ALAPP 2020 digital conference

GENERAL INFORMATION

Thank you for registering as participant for ALAPP 2020, 16-17. September.

We advise you to log in to the conference portal as soon as possible to update your photo, time zone, profile and privacy settings as you wish. Please also watch the 4-minutes introduction video regarding the virtual conference portal.

In the virtual conference portal you will find
A Presentation Gallery with all presentations for the conference.
Program and session details, including abstracts.
Meeting Hub to connect with other attendees.
Possibility to make your own program by using the "star".

Please note!
The virtual portal works best in Google Chrome.
Check that your camera and microphone work.
Keep your microphone muted and camera off when listening to other presentations.

In what follows, we first provide instructions for all presenters and then, at the risk of repeating, we specify the instructions for each category of presenters.

All presenters
Please:
- Be prepared, and ready to present. (check your session time in the program)
- Dress appropriately, keep your background simple and uncluttered.
- Be focused! Remove distractions and turn off your phone, email, Skype, Slack, Tik Tok, whatever is running on your computer.
- Use a stable network. Wired network is always best.
- Preferably use Google Chrome as web browser.
- Check your audio and video outlets. Wired headphones with a microphone is preferred.
- Connect as host/keynote/panelist/presenter for your session **15 minutes before session time** to meet your moderator and perform sound and video checks to get ready before the attendees enter the session. The session will start in the pre-set webinar platform Zoom.
- Use two screens if possible, to manage your presentation and screen share activity on one screen and keep an eye on the time and chat of the On AIR portal on the other screen.
- Follow time allocation strictly (5 minutes for presentation, followed by 10 minutes for discussion).
- Feel free to add a slide at the beginning with a presentation of yourself.
- Try to have natural lighting on your face.
- Be conscious of speaking to the camera and smile. Speak to the attendees as if they are in the same room.

- Use the presenter chat to chat with other presenters in the same session. You can also chat with the control room if you have any problems or questions.

Keynote Speakers:
- Please enter the session room 15 minutes before session time to meet your moderator and perform audio and video checks to get ready before the attendees enter the session. The session will start in the pre-set webinar platform Zoom.
- You will be introduced by Prof. Srikant Sarangi (Aalborg University)
- Please plan for a **5 minute overview of the presentation, leaving 10 minutes for discussion**.
- You will be able to share your screen using the Share Screen button at the bottom of the screen.
- Associate Prof. Heidi Gilstad (NTNU) will moderate the discussion by selecting questions (received in text form via the chat function) and reading them out.

Panel Speakers:
- Please enter the session room 15 minutes before session time to meet your moderator and perform sound and video checks to get ready before the attendees enter the session. The session will start in the pre-set webinar platform Zoom.
- Please plan for a **5 minute overview of the presentation, leaving 10 minutes for discussion**.
- You will be able to share your screen using the Share Screen button at the bottom of the screen.
- A panel moderator will lead the discussion by selecting questions (received in text form via the chat function) and reading them out.

Oral presenters:
- Please enter the session room 15 minutes before session time to meet your moderator and perform sound and video checks to get ready before the attendees enter the session. The session will start in the pre-set webinar platform Zoom.
- Please plan for a **5 minute overview of the presentation, leaving 10 minutes for discussion**.
- You will be able to share your screen using the Share Screen button at the bottom of the screen.
- A morderator will lead the discussion by selecting questions (received in text form via the chat function) and reading them out.

Poster presenters:
- Please enter the session room 15 minutes before session time to meet your moderator and perform sound and video checks to get ready before the attendees enter the session. The session will start in the pre-set webinar platform Zoom.
- Please plan for a **5 minute poster presentation, leaving 10 minutes for discussion**.

- You will be able to share your screen using the Share Screen button at the bottom of the screen.

- A morderator will lead the discussion by selecting questions (received in text form via the Q&A function) and reading them out.

Other attendees:
- Please be sure to **register for the Conference**. **You will receive a personal link to log in to the virtual conference.**

- Another help-function is **Live support.**