

DSAA'2020 Webinar Guide: Session chairs, speakers, panelists and attendees

For DSAA'2020 Only

DSAA'2020 Webinar Guide
for Session Chairs – Papers/Posters

Session rules

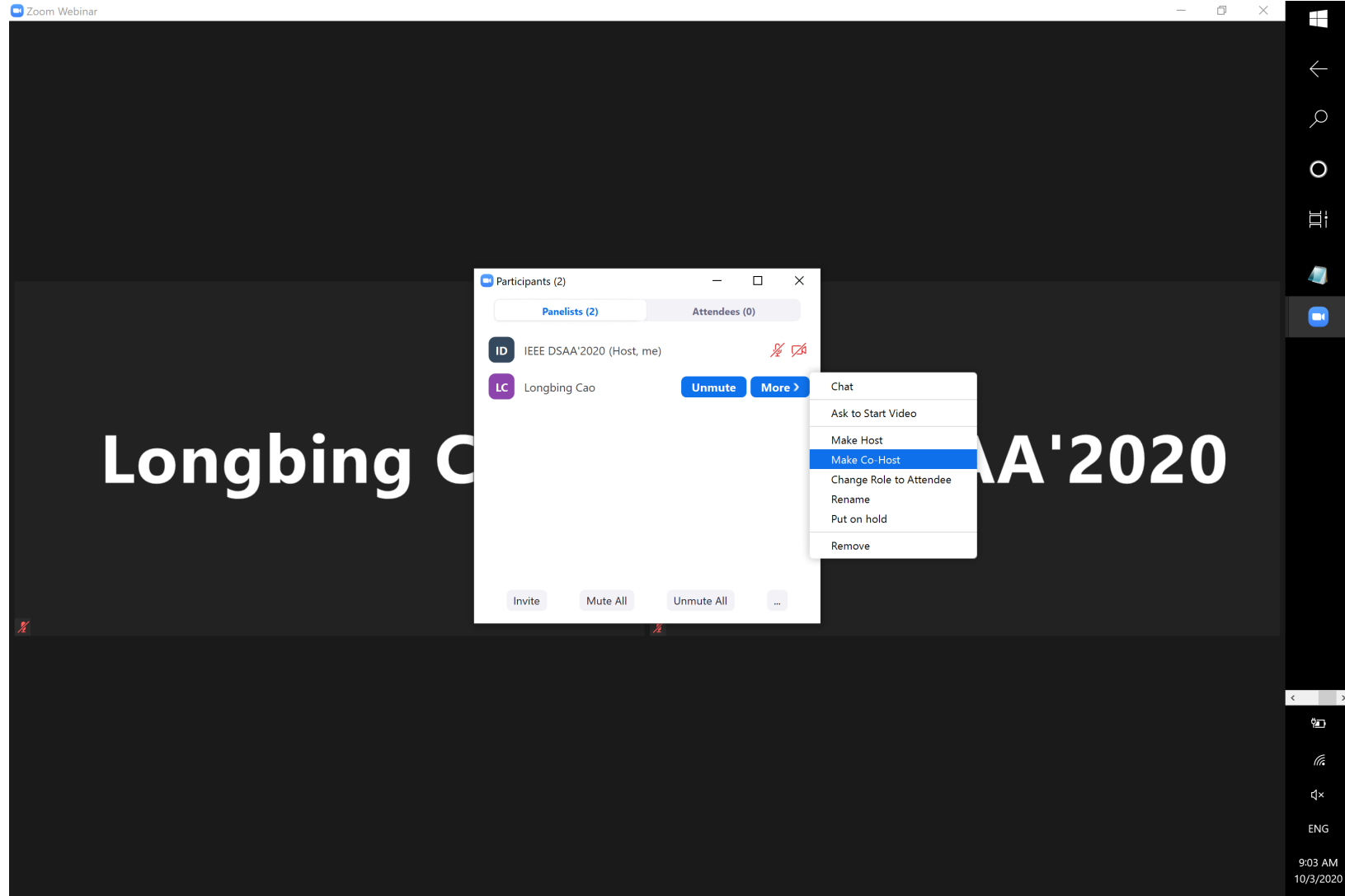
- **Keynote speaker:** speech will be live streamed with live Q/A.
- **Panel:** panel presentation and discussions will be live streamed with live Q/A.
- **Paper:** The session chair will play a 15-minute pre-recorded video of each paper, followed by five minutes live Q/A by the paper authors.
- **Poster:** The session chair will play two-minute video of each poster, after playing all poster videos, all poster authors will take live Q/A.
- **Roles:** Session chairs are webinar co-hosts, speakers/panel members are webinar panelists.
- **Attendees** can ask questions by raising hands, Chat, or Q&A.
- For no-show authors for Q/A, move forward to the next paper/poster.
- All participants are encouraged to use your real names in webinars.

Prior to session start

- Session chairs should be with a stable Internet network, a stable computer with audio/video on, the software to present videos, and installed the latest Zoom app
- Join the DSAA'2020 webinars by Zoom app at least half hour before the session start time (no registration and passcode required)
- Practice the webinar including sharing screen, audio/video, Q/A if possible and the webinar is in **practice mode** before the session start
- Test playing the paper videos in your session, report problems to PC chairs/host if any before the session start

Make co-host to start a session

- Before a session starts, host promotes session chairs (panelists) to 'Make co-host' in webinar
- Session chairs start the session by sharing screen, self-introduction, introducing session rules, playing videos, etc.



The screenshot displays a Zoom Webinar interface. The main background is dark with the text "Longbing Cao" and "IEEE DSAA'2020" visible. A "Participants (2)" window is open, showing two participants: "IEEE DSAA'2020 (Host, me)" and "Longbing Cao". The "More" button for Longbing Cao is clicked, opening a context menu with the following options: Chat, Ask to Start Video, Make Host, Make Co-Host (highlighted), Change Role to Attendee, Rename, Put on hold, and Remove. The bottom of the interface shows a Windows taskbar with the time 9:03 AM and date 10/3/2020.

Share screen for presentation

- Session chairs share screen & play the paper/poster videos

The screenshot shows a Zoom meeting interface. At the top, a green notification bar reads "You are viewing Longbing Cao's screen" with a "View Options" dropdown. The main content is a shared screen of an ABC News Prime broadcast. The broadcast features two news anchors in a split-screen format. To the right, a "BREAKING NEWS" banner displays the text: "White House: President Trump fatigued, but in good spirits". Below the banner is a photo of President Trump and his family walking on an airfield. At the bottom of the broadcast, a news ticker reads "ABC NEWS PRIME CONTACT TRACING TRUMP" and "PRESIDENT HELD EVENTS IN FOUR STATES PLUS D.C. IN PAST WEEK". The ABC News Live logo is visible in the bottom right corner of the broadcast. The Zoom meeting controls are visible at the bottom of the screen, including "Unmute", "Start Video", "Participants", "Q&A", "Polls", "Chat", "Share Screen" (highlighted in green), "Record", and "More". An "End" button is located in the bottom right corner of the Zoom interface.

Q/A

- Session chair asks attendees for questions by 'Chat', 'Q/A' or 'Raise hand'

The screenshot shows a Zoom Webinar window. The main content is a slide with the text "IEEE DSAA'2020" in large, white, bold letters on a black background. The Zoom interface includes a top bar with "Zoom Webinar" and window controls, and a bottom toolbar with icons for Unmute, Start Video, Participants (2), Q&A (1), Polls, Chat, Share Screen, Record, and More. The right side of the screen shows a vertical sidebar with navigation icons and system status like "9:29 AM 10/3/2020" and "ENG".

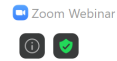
Q/A by Raise Hand

- Attendees and panelists can raise and lower hands
- Speakers/session chairs allow the raised-hand attendees to ask question (unmute askers)

The screenshot displays a Zoom meeting interface. The main content area shows the name "Longbing Cao" in large white text on a dark background. A notification bubble at the bottom center reads "Longbing Cao raised hand". In the bottom right corner, a "Participants (2)" window is open, showing a list of participants: "Panelists (1)" and "Attendees (1)". The attendee "Yan Wang" is listed with a raised hand icon. A "Lower All Hands" button is visible at the bottom of the participant list. The Zoom control bar at the bottom includes icons for Unmute, Start Video, Participants, Q&A, Polls, Chat, Share Screen, Record, and More.

Q/A

- Answer live or type answer in Q/A



Talking: Yan Wang

Meeting Topic

Host:

Invite Link

Participant

Join Audio

Computer Audio C

Invite Others

Question and Answer

Open (1) Answered Dismissed

Yan Wang 09:34 PM Dismiss

Can I aks a question???

Answer live Type answer

Question and Answer

Open Answered (1) Dismissed

No open questions

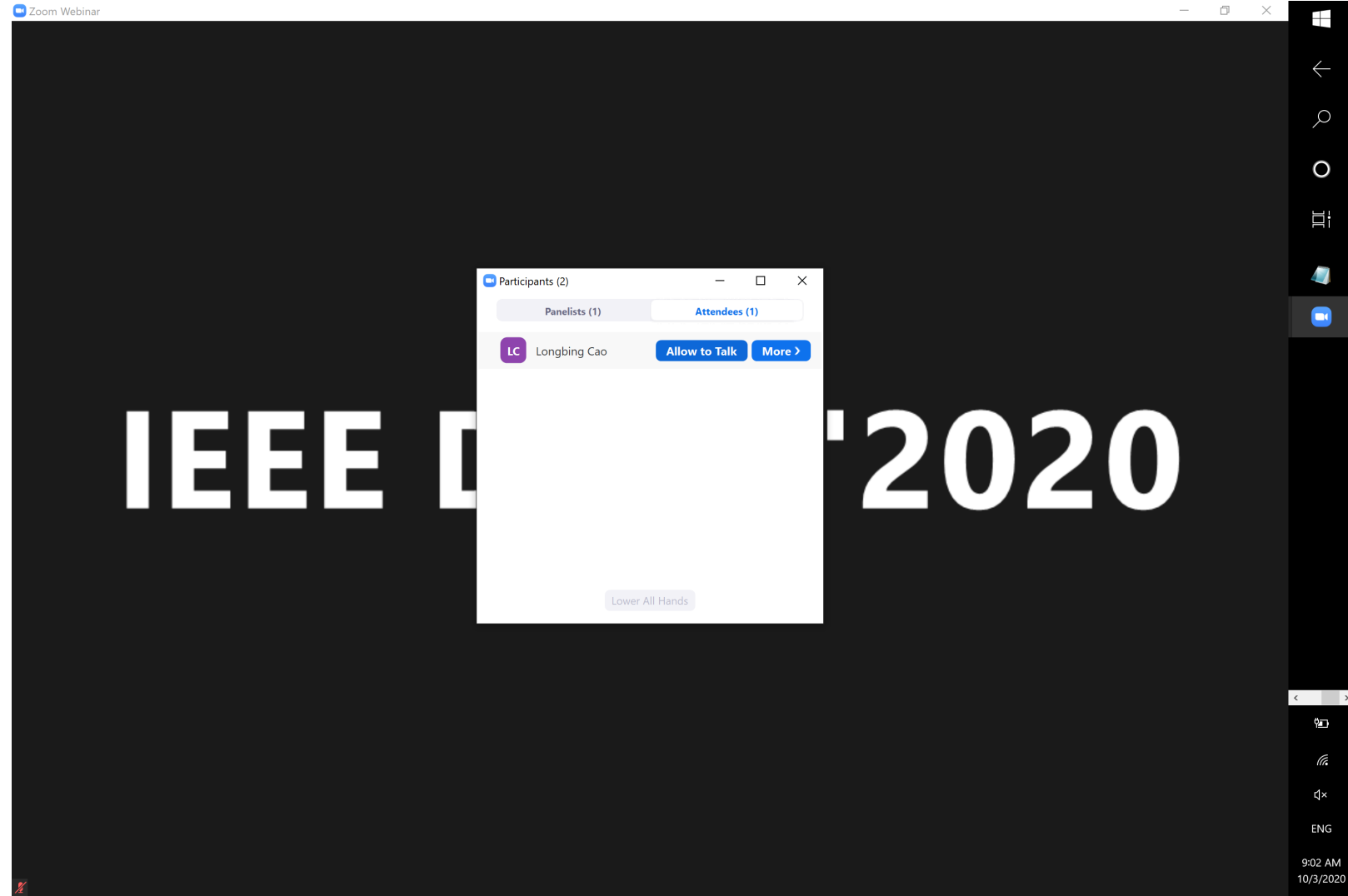
Q/A by Chat

- Attendees and panelists can make questions or comments in Chat
- Questions can be sent to panelists or panelists and attendees

The screenshot displays a Zoom Webinar interface. The main content area shows a presentation slide with a black background and white text. The top of the slide reads "Longbing Cao" in a large font, and the bottom of the slide reads "IEEE DSAA'2020" in a large font. The slide is framed by a yellow border. The Zoom interface includes a top bar with "Zoom Webinar" and "Speaker View" options. On the right side, there is a "Zoom Webinar Chat" window showing a message from "Longbing Cao, All panelists: What makes data science a science?". At the bottom, there is a chat input field with "To: Longbing Cao and a" and a "Type message here..." prompt. A "Save Chat" dropdown menu is open, showing options for "Attendee Can Chat With": "No One", "All panelists", and "All panelists and attendees" (which is selected). The bottom toolbar contains icons for Unmute, Start Video, Participants (2), Q&A (1), Polls, Chat, Share Screen, Record, and More. A red "End" button is visible in the bottom right corner.

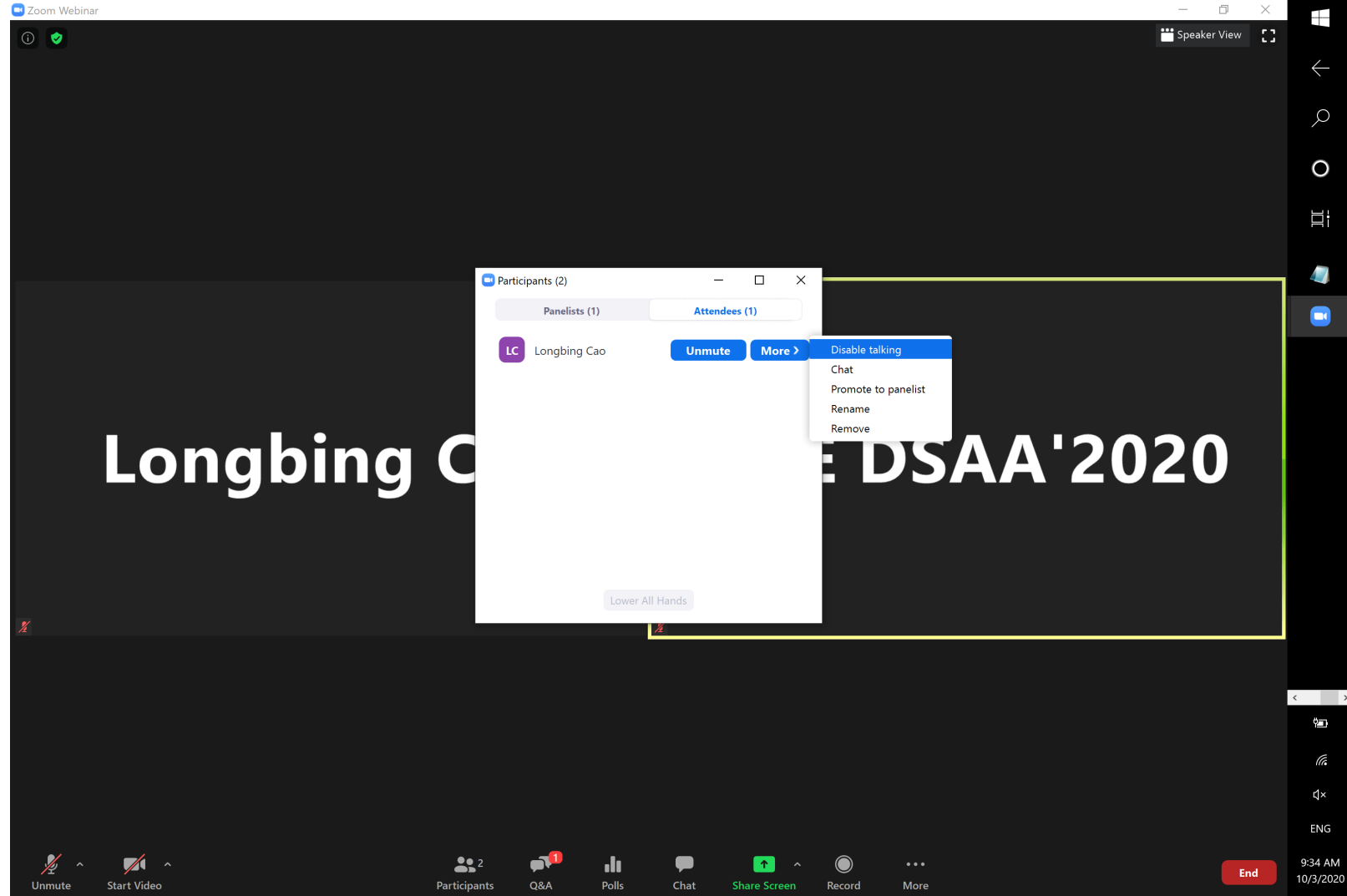
Author attendee to answer questions

- Session chair finds the author (attendee) & 'allow to talk' or 'unmute' the author to answer/ask question, the author (attendee) can then answer/ask the question orally



Author attendee to answer questions

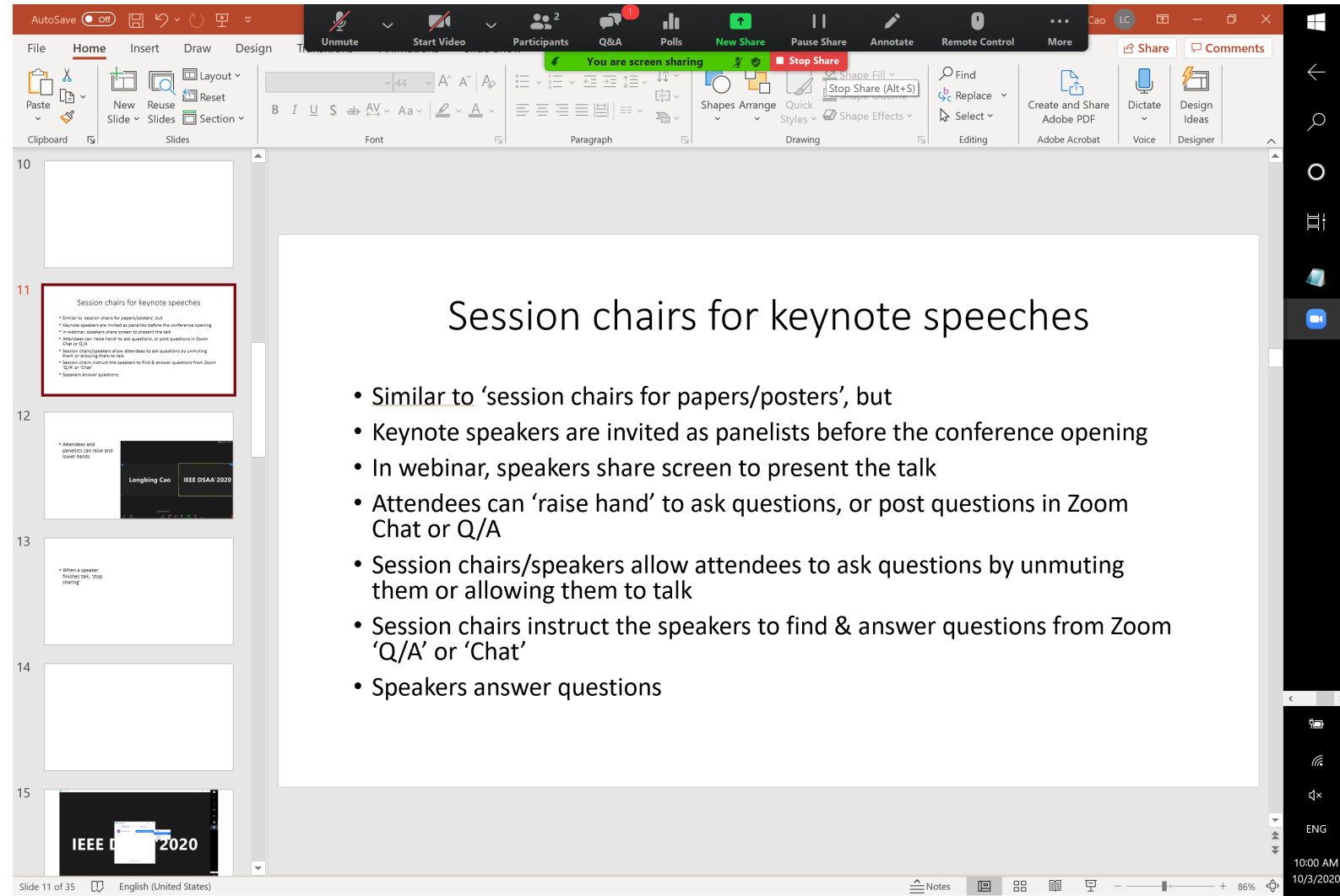
- After Q/A, session chair 'disable talking' by the author



The screenshot displays a Zoom Webinar interface. The main content area shows a slide with the text "Longbing Cao" and "DSAA'2020". A "Participants (2)" window is open, showing a list of attendees. The attendee "Longbing Cao" is selected, and a context menu is open over the "More" button, with the "Disable talking" option highlighted. The interface includes a top bar with "Zoom Webinar" and "Speaker View" options, and a bottom toolbar with various controls like "Unmute", "Start Video", "Participants", "Q&A", "Polls", "Chat", "Share Screen", "Record", and "More". The system tray at the bottom right shows the time "9:34 AM" and date "10/3/2020".

Finish a session

- Session chair 'stop sharing' to stop the session



The screenshot shows a Zoom meeting interface with a PowerPoint slide displayed. The slide title is "Session chairs for keynote speeches". The slide content includes a bulleted list of instructions for session chairs. The Zoom toolbar at the top shows the "Stop Share" button highlighted in red, indicating the session is being ended. The status bar at the bottom shows "Slide 11 of 35" and "English (United States)".

Session chairs for keynote speeches

- Similar to 'session chairs for papers/posters', but
- Keynote speakers are invited as panelists before the conference opening
- In webinar, speakers share screen to present the talk
- Attendees can 'raise hand' to ask questions, or post questions in Zoom Chat or Q/A
- Session chairs/speakers allow attendees to ask questions by unmuting them or allowing them to talk
- Session chairs instruct the speakers to find & answer questions from Zoom 'Q/A' or 'Chat'
- Speakers answer questions

Start another session

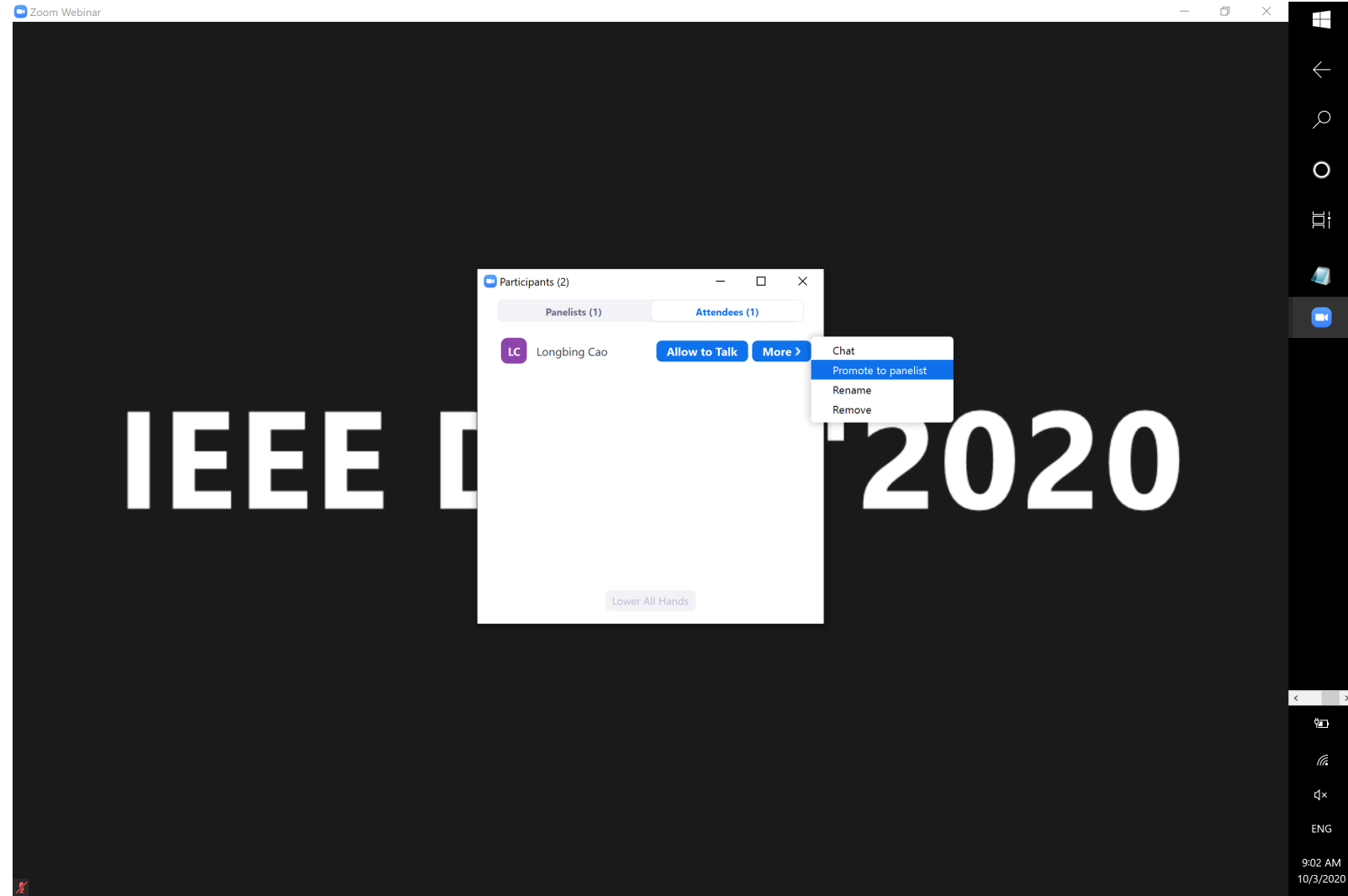
- After finishing chairing the session, host 'withdraw co-host permission' for the session chairs
- Host transfers the co-host to the chair of another session

The screenshot shows a Zoom meeting interface. The background is a dark slide with the text "Longbing Cao" and "AA'2020". In the top right corner, there are icons for "Speaker View" and "Exit Full Screen". A "Participants (2)" window is open in the center, showing two participants: "IEEE DSAA'2020 (Host, me)" and "Longbing Cao (Co-host)". The "More" menu for Longbing Cao is open, and the "Withdraw Co-Host Permission" option is highlighted. At the bottom of the screen, there is a toolbar with icons for "Unmute", "Start Video", "Participants", "Q&A", "Polls", "Chat", "Share Screen", "Record", and "End".

DSAA'2020 Webinar Guide
for Session Chairs – Keynotes

Speaker as panelist to share screen

- Session chair promotes a speaker to panelist if s/he is an attendee



The screenshot displays a Zoom Webinar interface. The background is a dark slide with the text "IEEE D" on the left and "2020" on the right. A "Participants (2)" window is open in the center, showing a list of participants. The "Attendees (1)" tab is selected, and a participant named "Longbing Cao" (with initials "LC") is listed. A context menu is open over the participant's name, with the "Promote to panelist" option highlighted in blue. Other options in the menu include "Chat", "Rename", and "Remove". The "Allow to Talk" button is also visible next to the participant's name. At the bottom of the participants window, there is a "Lower All Hands" button. The top of the Zoom window shows the title "Zoom Webinar" and standard window controls. The Windows taskbar is visible on the right side of the screen, showing the Start button, navigation icons, and system tray icons for Zoom, network, and volume. The system tray also displays the time "9:02 AM" and the date "10/3/2020".

Keynote speaker as Zoom panelist

- The speaker will rejoin as a panelist
- Then the speaker can share screen etc.

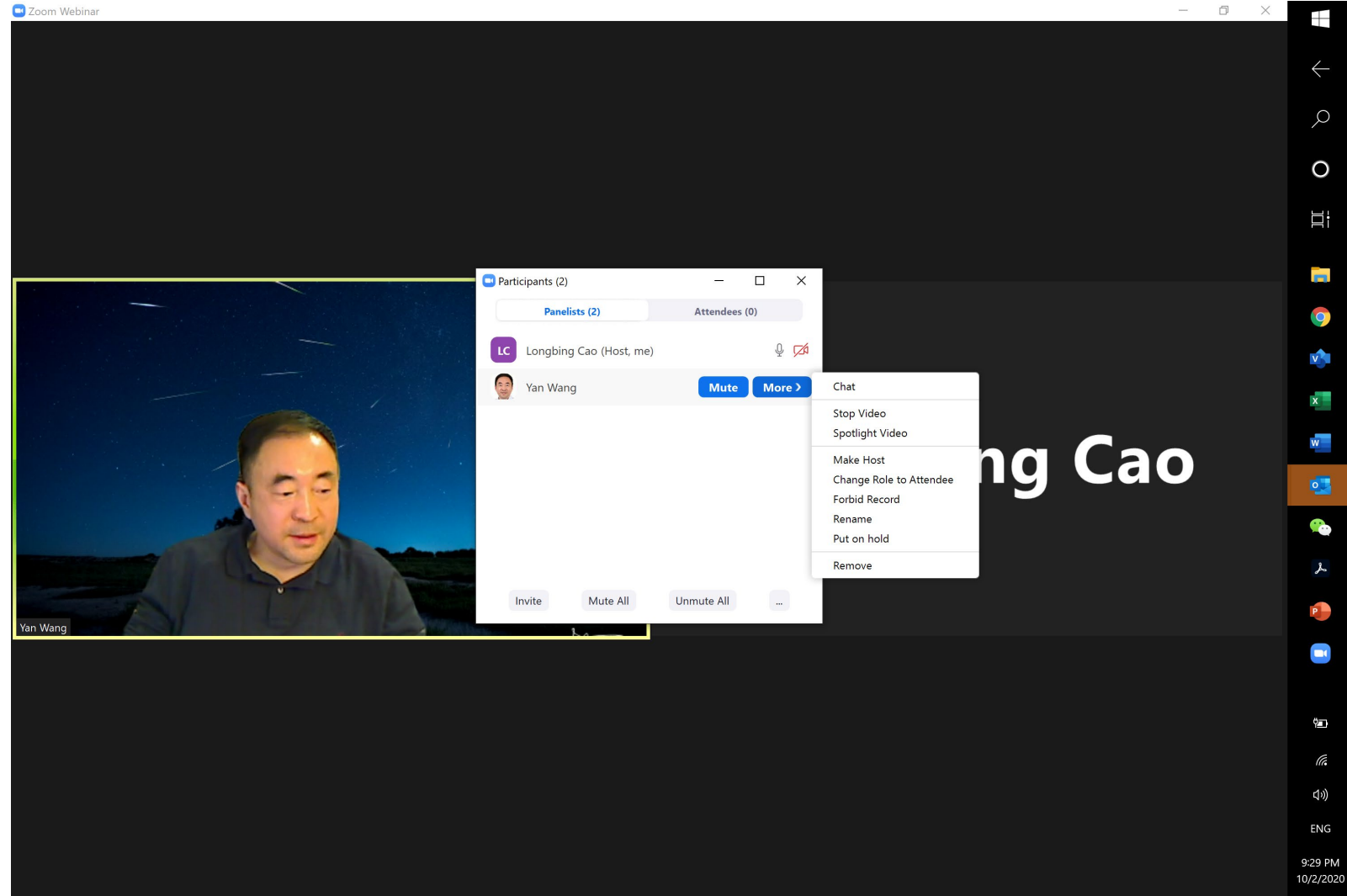
The screenshot displays a Zoom Webinar window titled "Zoom Webinar". The main content area is black with the text "IEEE Q&A 2020" in large white letters. A "Participants (2)" window is open in the center, showing a list of participants under the "Panelists (1)" tab. The participant "Longbing Cao" is listed with a purple icon and the initials "LC". A green notification banner at the top right of the Zoom window states: "Longbing Cao will be rejoining the webinar as a panelist." The Zoom control bar at the bottom includes icons for Unmute, Start Video, Participants (2), Q&A, Polls, Chat, Share Screen, Record, and More. The system tray at the bottom right shows the time "9:03 AM" and date "10/3/2020", along with an "End" button.

Speaker to present talk & Q/A

- Similar to 'session chairs for papers/posters', please refer to the slides
- Keynote speakers are invited as panelists before the conference opening
- In webinar, speakers share screen to present the talk
- Attendees can 'raise hand' to ask questions, or post questions in Zoom Chat or Q/A
- Session chairs/speakers allow attendees to ask questions by unmuting them or allowing them to talk
- Session chairs instruct the speakers to find & answer questions from Zoom 'Q/A' or 'Chat'
- Speakers answer questions

Finish a talk

- Once a speaker finishes presentation, s/he stops sharing to stop the talk
- Session chair (or host) can also find the speaker name in participants to 'stop video' and finish the presentation



The screenshot shows a Zoom Webinar window. In the top left corner, it says "Zoom Webinar". The main area is a dark slide with the name "Longbing Cao" in white text. A video feed of a man, Yan Wang, is visible in the bottom left corner. Overlaid on the slide is a "Participants (2)" window. This window has two tabs: "Panelists (2)" and "Attendees (0)". Under "Panelists (2)", there are two entries: "Longbing Cao (Host, me)" and "Yan Wang". The "Yan Wang" entry has a "Mute" button and a "More >" button. A context menu is open over the "More >" button, listing the following options: "Chat", "Stop Video", "Spotlight Video", "Make Host", "Change Role to Attendee", "Forbid Record", "Rename", "Put on hold", and "Remove". At the bottom of the participants window, there are buttons for "Invite", "Mute All", "Unmute All", and a three-dot menu icon. The Windows taskbar is visible on the right side of the screen, showing various application icons and the system tray with the time "9:29 PM" and date "10/2/2020".

DSAA'2020 Webinar Guide for Session Chairs - Panel

Chair a panel

- Similar to that for the session chairs for keynote speeches
- Invite all panelists in zoom portal before the conference opening
- Promote a panel member from attendee to panelist if s/he is not a panelist yet
- Request all panelists to start video
- The presenting panelist shares screen
- Ask attendees for questions by 'raise hand'/unmute/allow to talk, Q/A, or chat

DSAA'2020 Webinar Guide for Attendees

Join DSAA'2020 webinars

- DSAA'2020 uses Zoom webinars to broadcast the conference presentations
- You need to download Zoom app (<https://zoom.us/download>) to join the webinars
- You do not need to register to Zoom
- The DSAA'2020 webinars are passcode free, just enter the webinar IDs to join the DSAA'2020 sessions

Q/A

- You are welcome to ask questions
- You can Raise Hand to ask questions orally, session chairs will allow you to talk and unmute you
- You can enter your questions in Zoom Chat
- You can also enter questions in Zoom Q/A

Polling/survey

- Please attend the DSAA'2020 webinar polling/survey to share your opinions
- You can also send us your feedback to DSAA2020@dsaa.co

Webinar support

- Webinar training: <https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>