



IEEE INFOCOM 2020

Virtual Conference Guidance for Registered Attendees



PREPARATIONS

Sign Up for Conference

As a registered attendee of INFOCOM 2020, you should have already registered at <http://www.cvent.com/events/ieee-infocom-2020-ieee-conference-on-computer-communications/event-summary-8a02d0770c364300b9305553c37b2298.aspx> and got a confirmation number by completing the registration.

Now you need to go to the online conference website (<https://infocom.info>) and sign up for an account. Use your saved confirmation number to fill in the registration ID field.

If you already signed up at (<https://infocom.info>) but did not fill in the registration ID field, you need to go to your profile and add a valid registration ID so as to gain full access of the system.

Activate Your Account

Follow the link in the email message you receive after signing up (<https://infocom.info>) to activate your account. You can also visit your profile and click the “Activate this account” button and an email message will be sent to you with an activation link.

If you have any issues with your registration ID or full access to <https://infocom.info>, send an email message to support@duetone.com with your proof of registration.

Install Zoom

If you have not yet, install Zoom (<https://zoom.us/download>)

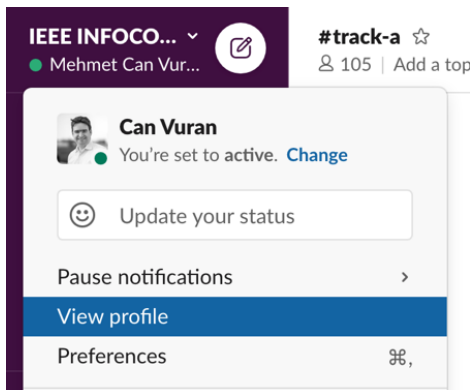
Install Slack

If you have not yet, install Slack and join the IEEE INFOCOM Slack workspace (<http://ieeefinfocom.slack.com/>)

Create your Slack “Badge”

In the INFOCOM Slack workspace, click the down arrow next to IEEE INFOCOM

- Click “View profile”



- Click “Edit profile” below your name on the right:

Mehmet Can Vuran ●

TPC Co-Chair



Set status



Edit profile



More

- Change your Display name to: [Your Name]
- If you will, upload your photo.
- Click "Save Changes"

DURING CONFERENCE

Log in to Slack Channel

Log in to Slack and click the INFOCOM workspace



We have the following channels

#conference-questions – Please use this channel for any questions you might have

#foyer – This is our virtual foyer/lobby. Come on in and introduce yourself and join the conversation.

#general-announcements – General conference announcements will be made in this channel.

#keynote and **#industry-keynote** – Channels for questions to our keynote speakers

#track-a – **#track-g** – Channels for our main conference tracks. You can use this channel to post your questions and continue conversation with authors following a session.

Enter the session channel by clicking the appropriate track (e.g., for Session 2-D, enter **#track-d**)

track-b

track-c

track-d

track-e

track-f

track-g

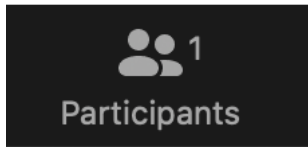
Enter Zoom Meeting

To enter the Zoom meeting for the session you plan to attend, go to online conference website (<https://infocom.info>) and the day and the session on the online conference website, and click the "Enter Zoom" button.

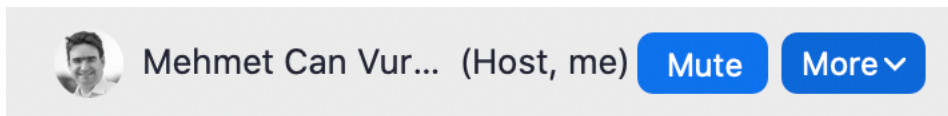
 Enter Zoom

Create your Zoom "Badge"

If you'd like your full name to show up in Zoom, click Participants at the bottom (if using Desktop Zoom)



- In the Participants pane, hover over your name and click “More”



- Click “Rename”
- Enter: [Your Name]

Zoom Problems?

If for any reason you are not able to enter a Zoom meeting, or if the video quality is low due to any technical difficulties, you may use the “Watch live stream” button in the website to attend the same session without entering Zoom.

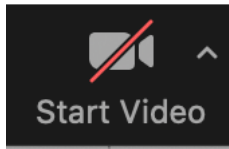


This is our second video delivery platform (unique for INFOCOM online conference to guarantee QoS and reliability) and is available for most of the sessions in the conference. To ask a question, enter your question and press the “Send” button in the website or use Slack.

DURING THE SESSION

Turn on Your Video

It is strongly recommended that you turn on your video in Zoom during the session.



Please unmute your microphone while answering questions.

Ask Questions

At any time during the session, you may ask questions during each talk by

- (a) typing into the Zoom chat window at any time, or
- (b) typing into the Slack channel

After the talk concludes, the session chair will be selecting the questions to be answered by the speaker of the talk.

At the end of each talk in the session, there will be a Q & A period, when you can feel free to ask questions, either by typing them in the chat window, through Slack, or by unmuting your microphone and speaking directly.

If you have any questions to the volunteers, please use the Zoom chat window.

Continue the Conversation

Feel free to use Slack to continue the conversation with the authors and audience.

Enjoy the Conference!

Thank you for attending the first virtual INFOCOM!

USEFUL INFO

Questions?

- Send an email to support@duetone.com
- Use the **#conference-questions** Slack channel

Useful Links

- <https://infocom.info> - Online conference website
- <http://ieeefocom.slack.com/> - Conference Slack space