WEMDCD 2021 8-9 April 2021
www.WEMDCD2021.unimore.it

Virtual Conference Handbook

General information

How the event works

The conference will take place over two days 8-9 April 2021. Sessions are scheduled according to the technical program.

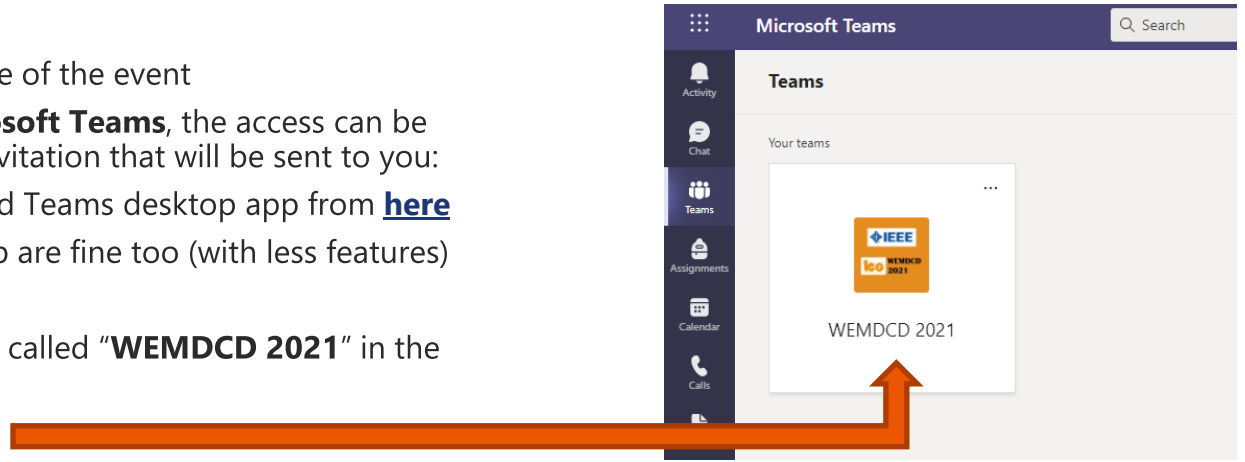
IMPORTANT NOTICE: the scheduled times are expressed as **Central European Summer Time (CEST) = Coordinated Universal Time (UTC) + 2h** due to daylight savings time being in effect. A useful tool to convert the time in other time zones is **here**

- English is the official language of the event
- The event is hosted on **Microsoft Teams**, the access can be performed using the email invitation that will be sent to you:
  - We advise to download Teams desktop app from **here**
  - Webapp or mobile app are fine too (with less features)

The participants will find a team called "**WEMDCD 2021**" in the teams section

For the best experience:

- Pay attention to notification
- Close all unnecessary apps to avoid distraction, potential network issues and experience disruption
- Access to event Team will be granted for 24h after the end of the conference



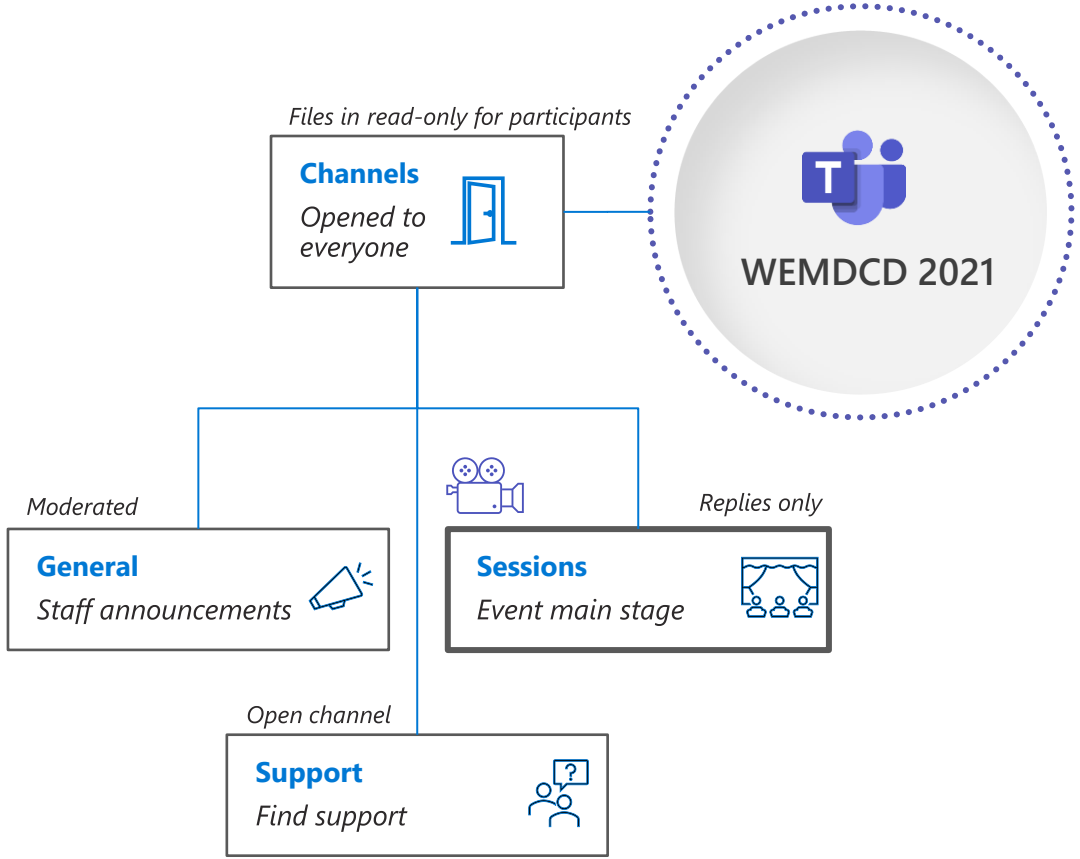
WEMDCD 2021
Team at a glance

The event is hosted on **Microsoft Teams**, the access can be performed using the email invitation:

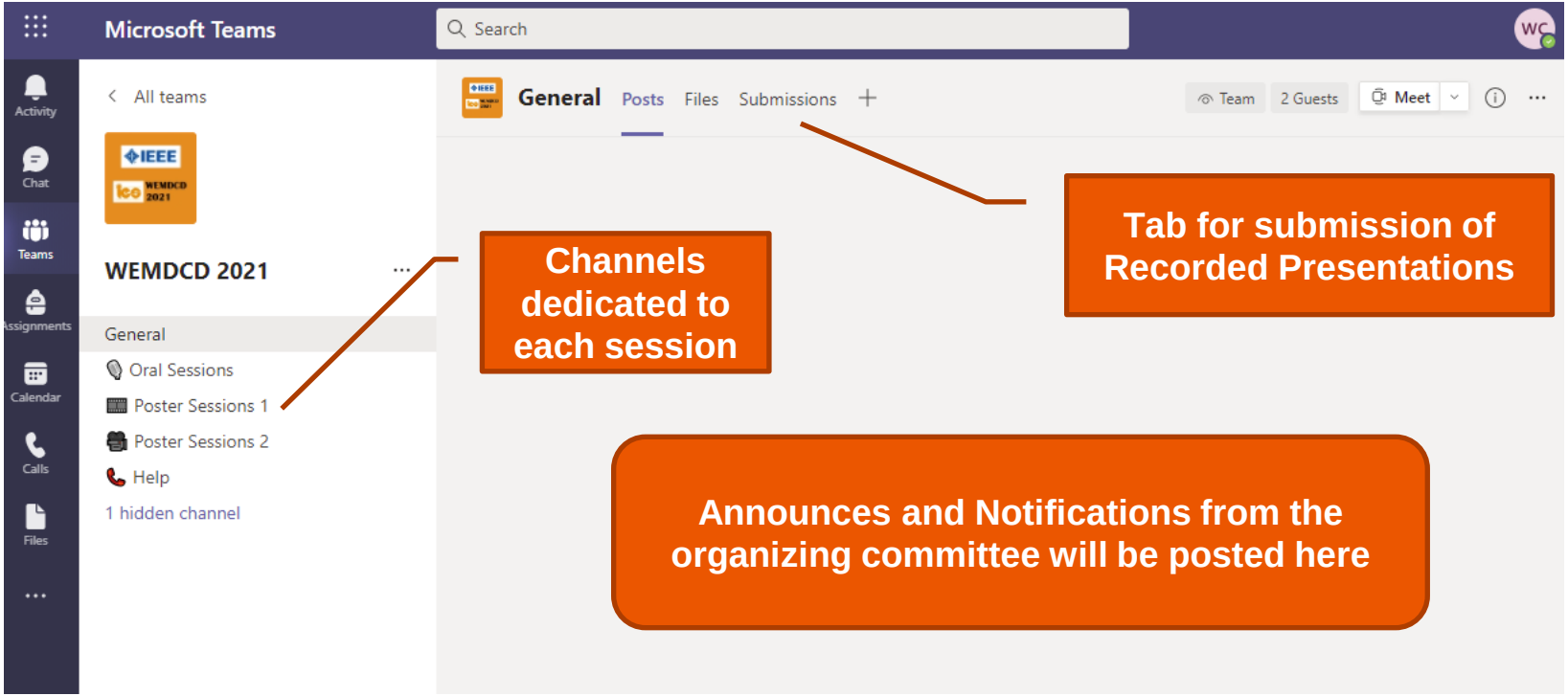
- We advise to download Teams desktop app from here
- Webapp or mobile app are fine too (with less features)

In the **WEMDCD 2021 Team** the participants will find:

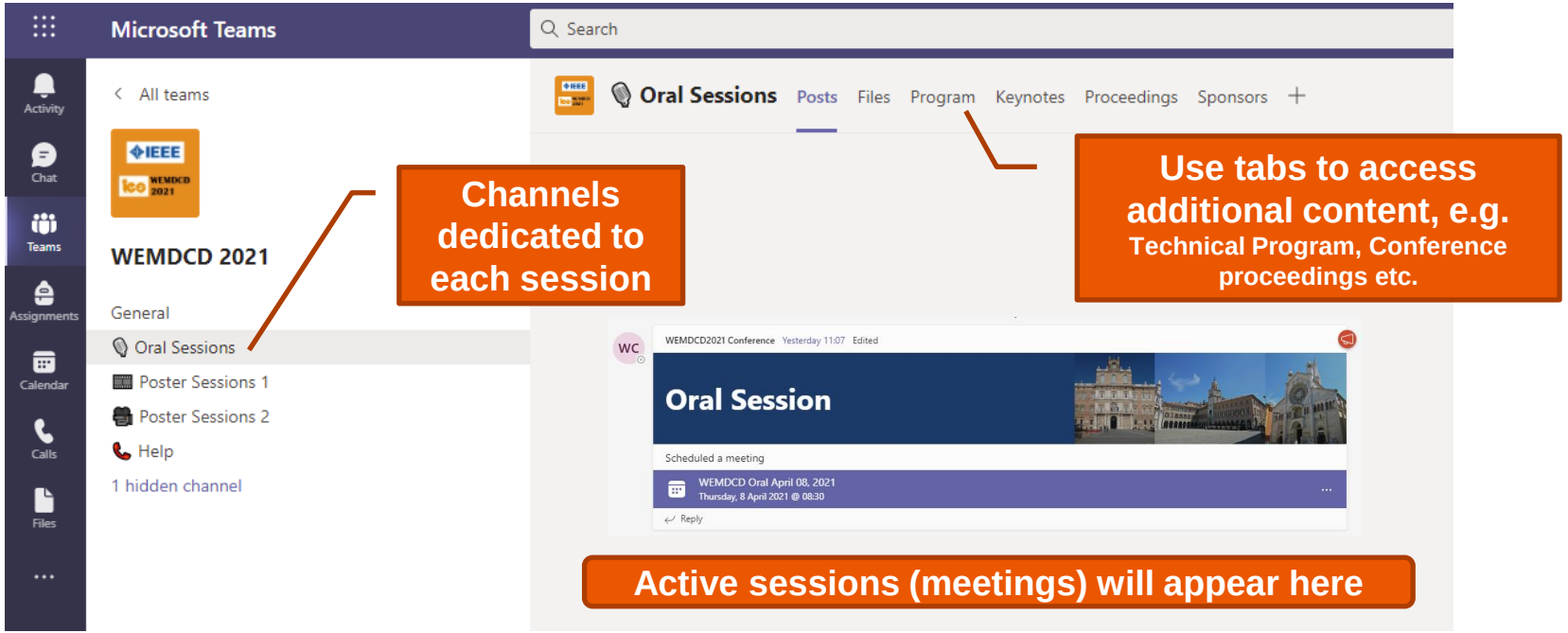
- **General** channel for the event announcement
- **Oral Sessions** channel for the event main stage, where the Plenary sessions, Keynote speech and Oral presentations will be hosted
- **Poster Sessions 1 & 2** channels where the interactive poster sessions will be hosted
- **Support channel** for technical questions during the event



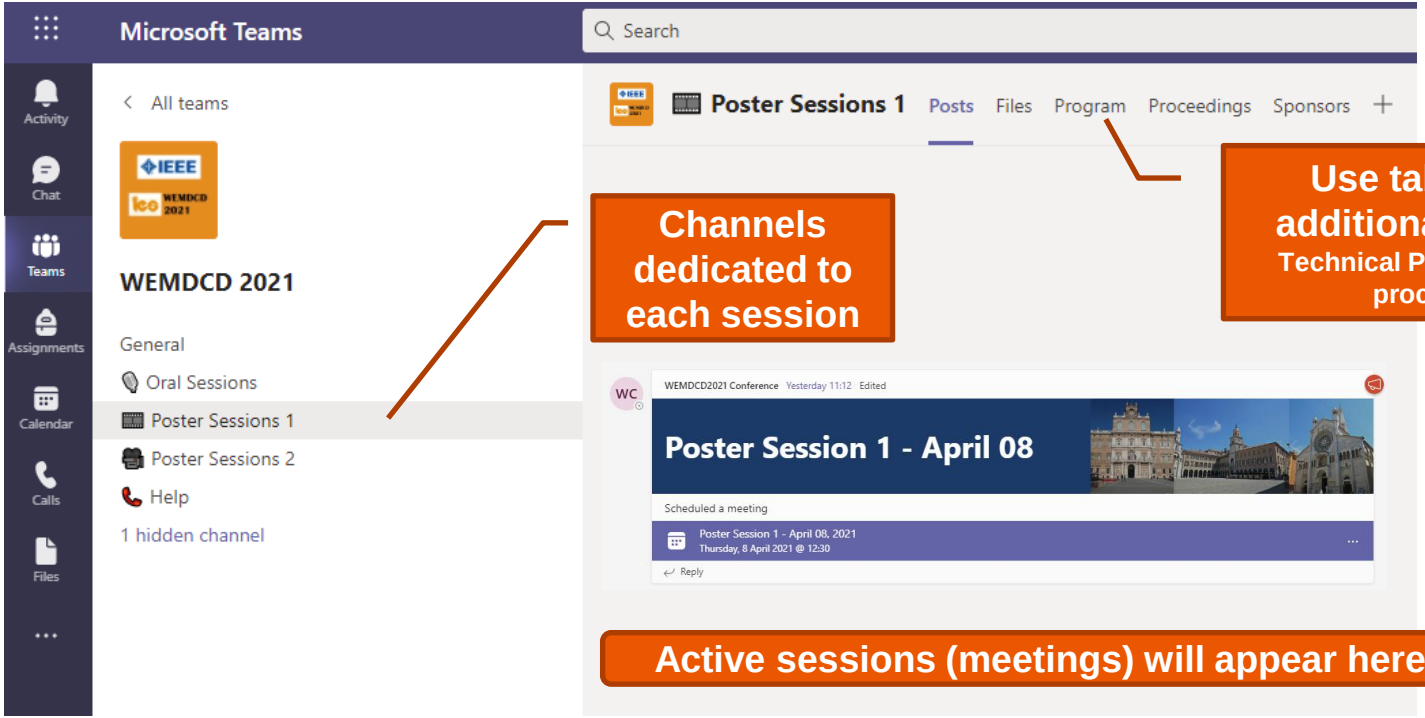
General Channel's structure



Oral session Channel's structure



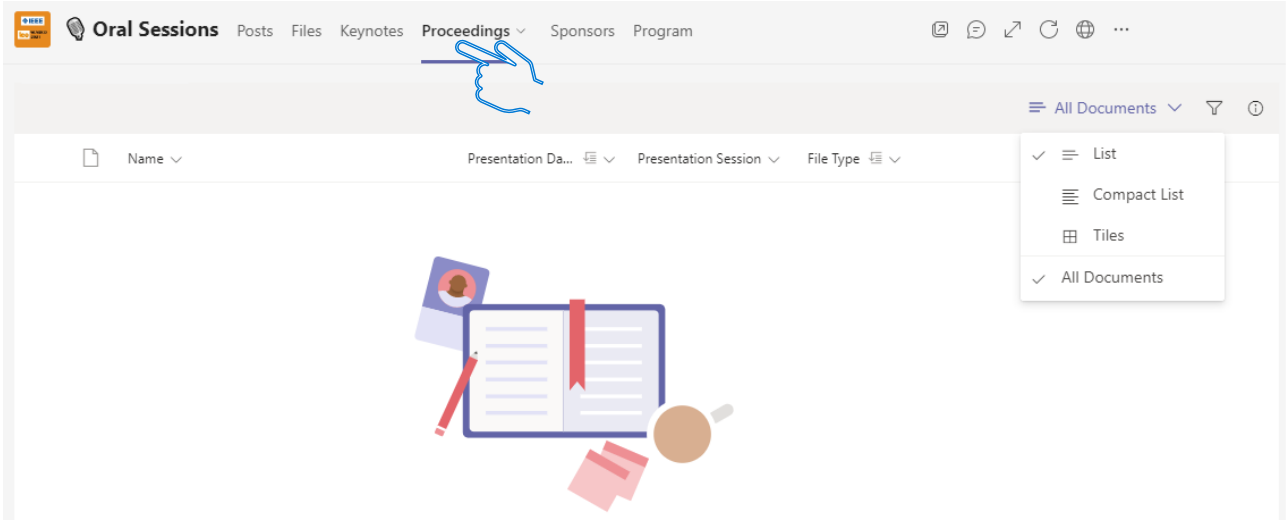
Poster session Channel's structure



Proceedings & Pre-Recorded presentations

Conference proceedings and Poster session Pre-Recorded presentations can be freely accessed

- Click on the Proceedings tab
- Browse the content: both papers and presentation videos are grouped by **Day of presentation** and **Presentation session** in accordance with the Technical program



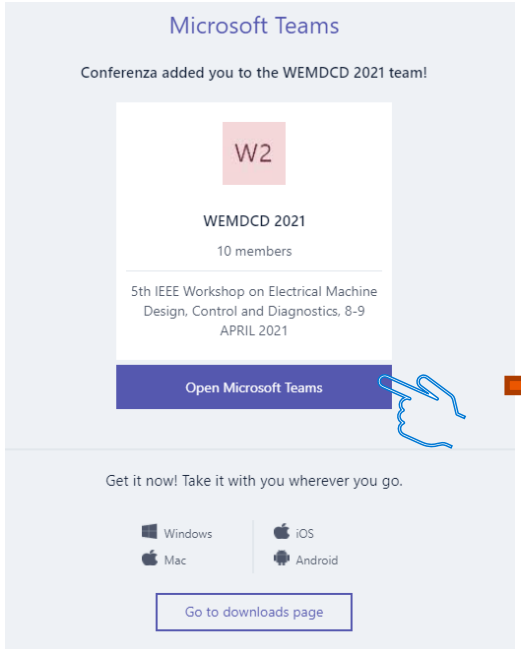
Technical guidelines

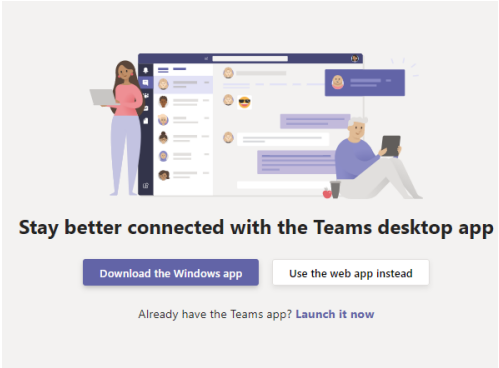
First access: get your guest invitation

An invitation e-mail will be sent to the address provided during registration

1. Click on the "Open Microsoft Teams" button
2. We advise to use the desktop version, webapp or mobile app are fine too (with less features)

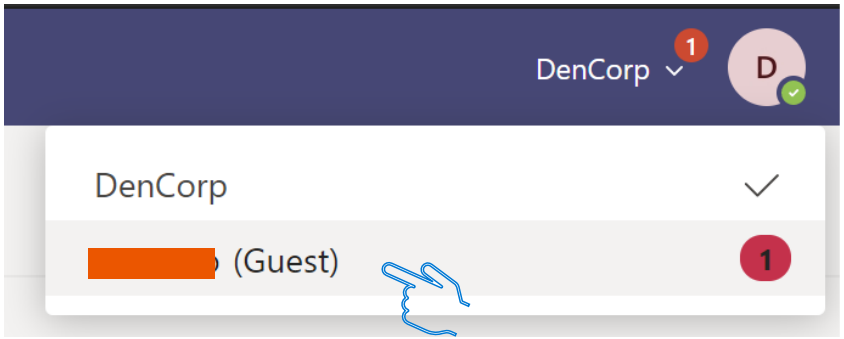
Important notice:
Always make sure to access the platform using the e-mail provided during registration

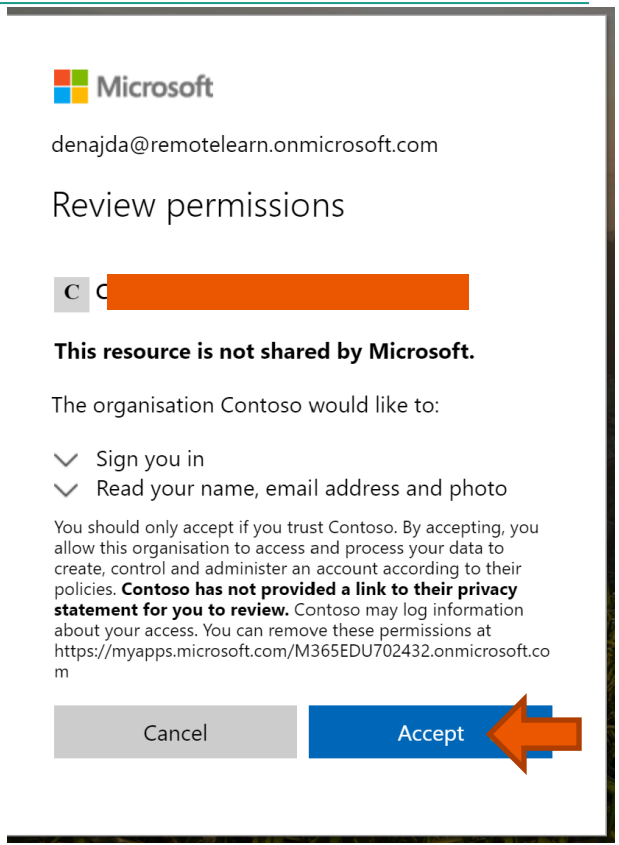




First access: User in organization with Office 365

1. Click on the email invitation
2. Accept the invitation
3. Join or change organization to access the new team





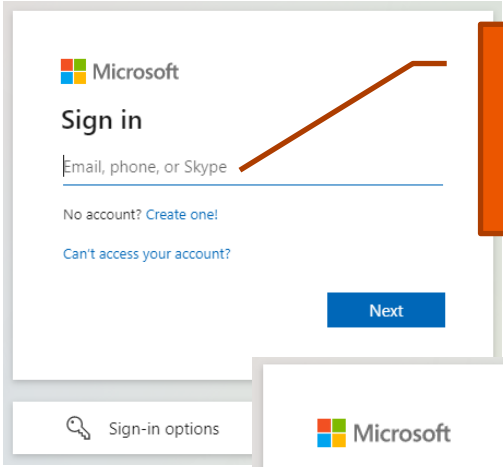
First access: User with no Office 365 account

If the e-mail provided during registration is not linked to any Office 365 or Microsoft accounts,

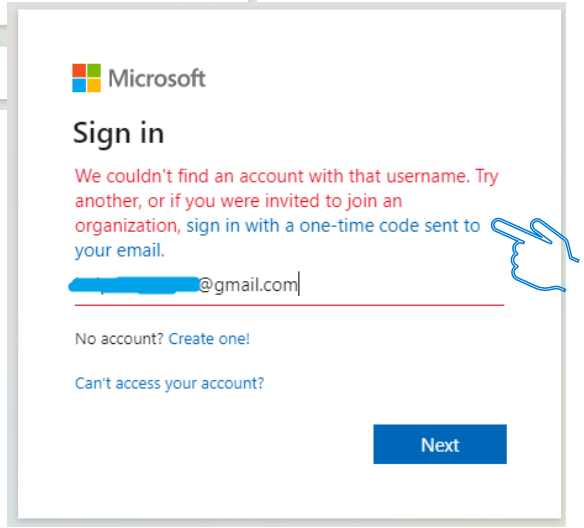
- The attendee can create one, following the online instructions

As an alternative:

- The attendee can access the conference by requesting a one-time code

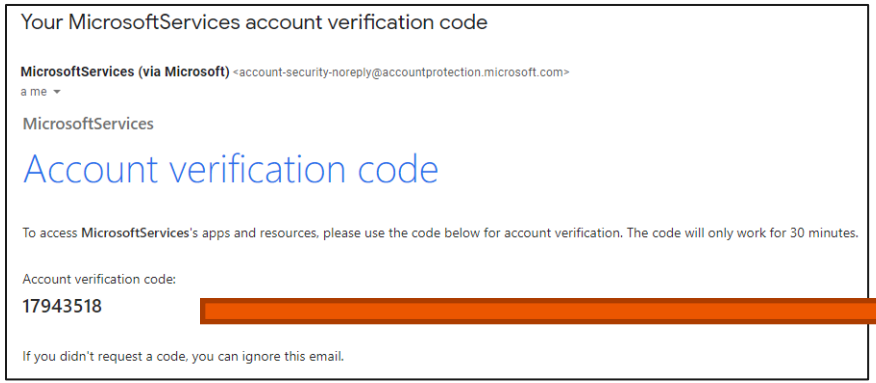


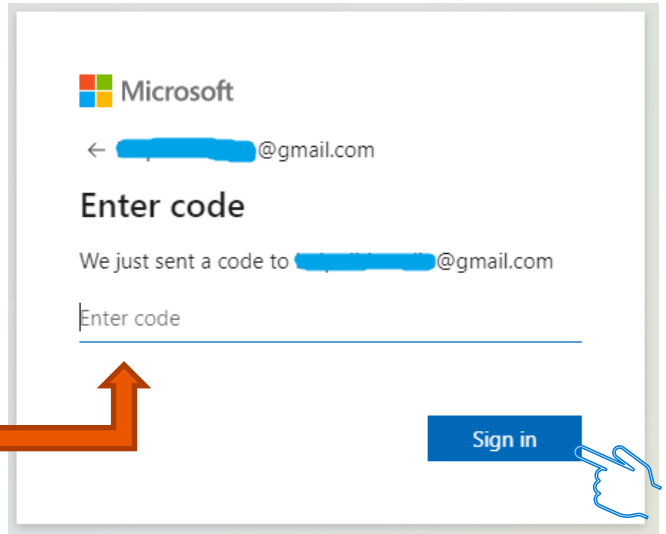
IMPORTANT! Always use the e-mail provided during registration



First access: User with no Office 365 account one-time code

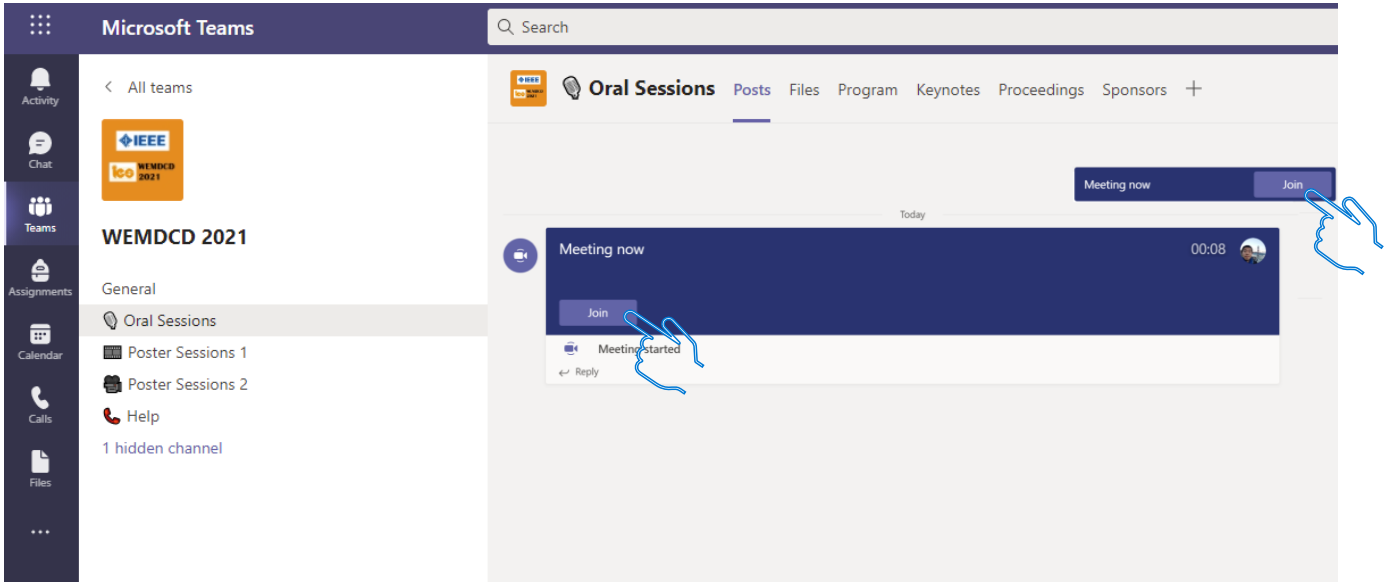
1. Check your inbox for the e-mail with the one-time code
2. Copy & paste the Account verification code to access the Teams platform





Joining the virtual session's meeting

- Navigate to the WEMDCD 2021 Team
- Choose the channel of interest from the channel list on the left
- Join active session from the notification feed (channel link)



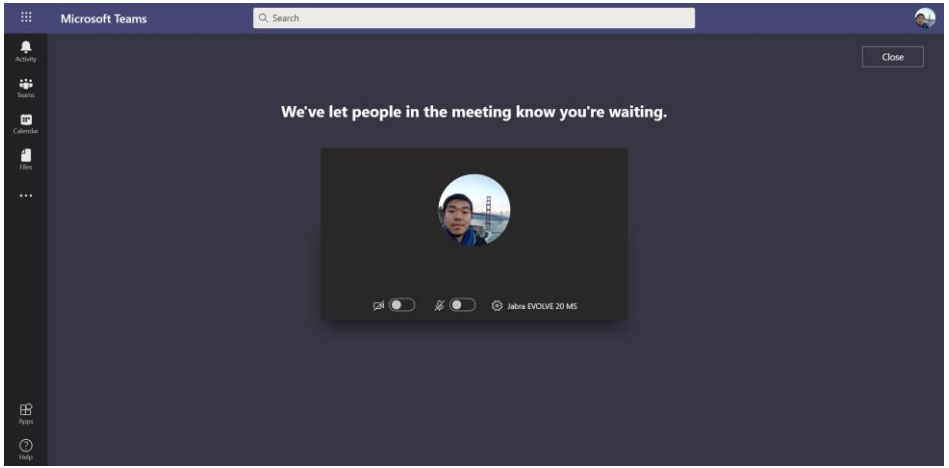
Lobby

Lobby can be encountered:

- If the attendee is trying to join a session that is still not officially started
- If the attendee is trying to join an active session, but has logged in with a different e-mail

Make sure to always log in to the platform using the e-mail provided during registration.

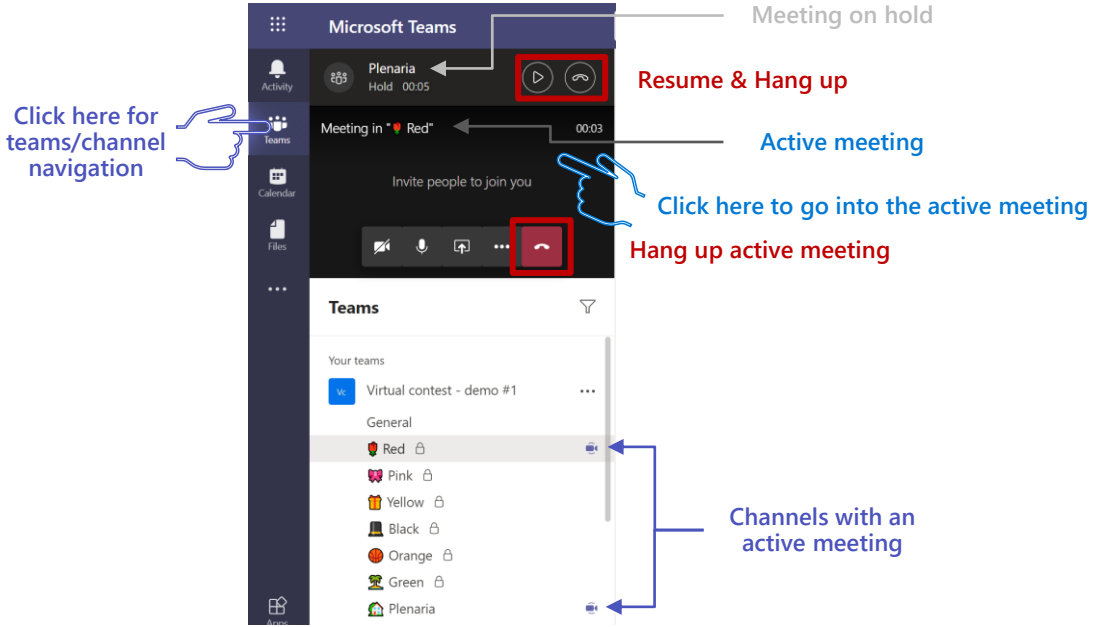
Registered attendees (registered guests) always bypass the lobby when joining active sessions.



Parallel meetings navigation

At WEMDCD 2021, only poster sessions are scheduled as parallel sessions

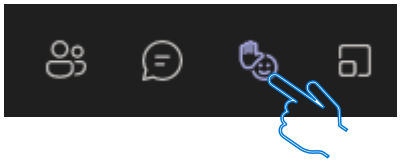
- The attendees can freely navigate between parallel sessions with active meetings without hanging up



Attendee interaction

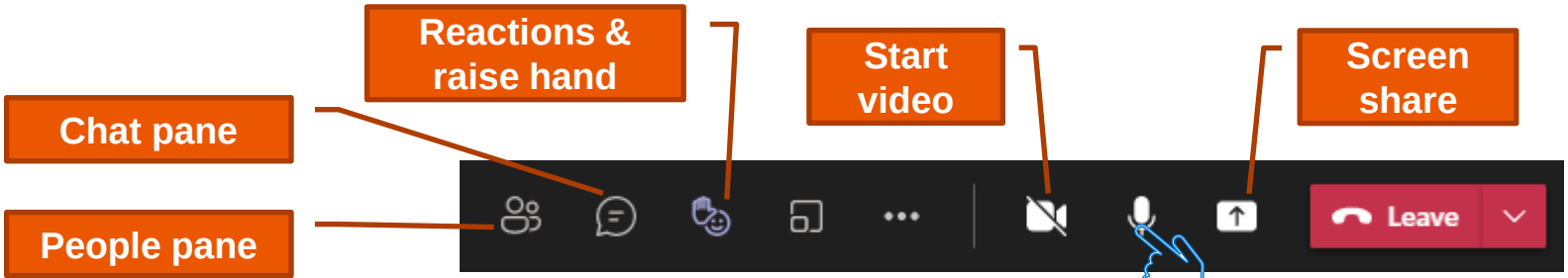
At WEMDCD 2021, the scheduled oral and poster sessions are intended as interactive meetings:

- **During a presentation**, attendees' microphones should be kept muted, not to interfere with the presenter's audio.
- **During Q&A**, attendees can raise hand to request to speak: the chair of the session will then give permission to activate the microphone and speak



- **Hand Raising** option

- Hand raising order is visible on the people pane (first in /first served)



- **Mute/unmute** button (not always available during plenary meeting)

For Authors & Speakers

Oral and Poster sessions at a glance

Oral session guidelines

Paper accepted for presentation in oral sessions will be presented in *live streaming* by one of the authors

- Each author will have 20-25 minutes for oral presentation, followed by 5 minutes of Q&A
- We strongly recommend authors to also prepare and submit a recorded presentation, to be used by the organizers as a last resort failsafe in case the presenter is facing technical difficulties or is otherwise unable to participate to the live event

Poster session guidelines

Paper accepted for presentation in poster sessions will be presented via a *recorded presentation* and then the scheduled live-interactive poster sessions will host live Q&A and discussion with the authors

- Authors must prepare and submit a 20 minutes recorded presentation, that will be freely accessible to conference attendees for the entire duration of the conference
- During live-interactive poster sessions each author will have 3 minutes for a quick introductory oral presentation, followed by 5 minutes of Q&A

Important Notice:

- Presentation format for both oral and poster sessions are the same: i.e. No one-page-posters are needed.
- Keep in mind: video presentation is maximum **20 minutes long** - **128MB size**.

Preparing your presentation

Presentation guidelines

- Presentations for both oral and poster sessions are the same. (No one-page-posters are needed)
- We recommend 16:9 format for better screen showing. Presentation in 4:3 format is acceptable as well.
- Start with a short introduction about presenter's name, organization, and research areas.
- Presentation is maximum 25 minutes long.
- **Poster session authors should also prepare a quick recap presentation (3 minutes) to be used as an introduction in the live poster sessions**

Create your presentation video

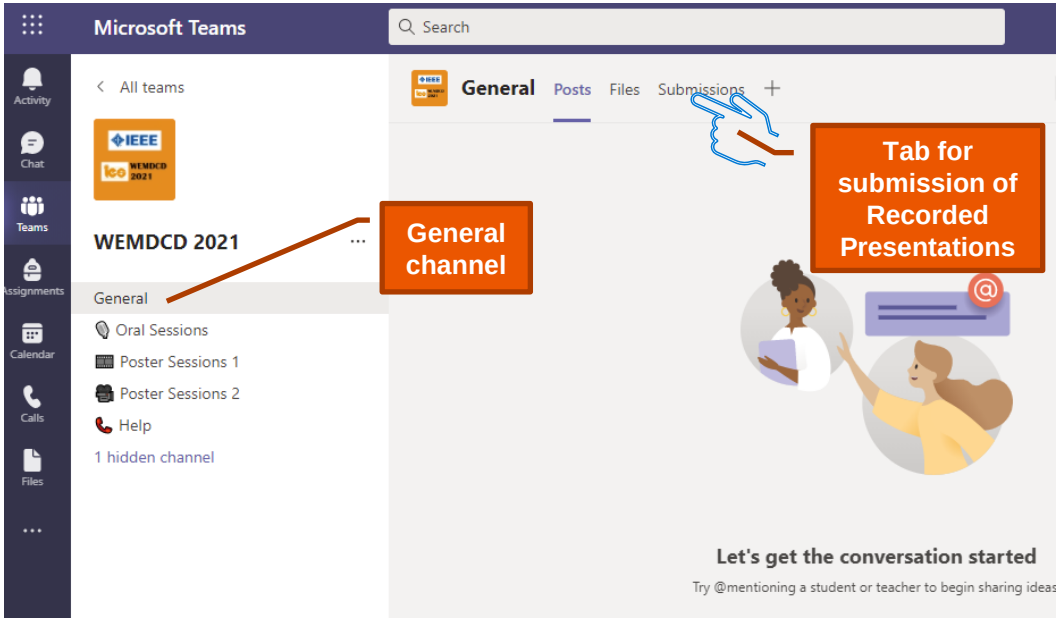
- Record your presentation, MP4 video format is recommended.
- Use good microphone in a room without echo to record a clear voice.
- The main window should be used for the PPTs. The personal face can appear in sub-window or appear in the main window for short periods. The personal appearance is not mandatory, but highly recommended.
- The video quality should be good enough for screen showing. A resolution of 1280 x 729 or higher is recommended.
- The size of the video file should be **kept under 128MB**. Otherwise, streaming speed for viewers can be slow.
- The video can be created by any program (Power point, Teams, Loom etc…) but must be uploaded preferably in MP4 format (other supported formats: .AVI .MOV).

Submitting your presentation

Upload your video and other informations

Deadline for uploading of paper presentations: **4 April 2021**.

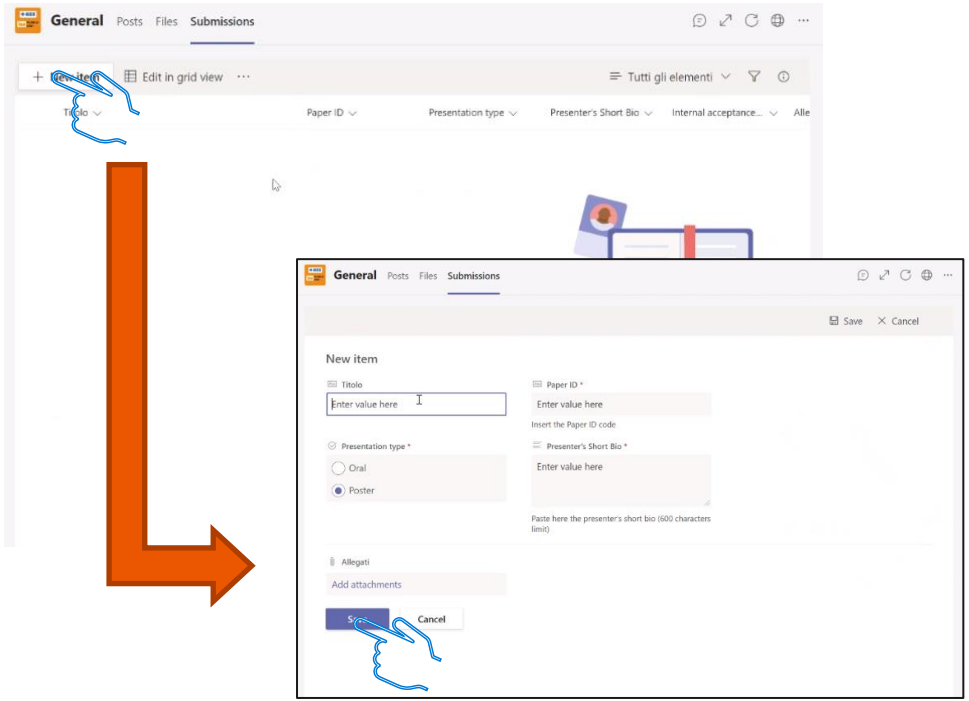
- The name of the video for uploading **MUST** be the combination of **Track number** and **Paper ID**. (**E.g. PosterSession1_MD-009423.mp4**)
- When completing submission, remember to always insert the **Short Bio of the Presenter**
- It is possible to cancel a submission and upload an improved version with the same name.
- The uploaded materials are protected and will be viewed only by the registered participants. The registered participants are required to comply with the confidential regulations about using the materials. Any misuse of the materials by any individual participant will be in breach of copyright law and the consequence will be out of the responsibility of the conference organizer.



Submitting your presentation

Under the General channel

1. Select the Submissions tab
2. Click the **New item** button
3. Enter the required data in the fields
4. Remember to upload your recorded presentation as an attachment
5. Click save to complete submission



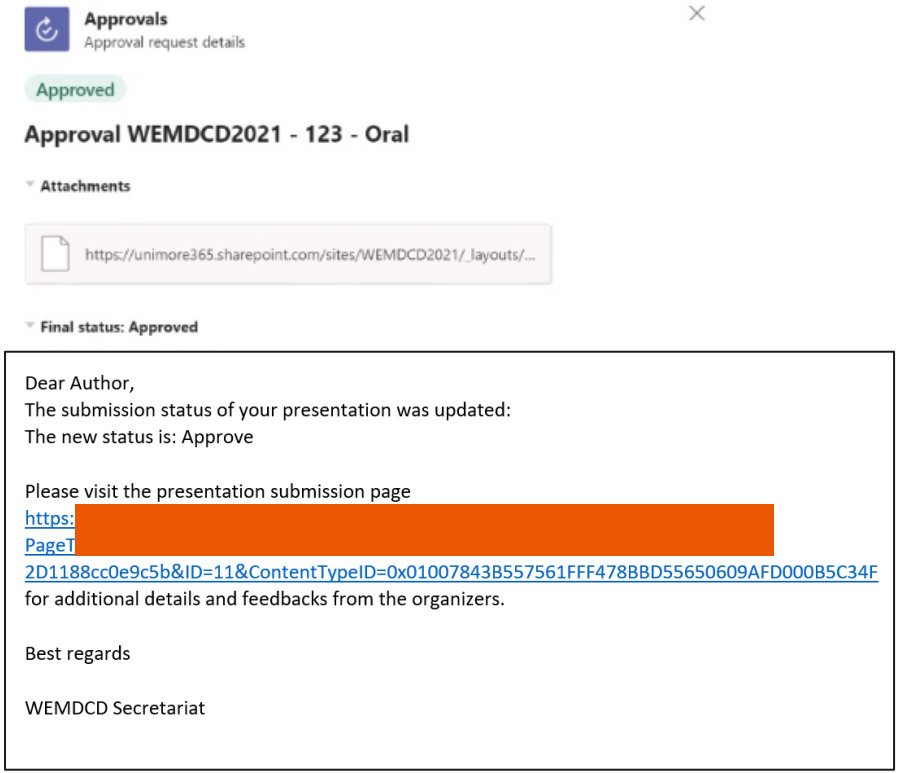
Submitting your presentation

The uploaded presentations will be screened by the organizing committee:

1. To check for inappropriate content
2. To check for excessive length of the video

Authors can monitor the status of approval in the submission tab.

Also, at the end of the process a notification e-mail will be sent to their e-mail address.



Approvals
Approval request details

Approved

Approval WEMDCD2021 - 123 - Oral

Attachments

https://unimore365.sharepoint.com/sites/WEMDCD2021/_layouts/...

Final status: Approved

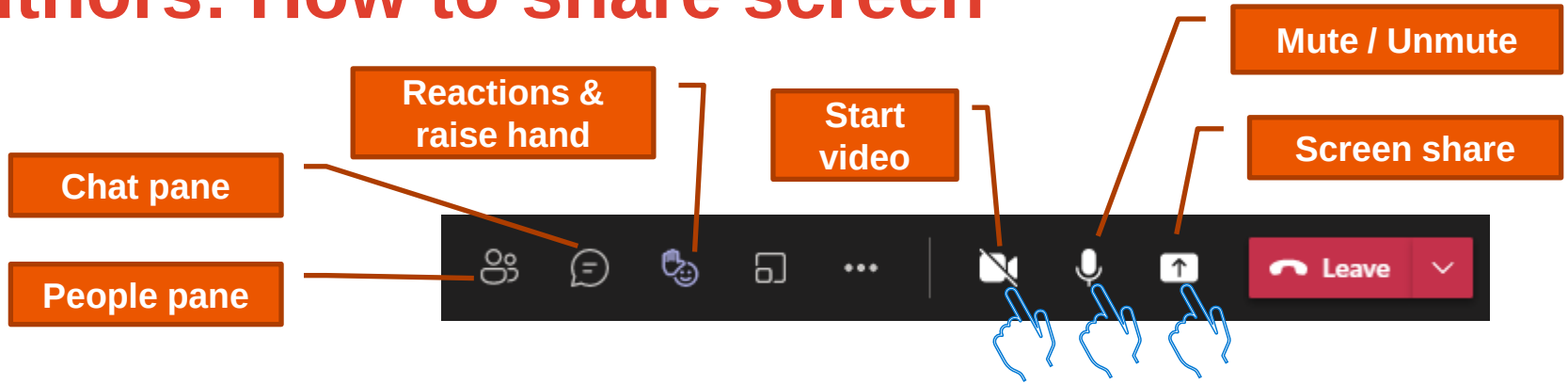
Dear Author,
The submission status of your presentation was updated:
The new status is: Approve

Please visit the presentation submission page
https:[redacted]
PageT
2D1188cc0e9c5b&ID=11&ContentTypeID=0x01007843B557561FFF478BBD55650609AFD000B5C34F
for additional details and feedbacks from the organizers.

Best regards

WEMDCD Secretariat

Authors: How to share screen



Join the session a few minutes earlier

1. The staff will "promote" you to presenter
2. Please keep you microphone muted to avoid interfering with other presentations
3. When the session chair introduces you, use the controls in the **upper right corner** of the interface to:
   - Unmute your microphone & start your video
   - Click on the share button and select the presentation content to share
4. After your presentation, stay connected for Q&A: questions will be moderated by the session chair

Presentation tips

- Share only essentials
- Set a front light source
- Show you in the middle of the screen
- Use isolated microphone, with good audio (“make a test call” first)
- Be confident and formal, do not ask “can you hear me?” or “can you see my screen?”
- Be inclusive (use caption, blur or set a custom background, use chat to track questions, ask for feedback, etc.)
- Keep an eye on the timing: **Leave 5 minutes for questions**

To request support:

Inside Teams: **Help** channel

By e-mail: WEMDCD2021@unimore.it