Humanoids 2020
Chairs & Speakers
Guidelines

Preparation before conference

- **Read Attendee Guidelines** to understand the technical setting.
    - Whova: The main conference plattfrom
    - Using Zoom in Whova
    - iPoster
    - Networking with Wonder

- Use stable internet connection, if you are staffs, chairs and speakers.

Procedures of live oral sessions

- **20min before** the session starts, staffs (host, and co-host) log in the session (zoom).
- **10min before** the session starts, chairs and speakers of the session log in the session. Turn the videos of chairs and speakers on.
- **5min before** the session starts, a staff plays the **session-standby-slide**.
- **When the session starts**, a staff plays the **session-start-video.**
- Chairs
  - opens and moderates the session;
  - introduce speakers;
  - controls the timing of each presentations;
  - moderates Q/A based on questions on chat and „raise hand". The selected audience can ask questions live by unmuting.
- Speakers present their papers by sharing their screen. If one has technical issues to present live, staff will play pre-recorded presentation.

Live Interactive Session

During the conference, the authors of iPoster are available in two possible ways;

- **live chat** at the authors indicated timeslots
- **video conferencing** (e.g. zoom) during the interaction session .
  - The authors should prepare the video conferencing link in advance.