Welcome to the iConference 2020 preparations
Below you will find some useful information to help you make the most of the iConference 2020, which due to the current pandemic will be held in virtual mode.

Schedule
You can find the conference schedule here:
https://www.conftool.com/iconference2020/sessions.php

Please check the schedule often, as it may be subject to change up to and possibly during the conference as we get last-minute information.

Pay attention to time zones: The sessions are consecutive rather than concurrent, and the hope is that this will make the bulk of sessions reasonably accessible for a worldwide audience. **Note that all times given in the schedule are in Central European Time (CET).** You will need to convert this to your own time zone. Here is a handy chart to help you do that (please double check for your own time zone – we think it is accurate but cannot fully guarantee it):
https://ischools.org/resources/Documents/Public/Timezone%20Conversion%20-%201.3.pdf

Information about where to access the Zoom rooms will be sent to the conference participants at the start of the conference (Sunday evening CET).

**Please note that unless specifically indicated, all times during the conference will be be given in Central European Time (CET).**

How to participate via Zoom
The conference will use Zoom, a video conferencing system that runs in a web browser or in a client that is easy to install. The experience and possibility of participating will be better if you run the client.

Instructions
Here you can find films and texts to help you use Zoom to participate in the conference.

- Please consult the general instructions and technical specifications for Zoom:
  https://support.zoom.us/hc/en-us/categories/200101697

Please consult the instructions for using Zoom available here:
https://support.zoom.us/hc/en-us/categories/201137166
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials
All presenters who do not commonly work with Zoom are required to log onto Zoom at https://support.zoom.us/hc/en-us/articles/115002262083 to make sure their computer equipment fulfills Zoom requirements. This is to make sure that equipment can be supplemented before the presentation should there be need for it.

A special practice room for presenters and participants in the iConference has been set up. Information will be included in the Daily updates. You log in as a Participant. Consult our “Quick Guide to Zoom” to see what you can try out, or meet up with your co-author to try things together.

Helpdesk

- You can get technical support in the Lobby/Helpdesk from 11 am to 5 pm CET every day. You can access the Lobby/Helpdesk from the web page with links to conference Zoom rooms, which will be available to you from the beginning of the conference. Remember that you can only be in one Zoom room at a time, so if you are in a session, you will need to leave it to join the Lobby/Helpdesk.
- You can go to the Lobby/Helpdesk room to get help with Zoom problems, questions about the conference program, and where to find various Zoom rooms.

See also the heading “Making the virtual conference a good experience for you and other participants” below for useful tips!

How to communicate and be social during the conference

Zoom chat

During sessions, you can ask questions and get help in the Zoom room chat. You can open the Chat by going to “Chat” or “... More” → “Chat” in the menu on the bottom of the Zoom room (or top of the room if there is a shared presentation). There will be a Zoom host who will monitor the chat in most sessions.

App Conference4me

Download the Conference app, Conference4me, for free from AppStore, Google Play or Windows Phone or go directly to the app producers: http://conference4me.psnс.pl/download/.

The app can be used to look up the schedule (agenda). Sessions of interest can be added to the planner. Please remember that all the times are in CET.

When you look at a session or paper/poster, you will have two options at the top right: Notes (for taking notes) and Chat. You can use the Chat function to engage in synchronous or asynchronous conversation with the author(s) and other participants. Please use a respectful tone at all times!

Lounge

During the conference, there will also be a Zoom room, which we will call the Lounge, where participants can meet each other in a social space. From the Lounge you can ask the Zoom host to send you to a breakout room. You can go to a breakout room to meet with other participants you already know or with people you do not already know or know well. The lounge will be the virtual version of the coffee and lunch breaks. You can bring your cup of morning coffee or evening drink and chat with other conference participants. You can also make appointments with colleagues in the Lounge and ask the Zoom host to provide you with a breakout room.
The Lounge will be open 11 am – 5 pm CET every day of the conference (23-27 March).

Social media

You can, of course, also use your preferred social media platform to communicate with other participants and with presenters in the iConference. Please consider that social media platforms are not universally used.

Hashtag for the conference

Please use our hashtag #iconf20 when you pin social media.

Presentations and sessions

iConference will have the following tracks:

- **Keynotes** (Tuesday-Thursday) will be held in webinar mode, which means that questions will primarily be asked by writing in the chat. Please take this opportunity!
- **Full and short research papers** (Tuesday-Thursday)
- **Visions papers** (Tuesday-Thursday) are intended to spark discussion and have more time for this than the regular paper presentations – 20 minutes of presentation will be followed by 25 minutes of discussion. Join the sessions and contribute to the conversation!
- **Workshops** (Monday), for pre-registered participants
- **Sessions for Interaction and Engagement** (Friday) with plenty of opportunities to meet and interact with other conference participants over relevant and exciting topics.
- **Posters** (see separate section below)
- **Doctoral Colloquium, Early Career Colloquium and Student Symposium** – access to these tracks is by invitation only. They will take place at times arranged by the track chairs to accommodate the participants’ time zones, and are not included in the conference schedule.
- **Special presentations** will take place over the conference week and the week after. Keep an eye on your e-mail for updates.
- **iSchools business meetings** will take place in the week starting March 30. By invitation only. Keep an eye on your e-mail for invitations.

How to be a participant in a session

Paper sessions will mostly be similar to a regular conference. You can engage in Q&A by asking a question in the chat (you can do this during the presentation as well) or by “raising your hand” to ask a question verbally when called upon by the chair.

In workshops and SIEs, the organizers will instruct you on what to do.

Posters

The poster display has been moved from a room to five Padlet webpages. Links will be made available. Take the opportunity to visit the Padlet pages to look at posters at any time between Tuesday and Friday.

There will be three poster sessions, in a separate Zoom room, where there will be opportunities to meet and chat with poster authors. We cannot guarantee that all poster authors will be there every session, due to the time of day, but you will be able to engage in interesting discussions. You will find the link to the poster session Zoom room with the other Zoom room links.
Guidelines
Presenters and Workshop/SIE organizers can find guidelines for presentations in each track here: https://ischools.org/Presenter-Guidelines/

Virtual conference dos and don’ts

- **Log in well in advance of the start of the session**
  Session chairs and Zoom hosts will be available in the Zoom room some time before the start of the session to help with Zoom problems and answer any questions. Please note that in some cases there are no breaks between sessions. Check the schedule.

- **Use a headset or a conference microphone**
  Preferably use a headset with a USB plug or a conference microphone. Bluetooth headsets can provide distorted or substandard sound.

- **Use the mute button**
  Mute your microphone when others give presentations, to avoid the risk of disturbances.

- **Use a web camera**
  The camera can be built-in or an external web camera. Your eyes should be in the upper half of the screen. Shut the camera off during presentations.

- **Think about the light**
  Avoid having strong light behind you, for example a window. A light source in front of you can be useful, but preferably not too strong.

- **Sit alone**
  Sit in a quiet place. Do not share a computer with another participant, and, if possible, do not sit in the same room as other participants. If you share a room with another participant, make absolutely certain that only one of you has your microphone on at the same time to avoid noise feedback.

- **Cable rather than wifi**
  It is more reliable to use a network cable than wifi; it minimizes the risk of a bad connection.

- **Participate in the Zoom client**
  Download the Zoom client to make it easier to take part in group discussions. Or use the Zoom app on your mobile phone or tablet.

- **Use the chat function**
  Use the chat window in Zoom to ask questions, make comment or ask for technical support.

- **Choose your view**
  You can choose which view you see in Zoom, either Speaker view or Gallery view.

Please remember that these are unusual and often stressful and anxious times for many. More people than ever are also online. Please be patient with each other and ready to be flexible and find solutions if problems occur!

We hope you will have a very rewarding and inspiring conference experience!