Attendee Guidelines
ITC 2023

Contents

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How to log in to Underline

- An email with a password-creating link is distributed by Underline to all registered ITC 2023 attendees to make it easy for first-time Underline users to create the password for their respective accounts (**named by email address used when you registered**!).

  When you are logged into your Underline account, please follow this link to the ITC 2023 Conference event page: https://underline.io/events/421/reception .

- If you did not receive an invitation, please first check your spam folder, and/or any similar folders that are not your main inbox (such as social, or promotions, junk folder …) and look for an email by **Underline (no-reply@app-mail.underline.io).**
  Please DO NOT try to create an account on your own, as that will return an error message. Underline has already prepared your account and ticket for the event.

- If you are still unable to find it, please **contact our support team** at: itc2023@underline.io
- In case your Underline account has not been authorized to access the ITC 2023 Conference event, please report the issue by emailing itc2023@underline.io

Getting around the Underline site

Sidebar Icon	
Schedule	● Indicates date, time, venue ● Hover over a session to see the list of papers ● **All tracks** button (top right corner) to search by track
Plenary Sessions	● Session descriptions contain date, time and physical and virtual location of all plenary sessions including panels, business meeting, awards ceremony ● Use the **search box** (top right corner) to search by paper or author
Sessions	● Session descriptions contain date, time and physical and virtual location of all workshops and tutorials
Expo	● Includes links to our official exhibitors and their promotional pages
Helpdesk	● Includes links to video tutorials, instructions etc. ● **Please visit our HELP DESK first** to familiarize yourself with the Event page before the conference

If you cannot find the answer you are looking for, please use the ''Request a meeting'' button and our Support Team will reply.

How will oral sessions run?

If you are attending remotely:

- All sessions are accessible from the event's schedule and/or the sessions tab
- To join the **plenary session** click on the **star icon** in the toolbar (left hand side)
- To ask question to speakers, please use the **Q&A tab** on the right side of the screen
- To join oral sessions, workshops and tutorials, click on the **Join Zoom Room** button. This will take you to a room where that session takes place.
- You can ask questions as you would in any other Zoom meeting. Each session will have a Chair running the Q&A.

How will poster sessions run?

If you are attending remotely:

- All poster sessions can be found in the **Schedule** - **Track name: *Poster Session*** (click on the drop-down menu)
- You can view all posters and start the communication with the author using the Q&A container on the right side of the poster

- During the regular poster session, a couple of posters will be presented in Zoom. Join the Zoom room via link that you find in the schedule on Underline.

Take advantage of the Q&A box!

Each paper has a designated Q&A.

Start a conversation with paper authors even before the conference starts or use it during the conference.

Code of Conduct

Safety on Underline:

In order to create a safe environment, Underline is taking all measures to prevent any uninvited guests and non-registrants from entering ITC 2023 virtual sessions.

Sharing or posting Zoom links on social media is not recommended as the security of the meetings is compromised. Delegates are invited to refrain from inviting their colleagues to their talks by doing so.

All inappropriate behaviour anywhere on the platform should be reported to
itc2023@underline.io

All uninvited or misbehaving visitors will be removed from all sessions, and their comments deleted.

After the conference

- Underline will release all main stage session recordings after the actual session
- We will release all recorded Zoom sessions within 10 days after the conference
- All content will be available on Underline December 31, 2023
- Each paper will have an individual Q&A box where all attendees can continue the conversations in a text form after the event
- For any additional questions, please contact the Underline support at **itc2023@underline.io**

Enjoy the conference!