



# **Presenter Guidelines**

## **ITC 2023**

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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](mailto: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](mailto:itc2023@underline.io)

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# How can I update my profile on Underline?

You can update the following details in your Underline profile:

1. Photo
2. First name, Last name
3. Affiliation
4. Role
5. Bio
6. Password
7. Contact information
8. Notifications

Please watch this short [tutorial](#) on how to access and update your profile.

# Getting around the Underline site

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## *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 presenting remotely:

- All sessions are accessible from the event's schedule and/or the sessions tab
- 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.
- Each session will have a Chair running the Q&A.

## Oral sessions:

- Presentations time: **Long paper - 30 min; short paper - 20 min**
- Both in-person and remote attendees are welcome to ask questions. Remote attendees can ask questions via Zoom chat.

## Zoom rooms:

- All participants are muted upon entry. Please remember to unmute yourself.

# Take advantage of the Q&A Box!

Your paper has a designated Q&A container on the right hand side of your paper.

Invite participants to your session, encourage them to ask you questions and start a discussion.

# 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](mailto:itc2023@underline.io)

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



# Main Stage Presenter\_In-Person

## Prior to your presentation:

- Please share your presentation slides with Underline ([damira@underline.io](mailto:damira@underline.io); [administrator@underline.io](mailto:administrator@underline.io)) **at least one day prior to your presentation**

## On the day of your presentation:

- Please come **at least 30 min before the session starts.**
- Come to the plenary room (**Disneyland Grand Ballroom Center**) to meet the AV Team (Underline staff), to familiarize yourself with AV equipment and test out your slides
- **You will be using a common laptop for your presentation**

# Oral Session Presenter\_In-person

## On the day of your presentation:

- Please come **at least 15 min** before the session starts for instructions from the A/V Chair and to familiarize yourself with A/V equipment in your session room. (*Underline staff will be in the session rooms 30 minutes before the session starts. You can also ask student volunteers for help.*)
- If you update your presentation, please share the updated version via [this form](#). Make sure to upload your final version the night before your presentation at the latest.
- **You will be using a common laptop for your presentation**

# Oral Session Presenter\_Remote

## 15 minutes before the session start:

- Join the Zoom room via link that you find in the schedule on Underline. The Underline staff will be there to greet you.
- **You will present by sharing your screen** and you will have a chance to answer questions from both in-person and remote audience. The session chair will moderate the Q&A
- You are advised to present live. Your pre-recording will be used as a backup only.

**Please be respectful of the time!**

# Poster Presenter\_In-Person

## **Before the Poster session:**

- Post your poster on the designated board before the start of the session in the **Exhibit Floor**

## **During the Poster session:**

- Be available at your poster

## **At the end of the Poster session:**

- Please remove your poster from the board.

# Poster Presenter\_Remote

## **15 minutes before the session start:**

- Join the Zoom room via link that you find in the schedule on Underline.
- You will present your poster by sharing your screen and you will have a chance to answer questions from both in-person and remote audience.

# 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 until Dec 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](mailto:itc2023@underline.io)

Enjoy the conference!