


Instructions for presentation on web-based conference

Short instruction how to join the conference (for more details see instructions below)

1. All registered attendees will receive an invitation email with the conference program which will include all necessary links to the ISSE conference over WebEx (the conference tool) some days before the conference. Please **follow the instructions** for connecting to the videoconference as provided in the file that we sent our participants via E-mail. For your first login to Webex, please use your **full name (not nickname)**. Please join the conference more than 20 minutes before it starts. You will not need any password.
2. When you join the conference, each of you will have the own microphone and camera muted (except the situation that you will be in the role of a presenter). Nonetheless, your presence at the conference will be recognized by the organizers (HOST and PANELIST).
3. Only HOST and PANELIST can switch on/off camera and microphone. In case you are presenter, the HOST gives you the role of presenter, and you will have your microphone and camera switched on (unmuted).

Explanation of the role of HOST, PANELIST and PRESENTER within the Webex tool:

1. **HOST will be local organizer:** The HOST has control over the Webex software. The task of the HOST is to preload the presentation files according to the program and shares them on the display of all connected attendees when a presentation begins. This means that when you have a lecture, the HOST will switch to you the role of the **PRESENTER:** i.e. your microphone and camera will be switched on (unmuted) and you will be given the ability to move from slide to slide in your presentation while you can use your mouse to point to an item in a slide similar to the use of a laser pointer in a regular meeting with physical presence. The picture of your camera (your face) will be displayed throughout the entire presentation only as (small) icon.
2. **The role of the PANELISTS will be taken over by 2 chair persons of the respective conference session:** Their role will be the same as in a regular conference. This means that they will lead the conference session, introduce the speakers before their lecture and will lead the discussions after the respective lectures. Therefore, **PANELISTS** will unmute the speaker's microphone and camera during the lecture. For announcing a question/remark participants can 'raise their hand' using the  icon. The **PANELISTS** will recognize this and coordinate the discussion by unmuting the respective participant.

More details and helpful advices to oral and poster presentations

Every presenter must be online. Only 'live presentations' are allowed (no pre-recorded presentations). Only presented papers may be sent to IEEE Xplore for publication. The presenter must be main author or co-author of the paper. During a presentation microphones and cameras only of the presenter, the Panelist (= chairman) will be unmuted. All listening participants will remain muted in order to reduce background noise and save bandwidth.

Keynote speeches are intended with a duration of 30 minutes followed by a discussion of up to 10 minutes.

Oral presentations will be **20 minutes** while **10 minutes** will be time for questions and answers.

Poster papers will be presented **orally** within **ten minutes** each, including discussion (**5 minutes for speech + 5 minutes for discussion**). There will be three parallel sessions, i.e. 2 Webex links, which will be provided in the conference program, together with the same invitation email. **Every poster**

presenter must be on-line during her/his presentation. It is on the choice of each attendee to switch from one to the other session.

Authors are asked to **send-in a PPT or PPTX presentation file** in both cases, a poster paper and an oral paper, by **12.05.2020, 12:00 a.m.** to the address **isse@fei.tuke.sk** (PDF file is not recommended for some technical reasons). When the time comes for the presentation, the organizer (HOST) will have the presentation loaded and shared and the presenter will be given the remote command to move from slide to slide from the own computer. Microphone and camera of the presenter will be unmuted.

For the smooth running of conference, we kindly ask our participants to prepare their **oral or poster presentation in PowerPoint form (please don't use PDF form)**. We would like to ask our participants to put information about the **name of the presenter, title of presentation, and a short bio in the first slide**. While the presenter together with the Host will prepare the presentation, the presenter will be introduced to the audience by the Panelist.

Discussion of the presentations: Any registered attendee can announce her/his interest in asking a question by **raising hand** using the **raised hand icon (🙋)** in the **Participant list**, even during a presentation. The discussion is conducted by the Chair person in the same way as the presentation. The organizer (Host) allows an interested participant who raised the hand for a question by unmuting camera and microphone of this one participant.