



## **Session Chair 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)

# 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 hybrid oral sessions run?

For the remote attendees:

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

## 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 remind the presenters to unmute themselves.
- Encourage remote participants to ask questions via Zoom chat.

# 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 Chair\_In-person

## On the day of the session you are chairing

- Please come **at least 15 min before the session starts**. Come to the plenary room (**Disneyland Grand Ballroom Center**) to meet the AV Team (Underline staff) and to familiarize yourself with AV equipment
- Manage the questions from live audience and monitor the questions on Underline/Main stage/Q&A and forward them to the presenter. **Alternate between in-person and remote attendees questions**



# Oral Session Chair\_In-person

- **On the day of the session:** Please come at **least 15 min before the session starts and make sure all presenters are there (in person or on Zoom)**. For the in-person presenters, they will be using the common laptop provided by Underline so make sure they uploaded their presentations

*(Underline staff will be in the session rooms 30 minutes before the session starts. You can also ask student volunteers for help.)*

- **Order of presentations** should be in the order of papers on Underline site
- **If presenter fails to present live**, please play their pre-recorded video.
- **Keep the session on time.** During the Q&A, **alternate questions from the virtual participants and from in person attendees**. Be prepared to ask a question or two yourself in the unlikely event that there are no questions from the 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 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](mailto:itc2023@underline.io)

Enjoy the conference!