30th Annual INCOSE international symposium

Virtual Event
July 20 - 22, 2020

IS2020 Virtual Participant Guide

Updated 08 June 2020

1. How to log into the conference platform

You will receive your login credentials by email 2 weeks before the event. You will use the same email that you used to register for the conference and a confirmation number to connect to the platform. If you forget your confirmation number, just use the "Forget your confirmation number?" button to recover it.
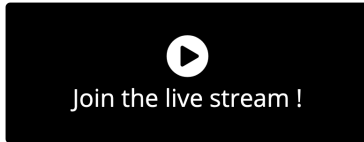
On this platform, you will be able to browse the program, connect to live sessions, watch recorded sessions, navigate the sponsors showcase, and download the proceedings.

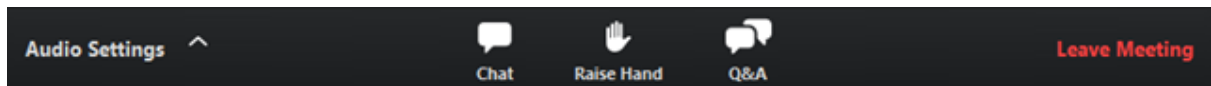# 2. Program

2.1. How to Watch Live

Browse the program to find your session. You will see a countdown to the session start. Once it is time for the live session, you will see a button to access to the live Zoom session.

We will use *Zoom Webinar* to conduct live sessions. If you didn't have zoom client, you can download and configure through this url:
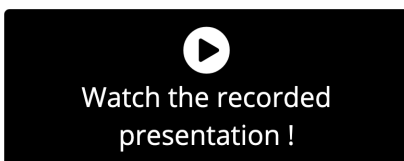https://zoom.us/support/download
As an attendee, you will have the possibility to watch and listen the presentations, ask a question to the presenter through the Zoom Q&A module and chat with all other participants.

Please note that you won't have the possibility to speak and use your webcam. You can join one of the INCOSE Cafés to talk about the presentations and the event every day after the sessions.

2.2. How to Watch on Demand

Recordings of sessions will be available one hour after the session is completed. To watch recorded sessions, navigate to the appropriate session in the program. In the program details, you will see a button to "Watch the recorded presentation".

You will be able to watch the recorded presentation and ask questions to the presenter. As it is not a live session, the presenter may not be available to answer your question right away, but they will be notified that you have asked a question. You will get updates in your Dashboard (accessible through the "Me" link on the symposium home page after you have logged in to the site.)

2.3. Presentation feedback

You will be able to rate each session, just as you do at live events. Kindly rate all presentations that you view. Your feedback will help us, and the presenter, improve in the future.

2.4. Time zone

The program is based on South Africa time zone (GMT/UTC+2). At the top of the program page, you will find a button to change the times to reflect your time zone.

2.5. Favorites

You can add presentations to your favorites list by clicking on the "flag" on the program list, or select "add to my schedule" in the detailed presentation. You will be able to filter for your favorite presentations and export them to your calendar.

3. Sponsors Showcase

Apart from the technical program, you will be able to navigate through our sponsors showcase.

All sponsors are organizations active in systems engineering. On the virtual platform they will present their products through documents and videos.

In addition, during the 3-day event, sponsors will have representatives available to answer questions, and some sponsors will provide links to virtual product demonstrations in their "booths".

4. Help Desk

If you have any questions regarding the event or the platform, please read [frequently asked questions (FAQ),](#) or go to "Help Desk" on the platform menu to send a question to the event team. The team will be available before and during the event to help you make the most of your virtual IS experience.

5. Profile

Your profile information will be used only for the event and not shared with anyone external to the event. It will be used to identify who is asking a question and for discussions with sponsors, if you decide to use the chat feature.

Only your name, title, company, country, chapter, certification level, new member status, and the social media information **you choose to include in your profile** will be displayed. First Name, Last Name, and Company are mandatory.

Your email is never shared.

If you do not want to share some information, just remove it from your profile.

A video demo is also available under the [Help desk](#).