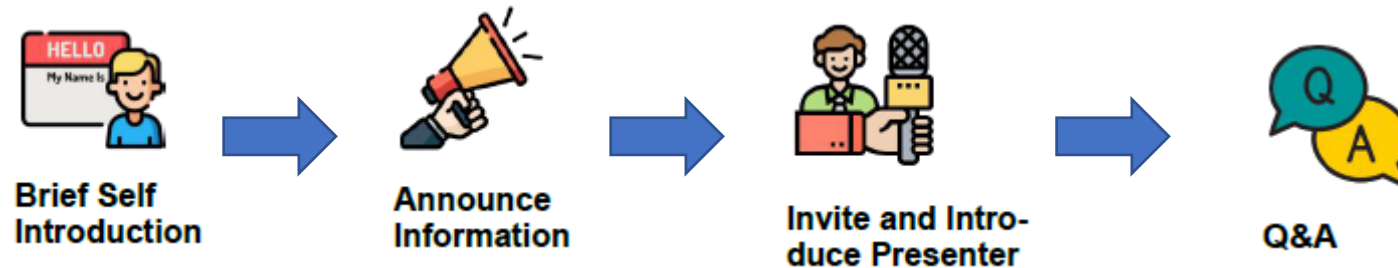


Onsite Session Chair Guide

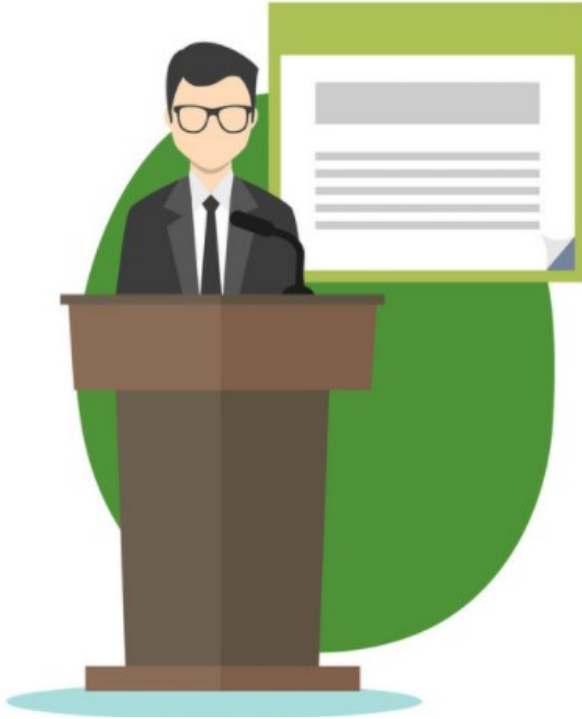
Notes --- Onsite Session chairs include (1) session chairs for main conference track oral sessions, (2) organizers of main conference special tracks (e.g., industrial track, demos, multimedia grand challenge), (3) organizers of workshops, tutorials



1. Read the detailed program, check the time and venue of the session you will be chaired.
2. Technicians and student volunteers will be in the session to assist you chairing the session.
3. Follow the process shown above. Presentations will be presented on site or online (via Zoom). If the presenter did not show up, the staff will help you to play the preloaded video of the presentation.
4. Please adhere to the time schedule listed in the program book so that simultaneous sessions are as closely synchronized as possible. Many attendees move from session to session in order to hear specific presentations.
5. Encourage audience on site and online to ask questions about the presentations. Keep the session stay active and positive.

Onsite Presenter Guide

Notes --- Onsite Presenters include (1) the authors who will present their accepted long and short oral papers onsite; (2) invited speakers who will attend onsite for main conference special tracks (e.g., industrial track, demos, multimedia grand challenge), workshops and tutorials.



1. Read the detailed program, check the time and venue of the session you will make your presentation. Also make sure you know the time duration of the presentation and Q&A.
2. Arrive the conference room 15-20 mins before the session start. Upload your PPT to the desktop computer.
3. Presenting your work according to the schedule. Make sure your presentation will not go overtime.
4. Actively interact with the audience on-site and online during the Q&A time.

Onsite Audience Guide

Notes --- Onsite Audiences include the registered authors who will physically attend the conference.

1. Read the full program before attending the conference. Check the time and conference room of the sessions and presentations you are interested in.
2. Visit Whova to watch the pre-loaded presentation video to prepare yourself. Whova user guide can be found on the conference website.
3. Sign-in at the Sign-in desk on the 5th floor of the conference venue. Collect all the conference materials. Make sure you wear the representative cards during the conference.
4. Interact with the presenter during the Q&A time.
5. Make sure you enjoy the conference and your time in Chengdu!



Online Session Chair Guide

Notes -- Online Session chairs include (1) registered organizers of main conference special tracks (e.g., industrial track, demos, multimedia grand challenge) who cannot attend the conference onsite, (2) registered organizers of workshops, tutorials who cannot attend the conference onsite.



1. Read the detailed program, check the time and Zoom information of the session you will you will be co-chaired.
2. Join the test sessions hosted during Oct. 18th and 19th to test the video and audio function of your computer. Debugging to optimal state.
3. Local session chairs, technicians and student volunteers will be in the session to assist you chairing the session.
4. Encourage audience on site and online to ask questions about the presentations. Keep the session stay active and positive.

Test Zoom info:

Time: Oct. 18th and Oct. 19th
10:00-12:00 14:00 – 18:00

Meeting ID 1: 870 2448 7906

<https://us02web.zoom.us/j/87024487906>

Meeting ID 2: 879 4652 5187

<https://us02web.zoom.us/j/87946525187>

Online Presenters Guide

Notes --- Online Presenters include (1) the authors who will present their accepted long and short oral papers online; (2) online invited speakers for main conference special tracks (e.g., industrial track, demos, multimedia grand challenge), workshops and tutorials.



1. Read the detailed program, check the time and Zoom information of the session you will make your presentation. Also make sure you know the time duration of the presentation and Q&A.
2. Join the test sessions hosted during Oct. 18th and 19th to test the video and audio function of your computer. Debugging to optimal state.
3. Join the Zoom 10-15min before the session start. Don't be late!
4. Presenting your work according to the schedule. Make sure your presentation will not go overtime.
5. Actively interact with the audience on-site and online during the Q&A time.

Test Zoom info:
Time: Oct. 18th and Oct. 19th
10:00-12:00 14:00 – 18:00

Meeting ID 1: 870 2448 7906

<https://us02web.zoom.us/j/87024487906>

Meeting ID 2: 879 4652 5187

<https://us02web.zoom.us/j/87946525187>

Online Audience Guide

Notes --- Online Audiences include the registered authors who will remotely attend the conference.



1. Read the full program before attending the conference. Check the time of the sessions and presentations you are interested in.
2. Visit Whova to watch the pre-loaded presentation video to prepare yourself. Whova user guide can be found on the conference website.
3. Live session will be broadcasted via Cvent. Please read the Cvent user guide and log in the Cvent website or App to watch the live sessions
4. Interact with the presenter during the Q&A time via chatbot. The session chair on site will read out the chosen question to the presenter to answer it.
5. Make sure you enjoy the conference!

cventSM

