Virtual World Forum on Internet of Things – 2020
Session Chair Instructions:

Session Chair Responsibilities are to ensure:
1. **All Video presentations are uploaded for your session.**
2. **Video presentations in your session are in the correct order.**
3. **Video presentations in your session are of high quality.**
4. **Two questions are asked and answered for each paper.**

Please see the details below for more information as well as the Session Chair recording provided to you in email.

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Karen Pannullo, k.pannullo@comsoc.org, will provide you with a link to your session.

1. Click the unique link you were provided and the following screen will open:
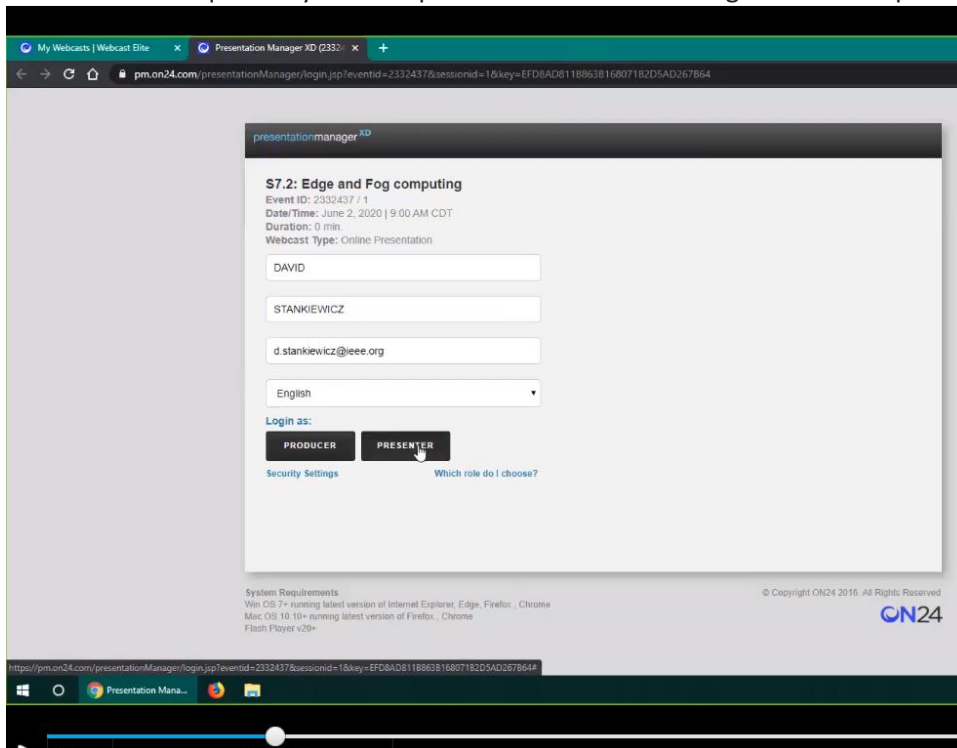
- This is the back end of the platform. You will see the session number and title at the top.
- As session chair, enter your first name, last name and email address, which you used for the conference. You can also pick the language that you would like to see items displayed.
2. Click on the producer button. (Presenter is for live-day production.)

Here what the next screen looks like:
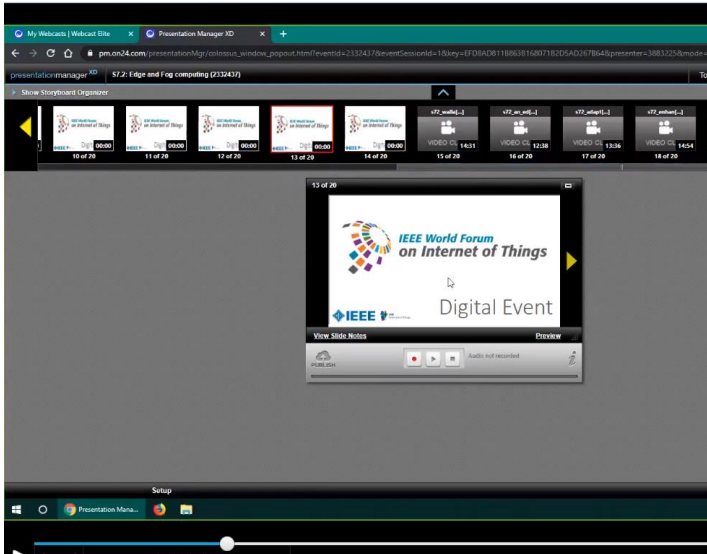
- The top of the screen shows the storyboard organizer (aka time line), which is the content that was loaded to the back-end platform – including the Title Slides and pre-recorded presentations.
- A preview window is in the center of the screen.
- A set up button is at the bottom left of the screen.
- The blue triangle expands the storyboard when it is clicked.
- In between each session, there will be a title slide, which is prepopulated in each session. This allows IEEE to index the sessions and will allow attendees to search for the presentation they want to view. PLEASE DO NOT DELETE ANY OF THE TITLE SLIDES.
- As session chair, please know your program and the order the slides should be in.
- Please arrange the video recordings into the correct order.
    - Drag and drop the files into the following order -- Slide 1 should be a Title Slide, followed by the first video, then another Title Slide, then the second video, a Title Slide, etc. Always have a title slide in between each video.
    - Make sure that all authors have uploaded their presentations. If one is missing, please check with that particular author.
    - You may have to come back into this screen a few times before the session is ready to be finalized.
    - Once you feel everything is complete and the storyboard (timeline) is in the right order, you can minimize the storyboard organizer and go back to the main screen.

3. **Do a Quality Check on all of the videos** –
- Click on one of the videos in the storyboard organizer, which will open it up in the preview screen.
- Play each video recording from start to finish and make sure that the audio and video quality for each recording is of high quality.
- If there is a quality issue, please alert the author of the issue and ask them to either recreate the recording or upload a different version.

Supported Browsers for PC running Windows 7 or newer	Supported Browsers for Mac running Mac OS 10.10 or newer
· Google Chrome v58+	· Google Chrome v56+
· Mozilla Firefox v53+	· Mozilla Firefox v53+
· Microsoft Edge Browser v38+	· Safari v10.1+
· Microsoft Internet Explorer 11*	

4. **Once the sequential ordering and the quality check are complete, the final step is to get the session ready for live day:**

- Click on the first title slide within the storyboard organizer, which will be slide 1 of x. Make sure it is highlighted with the red rectangle.
- Click on the cloud with an up arrow, labeled publish, in the bottom left of the screen. This will push out, merge the video and slide files into one master file, and push it to the virtual platform so attendees have the session to view in its entirety.
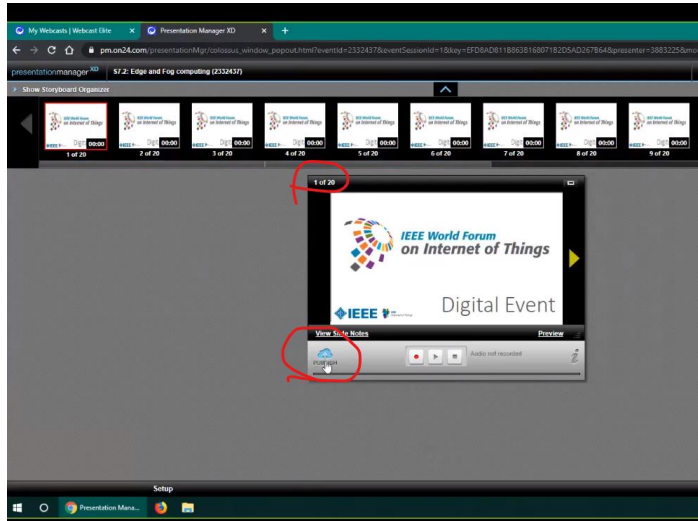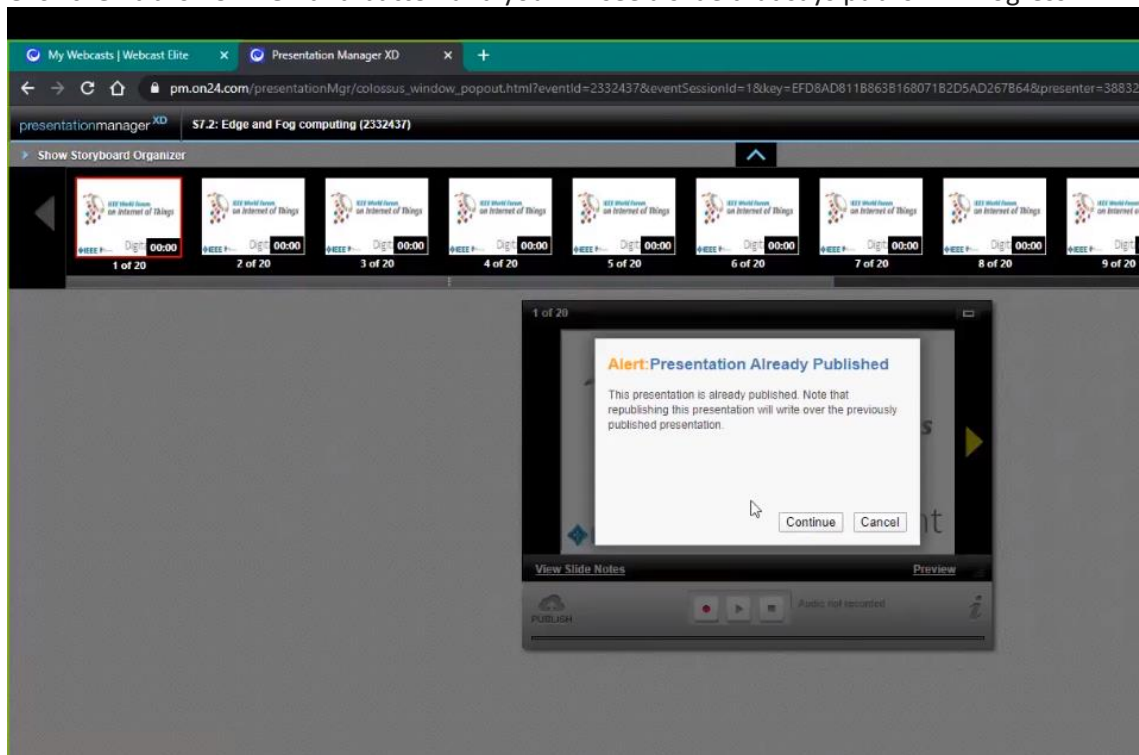

You will get a slide that says published or that the presentation was published already.
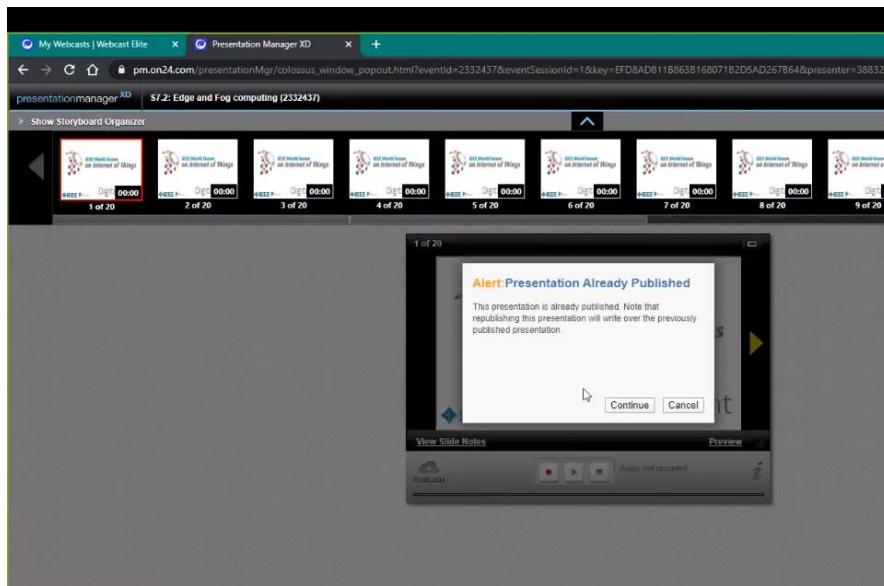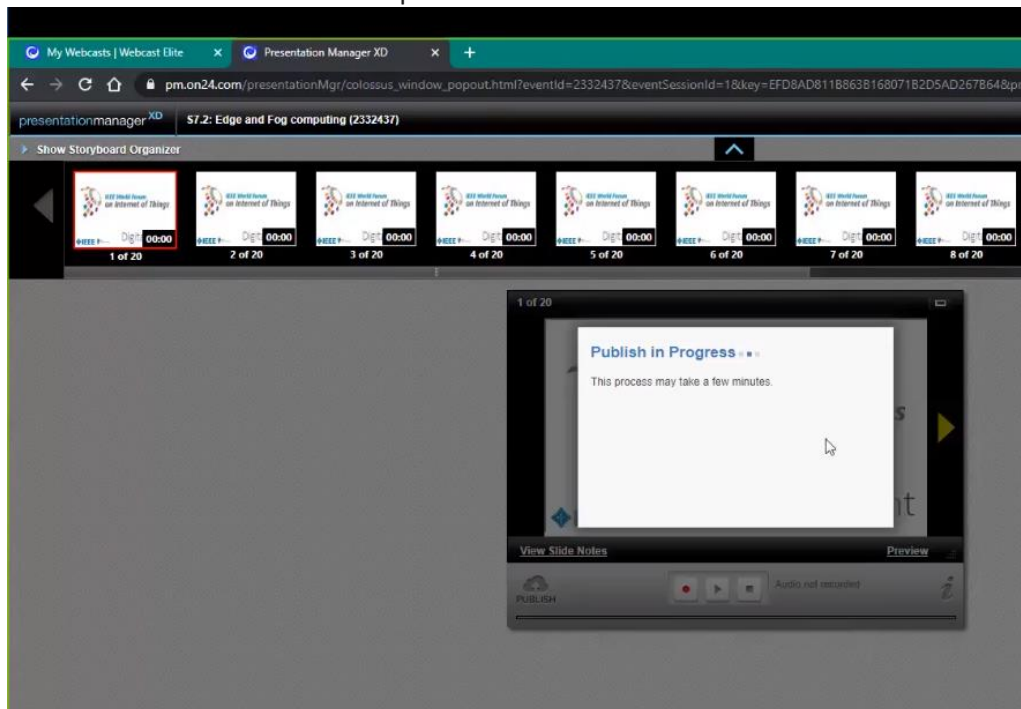

You can republish the work multiple times. Each time, it overwrites the previous file.

Click the Publish on Demand button and you will see a slide that says publish in Progress.

This could take a few minutes to publish.

A pop up notification will appear letting you know that it is complete.
Your work to arrange the sessions is complete, and you can exit the platform.

The last day you should update any sessions is June 1st. This will give the IEEE MCE team one day to get everything ready before the event goes live on June 2nd.

Q&A:

- If someone has an update to his or her video presentation after launch day, what happens? Please contact David and Karen for assistance with an update while the session is in progress.

- When authors upload their video presentations, they come into the backend of the platform (same space as you), but they click the setup button, then click the video clips button and upload their video clip as an MP4 file format.
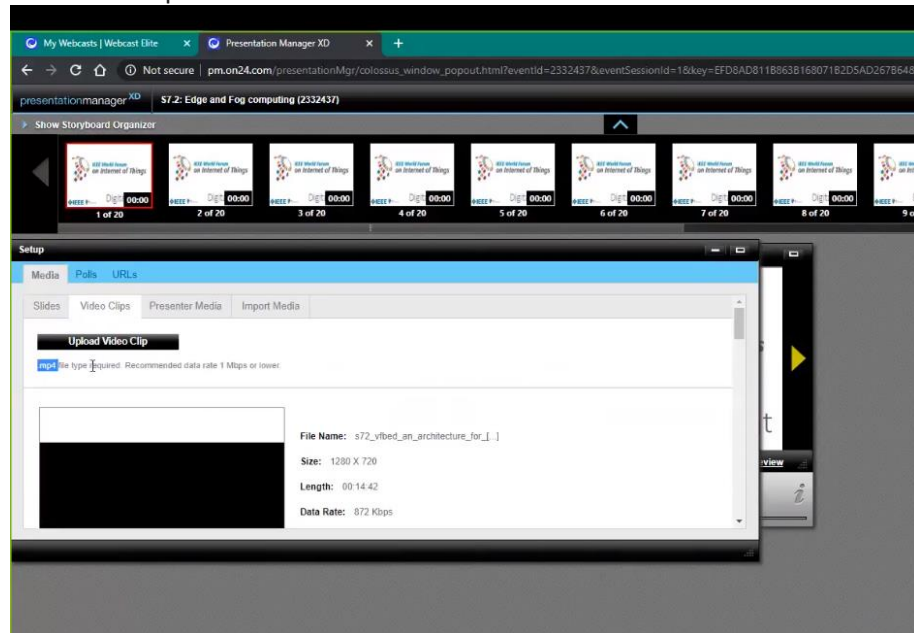
- An author might accidently upload their PowerPoint slides or upload a video file in the wrong section of the platform. You will notice this by looking at the top of the storyboard it will show, for example, 32 slides in the storyboard.
- Please notify the author that they did not upload their video as an MP4 format and will need to reload it.
- Also, notify David and Karen so the PowerPoint presentation can be deleted.
- If anything looks incorrect, please reach out to David and Karen for assistance.
- The MP4 file has voice over and the PowerPoint.

FRONT END OF PLATFORM FOR Q&A
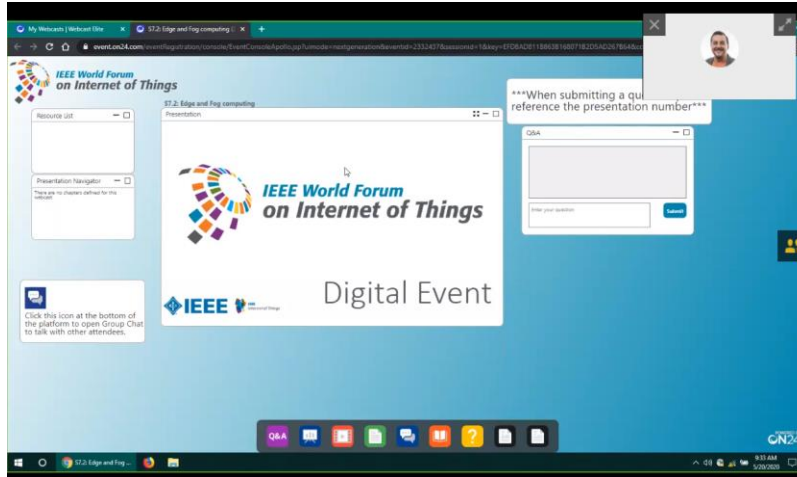
- Once the event goes live, the title slide will appear first in the Presentation Window.
- Once someone enters the session, the session will begin automatically with first presentation.
- The session name and number are at the top of the screen.
- The Media Player accompanies voice-over-PowerPoint slides and will play within the media player.
- Chaptering/indexing will appear on the left side of the presentation navigator screen in the order the presentations were loaded. This will give the attendee the ability to move to the presentation they want to see.

Attendees can interact with the speaker through:

CHAT BOX or Q&A box

- **Chat Box** is an open, published, running dialog for everyone that views the presentation to see. It is timestamped with the name of the person raising the question. This will be at the session level during the whole event.
  - Session chairs should monitor the group chat through the 2 weeks of the Virtual Forum, provide the questions to the correct author, and follow up with the author to make sure the question was answered.
  - If something negative is in chat window, please let David and Karen know so it can be taken down.
- **Q&A Box** can be used by attendees to ask a question directly of a speaker. No one else sees it. This will get routed to the Session chairs via email. The session chair should send it to the author and the conversation takes place outside of the platform.

NOTE:
- Each paper has to have a minimum of two questions asked of the authors in order to constitute attendance.
- If each paper does not receive two questions, the Session Chair/Co-Chair should ask questions of each author.
- The author should reply within 72 hours.
- If the author does not answer, the Session Chair/Co-Chair should follow up.

Contacts:

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Assistance with process: Karen Pannullo, k.pannullo@comsoc.org