



# IEEE INFOCOM 2020



## Virtual Conference Guidance for **Session Chairs**

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### PREPARATIONS

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**Register and Sign Up for Conference**

This is a TWO-step process.

Step 1. If you have not done so, you need to register at

<http://www.cvent.com/events/ieee-infocom-2020-ieee-conference-on-computer-communications/event-summary-8a02d0770c364300b9305553c37b2298.aspx>

Please save your confirmation number.

Step 2. Then 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>) before 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](mailto:support@duetone.com) with your proof of registration.

**Collect Author Bios**

Use [edas.info](https://edas.info) to collect author bios, if they are available, or contact authors.

In EDAS, click “My...” at the top menu and click “Chairing”. Scroll down to Session chair table and find INFOCOM 2020.

Click the paper names to see, if author bios are available, or use the “Email to authors/session sheets” column to reach authors.



**Install Zoom**

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

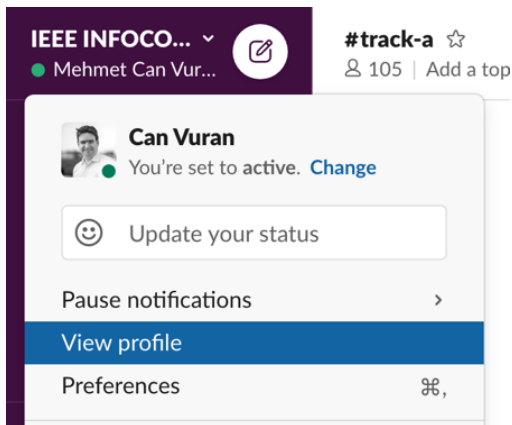
**Install Slack**

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

**Create your Slack “Badge”**

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

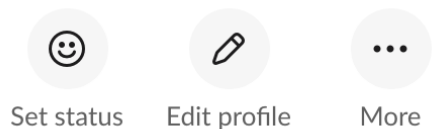
- Click “View profile”



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

**Mehmet Can Vuran** ●

TPC Co-Chair



- Change your Display name to: [Your Name] (Session 2-D Chair)
- If you will, upload your photo.
- Click “Save Changes”

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## DURING CONFERENCE

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### Log in to Slack Channel

Log in to Slack and click the INFOCOM workspace



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

# track-b  
# track-c  
# track-d  
# track-e  
# track-f  
# track-g

Feel free to introduce the session and authors 10 minutes before the session starts.

If you have any questions, use the **#conference-questions** Slack channel

# conference-questions

**Enter Zoom Meeting**

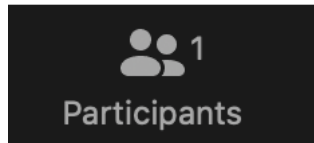
To enter the Zoom meeting for the session you will be chairing, go to online conference website (<https://infocom.info>) and the day and the session on the online conference website, and click the "Enter Zoom" button.



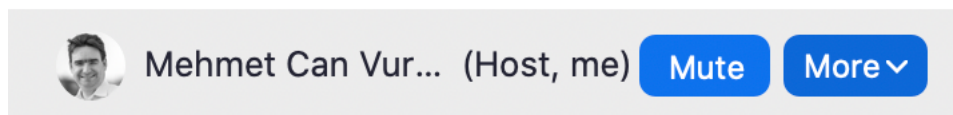
Please try to enter the Zoom meeting 10 minutes before the session is scheduled to begin, so that you have an opportunity to create your Badge, meet the student volunteer (with name [Name] (Volunteer)) assigned to your session, and discuss any concerns you may have.

**Create your Zoom "Badge"**

When in Zoom, click Participants at the bottom (if using Desktop Zoom)



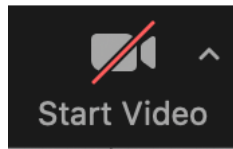
- In the Participants pane, hover over your name and click "More"



- Click "Rename"
- Enter: [Your Name] (Session 2-D Chair)

**Turn on Your Video**

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



You can unmute your microphone and speak at any time during the session.

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## DURING YOUR SESSION

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**Introduce Session and Question Format**

The student volunteer hosting the Zoom meeting will be playing a pre-recorded video 5 minutes before the session starts. The video will show a count-down timer for 5 minutes.

If you so prefer, at the end of the count-down, the student volunteer host can pause the video, providing you with an opportunity to introduce the session, yourself, and the first talk, just like an in-person conference session.

Please remind the attendees that, they can ask questions during each talk by

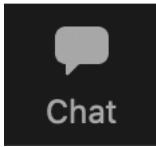
- (a) typing into the Zoom chat window at any time, or
- (b) typing into the Slack channel

and these questions will be answered at the end of the talk.

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

**Moderate Questions**

At the end of each talk, there will be a count-down timer for 3 minutes. Please monitor both Zoom chat and Slack channel for any questions. If chat window is not visible on Zoom, click Chat (or More->Chat)



Try to encourage attendees to ask questions by unmuting their microphone and speak directly on Zoom. If there are more questions, the volunteer student host will pause the count-down timer to allow all the questions to be answered. Authors should be answering the questions over audio, rather than using the chat window.

If there are no questions from the audience, you can ask a few questions about the talk yourself.

- Introduce the Next Talk**  
Towards the end of the Q & A session, you can introduce the next talk, and then wait for the 3-minute count-down to end and the next talk to start.
- Conclude the Session**  
At the end of the session, conclude the session and feel free to refer the audience and authors to the Slack track channel for any further discussions.
- Adjust Your Badge**  
Remove "(Session 2-D Chair)" from your name to avoid any confusions in other sessions you will be attending.
- Enjoy the Conference!**  
Thank you for your service!

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## USEFUL INFO

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- Questions?**
  - Send an email to [support@duetone.com](mailto:support@duetone.com)
  - Use the **#conference-questions** Slack channel
- Useful Links**
  - <https://infocom.info> - Online conference website
  - <http://ieeefocom.slack.com/> - Conference Slack space