



30th Annual **INCOSE**
international symposium

Virtual Event
July 20 - 22, 2020

IS2020 Virtual Presenter Guide

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1. Dry run

On 23 to 25 June, we will hold a dry run for the event. The purpose of the dry run is to ensure that all presenters and panelists are familiar with the virtual platform, that their audio and video equipment has been tested, that they understand best practices, and that they understand what to expect during the virtual IS.

The dry run schedule will be based on the event program schedule:

- 23 June will be for the presenters scheduled on July 20.
- 24 June will be for the presenters scheduled on July 21.
- 25 June will be for the presenters scheduled on July 22.

Your dry run time will be at the same time as your scheduled presentation during the event.

You will receive the required information to participate in these dry runs the week of 15 June.

If you are unable to make your schedule time, you must contact the events team (symposium@incose.org) by June 19 or risk your session being removed from the program.

2. Before the event

2.1. Upload your presentation

Starting on 22 June, INCOSE will send you the credentials to submit your presentation. PDF format is recommended, but PowerPoint (ppt, pptx) format is also accepted and we will convert to pdf format.

Participants will be able to download presentation materials in PDF format at the conclusion of the live session. If you are providing a recorded presentation, the PDF of your presentation materials will be shared with your video.

2.2. Upload your recorded presentation

Starting on 22 June, INCOSE will send you the credentials to submit your pre-recorded presentation. The recommended format is full HD (1920px by 1080px) in MP4 format. You could also send as 720p (1280px by 720px) in MP4 format. You can record your presentation using Zoom, by starting a personal meeting with only you and record your presentation video.

2.3. Check your system and Internet connection

To ensure the quality of your presentation, please be prepared with a computer that is fully capable of using Zoom, a webcam and a good quality microphone. A wired headset with microphone is recommended. We recommend avoiding the use of a Bluetooth headset, as there is a slight sound delay and a risk of the battery running out.

Please use a high-speed internet connection, with minimum of 5 Mbps uploads. We recommend you check your Internet connection prior to your session. You can check your connection on websites like <https://www.speedtest.net>.

Depending on your location, it is recommended to avoid using video on demand, or other high demand bandwidth applications (and when possible, limit the number of users on your internet connection), to avoid any decreased quality during your presentation.

2.4. Recommendations for speaker set up

	Minimum Required	Recommended	High Quality
Video	Webcam, 720p minimum resolution, stand-alone or built-in to computer or tablet	Stand-alone webcam, 720p or 1080p, on top of monitor (eye-level) or movable stand	Stand-alone webcam, 1080p, eye-level, with one or more lights behind camera
Audio in (microphone)	Microphone built into webcam or laptop	Headset or lavalier (clip-on) microphone	Good USB-connected microphone on desk stand or boom arm
Audio out	Headset or earbuds (loudspeakers of any kind, whether built into computer or separate not acceptable for presenters)	(same as minimum)	Earbuds connected to desk microphone or computer

Make sure to turn off your cell phone, close any application that can receive notifications during your presentation such as emails, chats etc.

Note that videos played during a live presentations may not stream well in Zoom.

3. Final Session Preparation

The week before the event, we will hold a virtual call to remind all presenters of how the sessions will be run and ensure that all materials are appropriately in place (the virtual equivalent of the “speakers’ breakfast” for those who have presented at the Symposium before).

4. During the event

4.1. Live session

We ask presenters to be connected 30 minutes before their session begins. A session includes either a panel or 3 papers, so if you are the third presenter, note that this could be 2 hours before your presentation.

During this half hour prior to the session start time, you will be with the session chairs to ensure there are no technical issues, and prepare for the session (check the presenter name spelling/pronunciation, bio, etc.).

There will be 2 volunteers supporting each session: a Session Chair dedicated to introducing you and helping you manage questions and a Host dedicated to the technical execution of the session and timekeeping.. (Note: in panel sessions, the Panel Moderator will play the role of Session Chair.)

You will have 30 minutes to present, and 10 minutes for the Q&A session (40 minutes Q&A session for panels).

Make sure to turn off your cell phone, close any application that can receive notifications during your presentation such as emails, chats etc.

It is recommended to avoid including video in the presentations.

The session chairs will display a notification with a count down at 5 and 2 minutes until the end of your presentation and then a STOP message when time is up.

All questions will be submitted in writing. At the end of your presentation, the Session Chair (or Panel Moderator) will read the questions and you will be able to answer.

After your presentation, there will be a 5-minute break to allow participants to switch between tracks and to allow the next presenter to prepare for sharing their presentation.

4.2. Recorded session

All Zoom sessions will be recorded, and after the session, the recording will be released (with an hour delay) on the platform .

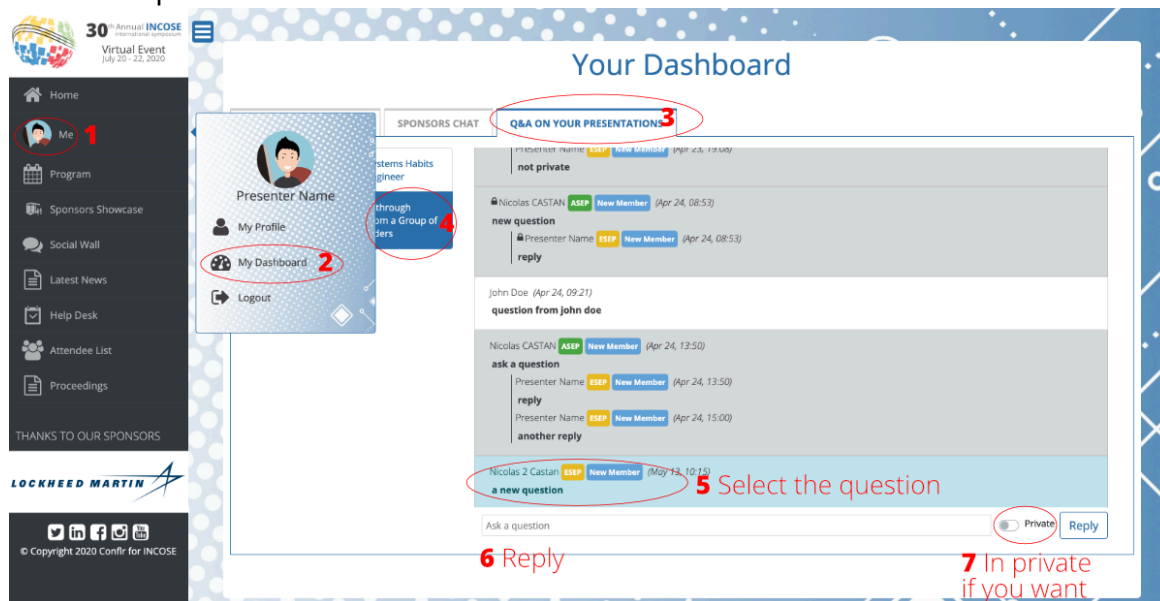
If you decide to not present live, your pre-recorded presentation will be available on the platform at the date and time that your presentation was scheduled.

All participants that were not be able to participate in the live session will be able to view your presentation and ask questions on the platform.

With your Dashboard (accessible via the “Me” link on the home page after you log into the site), you will be able to reply to these questions.

- Click on “Q&A on your presentation”, then click on your presentation, if you have more than one presentation you will see all presentation names.
- You will see all questions. White questions have not yet received an answer. Greyed questions have already received an answer.
- Click on the question to reply.
- If there is a lock to the left of the name, that indicates the question was sent privately.

By clicking on the name of the person who asked the question, you will be able to view their profile.



We kindly ask you to be available to reply to these questions at least a few times during the 3 days of the event.

4.3.After your Presentation

When your presentation is finished, participants will be able to provide session feedback. On your profile, you will be able to view the feedback results. All surveys are anonymous.

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Your Profile

This profile will be shared with other event participants in the video conferencing tool used for the IS 2020 Virtual Symposium. It will also be included in the played in the video conferencing tool used for the IS 2020 Virtual Symposium.

bookmark 5 Survey filled 1 Chat with Sponsors 1 Questions ask 0

export your personal calendar
export your personal calendar

Your next presentation is in

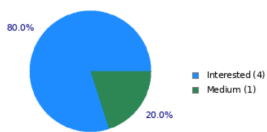
39 DAYS 1 HOURS 57 MINUTES 9 SECONDS

Watch the detail of your session Watch the survey result

Presenter NAME
COMPANY NAME
Country
The Chapter
Speaker
ESFP
New Member

me me me me me

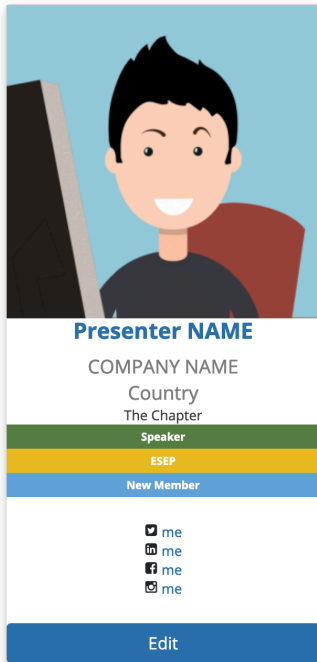
Edit

Survey Number	5
Overall rating	2.8/3
Presentation skills	4/5
Scientific contribution	3.4/5
Industrial relevance	3.8/5
Q&A Session	3.4/5
Your self assessment on this topic	
	
Comment	
“ A comment in the Feedback tab. ”	

5. 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 get the most out of your virtual IS experience.

6. 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.