Q&A INSTRUCTIONS TO PRESENTERS/AUTHORS

To accommodate attendees from most time zones the Q&A sessions will be duplicated:

● EAST Q&A - session starting at 8:00 UTC+2
● WEST Q&A - session starting at 19:00 UTC+2

Each Q&A session is divided into 3 blocks – A, B and C, each with 5 parallel tracks (see the Session Schedule document “Fusion2020SessionSchedule.pdf”)

EAST Q&A: (8:00 UTC+2) A – 8:00 to 8:20, B – 8:25 to 8:45, C – 8:50 to 9:10
WEST Q&A: (19:00 UTC+2) A – 19:00 to 19:20, B – 19:25 to 19:45, C – 19:50 to 19:10

The authors are expected to attend both sessions

» In case one session cannot be covered, the authors must inform the session chair

Do the following as soon as possible

1. The authors need to decide between themselves who will attend which Zoom Q&A sessions.

For example, Author 1 from China would attend the EAST Q&A session and Author 2 from New York in the USA, would attend the WEST Q&A session.

2. Inform your session chair which authors will be available at which Zoom Q&A sessions. Your session chair is listed in the Session Schedule. This needs to be completed no later than Monday 6 July.

3. Send your summary slide to your session chair no later than Monday 6 July. The summary slide should contain the title of the paper and the main results.

Note: Your session chair is also indicated in Whova, but somewhat confusingly as the “Speaker” of the entire session. You may communicate with your chair by sending him/her a message via the Whova desktop or mobile app.

Shortly Before Session

5 minutes before: The authors join their respective scheduled Zoom sessions 5 minutes before the scheduled start time and notify the session chair of their presence. The link is accessible from
Whova Agenda - https://whova.com/portal/webapp/icif_202007/. Navigate to your session using the search box and clicking on “View Session”. (See screenshots at the end of the document)

5-10 minutes before: The session chair and deputy chair join the Zoom session to make sure that the live sound and video are working satisfactorily.

Session Starts

0-1 minute: The chair introduces him/herself and checks which authors are available to answer questions for each of the papers in the session.

2-6 minutes: The chair presents via screen sharing each summary slide while the authors present their summaries in turn. The first six minutes will allow attendees to know what will be discussed in the session.

7-20 minutes: The session chair cycles through each paper and offers attendees to ask questions. For information, a full session of 5 papers means on average 3 minutes per paper for questions.

20-21 minutes: The session chair closes the session.

The Zoom room will be available for 15 minutes after the session ends, so it is not a problem if the session overruns owing to some interesting discussions. This allows for flexibility as attendees can enter and leave the Zoom rooms dynamically as they please.
Connecting to Q&A Zoom session through Whova