

# INSTRUCTIONS FOR VIRTUAL PRESENTERS

## Unified Virtual Sessions, Show and Tell Sessions and virtual participation in Special and Challenge sessions

### INTERSPEECH 2021 BRNO

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#### IMPORTANT INFO

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Remote presenters will present their papers in poster-like two-hour “Unified virtual sessions” - the format of the support is up to the presenters: you can use a poster, slides, pointing camera at a white-board, or anything else, and you will show this material during the session by screen sharing. Any time during the session, other participants will be able to visit your presentation in the conference platform and ask questions using audiovisual connection or text chat. Unified virtual presentations are not recorded. Remote presenters are required to be present in the session at the start of the session. Remote presenters shall test their connectivity sufficiently in advance of the start of the presentation at their personal page in the conference platform. Each paper must have at least one presenter available for the whole duration of the session. In case you want to have an additional opportunity to present your paper outside the allocated session (for example because your usual public is in a different time zone), you may consider organizing an Optional Additional Virtual Presentation - see the detailed instructions below. Remote presenters might want to prepare an optional longer video as an offline alternative presentation targeted mainly to those who are not able to attend the virtual session. This video is NOT meant to be played during the session. We strongly recommend those presenters planning to use supporting material during the virtual sessions (e.g. poster, slides, ...) to upload it as an optional supporting PDF document.

- **By 15th August, we require a max 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.
  - **Please keep in mind that if you are physically in Brno, we do not provide you a streaming room for Unified Virtual Sessions and Show and Tell Sessions.**
    - We recommend you to use your laptop in the hotel room or hotel lobby (it should be quiet enough and with reliable internet connection)
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#### HIGHLIGHTS

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- 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 (max 15min) and Supporting document.
  - Check the program and your scheduled presentation or unified virtual sessions.
  - **Special/Challenge sessions - Instructions where to submit your Presentation for presentation in the live hall will be released soon.**
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#### TECHNICAL PREREQUISITES

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

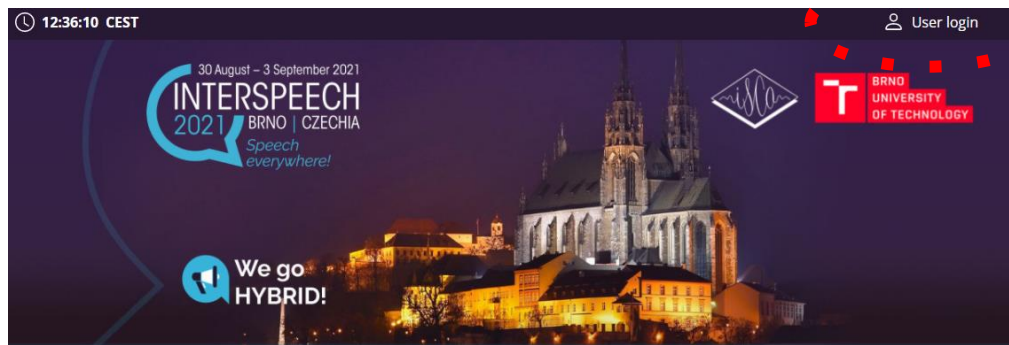
- Microsoft Windows or Mac OS based device.
  - Latest **Chrome** and **Microsoft Edge** internet browsers (**other browsers are not fully supported**).
  - Noise cancelling headphones with a microphone to reduce background noise are recommended.
  - Stable Internet connection (minimum 10/10Mbps is recommended).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

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- 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 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](mailto:info@gcon.me)**).
- If your **first login or password reset fails** (**email not received**), **please repeat the process, if unsuccessful, contact [info@interspeech2021.org](mailto:info@interspeech2021.org)**.

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## UPLOADING FILES

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### 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 the video are below.
- **Please note that even if you pre-record your optional longer video, you have to participate live in your session.**
- A possible purpose for this video is to serve as an offline alternative presentation targeted mainly to those who are not able to attend your virtual session. This video is NOT meant to be played during the session.

### 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/presentation, but **we strongly recommend to upload your supporting material that is to be used during the virtual sessions (e.g. poster, slides, ...)**. The participants coming to your virtual room can start reading it just like they would read a poster during a standard poster session.
- Information on how to upload the supporting document is below.
- Document must be submitted in PDF.
- **The file size limit is 200 MB**

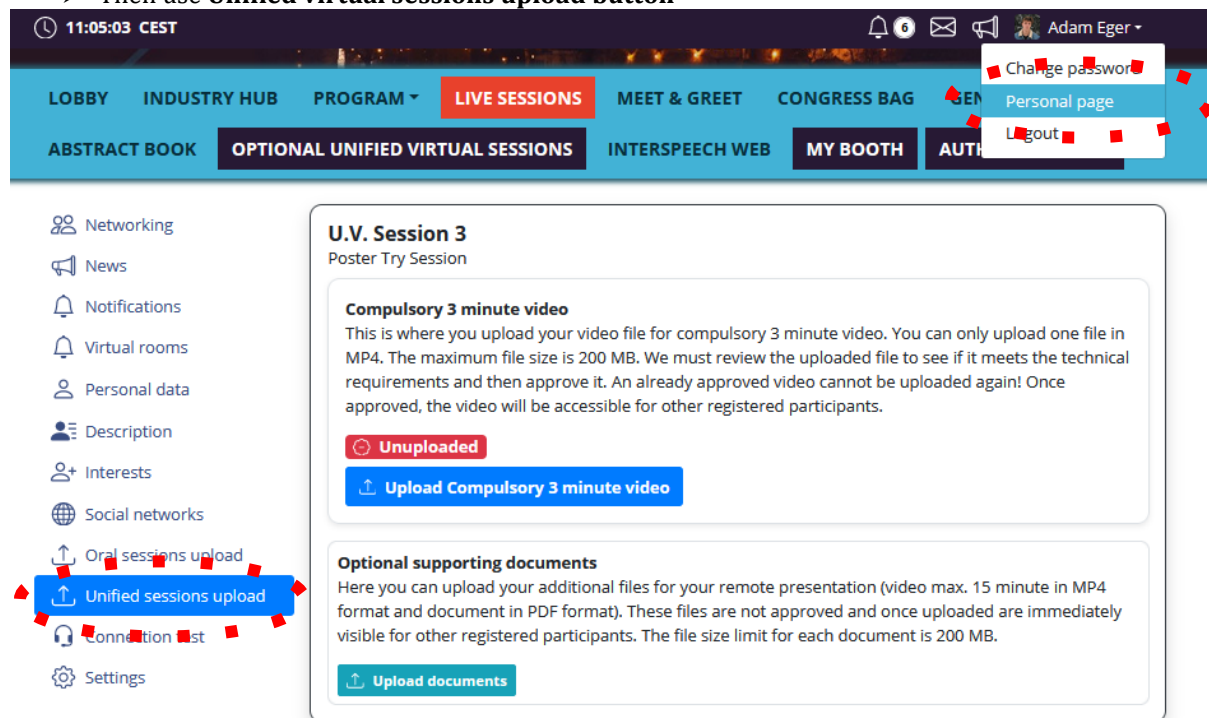
### Tips for recording Videos

- **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 **Unified virtual sessions upload button**



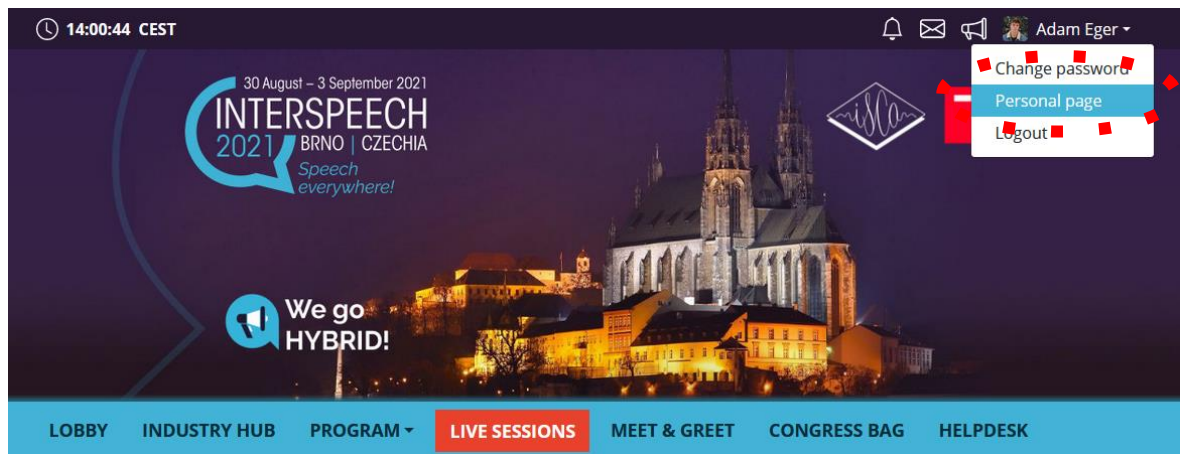
- For uploading **3 min video** please use the **Upload Compulsory 3 min video** button
  - The deadline to upload this short video to the INTERSPEECH virtual platform is **August 15<sup>th</sup>**.
  - Please note we will verify all videos after August 15<sup>th</sup>.
- For uploading the **Supporting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

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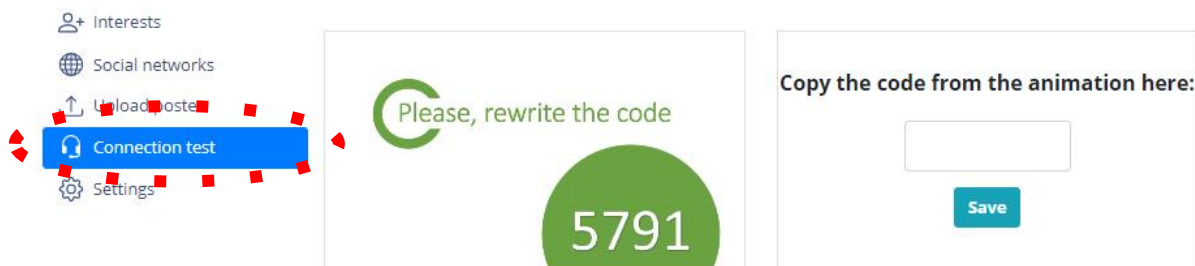
## CONNECTION TEST

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- **You can check the correct settings of your computer**, including your camera and microphone in the **Connection test** section of your **Personal page**. If you do not complete the test, you might not be able to use some features of the system.

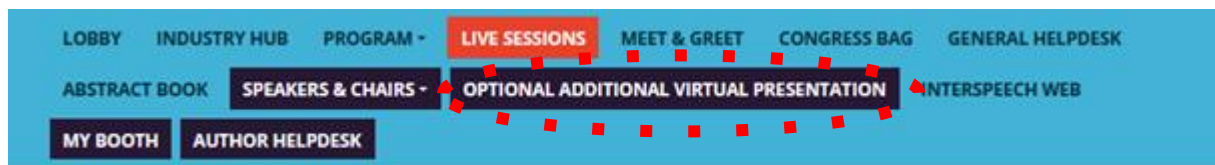


- In the frame below, you will see an animation with a code. Write it in the box and press the Save button. If you do not see the animation, ensure that all the technical requirements described above are met.



## VIRTUAL PRESENTATION OF YOUR PAPER

- Individual rooms can be reached directly from your personal page.
- Please note, the rooms will be assigned to the papers shortly before the conference.
- If you want to have additional presenting time for presenting your paper, besides the standard session time, please schedule an Optional Additional Virtual Presentation.



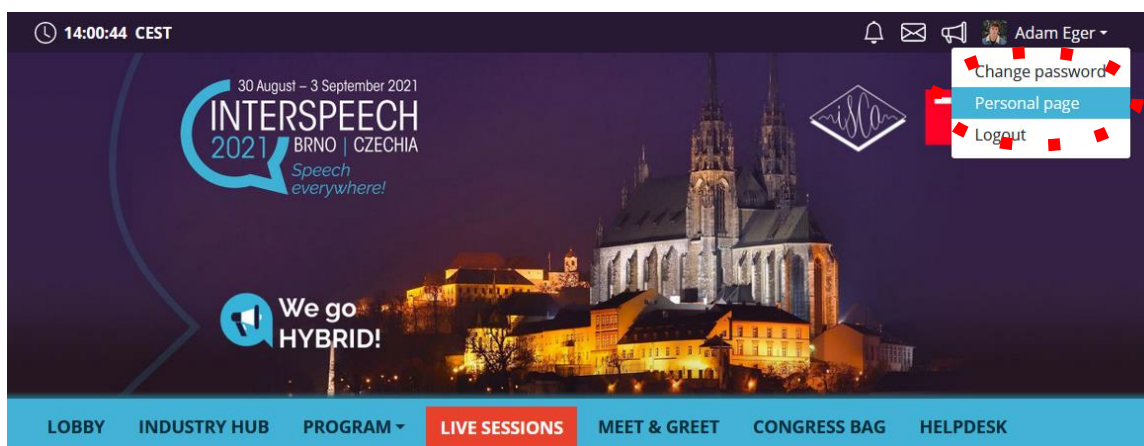
### OPTIONAL ADDITIONAL VIRTUAL PRESENTATION questionnaire

Optional Additional Virtual Presentation scheduling. If you want to schedule additional time for virtual presentation of your paper, please select time bellow.

Please select day and time from bellow.

Please keep in mind that all times are in CEST.

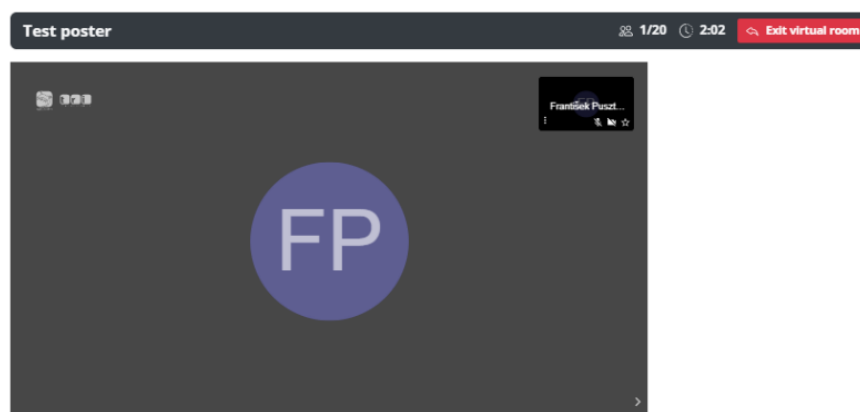
- All presentations/rooms assigned to you are in the section **Virtual rooms** in your **Personal page**.



- Rooms are sorted by the date and time of presentation. The button Enter will be green 15 minutes before the start of the session.
- Enter the room by clicking the **Enter** button.



- As a speaker, you will be able to enter your own room. You can manage it from there.
- To share any content, please use the **Share screen** button.

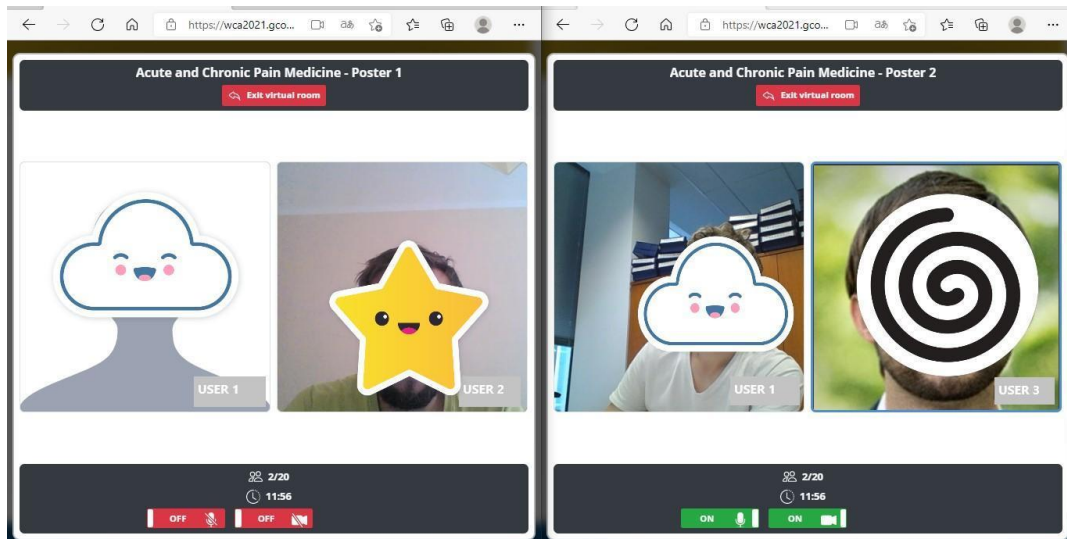


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## ATTENDING TWO UNIFIED VIRTUAL SESSIONS AT THE SAME TIME

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- **You can visit another room in a Unified Virtual Session** while staying as the presenter in your own room at the same time (i.e. you can go to see other papers in virtual sessions):
  - **Please use headphones only (not speakers) and when you are not active in a specific room, always mute yourself**
  - **Split your screen and be virtually in both rooms at the same time (it is possible by opening a second browser window)**
- Participants have been instructed to use Chat networking to contact you, in case they are interested in your paper during your Unified Virtual Session and there is no one presenting it.





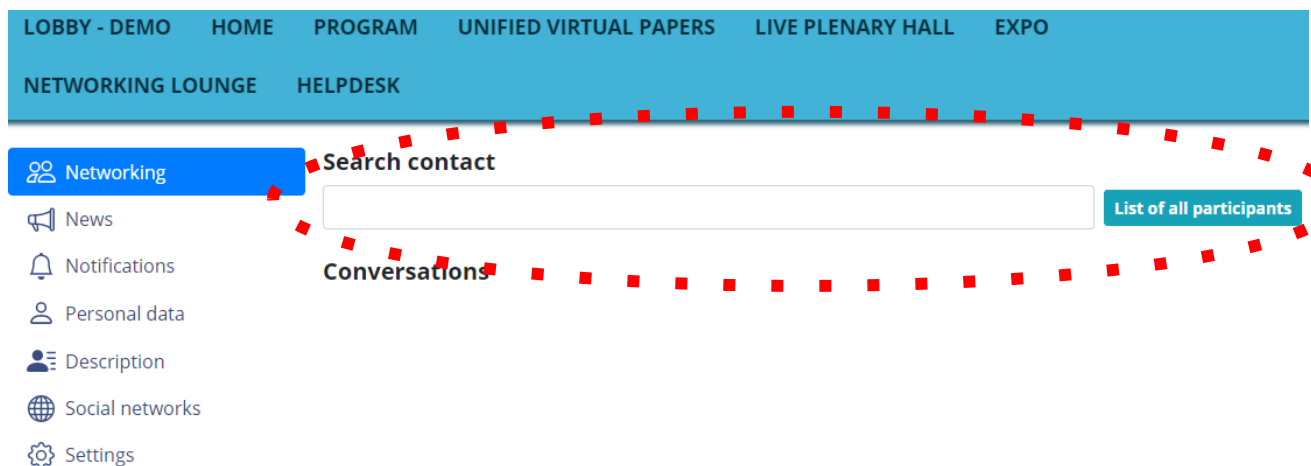
## CHAT NETWORKING

### 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**



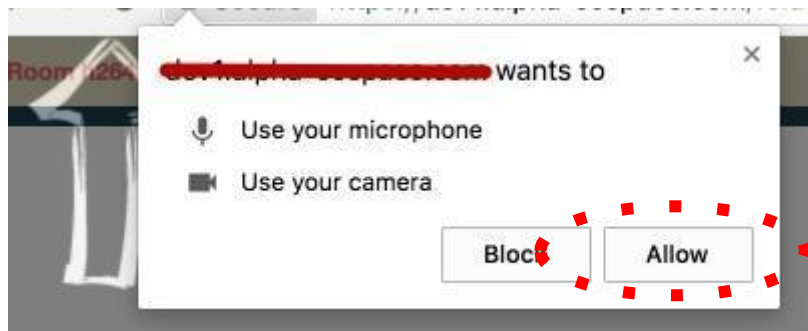
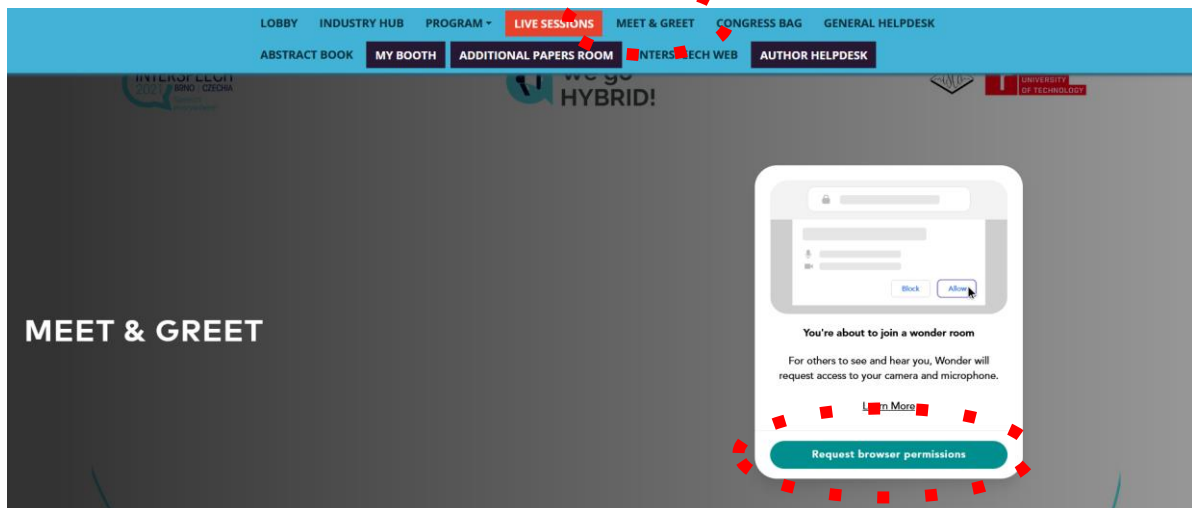
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## MEET & GREET (VIDEO NETWORKING)

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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**



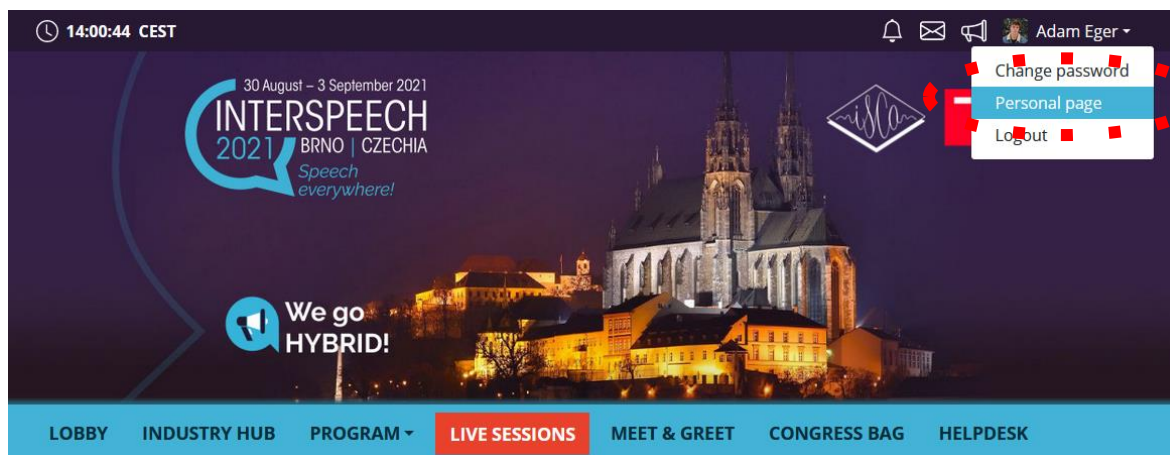
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## MANAGING YOUR ACCOUNT

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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 **upper right corner “name” menu**



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

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

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## HELPDESK

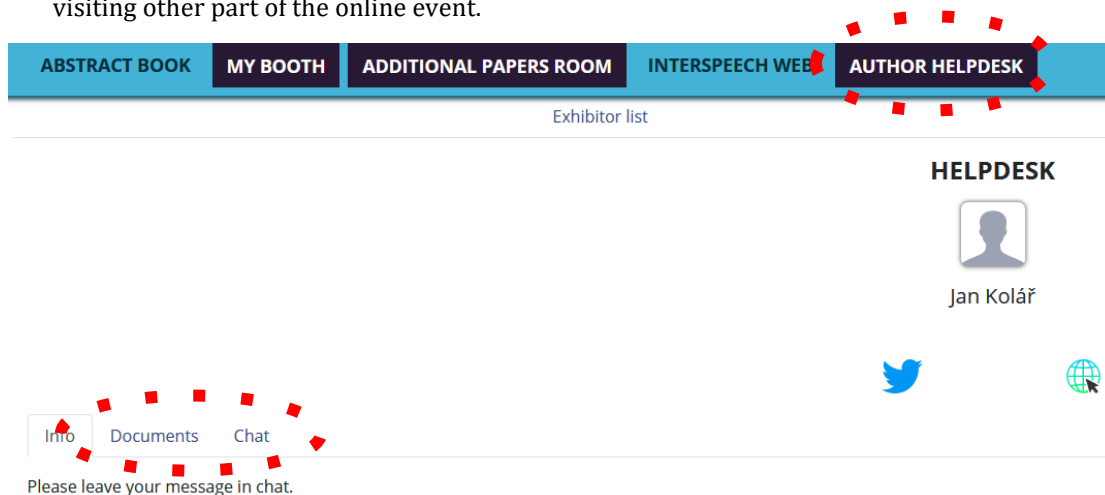
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In case you face technical difficulties and need support from our technical team, please contact us through the **Author Helpdesk** menu. Here you can find links to download system manuals or use the **Chat** option to communicate directly with our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



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](mailto:info@interspeech2021.org).

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