will be asked to submit their presentation in the “speaker preparation room” in Brno at least 2 hours before the start of their session (to be precise: of the session, not of your presentation!), in PPT or PDF format. Presenters are kindly asked to be in their allocated room 10 minutes before the start of the session (to be precise: of the session, not of your presentation!). Oral presentations will be streamed on-line and recorded, and remote participants will be able to ask questions using audiovisual connection or text chat. We strongly recommend presenters to upload their slides as an optional supporting PDF document.

- **By 15th August, we require a 3-minute video presenting the highlights of your paper. You can optionally also submit a longer video and a supporting PDF document.**
- Please note, the virtual platform is still under construction and some pages might not be fully developed and filled with the information. Thank you for understanding.

HIGHLIGHTS

- Login to the virtual platform and complete your personal profile at your personal page.
- Submit your **Compulsory max 3-minute video by August 15th.**
- **Optionally submit a longer video and/or a supporting PDF document.**
- Submit your presentation in the “speaker preparation room” in Brno at least 2 hours before the start of your session in PPTX or PDF format.

TECHNICAL PREREQUISITES

For correct function of the online INTERSPEECH 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 the page:
(<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 were registering with**), 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**.

UPLOADING FILES – BEFORE INTERSPEECH

Compulsory max 3-minute video:

This video should be submitted online before the conference by all (physical and remote) presenters

- Do not read the title of the paper, authors, or affiliations in the video, this information will be available on the conference platform.
- Clearly present the main idea, the results, and the conclusions. The public is mainly interested in why you did this work and what you learned.
- Technical hints for creating and uploading video are below.
- **The deadline to upload this short video to the INTERSPEECH virtual platform is August 15th.**
- Video should be **max. 3 minutes long** and in **.MP4 file**
- Recommended aspect ratio for your presentation is **16:9**
- **The file size limit is 200 MB**

Optional longer video:

You can create an optional longer (max 15 minute) video on your work with your choice of content (power-point presentation, white-board presentation, commented visualization simulation, etc).

- Technical hints for creating and uploading video are below.
- **Please keep in mind even if you pre-record the optional longer video, you will be presenting live in the conference center.**
- Since the physical presentation will be recorded and shared, the optional longer video can be used as an extra supplementary material (e.g. demo, extra detailed analysis, ...).

Optional Supporting Document:

For each paper, one optional supporting document can be uploaded.

- The content of this is not prescribed. Presenters can submit any information related to the paper. However, we strongly recommend presenters to upload their slides as the optional supporting document.

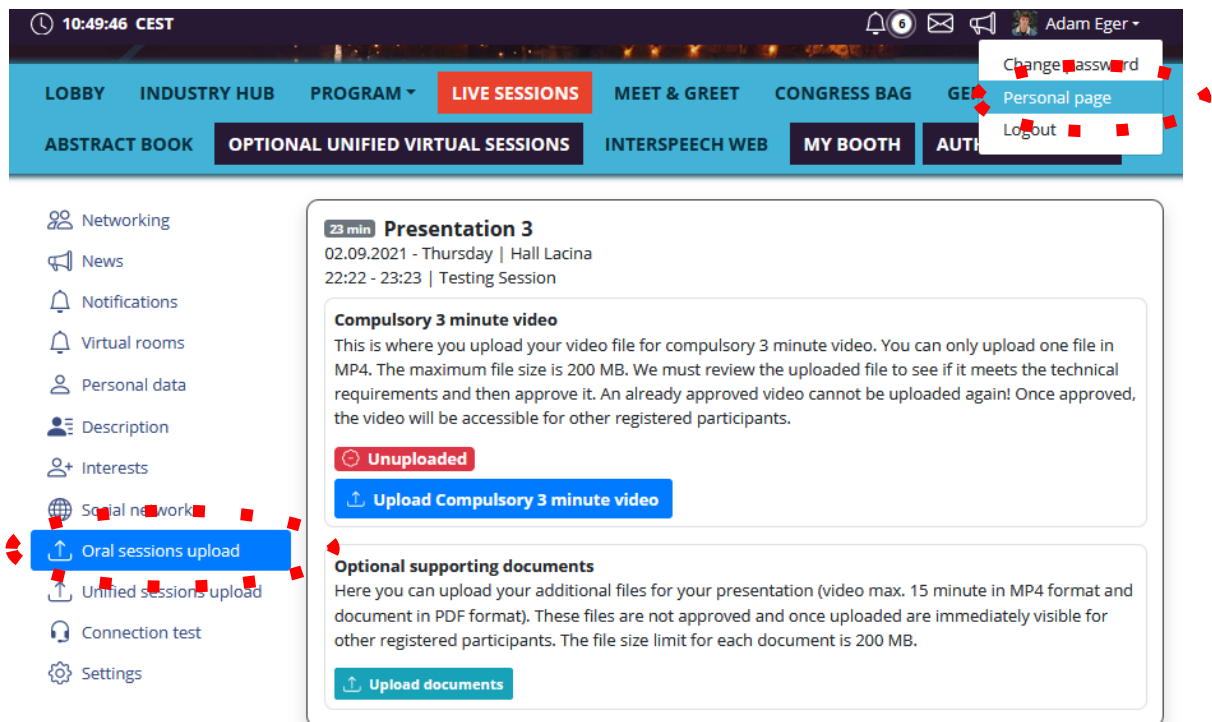
- Information on how to upload the supporting document is below.
- Document must be submitted in PDF file.
- **The file size limit is 200 MB**

Tips for recording Videos

- 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.

How and where to submit the Videos and the Supporting documents

- After the login please go to **Personal page**
- Then use the **Oral sessions upload** button



- For uploading **3 min video** please use the **Upload Compulsory 3 min video** button.
 - The deadline to upload this short video to the INTERSPEECH virtual platform is **August 15th**.
 - Please note we will verify all videos **after 15th August**.
- For uploading the **Supporting document** and the **Optional longer video** please use the **Upload documents** button.

WHEN IN BRNO

Physical participants are asked to submit their presentation in the “Speaker Ready Room” in Brno at least 2 hours before the start of their session (to be precise: of the session, not of your presentation!), in PPTX or PDF format. Presenters are kindly asked to be in their allocated room 10 minutes before the start of the

session (to be precise: of the session, not of your presentation!). Oral presentations will be streamed online and recorded, and remote participants will be able to ask questions both in text chat and by audiovisual connection.

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**

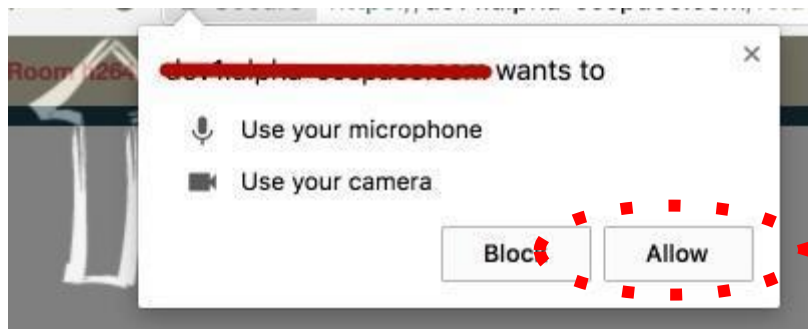
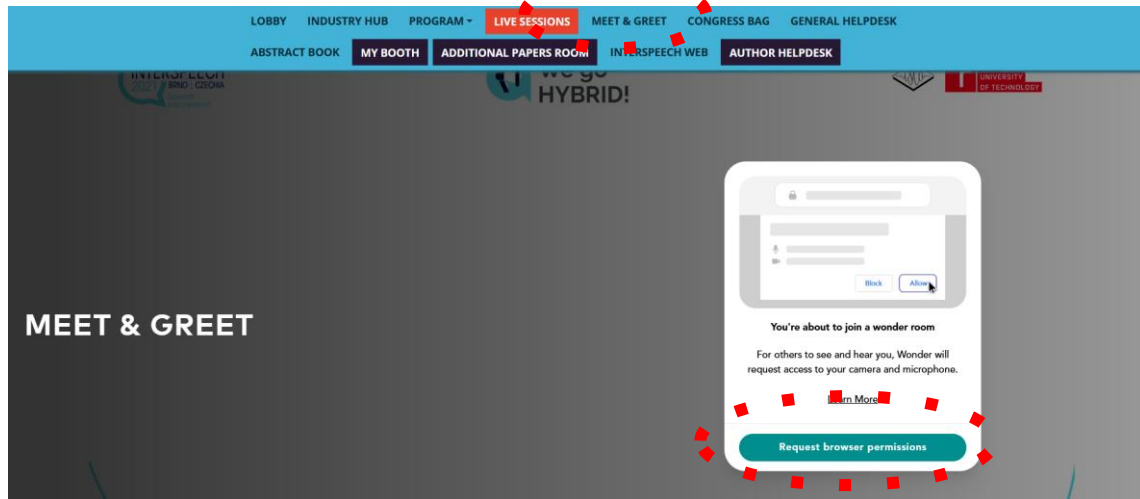
How and where to submit the presentation

- [Visit our Speakers Ready Room](#), at least 2 hours before start of your session
- We will upload your Presentation for you, from your notebook, phone or **USB stick**

MEET & GREET (VIDEO NETWORKING)

The conference platform supports the technical sessions but the conference is also about informal meetings and discussions. In addition to your favorite social networking tools, we have prepared a MEET & GREET section, which is supposed to be used mainly for non-formal (gatherings like) meetings. For participation please visit **MEET & GREET** tab.

- For mastering the Wonder.me app please read our **Wonder.me Instructions**
- First of all you need to [allow your browser to access peripherals](#) (microphone, webcam).

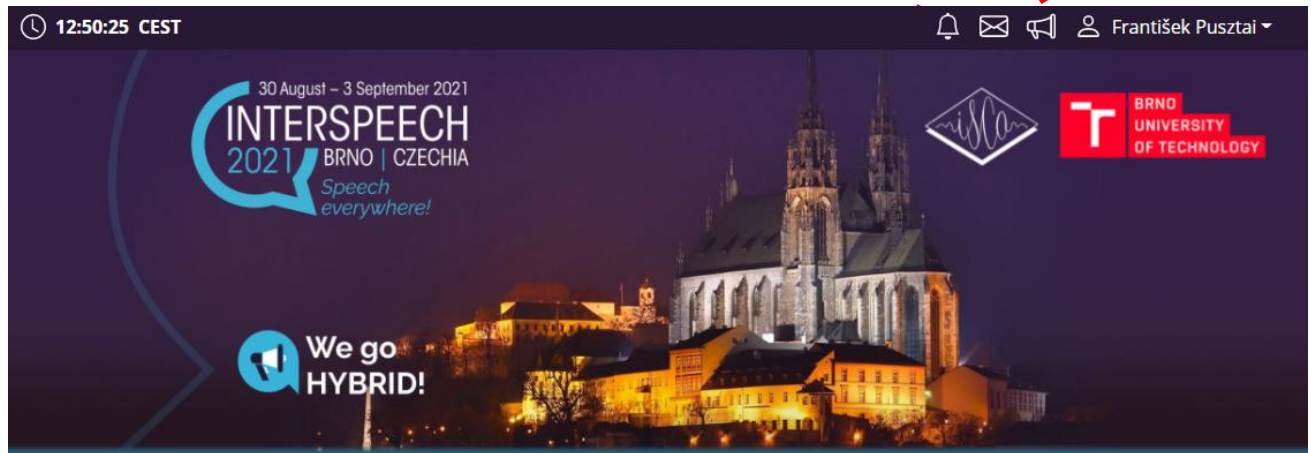


- In next step, you will need to set up your Wonder.me account
 - Username, profile picture etc.
- **Then just enjoy your MEET & GREET**

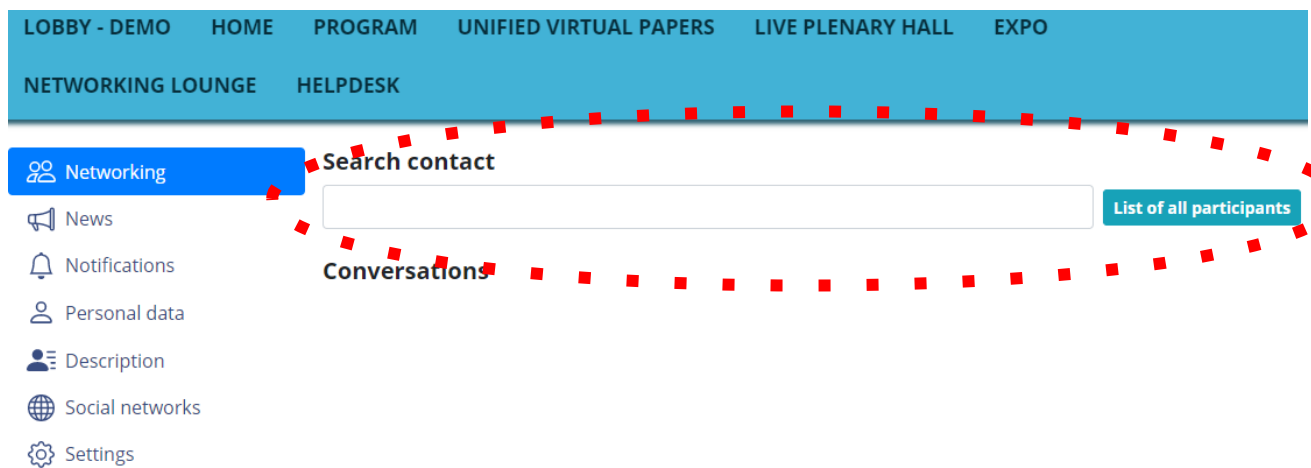
CHAT NETWORKING

How to contact any other user/participant directly:

- Enter the **Networking** by clicking the **Letter icon**



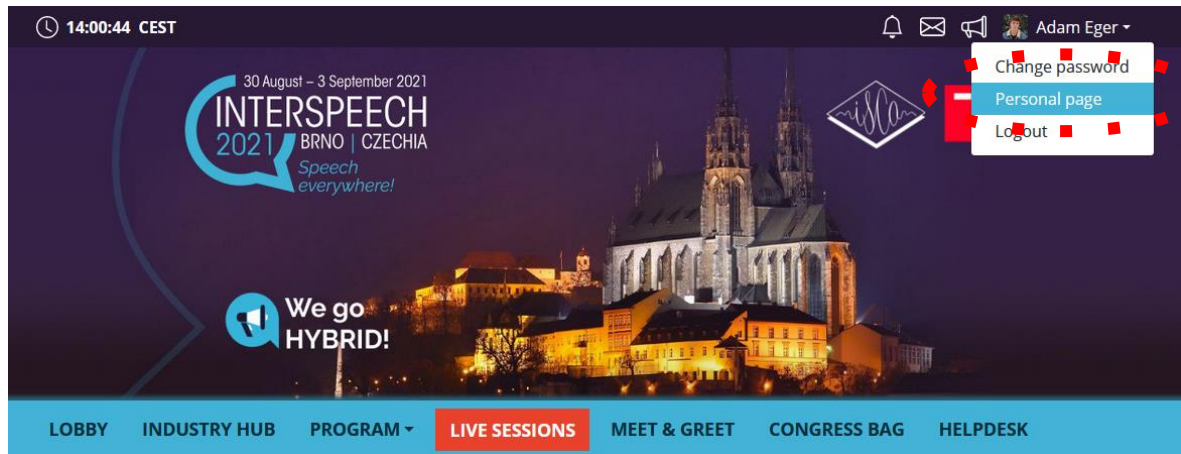
- **Search the user** which you want to contact
- Then click on the user and **Send first message**



MANAGING YOUR ACCOUNT

To improve your virtual experience, you can fill-in your personal account info, picture or description:

- You can **find and change** your personal data, description and social sites in the **right upper corner “name” menu**



- Then click on **Personal page**
- Here you can manage your **Personal data** (e.g. profile picture, phone number, e-mail)
 - Don't forget to save your changes by green **Save changes** button

- On the other tabs you can change **Description** and **Social media profiles** that will be shown on your profile
 - Also don't forget to **Save changes**
 - The **Social media profiles** could be in both formats: **URL (link)** or **Username**

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.

ABSTRACT BOOK

MY BOOTH


ADDITIONAL PAPERS ROOM

INTERSPEECH WEEK



AUTHOR HELPDESK

Exhibitor list

HELPDESK



Jan Kolář



Info

Documents

Chat

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.

- **During the conference**
 - Live support at the Helpdesk will be operated during the operating hours.
 - **Operating hours will be posted soon.**
- **Before the conference**
 - Helpdesk will be operated on a regular basis and all questions will be answered as soon as possible.
- You can send your request also to the conference secretariat at info@interspeech2021.org