



Fusion 2020 Attendee Information

We understand that information on the conference comes from different sources: emails, the Fusion website and Whova app. This makes it difficult to trace information, and it is understandable that attendees could feel overwhelmed in navigating through the information. The purpose of this document is to give an overview of the conference navigation tools, FAQs and speakers last minute checklist.

Navigation tools

1. Proceedings

📍 **Where:** A link to the proceedings was emailed to all attendees on Saturday, July 4th. This email contains the password to access the proceedings.

Direct link: <https://www.fusion2020.org/proceedings/>

Password: The password was sent from a Whova address email titled 'Fusion 2020 Proceedings Available' (Arguably, we don't show passwords directly in this document, as it is accessible to the public). This information is also available in the Whova app in the 'Organizers Announcements' topic.

📄 **Content:** This document contains information which you would normally find in the Fusion proceedings, but there is no program at a glance. All paper titles and authors are listed in a searchable format here.

🔍 **Purpose:** Search the program for authors and titles, and make notes of the papers you are interested in. The proceedings is the only place you can find the link to the pdf. This is the document that you will use with an on-site conference to schedule your attendance at conferences.

2. Program

📍 **Where:** <https://www.fusion2020.org/programme/>

📄 **Content:** 'CLICK HERE for a Link to the Whova Website App'– will take you to the web version of the Whova application. Many attendees might prefer to navigate the program on a desktop rather than a device. Here you will find all Q&A sessions with the title, times (both time zones) and the Zoom link.

🔍 **Purpose:** This is the main tool for identifying the talks you want to listen to and finding the times of the Q&A sessions.

3. Whova phone app

📍 **Where:** Available on App store and Google Play. Information on the phone app was sent on June 5th. The email title is '23rd International Conference on Information Fusion is going LIVE!!! Download the Whova App'.

📄 **Content:** Includes the full agenda, which can be searched for sessions, speakers and all authors, and paper titles. It also includes scheduling and communication functionality to text each other and arrange meetings.

🔍 **Purpose:** Use the phone app to find the video presentations, by searching in the programme. The phone app can also be used to find all sessions linked to your name. When you start a video, you will also get a video notification with a link to the video on the Whova web app where you can watch it in full screen.

4. Whova web app

🗎 **Where:** Available from the Fusion homepage – Quick links, OR <https://www.fusion2020.org/programme/>

🗎 **Content:** Basically a web clone of the phone app, but the web app works differently from the phone app and should not be the main tool for navigation. Some videos might not work in the web app, but only in the phone app.

🗎 **Purpose:** Since the functionality is different and limited compared to the phone app, use the phone app primarily. You can watch videos from here. If you are not logged in, then you have to enter an invitation code which you would've received in an email dated 5 June with the title '23rd International Conference on Information Fusion is going LIVE!!! Download the Whova App'.

FAQs

🗎 **Q:** How do I edit my video or other supporting presentation material?

🗎 **A:** You received an email on 23 June titled '[Fusion2020] Pre-recorded video deadline: Monday 29 June 2020 @ 23:59 UTC+2'. Access your speaker form through this link and update the video or other material.

🗎 **Q:** How can I watch others' video presentation? And from when will I be able to watch them?

🗎 **A:** Preferably from the phone app. They are available from when they are uploaded. You need to be logged in to the app, which requires conference registration.

🗎 **Q:** As for the live Q&A session, I understand that as a speaker, I will be required to attend it real-time and online?

🗎 **A:** Yes, either you or one of your co-authors. Unfortunately, in a few instances, it might mean a night session for you.

🗎 **Q:** After checking the program agenda, I understand that Zoom will be used?

🗎 **A:** Yes, all Q&A sessions are scheduled in Zoom, which should work in all countries.

🗎 **Q:** How do I join a Zoom meeting on the agenda?

🗎 **A:** Just follow the 'View session' link provided in the program or the app.

🗎 **Q:** Do I need to install any software to attend the Zoom meeting?

🗎 **A:** There is a web client, but Zoom works better if you install the phone or desktop app.

🗎 **Q:** Do I require a password to attend a session?

🗎 **A:** Not really, but you need to be logged in into the Whova app to find the link.

🗎 **Q:** Where can I find the proceedings?

🗎 **A:** Direct link: <https://www.fusion2020.org/proceedings/>.

Password: The password was sent from a whova address email titled 'Fusion 2020 Proceedings Available'. The password was also communicated on the Whova app, on the 'Community' tab – Organizer announcements.

🗎 **Q:** What is the password to Whova?

🗎 **A:** You received an email on 5 June 2020, inviting you to download Whova. Following this process, you had to choose a personal password for Whova.

🗎 **Q:** When and how to access the tutorial content?

🗎 **A:** An email was sent out with the passwords for the tutorial content on July 3. Use the vimeo link under the tutorial on the Whova agenda and the password received to start viewing content before the Q&A. If vimeo is not accessible in your country, please contact Allan de Freitas for an alternative platform. If you need technical support for the tutorials, please contact Allan de Freitas at allan@fusion2020.org

🗣️ Q: For how long will the content be available after the conference?

🗣️ A: Tutorials will be available for a week after the conference. Normal and special session presentations will be available for a month after the conference. The tutorial presenter might provide additional downloadable content.

🗣️ Q: How do I contact my session chairs?

🗣️ A: Find your session chairs in the programme. Contact the session chairs through the message functionality in the Whova app. Keep in mind that you have to contact both the 'east' and 'west' session chair. In some cases, they are the same person.

🗣️ Q: What do I do if I can't connect to the Zoom host?

🗣️ A: Contact Jacques van Wyk at jacques@fusion2020.org.

Speakers last minute checklist

- ❑ In addition to the phone app, you can also view the Whova app on your desktop:
https://whova.com/portal/webapp/icif_202007/
- ❑ Check your session details, most importantly the timeslots for the Q&A sessions.
- ❑ Check your presentation: Is it uploaded to the Whova system? Also check the sound quality.
https://whova.com/embedded/event/icif_202007/?utc_source=ems.
- NB: When you upload the video, make sure you scroll down to the bottom and click 'Save'.**
- ❑ Have you decided which author will be present for your Q&A in the Eastern and Western Time Zone slots?
- ❑ Have you received the Zoom invitation to participate in your Q&A Session?
- ❑ Have you familiarised yourself with the Q&A Instructions to Presenters/Authors?
(<https://www.fusion2020.org/wp-content/uploads/2020/07/Fusion2020PresentersAuthorsInstructions.pdf>)
- ❑ Have you made contact with your session chair. If not – ascertain who is chairing your session in the programme. Find their contact details in the list of attendees on the Whova app and ensure they have the information required to efficiently chair your Q&A Session. (Please see Q&A Instructions to Presenters/Authors, above). Authors must email their one-slide summary to the session chairs.
[If your session chairs do not contact you, contact them and ask for their email.](#) Whova messaging does not support attachments. Should your session chair be completely unresponsive, please contact the technical programme chair, Lyudmila Mihaylova at mila@fusion2020.org.