

CSWIM 2022 Parallel Session Instructions

Before attending CSWIM 2022, please check the conference program to find your allotted parallel sessions via the link below.

<https://2022.cswimworkshop.org/program/>

Each paper has 30 minutes in total, which includes 20 minutes for presentation, 7 minutes for discussion led by a discussant, and 3 minutes for Q&A.

When you attend a session online, please be noted that:

- Change your virtual background to the one named “CSWIM 2022 - Online Background.png” found on website along with instructions of setting up in Tencent Meeting (<https://2022.cswimworkshop.org/program/>).
- Change your name by adding your role and the sequence of your paper (if applicable) in front of your name (e.g., Session Chair-John Doe, Author-P1-John Doe, Discussant-P2-Jane Doe).
- Volunteer will log-in 5-10 minutes prior to the session.
- Make sure you are in a quiet area where no one (family or pets) may interrupt you
- Make sure all notifications are turned off: Check your audio setup; A headset works best; Make sure you have all notifications turned off; Test both your audio speakers and mic prior
- Session Chairs and authors are required to join the meeting 5-10 minutes prior to start time using the session link in the Program.
- To locate the staff, look for “Volunteer” in the session attendee list.

Each session will have one volunteer to offer technical support and other assistance as follows:

- They will be available to answer technical questions and help presenters to share their screen and access the webcam, if they wish to use.
- They will assign the Session Chairs and presenters as co-organizers.
- Post opening and closing slides: Closing slide will be posted one minute prior to session end time.

As a session chair, you will:

- Remind authors in advance to present PPT.
- Manage allotted time: The closing slide will be displayed 2 minute before end time as an alert; the session will end promptly due to the tight schedule.
- Session chairs to prepare 1-2 questions in advance for each paper.

- Remind audience that the audio capability has been disabled. They can submit their question for each presenter in the chat box.
- Session chairs to inform audience that when submitting questions via chat, to include the paper sequence (i.e.P1, P2, P3) in case the question isn't answered due to time limitations, it can be addressed later by the author.
- Introduce discussant and facilitate Q&A.
- End session on time: There is a short break between each session but no extra time as the next session will be launched immediately for presenters and attendee to log-in to assure the next session starts on the time.
- If a presenter doesn't show up or drops off mid-presentation, you will address the issue by skipping to the next paper.

As a discussant, you will:

- Read the paper carefully before attending this session.
- Prepare constructive comments and suggestions to the authors.
- Initiate an in-depth discussion on this paper with authors and audience.
- Cooperate with the session chair to control the time of discussion.