iConference 2021: Presenters Onboarding

ONBOARDING
Check-in
We have made check-in smooth and easy.
2. Check-in using the email address from your ConfTool user account (important).
3. Once you are in, complete your profile and set a password.
4. The check-in process needs to be completed only once; after that, just login as explained below.

Future logins:
2. Enter your ConfTool e-mail address and the password you provided when you first checked in.
3. If you do not remember your password, request a new password.

Set up your Profile
To improve the social aspects of the conference, please upload a profile picture and provide some information about yourself. The information will be visible for other conference participants, but not outside the platform.

Matchmaking
Set your profile tags based on your interests and receive suggestions of potentially relevant connections based on your selected profile tags.
We care about our environment
SCOOCS has implement a CO2 calculator to show how much emissions we save by holding the conference virtually compared to traveling to the physical venue in Beijing, China. Please indicate which means of transportation you would have used if you were to commute to the conference physically. Note that for this to work you need to provide your location information (e.g. Berlin, Germany) in your profile setup.

Test Rooms
We have set up a few test rooms for you to join and familiarize with. Feel free to test your microphone and webcam. Look for them in the schedule on days preceding our March 17 start.

Note that some functions such as sharing your screen or creating break-out rooms will become available for you when your actual scheduled presentation begins. On the day of your presentation, the session chair/moderator and session tech host will assign you presentation privileges, which will unlock additional presentation features.

The function of the session chair/moderator is to introduce the presenter(s) to the audience and lead the Q&A. The session tech host will assign you additional presentation rights, play the video recording if you submitted one, and mute participants if necessary.

If you submitted a recording of your presentation, there is no necessity for you to present it live. By default, the tech host will play your recording, unless you request to present live. Let the tech host know in the session. Please make sure that you are available for the Q&A after the end of your recorded presentation.
Recorded Presentations
Submitted recordings for short research papers, full research papers and Chinese research papers will become available in the Presentation Library after the scheduled live session. Posters and poster recordings will be available from Day 1 onward, throughout the conference.

Participants will be able to watch the recordings of your presentation on-demand at any time, regardless of their location or time zone.
Every recorded submission is given a dedicated room that provides the actual recording, the presentation abstract, a chat function, and the profiles of the presenters who can be contacted directly. Presenters should check back regularly to see if participants left any comments.

All presenters should immediately double-check their data in the agenda, and also in the Presentation Library when it becomes available. As noted earlier, posters will be available in the Presentation Library throughout the conference, so they can be checked immediately. Papers recordings will become available after they are presented; poster recordings will be available throughout the conference.

If you find issues, report them to slava@ischools-inc.org. In the agenda, check the presentation time and then click the plus sign (+) to view abstract and presenter(s). Note that the session time displayed in the SCOOCS platform automatically converts to the time zone of your location.
Additional Presentation Information
Watch the following videos for additional information (be advised that these videos also include some information that is relevant for tech hosts only):

- Presentation Room Introduction: https://oss.irm.cn/Scoocs%20Presentation%20Guide-1.mp4
- SCOOCS Features Interview: https://oss.irm.cn/SCOOCS%20Features%20Interview-web.m4v

The Presentation Room Introduction can also be accessed anytime within the SCOOCS platform.

Tech Requirements

Browser
Prior to the conference, please make sure that your browser is up to date. The SCOOCS platform has been optimized for Google Chrome but other browsers should work just fine. If you experience any problems accessing and using the features of SCOOCS, please consider switching to Google Chrome.

Internet Speed
Please guarantee that your internet speed is at least 3.2 Mbps outbound and 3.2 Mbps inbound. Also, a PING of at least 15ms (the lower the better) is advisable (check at https://www.speedtest.net).

Equipment
Please test your equipment (microphone, webcam, internet connection) at https://test.webrtc.org.
What else is there to know?

**Explore**
Once you are inside, take a couple of minutes to explore and follow the **Wizard** to understand what is what.

**My Program**
Use the search bar to look-up your specific interests and “star” (☆) your favorite sessions to be sure that you do not miss them. These will then show up under “My Program” section, as your own customized event program.

**Connect 1 to 1**
Find the “Chat” and skim through the participant list. Start engaging with fellow participants and speakers.

**Match Roulette**
Feeling adventurous? Not quite sure with whom to start a conversation? Let us match you with another random participant that also wants to be randomly matched. Please note that if you are alone in a room it might be because no one has clicked the Match Roulette. Wait a few minutes or encourage others to join!

If you have any questions before or during the conference, please get in touch with us any time: [iconference2021@ischools-inc.org](mailto:iconference2021@ischools-inc.org)

Thank you for taking part in iConference 2021. Happy conferencing!

iSchools Inc.