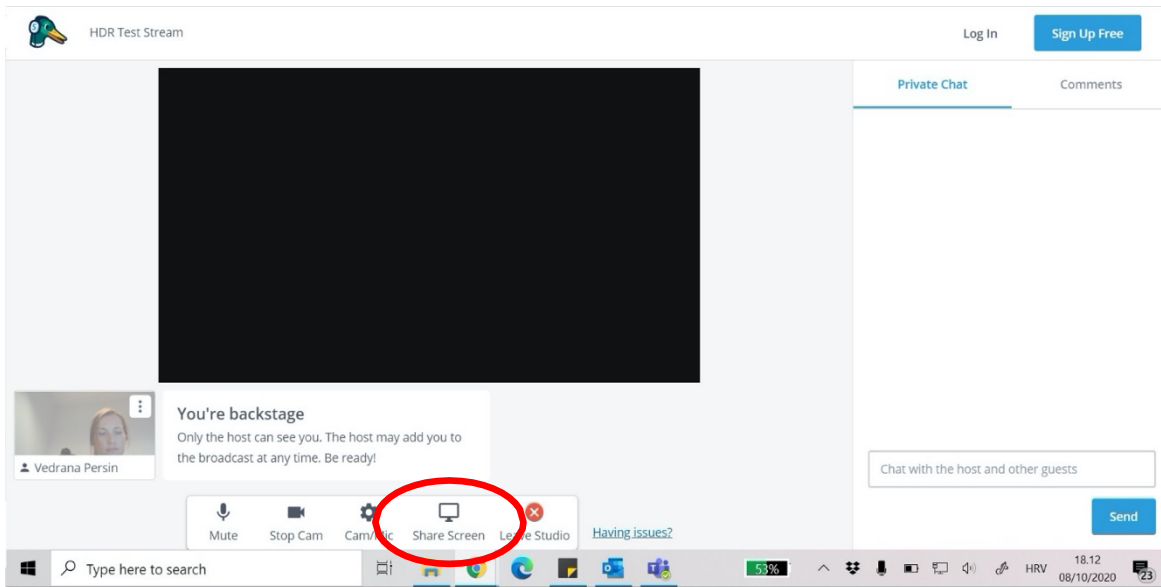# Underline User Guide for IEEE SERVICES 2020:
"main stage" Chairs/Speakers
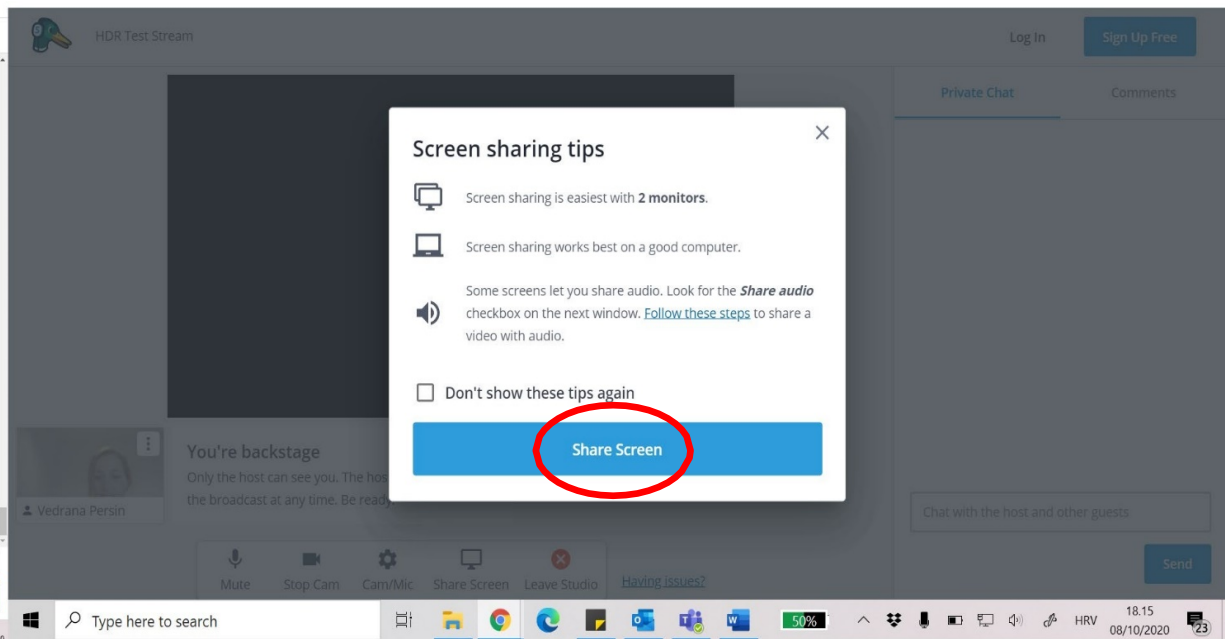
- Technical programs are available for download from the home page of IEEE SERVICES 2020 https://conferences.computer.org/services/2020/

- Questions regarding the Underline services can be emailed to services2020@underline.io

- Every "man stage" session is supported by a dedicated Underline "studio" team that manages the mixing of video streams and presentation streams for it.

- A "back-stage" web link will be created for each "main stage" session and be distributed to the session leaders (chairs/speakers) via calendar invites. Scheduled start time is 10 minutes earlier than the official session start time.

- 15 minutes before the target session starts, please join the Underline "studio" team via the given "back-stage" web link if possible. Underline account id and password will NOT be required when using the session-specific "back-stage" link (and please do not distribute the link to others).

- A web link for every uploaded & processed video recording will be distributed to the chairperson of the target session. Session chairs are recommended to open a browser window for each of the web links prepared for their respective sessions, and selectively play the videos via the screen sharing icon per speaker availability and/or preferences. Recommended browsers are listed at
https://conferences.computer.org/services/2020/Underline_supported_browsers_and_limitations.pdf

- Instructions on how to share a screen when presenting via Underline "back-stage" StreamYard GUI is provided at the end of this document.

- When the "main stage" session is live:
  - The "studio master" and the session leaders can communicate via the private chat pane of the "back-stage" GUI (without an audio option).
  - Presentation sharing icon is shown in lower-center in the "back-stage" GUI. Underline "studio master" controls the shared screens and selectively puts them on the screen for session attendees.
  - Attendees can ask questions only via the "Q&A" pane.
  - Underline "studio master" will try to copy-and-paste all posted "Q&A" questions in Underline frontend GUI to the private chat pane in the "back-stage" GUI.
  - One additional person can be added as session MC or facilitator in charge of asking questions per "Q&A" contents. Session chair can email the request with the person's first name, last name, and email address to services2020@underline.io and cps@computer.org

Share a screen when presenting via Underline "back-stage" StreamYard GUI with Sample Chrome/Windows Browser Screenshots
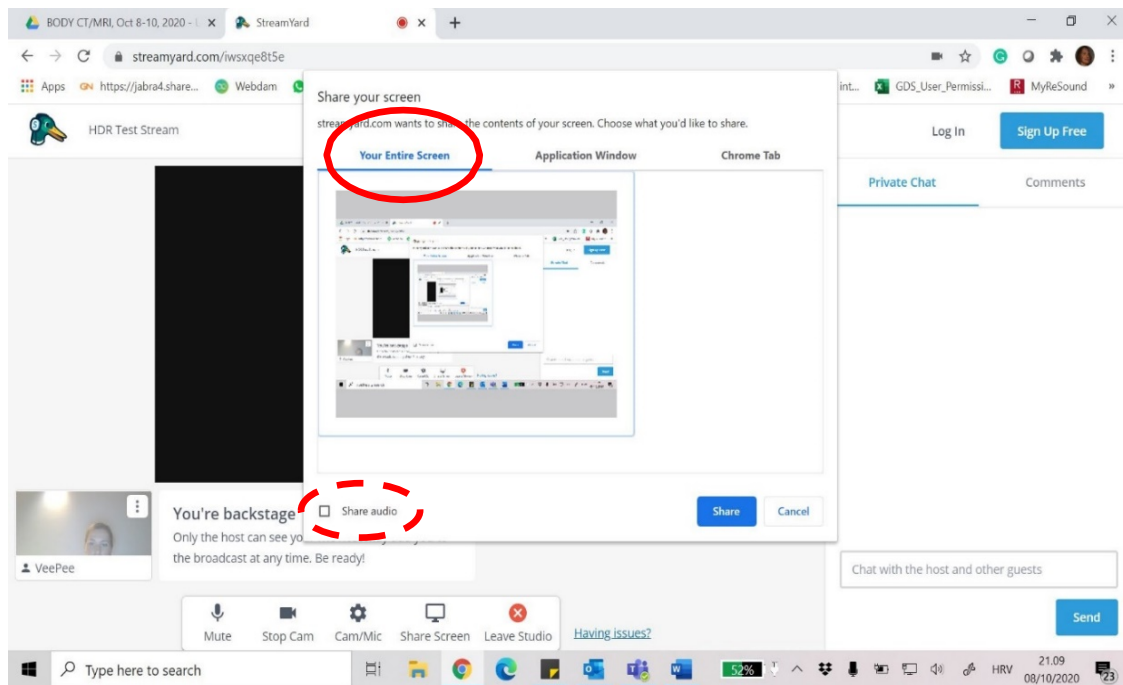
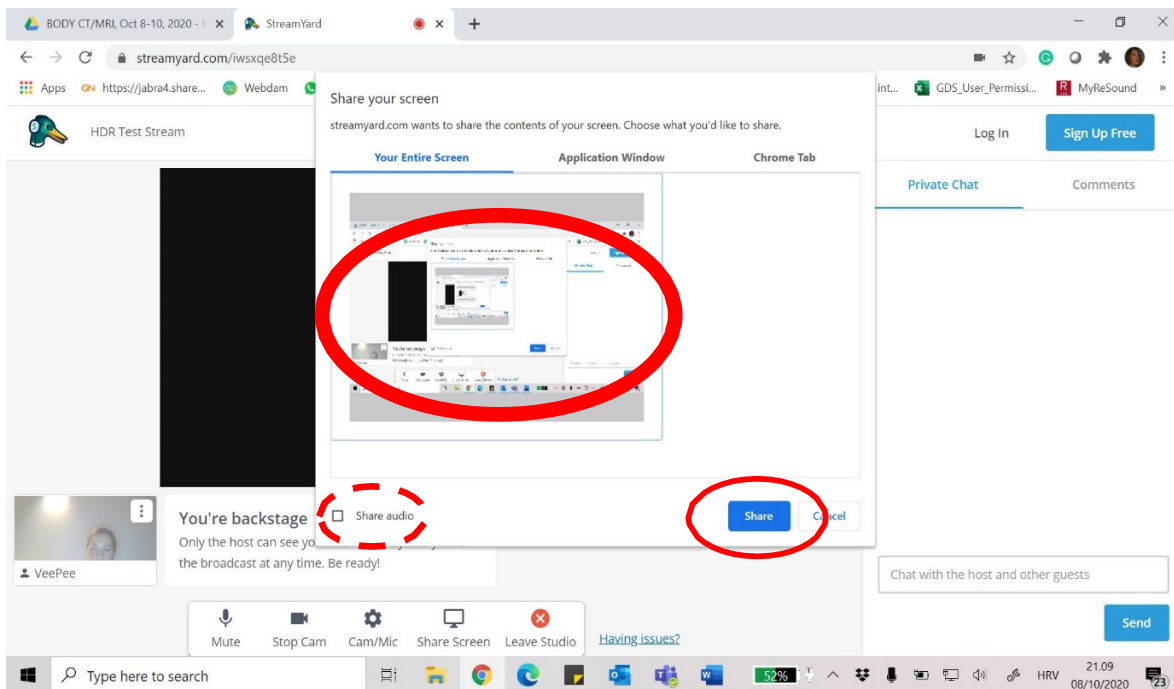1. Click "Share Screen" in the banner at the bottom of the window.

2. If the window "Screen sharing tips" pops up, click on the "Share Screen" button.
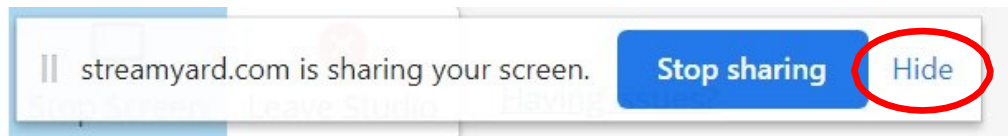
3. Choose "Your entire screen" tab

4. (a) Select the "Share audio" option if there is sound from your presentation (e.g., video clips)
   (b) Tap on the window below the title "Your entire screen"
   (c) Tap on the "Share" button

Note that exact location of the "Share audio" box depends on the browser and system in use. When "Your Entire Screen" tab is not available (e.g., on a MacBook), use the audio sharing option listed in the "Application Window" tab.

5. If your presentation is being shared with the attendees, the window with your presentation will pop up next to the window with you at the bottom of the StreamYard screen.

6. Please remember:
   - When sharing a presention live, you will NOT see yourself on the screen. You will see yourself back on the screen once you stop sharing the presentation.
   - Please feel free to remove a navigation bar in the bottom of the screen.

7. When you are done with presenting and want to stop sharing the screen, please click on the "Stop sharing" button.