Speaker & Session Chair Guide

This guide will walk you through how to present as a speaker at the ECCV 2022.

We know there is a lot of information however, we ask you kindly to please spare a minute and read the instructions carefully.

All Speakers In-Person or Virtual & Chairs

- Please check final date and time of your presentation in the conference platform or website (following last minute updates).

- Note that all Q&A will be conducted in the online chat box available on the conference platform. Questions will be moderated by the session chair as time permits.

- **Pre-recorded lectures** (optional for workshops only) - If your lecture is pre-recorded please send presentation WMV file until **Wednesday, Oct. 19** to mary@ortra.com. Workshop ID and speaker's name should be specified in the presentation file name.

- All speakers are kindly requested to keep within their time frame. Running overtime will not be allowed.

- **Session chairs are kindly requested to prepare in advance 1-2 questions** for each presentation as a backup for the live Q&A after each lecture.

- All sessions will be recorded and uploaded to the conference platform up to 24 hours after the end of the workshop/session to be available for eligible participants who are in different time zones.

- Any last-minute changes to the program should be sent to mary@ortra.com . Please specify in your mail the date of your session workshop/tutorial/lecture code and the change. Try to be as clear as possible with your update so it will be processed quickly to the onsite technical support. Thanks

Workshops and Tutorials IN-PERSON Speakers
(Intercontinental & Dan Panorama Hotels)

- A PC with Microsoft Office supporting PowerPoint Presentations will be provided by the organizers in the lecture halls.

- Presentations should be prepared on Microsoft PowerPoint 16:9 ratio and should be submitted to the technician in the Hall at least 2 hours prior to the beginning of your session on a disk-on-key (USB stick). PDF presentations are also possible.

- Early morning session presenters (9:00 AM sessions) are requested to bring their PowerPoint presentation to the technician in the lecture hall the day before (if that is not possible, please bring it 30 min before the session starts).

ORTRA MEETING POINT

Important note for Macintosh users: In order to use MAC presentations on a PC compatible computer, please note the following instructions while preparing your presentation prior to uploading in the hall to avoid last minute problems of incompatibility:

- Please note that the conference has only limited support for MAC presentations and, therefore, we ask speakers to convert their presentation to PowerPoint and test it on a PC computer **before** arriving to the Symposium.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).
- Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based PC).
- Please bring your MAC computer and adaptors with you as backup. Personal computers will be used, in rare cases.

Main Conference IN-PERSON Speakers (Pavilion 2, EXPO Tel Aviv)

A speakers preview room, located on ground floor of EXPO, will operate during the main conference days 25-26-27 October during the following hours:

Tuesday, 25 October 2022   07:30-17:30

Wednesday, 26 October 2022   07:30-17:30

Thursday, 27 October 2022   07:30-17:30

All presentation files should be submitted to the technician in the Speakers Preview Room and will be directed to the assigned lecture hall. Alternatively, where pre-submission of presentation files is complicated using personal computers will be possible. Please approach the technician in your lecture hall to coordinate your laptop connection at the break prior your session.

See the "Workshops and Tutorials In-person Speakers" section above for technical guidance concerning presentation file format.

Workshops and Tutorials VIRTUAL Speakers

This guide will walk you through how to present as a speaker using the ECCV 2022 web platform.

(These steps should be practiced before the event or in your free time on the computer that you intend to use on the day of your presentation).

Logging on

1. All Speakers are kindly requested to **join the zoom room 20 minutes prior their session**.
2. Please log onto the web platform (using the link below) with the email address and password you have been assigned.

   https://live.allintheloop.net/App/ortra/ortraECCV2022

Platform access information will be sent by separate mail by Thursday, 20 October.
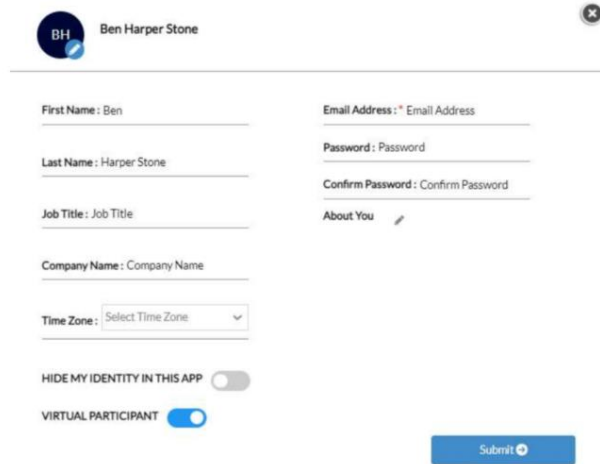
3. Fill out the pop-up box with any additional information such as Job Title, Company etc.

4. Go to the session you are presenting on, which can be found either within the Workshops, Tutorials or Main Conference agendas

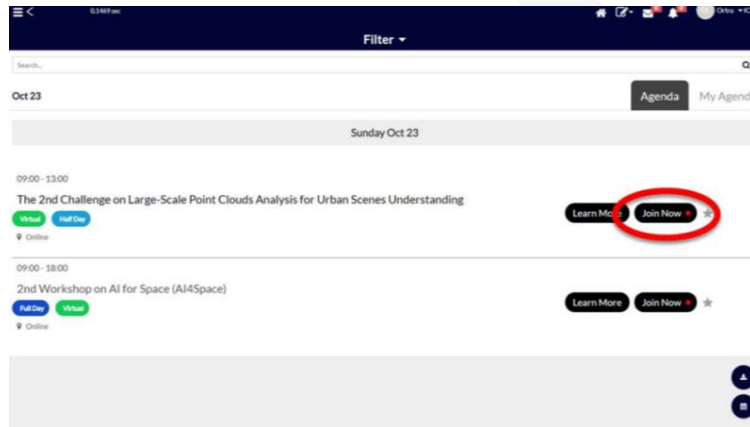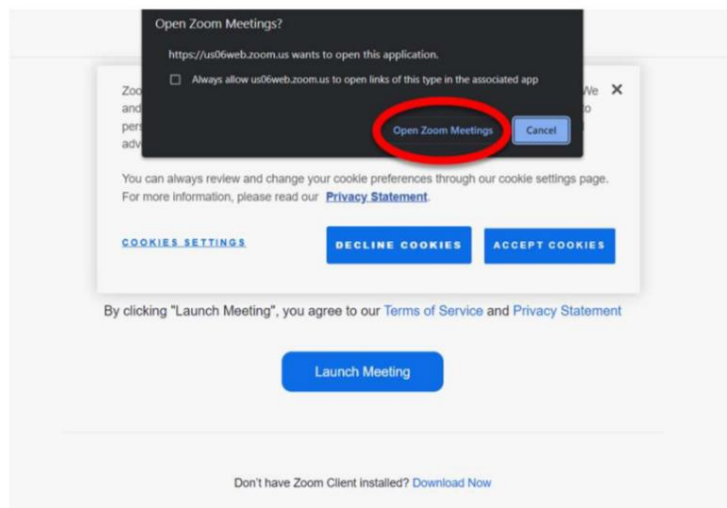5. Click the Join Now button on the relevant session

6. Click the banner which reads "CLICK HERE IS YOU ARE SPEAKING OR PRESENTING ON THIS SESSION"
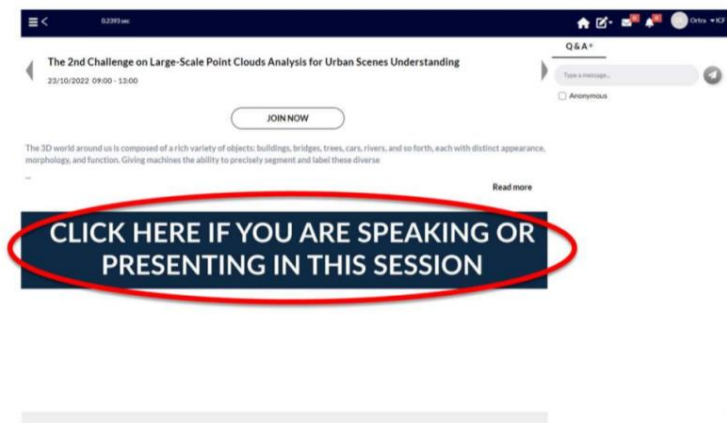
7. You will then be redirected to a zoom meeting – please click "Open Zoom Meetings" from the pop-up box. **Make sure you have entered with your <u>full name</u>. If not, update your name.**

8. Once all speakers have followed this process and are in the zoom room, the virtual hall technician will push you live on the platform.
9. In the zoom room speakers will be able to share screen their presentations and videos. Make sure your computer is set to share also sound (see .
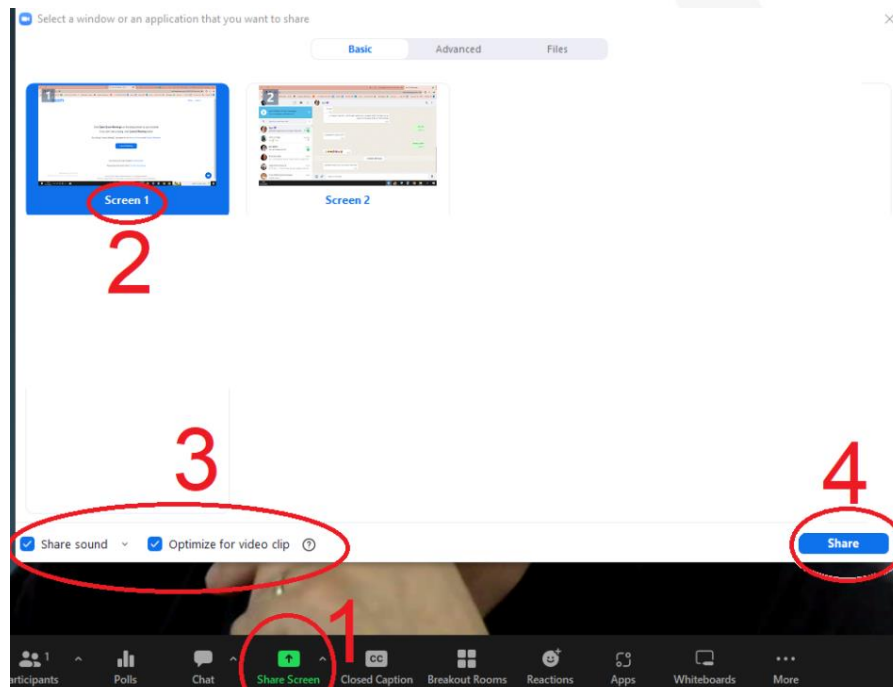
[Click here to view a walkthrough video](#)

Best Practices

1. Please ensure you have access to an active zoom account (you can sign up to zoom at https://zoom.us)

2. Download the Zoom desktop app onto your computer (for download instructions, visit https://support.zoom.us/hc/en-us/articles/4415294177549-Downloading-theZoom-desktop-client-and-mobile-app)

3. If possible, connect your device to a cabled internet connection. If you must use WiFi or a mobile network, please ensure you have a strong connection.

4. Deactivate any firewalls, parental controls or VPNs on your network

5. Keep your device plugged into a power socket when presenting.

6. If possible, please sit facing the room's main light source (i.e. any uncovered windows or electric lighting) with all windows and doors closed to keep your environment quiet. It is best to sit with a plain white wall behind you.

7. Position the webcam at the same height as your eyes. If your camera is built into your laptop or monitor, try placing the monitor on a book to lift it up.

8. If you can, please use a headset or microphone-earbuds to ensure high audio quality.

Session Chairs – In-person or Virtual

o Introduce each presentation according to the order of the session program.

o Session presentations that are pre-recorded will run according to the order of the session program.

o Remind the audience regarding the online chat for Q&A throughout the session.

o Do not worry about the broadcasting. The assigned technician to your workshop will take care of the broadcasting. You only need to moderate the session.

o For your information, although broadcasting is zoom based, participants will only be able to view the workshop via the conference platform. Speakers will also enter the presentation area through the platform (explained above).

Manage Questions and Discussion
All questions will be submitted to the online chat in the conference platform. Please remind participants of the chat box option.

A computer with an access to the chatbox will be supplied by the organizers on stage. Session chairs on the virtual platform are recommended to download the Official ECCV 2022 Mobile app, login with the same credentials they have used for the Virtual Platform and navigate to their session on the app and tap the Q&A button.

Session chairs are kindly requested to select questions from the live chat box on the right-hand side of the screen showing the live stream and present to the speaker or ask your pre-prepared questions.

Ensure each live Q&A ends on time according to the program. Don't hesitate to be assertive.

We look forward welcoming you at the ECCV2022 Conference.

Yours Sincerely,

Conference Secretariat

ORTRA LTD.