SIGSIM PADS 2020 Virtual Conference Instructions

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Important contacts:

- **Before the conference**, if you encounter any issues, please contact any of the following people:
  - General Chair, Jason Liu (liux@cis.fiu.edu, 305-348-1625)
  - Program Co-Chair, Philippe J. Giabbanelli (giabbapj@miamioh.edu)
  - Program Co-Chair, Christopher Carothers (chrisc@cs.rpi.edu)
  - Assistant, Ariana Taglioretti (ataglior@fiu.edu, 305-348-4802)
- **During the conference**, if you encounter issues with getting onto Zoom, please contact Ariana Taglioretti (ataglior@fiu.edu, 305-348-4802). If you have any other issues in Zoom, you can contact the organizers listed above using email or through the chat box.

Preparation instructions for all attendees prior to Conference:

1. Go to [www.zoom.us](http://www.zoom.us) and sign up for free, if you haven't used Zoom before. Please use your full name so that we can recognize you at the conference.
2. We recommend you use the most up-to-date Zoom client software. Download it from [https://zoom.us/download#client_4meeting](https://zoom.us/download#client_4meeting).
3. If you never used Zoom before, visit [https://www.zoom.us/resources](https://www.zoom.us/resources) for short introductory videos for using Zoom. There are also more detailed video tutorials for Zoom: [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials).
4. As a registered attendee, you will receive a calendar invitation containing a Zoom link with password for joining the conference.
5. Check out the conference's Final Program
   (https://www.acm-sigsim-pads.org/Programs/PADS-2020-Program.htm) and join the conference
   at the designed time (all times in the program are US Eastern Daylight Time).

Preparation instructions for *presenters* prior to Conference:

1. At the conference, the presenters need to be visible to all people attending the conference (at least
   during the Q&A portion of the presentation). It is advised that the presenters test their camera and
   audio beforehand. Here's a short video explaining how to test the Zoom camera and audio settings:
   https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&showinfo=0. You also
   need to test your Zoom screen sharing. (On some platforms, you'd need to set your system
   configuration to allow screen sharing).

2. Presenters can *optionally* choose to pre-record video of their paper presentation before the
   conference and then play back the video during the conference via Zoom's screen sharing. The
   recorded video of the presentation may be composed of two parts: a brief introduction with
   webcam, if desired, followed by voice over the presentation slides. We recommend using Zoom
   for easily recording the presentation:

   Here are the other video conferencing tools available to record a presentation (with specific
   instructions for using them):
   - Google Meet: Record a video meeting - Meet Help
   - Gotomeeting: How to Record a GoToMeeting Session | Techwalla and How to Convert and Open the GoToMeeting Recordings
   - Microsoft Teams: Record a meeting in Teams - Office Support
   - Skype: Skype for Business: Recording a Meeting | Information Technology Services | Bemidji State University
   - WebEx: Video Conferencing - Record a Cisco Webex Meeting
   - You can also Create Voice Over Power point and then convert it to MP4 video

3. Presenters can *optionally* upload the video before the conference as backup. If you choose to
   do so, we will play back your video presentation in case you have connection issues at your time
   slot during the conference.
   a. Send email to Jason Liu at liux@cis.fiu.edu to give him access to your video, either as an
      email attachment or by providing the URL to a file hosting solution of your choice. The
      **deadline submitting the video is by Saturday June 13th.**
   b. **Please note that by uploading the video, you are granting us the permission to playback your video during your paper presentation if you’re encountering technical difficulties for presenting the paper at the virtual conference.**
Instructions for **all attendees** at the Conference:

1. Attendees should find the conference’s Final Program [here](https://www.acm-sigsim-pads.org/Programs/PADS-2020-Program.htm) and please connect before the session starts. Be sure to get the most up-to-date Zoom client software and test it beforehand.
2. General attendees are not allowed to speak nor share screen in the sessions. Attendees may ask questions during a presentation. This can be done in two ways:
   a. Attendees can type the questions using Zoom’s Q&A interface anytime during the presentation. The session chairs are constantly monitoring the Q&A and will ask the questions on your behalf at their discretion, either during the presentation (if the questions are simply for clarifications), or by the end of the presentation at the Q&A phase.
   b. Attendees can “raise hand” at the end of the presentation during the Q&A phase. The session chairs first will ask questions posted through the Q&A interface and then, if time permits, will allow the attendees who raised their hands to talk and ask the questions directly.
   c. Chat function is not used during the sessions for Q&A.

Instructions for **presenters** at the Conference:

1. Presenters should find their session schedule from the conference’s Final Program ([here](https://www.acm-sigsim-pads.org/Programs/PADS-2020-Program.htm)) and connect at least 15 minutes before their scheduled session.
2. Presenters should immediately identify themselves to their session chairs. This is important. Before a session starts, the session chair and all presenters of the session will be promoted as “panelists” in Zoom. As panelists, they can share their screen and audio.
3. At the presenter’s allocated time slot, the session chair will introduce the presenter and give the green light to start. The presenter should then share their screen using the Share Screen green button located in the lower middle on Zoom. As a presenter, you have the option to share the entire screen or just the presentation application (e.g., PowerPoint). The presenter can either playback the pre-recorded presentation video or give the presentation in real time. Please keep track of your time and leave enough time for Q&A.
4. During the presentation, the session chair will moderate the Q&A portion of the presentation, by monitoring the Q&A interface, filtering and prioritizing the questions, and asking the questions to the presenter. Except for clarification questions, all questions will be handled by the session chair at the end of the presentation.
5. The presenter will need to stop sharing their screen at the end of the presentation. The session chair will end the screen share if the presentation is running over.
6. Here are some tips for giving presentation via Zoom (thanks to these advices given by SpringSim):
   a. Practice your presentation. Do not let the first time you use your presentation technology (audio tools, webinar software, etc.) be in front of your audience. Grab a friend, family member, or coworker to do a dry run. Record yourself presenting in Zoom from start to finish (no stopping to fix something). Watch the recording later and make improvements. Do it again.
b. Consider using a virtual background. Spotty Wi-Fi with an unprofessional background and a poorly lit face can damage your presentation. Check what is visible in your camera background before you start. Make use of virtual backgrounds. What you think of as an innocuous background can be extremely distracting to your audience. Zoom’s virtual backgrounds can be used. Pay attention to your lighting (and do not forget how this changes throughout the day!) Too much light from behind leaves you featureless, so be sure to have good even lighting from the front. Check that you are lit from the front, not from behind.

c. Minimize distractions and unnecessary tabs. Turn off your notifications. All of them. MacOS has a Do Not Disturb mode that is useful. Pets can be a big distraction, unless you want to show them to the world. Only share the minimum necessary applications, close any tabs that you do not need for the presentation. If you have to share your whole desktop, remove anything that lives there and set a neutral background. Check that you are looking straight at the camera and your video feed is framing the upper part of your torso and your head. Look directly into the camera and not down at your notes or screen. Prepare some drinking water and set a timer.

d. Share your screen. Make sure you know how your computer full screen works before your presentation. If you haven’t shared your screen on Zoom before, make at least one practice share because Zoom will require certain permissions to be given. In this way, you will not waste time during your actual presentation. Check your bandwidth if you have any reason to suspect it is low. (You can upload a pre-recorded presentation video and we can help play that video during your time slot in case you encounter any connection issues.) Keep slides simple and clean. Provide a good introduction and conclusion.

e. Test your audio, and test it again. Adding a microphone is better than your computers audio. Check your sound. Zoom has a test function for this. Always have a Plan B for audio. Your phone, headset, internal microphone are all good options. Zoom has new features to cancel background noises from your microphone.

f. Use large font size. Present off the lowest resolution display you have. Always assume that you need to make your text bigger. If you are sharing code or your command line, check your text color, background color, and font size. If you are not sure, ask a friend to check. In addition, if you have an opportunity to add a little personality with your background or color.

g. Schedule time for virtual Q&A. Presenting to a camera can feel lonely. If desired, you can let your session chair know that you can be interrupted for questions during your presentation. Your session chair is constantly monitoring the chat box for questions from audience.

h. Additional tips (thanks to advices given by IEEE):
   i. Use as quiet an area as possible
   ii. Avoid areas that have echo. Rooms should be fairly small. Sound dampening with carpeting, curtains, furniture
   iii. Hardline internet connection recommended, but if unavailable, a strong Wi-Fi connection
   iv. Good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”. Avoid using default built-in microphone on computer.
Instructions for session chairs at the Conference:

Separate instructions for session chairs will be sent. Basically,

1. Session chairs are responsible for overseeing the presentations in each session are given in the correct order and within the allowed time limit.
2. If backup presentation videos have been uploaded, the session chairs are responsible for making sure that the presentation videos belonging to their sessions can be played back at the designed time slots.
3. Sessions chairs are responsible for monitoring the Q&A interface for questions from the audience during the presentation, filtering them, and relaying the questions to the presenters at appropriate time.

Again detailed instructions will be sent to all session chairs on how to handle Zoom.