

Humanoids 2020 Attendee Guidelines



HUMANOIDS 2020

July 19-21, 2021



PAL
ROBOTICS



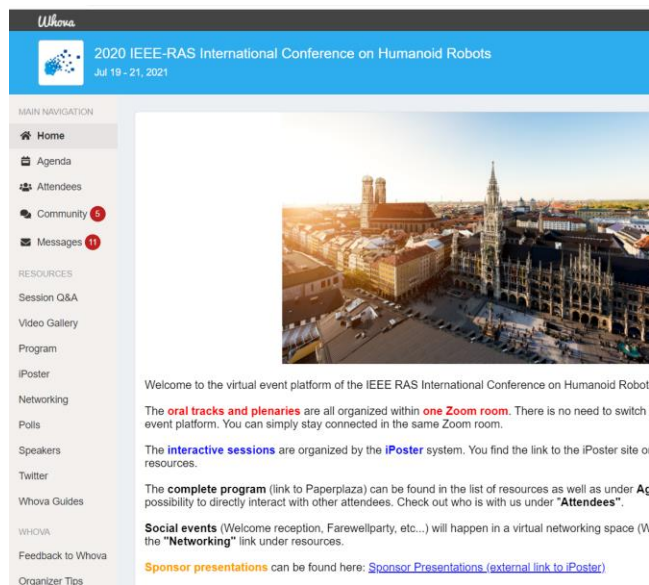
AR
AGILE ROBOTS

IEEE
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Society

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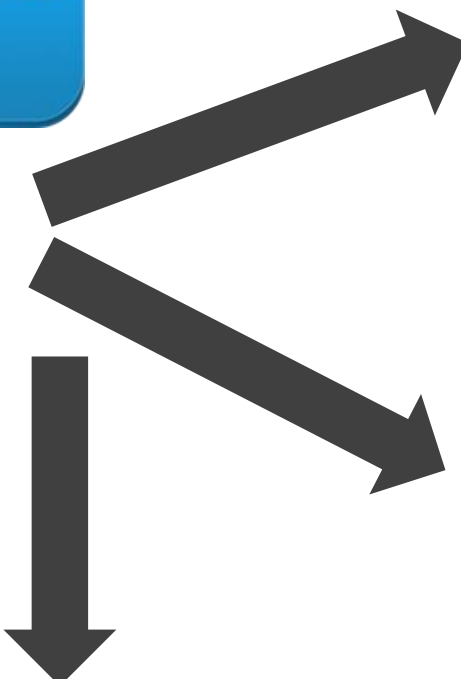
1. Tools for Humanoids 2020



Main conference tool and general access point for sessions and other activities.



Networking events will be done via wonder.



Most sessions will be done via zoom. Links are accessible via whova.

2. Whova: First steps

1. You will receive an invitation email to Whova, on the leading email you registered to the conference.
2. On your first login, you create a user account and decide a password.

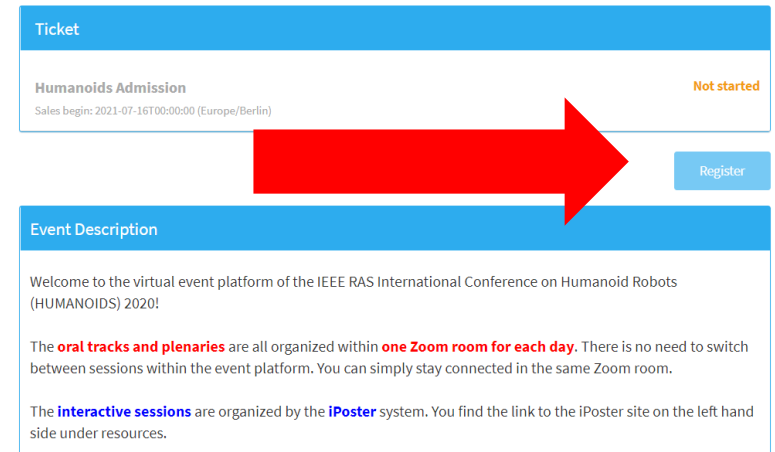
Whova can be used either with desktop PCs or mobile devices

Download application here:

<https://whova.com/faq/why-should-i-download-whova-app/>

Further explanations here:

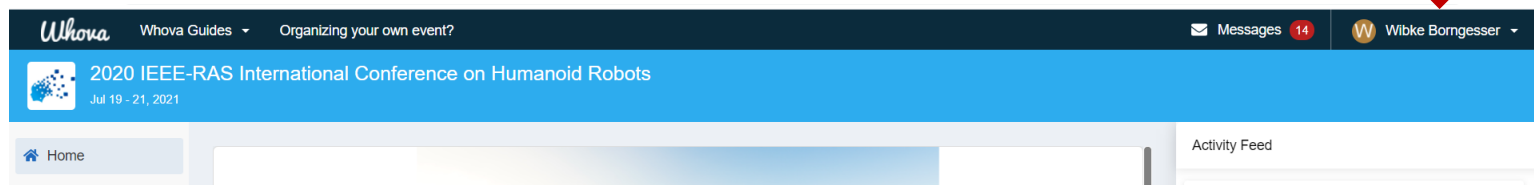
<https://whova.com/pages/whova-app-user-guide/ova>



The screenshot displays the Whova event interface. At the top, the event title 'Humanoid Robots' and dates 'July 19 - 21, 2021 (CEST)' are shown. Below this is a 'Ticket' section for 'Humanoids Admission', which is currently 'Not started'. A red arrow points from the 'Not started' status to a 'Register' button. The 'Event Description' section below provides details about the virtual event platform, including information about oral tracks, plenaries, and interactive sessions.

Customize profile in Whova

1. Click on your name in the right corner

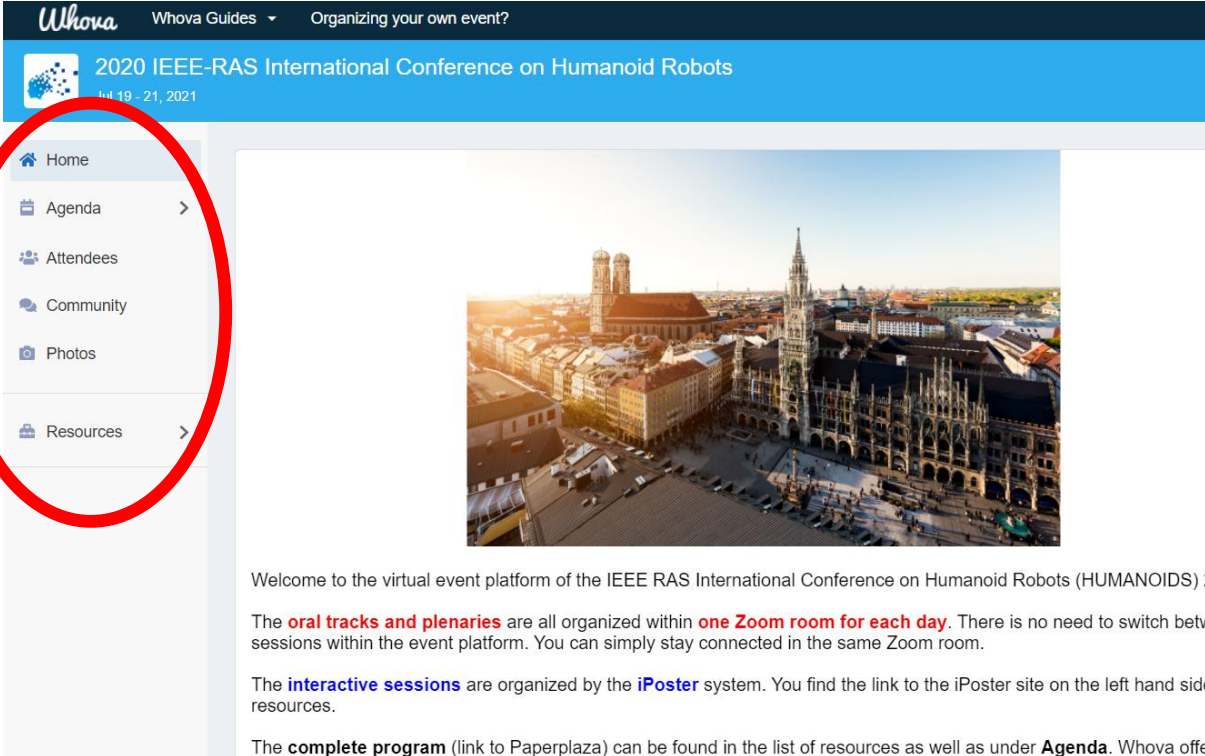


2. Choose „my profile“ and modify your profile page (affiliation, picture, location etc.)

A screenshot of the Whova profile customization page. At the top, there is a profile picture placeholder (a circle with a white 'W' on an orange background) and a text input field labeled 'NAME'. Below this are four sections: 'INTERESTS' with the text 'You currently don't have any interests added' and a '+ Add interests' button; 'AFFILIATION' with the text 'You currently don't have any affiliations added' and a '+ Add an affiliation' button; 'EDUCATION' with the text 'You currently don't have any schools added' and a '+ Add a school' button; and 'LOCATION' with a '+ Add Location' button.

Navigation in Whova

The sidebar has all the main functionalities!



Whova Whova Guides Organizing your own event?

2020 IEEE-RAS International Conference on Humanoid Robots
Jul 19 - 21, 2021

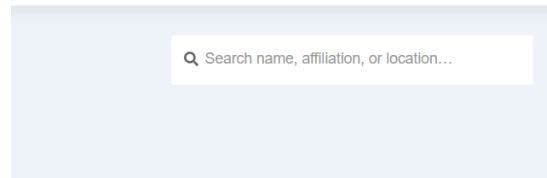
Home
Agenda >
Attendees
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Welcome to the virtual event platform of the IEEE RAS International Conference on Humanoid Robots (HUMANOIDS) 2021. The **oral tracks and plenaries** are all organized within **one Zoom room for each day**. There is no need to switch between sessions within the event platform. You can simply stay connected in the same Zoom room. The **interactive sessions** are organized by the **iPoster** system. You find the link to the iPoster site on the left hand side resources. The **complete program** (link to Paperplaza) can be found in the list of resources as well as under **Agenda**. Whova offers

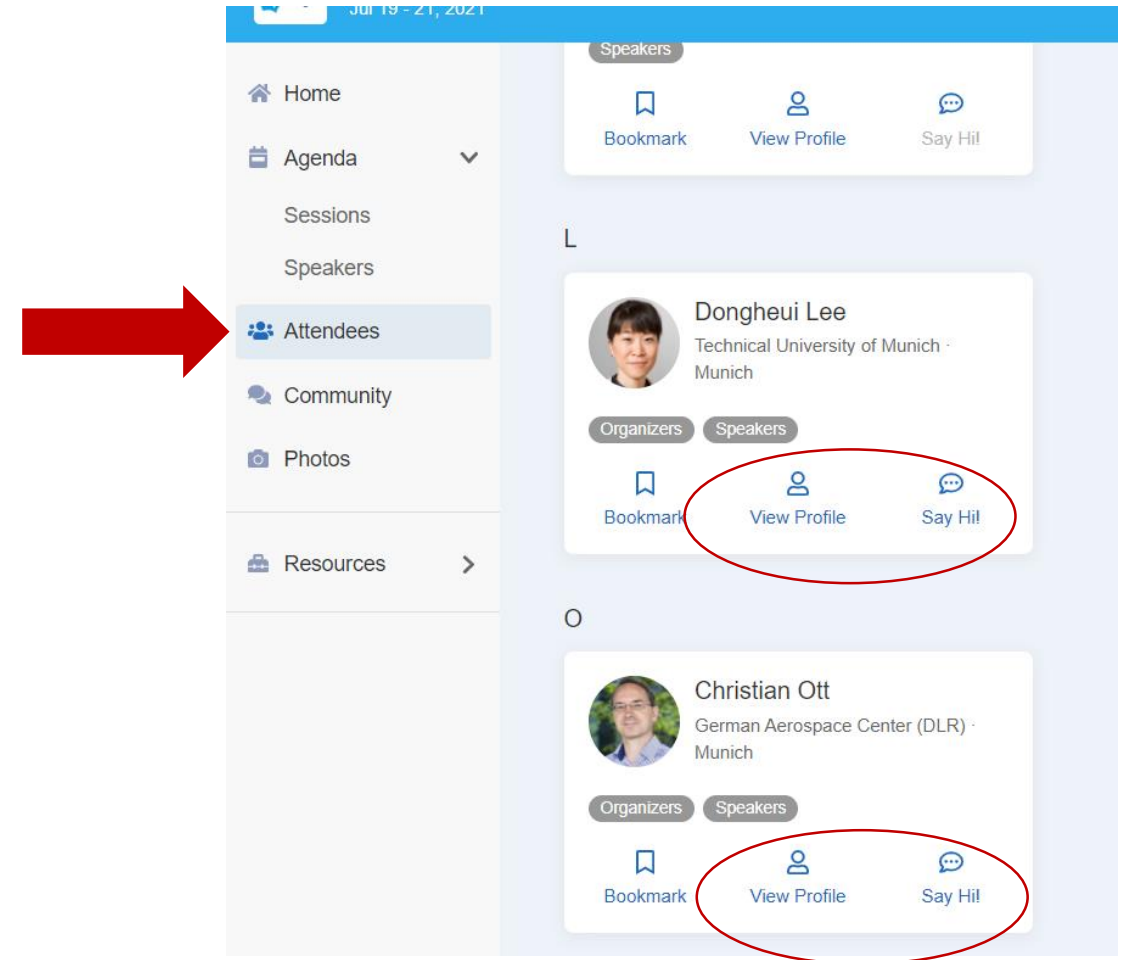
Contacting other attendees

If you want to get in touch with one of the attendees:

1. Click on Attendees
2. You can search for name, affiliation



3. You can view their profile or send them a message



Contacting technical support

In case there are any problems, please contact us via Whova –
Community – **Ask Organizers Anything**

3. Zoom in Whova

1. In order to follow a talk, you need to go to „Agenda“ on the left.

2. Click „View Session“ button.

3. A zoom window will open

The following browsers are recommended: Whova recommends to use Chrome. We tested Edge without problems.

The image shows a screenshot of the Whova conference agenda for the 2020 IEEE-RAS International Conference on Humanoid Robots (July 19-21, 2021). The agenda is displayed in a list format with the following sessions:

- 4:00 PM**
 - Opening** (4:00 PM - 4:15 PM) by Christian Ott, Gordon Cheng
- 4:15 PM**
 - Plenaries and Keynotes**
 - Plenary Session 1** (4:15 PM - 5:00 PM) by Gordon Cheng, Daniel Wolpert
- 5:00 PM**
 - Oral Sessions**
 - Oral Session 1: Mechatronic Design** (5:00 PM - 6:15 PM) by Nikos Tsagarakis, Baek-Kyu Cho

Each session entry includes a "View Session" button and an "Add to My Agenda" button. A Zoom meeting window is overlaid on the right side of the screen, showing the session details for "Wibke Borngesser". The Zoom window includes a "Back to Opening" button, a "NEW Speaker View and Gallery View is available" notification, and a "by Computer" label. The Zoom interface also shows "Join Audio", "Video", "Share Screen", and "More" options. A warning message at the bottom of the Zoom window states: "Due to Zoom's Web SDK (used to embed Zoom meeting into Whova), a very small set of users may experience black screen issues with Zoom. Follow these steps to address these issues."

4. Zoom Basics

Please follow these rules during a presentation:

- mute your microphone
- Write your question in the chat of Zoom, the moderator will ask you to ask your question after the presentation.
- Don't use the Whova chat!
- Turn your video on, when asking your question in the Q&A part.
- Rename your name (according to your function in the session)
 - Default should be “**FirstName FamilyName**”.
 - If you have a function, indicate your function in front of default name. For example, “**Chair – FirstName FamilyName**” or “**Speaker - FirstName FamilyName**”.

5. iPoster: Interactive Session

The interactive sessions are done by iPoster. You can access iPoster either through:

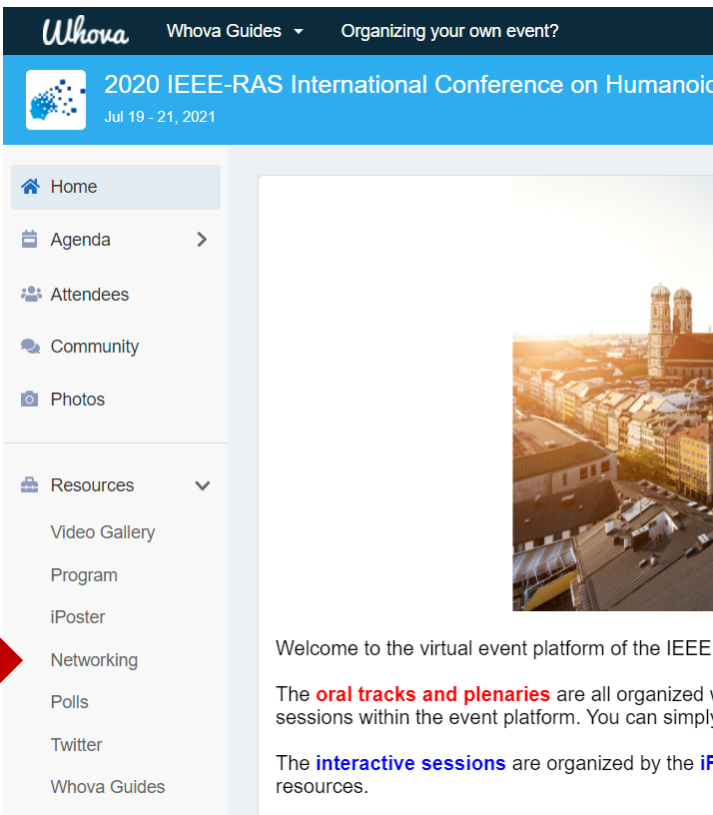
- 1) Whova → Agenda → Interactive Sessions
- 2) Whova → Ressources → iPoster

During the interaction session, you can interact with the authors of iPoster using **live chat** and/or **video conferencing** (e.g. zoom).

6. Wonder – the networking tool

You can access the networking session (Wonder) through Whova → „Resources“ → Networking.

Wonder will be used during welcome reception, social time, and coffee breaks.



The screenshot shows the Whova event platform interface. The top navigation bar includes the Whova logo, "Whova Guides", and "Organizing your own event?". Below this is a blue header for the "2020 IEEE-RAS International Conference on Humanoid Robotics" held from July 19-21, 2021. A left-hand navigation menu lists various sections: Home, Agenda, Attendees, Community, Photos, Resources (with a dropdown arrow), Video Gallery, Program, iPoster, Networking, Polls, Twitter, and Whova Guides. A prominent red arrow points to the "Networking" option in the Resources dropdown. The main content area features a large image of a cityscape at sunset and a welcome message: "Welcome to the virtual event platform of the IEEE". Below the image, it states: "The **oral tracks and plenaries** are all organized within the event platform. You can simply click on the **resources** icon in the navigation menu to access these sessions." and "The **interactive sessions** are organized by the **if** resources."