

# ANTS 2020 Participant Instructions

Authors: ANTS 2020 Organization Team

October 2020

## 1 Introduction

Dear ANTS 2020 participants, as you all know by now, ANTS 2020 will be held as an online conference. We hope that participating in ANTS 2020 will anyway be a memorable experience for everyone. Let us try to do the best in the current situation!

This document briefly explains the use of the online conference platform for participants (listeners) and presenters. In case of any additional questions, please do not hesitate to contact us at `christian.blum@iiaa.csic.es`.

## 2 Preliminaries

### 2.1 Hardware requirements

The online conference platform is completely web-based. We tested the platform both for participants and for presenters under **Linux, Windows, and Mac**. In all three cases we did not experience problems when using **Firefox (version 63 or newer), or Google Chrome (version 72 or newer)** as web browsers. In any case, during the week before ANTS 2020 we will offer test sessions to which you can connect in order to check if your setup is working fine (the specific dates for these test sessions will be announced by email).

### 2.2 How to connect to a session?

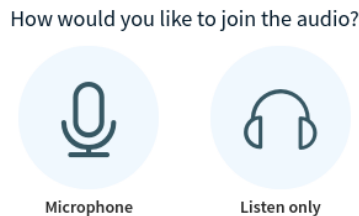


Figure 1: Pop-up window when you join a session.

The program of ANTS 2020 can be consulted at <https://www.iiaa.csic.es/ants2020/#conference>. It consists of the opening session, nine paper sessions, three keynote sessions, and the closing ceremony in which the authors of the best paper will be awarded. This makes a total of 14 sessions.

- Each registered participant will receive an email shortly before the conference containing **web links for connecting to the sessions, together with the necessary access codes**.

- When you click on a web link for joining a session, the system will let you join once the moderator has started the session. In this case, you will see the pop-up window in Figure 1. If you choose “Microphone”, you will join the session with an automatically muted microphone (if not, please “mute” your microphone immediately). If, otherwise, you choose “Listen only”, you will not be able to use your microphone. However, you can revert this decision by clicking on the *telephone receiver symbol* (“leave audio”), and then join again by clicking on “Microphone”.
- **If you are not a presenter, please leave your web camera switched off at all times.** Only as a presenter, or as a session chair, you will be asked by the moderator to switch on/off your web camera.
- When you join a session you are required by the system to provide your name. **Please use your correct and full name (first name and family name) such that the moderator has no problem identifying you in case you need to be given presenter rights, for example.**
- **Important:** Please, do not distribute the links and the access codes for joining sessions to persons who are not registered to ANTS 2020. We cannot guarantee that the system will work without problems with a load significantly higher than the anticipated one.

### 3 Participation as a listener

If you only participate in a session as a listener, please mute your microphone and leave your web camera switched off. In other words, the symbols at the bottom of your browser windows should look like in Figure 2.



Figure 2: Appearance of symbols when the microphone is muted and the web camera is switched off.

After each presentation, the moderator or the session chair will ask if there are questions from the audience. In case you have a question, there are two options:

1. You type your question into the public chat field at the bottom left of your browser screen (see Figure 3), and the session chair will read your question for the presenter and for the audience.
2. You may announce your intention to ask a question (or to make a comment) by typing the word *Question* into the public chat. If you are chosen by the session chair (or moderator) for asking your question, please un-mute your microphone and ask your question. After the intervention with the presenter, please mute your microphone again.

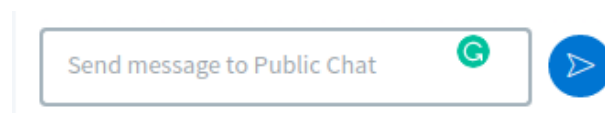


Figure 3: Public chat field.

## 4 Participation as a presenter

First of all, by checking the program make sure that you know the length of your time slot:

1. Full papers: 25 minutes (20 minutes for the presentation and 5 minutes for questions).
2. Short papers: 20 minutes (15 minutes for the presentation and 5 minutes for questions).
3. Abstracts: 15 minutes (10 minutes for the presentation and 5 minutes for questions).

As a presenter of a paper, you initially join the corresponding session as a normal listener as explained above. Once it is your turn to give your presentation, the moderator will provide you with *presenter rights*. This changes the icon list on the bottom of your browser screen as shown in Figure 4.



Figure 4: Icons at the bottom of the browser window when having presenter rights.

In particular, you will have the *screen icon* on the right. When clicking on this icon you can share one of your screens or application windows. This will enable you to run your presentation from your computer. The second option is to *upload your PDF or Powerpoint presentation* to the server of the conference. **This should be done in the 10 minutes before the corresponding session starts. The moderator will be available to help you with this.** Uploading a presentation can be done by clicking on the "+" icon and then selecting *Upload a presentation*. The advantage is that this will save bandwidth. So, if your internet connection is not the fastest one, this might help. On the other side, embedded videos (or animated gifs) will not work in this way. Moreover, the system converts uploaded Powerpoint presentations, which might sometimes result in style changes. Therefore, we recommend that you use this option only with PDF files without embedded videos. In order to show a video you still have the option to click on the "+" icon and select *Share YouTube video*. So, if you have uploaded your video to YouTube beforehand, you can easily use the corresponding link to show your video with this functionality.

When presenting, you can choose if you switch on your web camera, or not. In case it is switched on, the participants will see you in addition to your slides. However, after the presentation and the subsequent discussion, please do not forget to switch off your web camera and to mute your microphone.

## 5 Participation as session chair

The name of the session chair will be announced at the beginning of a session by the moderator. Your task is (1) to announce each presenter, (2) to check the time of each presenter, (3) to alert the presenter about her/his remaining time if necessary, and (4) to moderate the discussion. Concerning the last point (discussion), please observe the public chat, and choose participants that announce their intention to ask a question (as explained above).

## 6 Private Meetings (Breakout Rooms)

We will provide the possibility to have private video conference meetings (each one for two or more participants) each day of the conference from 14:00 to 14:55. In case you would like to hold such a meeting, please contact Christian Blum ([christian.blum@iiaa.csic.es](mailto:christian.blum@iiaa.csic.es)) and ask for such a meeting to be set up.