iConference 2021: Moderator Guide

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, you 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 implemented 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.

![CO2 Calculator](image)

**Session Moderator**

The function of the session chair/moderator is to introduce the presenter(s) to the audience and lead the Q&A.

**Entering the session**

The sessions can be entered 5 minutes before their scheduled start. A green **JOIN** button indicates that the session can be entered.

![Session Agenda](image)

If the green **JOIN** button does not appear 5 minutes before the beginning of the session, please refresh your browser.
In the session: SCOOCs conferencing room

After clicking the JOIN button, you will be brought into the session. Please allow the room permissions to access your microphone and webcam when prompted.

The SCOOCs conferencing room is similar to Zoom.

1. On the left side (1) is a summary of all participants, the Public Chat, and Shared Notes. Shared Notes might be handy for Workshops, SIEs, and VIS to write up summaries or instructions etc. Only the moderator or tech host can write up shared notes, but they are visible for all participants.
2. Next to this, is the general presentation window (2), where all content is going to be presented. Webcams, shared screens and recordings will be displayed in this window.
3. Below the presentation window (3), all users have at least three of four icons that control the following:

- **Microphone**: Toggle on / off your microphone
- **Phone handle**: Toggle on / off the sound that you hear in the room
- **Camera**: Toggle on / off your webcam
- **Screen**: Share your screen

Note that screen sharing is only available for people with presenter rights. The moderator and tech host can assign presenter rights to enable the screen sharing feature. Presenter rights are indicated with the blue screen icon next to the user’s name icon.

### Presenter Rights Features

Presenter rights unlock additional features for a person who takes the role of the presenter. Features include:

- Sharing screen, icon will appear next to the **toggle webcam** icon after taking the presenter role
- Start Poll (*not relevant in the context of paper presentations*)
- Upload a presentation (*not relevant – sharing screen suffices for paper presentations*)
- Share an external video – plays a video recording (e.g. Youtube, Vimeo, etc.)

Presenter features become visible when clicking on the blue plus icon on the left side of the screen.
Important

Unlike Zoom, sharing / playing a video recording requires a web link (e.g., YouTube, Vimeo, etc.) in order to work. Recorded presentations will be played by the tech hosts. We uploaded all submitted recordings to the cloud and have the respective links / URLs ready in the sessions.

However, if a presenter wants to play a video in their live presentation, they need to make sure that the video can be accessed via the web. This has been communicated to all presenters in the Presenters Guide.

Q&A

After the presentation, the moderator will lead the Q&A. Similar to Zoom, all participants have the ability to “raise their hand” or make use of other reaction emotes.

Participants who raise their hand will be moved up in the users list to make it easier for the moderator to chronologically select users with questions and comments. Note that the name icons now display the hand emote to signal that the users have a question. After the user posed their question, they can either remove the emote status themselves, or the moderator and tech host can do that for them to keep the list up to date.
Summary

Moderator Role:

- Please enter the session room 5 minutes prior to the beginning of the session
- Introduce the presenter
- Keep the timing in mind
  - Full Research Papers: 20 min presentation + 10 min Q&A
  - Short Research papers: 15 min presentation + 10 min Q&A
  - Q&A time will be reduced for presentations that run over
- Lead the Q&A
  - Observe the list of users who raised their hand and initiate the Q&A
  - Clear the raised hand status after the question has been asked by the participant
  - Keep a look at the Public Chat for written questions

Tech Host Role:

- Play pre-recorded videos
- Assign presenter roles to presenters who want to present live
- Technical support
- Mute and unmute participants if necessary

Presenter:

- Please enter the session room 5 minutes prior to the beginning of the session
- If you submitted a recording of your presentation, the tech host will play it by default, unless you specifically request to present live
- If you present live, you will be given the presenter role, which will enable the screen sharing function for you
- Note that if you present live and want to share a video, the video needs to be accessible via the web (E.g. YouTube, Vimeo, etc.)
  - See page 4 + 5 - Presenter Rights Features to learn how to share a video, or ask the tech host for assistance
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. We highly recommend using Google Chrome for the best experience. 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 here).

Equipment
Please test your equipment (microphone, webcam, internet connection) here.

General Sessions Information
Note that some sessions will be hosted in Zoom rooms. This applies to some Workshop, VIS, and SIE sessions as well as all Plenary sessions. Please make sure that you have Zoom installed to enter these sessions. The sessions will be accessible the same way as SCOOCS sessions (see page 2 – Entering the Session), but will lead to a Zoom instance instead.

Helpful Video Links
Please take a couple of minutes to watch the videos below to get an idea of SCOOCS’s general features set.

SCOOCS Presenter Features
SCOOCS Features Interview