

EIC-2021

ZOOM Info - Attendees

Virtual venue:

All live interactive sessions are held with Zoom. Please download the Zoom client at <https://zoom.us/> and familiarize yourself with the software. Sessions will open 15 minutes before the start to allow session chairs and authors to test their microphones and/or camera are working. To download instructions on using ZOOM go to <https://ieee-eic.org/attendees/> and click “Zoom Meeting Best Practices” to download the brochure.

Attendees

ZOOM LINKS

Attendees will receive ZOOM links within the Omnipress Downloadable file for the majority of the conference such as the Plenary, Q&A Sessions, Open Discussion Sessions, and Student sessions. Registered conference attendees will be emailed the login information (ID, passcode, etc.).

Short Courses - those who have purchased one or more Short Courses will receive separate emails with the ZOOM links for each course purchased.

Dissection Workshop - those who have purchased the Dissection Workshop will receive an email with the ZOOM link for the Dissection Workshop.

LOG IN PROCESS

To login to the conference, you will go to the conference website. A login page will be setup for you to login using the login information you were emailed.

HOW ATTENDING SESSIONS WORKS

The presentations have been pre-recorded by the authors and are available for view via logging into the website and selecting the presentation you want to watch.

ATTENDING Q&A SESSIONS

To attend a Q&A Session, login to the website and click on the ZOOM link for that session. Login using the login information that was emailed to you.

BREAKOUT ROOMS

When you enter the session, you will enter the holding room. You should see several breakout rooms (typically 3 rooms) and name each room appropriately such as Rotating Machines, Transformers, etc. They should be titles from the conference schedule such as: “O1C: Rotating Machines” or “O2C: Transformers 1”. Attendees can select which breakout room they want to go into. Attendees are allowed to enter/leave breakout rooms at any time.

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BREAKOUT ROOM ISSUES

In some cases, attendees have not been able to see the breakout rooms in the ZOOM meeting when using the ZOOM application. Should you experience this, while keeping the ZOOM application open, try opening the session using a web browser. This has enabled attendees to see the breakout rooms if they didn't before. If during the Q&A session you don't see the breakout rooms, notify the Host of the Session who is in the Main Holding Room that you are not able to see the breakout rooms. The Host can then assign you to the breakout room of your choice. If you continue having issues seeing breakout rooms, please contact the organizing committee (ieee-eic2021@conftool.org).

SPONSOR BREAKOUT ROOMS FOR SPONSORS

In Open Discussion sessions, sponsors will have a breakout room in which you can visit and learn about their products. These breakout rooms will be titled as the name of the sponsor (i.e. VonRoll, etc.).

RECORDING OF SESSIONS

We will not be recording Q&A Sessions.

SPONSOR PRESENTATIONS

Sponsors have paid to have a commercial presentation during the Q&A sessions, and they will also be the Session Chair for that session. The sponsor being a session chair will have a brief 1-2 minute presentation to present during the Q&A session. Please attend the presentation as there will not be any breaks between a commercial presentation and the Q&A.

SESSION CHAIRS BACKGROUNDS

The Session chairs will use the EIC background picture with the EIC, IEEE, and DEIS logos. Sponsors who are session chairs will use this same background picture, however, they will have their logo on it.

Q&A TIME FOR EACH PAPER

We've scheduled the Q&A sessions to allow approximately 5 minutes of questions for each paper in that session. Please make sure to adhere to the 5 minute time frame. If all questions are addressed and there is sufficient time to take questions on any of the papers, the session chair will open the floor for questions on any paper.

ATTENDEE QUESTIONS DURING SESSIONS:

If you have a question for one of the authors, make yourself known to the Session Chair by using the functionality in Zoom to "raise your hand". When asking the question, please state your name and affiliation at the beginning of the question. If you do not have a working microphone, you can ask a question directly in the chat window in text form. The Q&A Session Chair will then read the question aloud to the author and all attendees of that Q&A Session on your behalf.

RAISING OF HANDS FUNCTION NOT WORKING CONSISTENTLY

We recommended attendees use the "raise hand" function to ask a question. Unfortunately, it seems that not every participant has this function available on their device. We are currently not sure if that

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is related to specific platforms or Zoom versions installed. If you do not have the “raise hand” feature, please use the chat function to let the session chair know that you have a question.

SHARE SCREEN

Authors may need to share their screen while answering questions. We’re asking authors to have their presentation and their paper ready if necessary.

Q&A SESSIONS ENDING

Should all questions be answered for all papers and there are no further questions or requests for discussion on any of the papers in that session, the session chair will be ending the session. We are not asking session chairs to stay if there are no participants in the session.

Important Links for EIC-2021

EIC-2021 HOMEPAGE

On the Homepage you will find announcements and other important information.

<https://ieee-eic.org/>

SCHEDULE OF THE CONFERENCE

On this tab you will find the Schedule of the Conference, a list of Time Zone conversions, the conference schedule and time zone conversions in a downloadable PDF file. We also have links to a list of all the papers in the conference, and a schedule of which papers will be represented in each of the live Q&A sessions.

<https://ieee-eic.org/conference-schedule/>

ATTENDEES TAB ON WEBSITE

For information on the activities of the conference and ZOOM Best practices, please visit.

<https://ieee-eic.org/attendees/>