50th IEEE International Conference on Dependable Systems and Networks

29th June – 2nd July, 2020, Virtual Event, Spain
Training for Presenters
June 24, 2020 - Virtual Room R. Noyce
Find your session
And once in the session channel, go to the session Virtual Room.
Before the session

• You have to decide if you will perform a live presentation or you will use the pre-recorded video

• Your session chair or the Organizing Committee person in charge of this session will contact you to know your decision

• Remember that all sessions will be recorded. If it is a problem for you, pls. inform the organization as soon as possible
One minute before starting time

• Join the meeting
  (webcam: off, micro: off)

• Press “Show conversation” button. Attendees are instructed to use the chat only if necessary, but you may receive messages from the session chair
When the session chair introduces you...

• Unmute your micro to speak. You can also turn on your camera.
• If you opt for a live presentation, you can run the presentation on your computer and share it through Microsoft Teams.

Do not forget to select the Include system audio checkbox if your presentation use it.
During your presentation

• If it is pre-recorded, the Organizing Committee member will share the video. So, mute your micro

• Otherwise, start your live presentation

• Remember the time slot (10 minutes)

• You can mute “noisy” attendees*...

• ...or even all participants if necessary
* “Noisy” attendees

• The control of disturbing attendees will be done by the Organizing Committee member and the session chair. Nevertheless, if you detect one, you can mute this attendee when necessary

** Mute all participants

• Consider it as an extreme measure.

• To continue, call for silence to all the participants and follow on with your presentation
Time for questions

• At the end of your live presentation, use the Stop presenting button (this toolbar is hidden; make it visible moving the mouse around the top of the presentation)

• When the presentation (live or recorded) ends, the session chair will introduce attendees to ask questions

• Remember the time slot (5 minutes for questions and answers). If necessary, call for latter discussion outside the session

• The channel of the session will remain open several days. Unsolved questions and further discussion can be treated there
Final remarks

• Before speaking, always check that your micro is not muted
• While not speaking, mute your micro
• If you cannot find an option, check if it is hidden within the icon
• Your assigned Organizing Committee member will contact you before the session using the personal chat. Use this chat if you need assistance during the session