



SIGSPATIAL 2020

Virtual Conference Guidelines for Authors

Setup

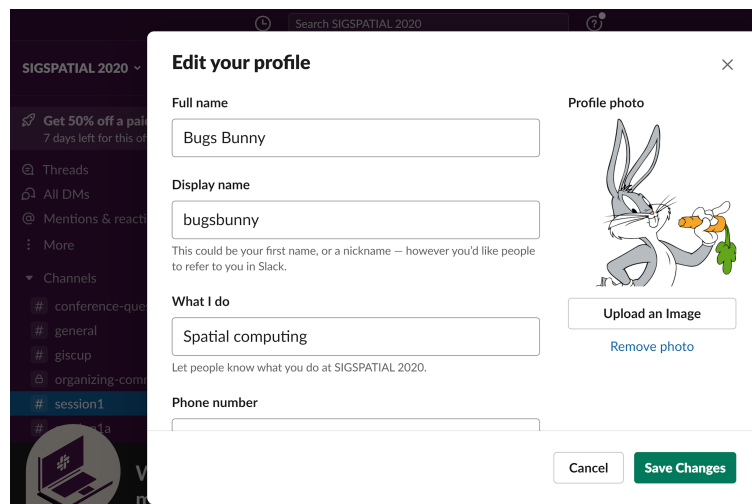
Install Zoom

If you never used Zoom before, download and install Zoom at <https://zoom.us/download>.

Install Slack

If you have not yet, install Slack and sign up the SIGSPATIAL 2020 Slack workspace at https://join.slack.com/t/sigspatial2020/shared_invite/zt-ic33v9uf-q28FY289TrYHbGyV_3_wAg.

Create your “Badge” in Slack: In the SIGSPATIAL 2020 Slack workspace, click the icon on the top right corner, click “Edit profile” below your name on the right to edit your profile. Change your Display name to: [Your Name] (Author), and upload a profile picture if you will.



Joining the Conference

Enter Zoom Meeting/Webinar

As an author or speaker, you have the obligation to attend the session where your talk will appear, and answer questions from attendees of the conference.

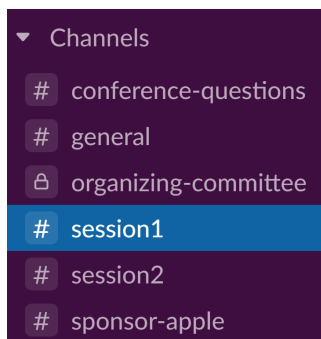
To enter the Zoom meeting for the session, where your paper will be presented, go to the online conference website (<https://sigspatial2020.sigspatial.org/program/>) and the day and the session on the online conference website, and click the Zoom link.

Please try to enter the Zoom meeting 10 minutes before the session is scheduled to begin, so that you have an opportunity to create your Badge, meet the student volunteer assigned to your session, and discuss any concerns you may have.

Create your Zoom “Badge”: When you are in Zoom, click “Participants” at the bottom. Hover over your name, click “More” , and click “Rename” to put your [name] (Author), e.g., Joe Smith (Author).

Log in to Slack Channel

Log in to Slack at <https://sigspatial2020.slack.com>. Enter the session channel on the left menu. The session number is available in the program. You can ask questions at the current session.



If you have any general questions about the conference, you can ask at the **#conference-questions** channel.

During the Your Session

Turn on Your Video for Your Presentation

You will be promoted as a panelist during your talk. Your recorded video will be played by a technique host. It is strongly recommended that you turn on your video in Zoom during the session. You can set up a virtual background by clicking the upper arrow in “Start Video” if you prefer. Please mute your microphone while your recorded video is being played.

Answer Questions

There will be approximately 3-5 minutes at the end of each talk for the Q & A period. The session chair will help to monitor questions raised from the audience in Zoom Q&A window (or Zoom chat window if in a Zoom meeting node). When answering questions from the audience, please unmute your microphone and speak directly.

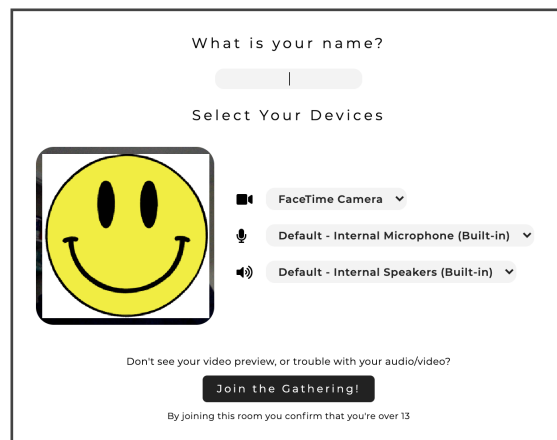
If you have any questions for the volunteers (technique host) or the session chair, please use the Zoom chat window to send your questions privately.

Adjust Your Badge

Remove “(Author)” from your name to avoid any confusions in other sessions that you will be attending.





Socialize with Gather Town

During session breaks, enter the social space with the gather.town link of the conference. Type in your name in the field under “What is your name” and click the “Join the Gathering!” button to join the meeting session.



What is your name?
[Input field]

Select Your Devices

  FaceTime Camera ▾
 Default - Internal Microphone (Built-in) ▾
 Default - Internal Speakers (Built-in) ▾

Don't see your video preview, or trouble with your audio/video?
Join the Gathering!

By joining this room you confirm that you're over 13

You can walk around and talk with a person if the distance is close enough, with the cameras on. You may see interactable objects, such as poster images and documents, which will be highlighted when you approach them. Press “x” on your keyboard to interact.



Enjoy the Conference, and thank you for your participation!

Useful Info

Questions?

- Send an email to sigspatial2020@gmail.com.
- Use the **#conference-questions** Slack channel

Useful links

- <https://sigspatial2020.sigspatial.org/> - Online conference website
- <https://sigspatial2020.slack.com/> - Conference Slack space