

## **Underline User Guide for IEEE SERVICES 2020: Session Chairs/Speakers (Excluding "main stage" Sessions)**

- 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](mailto:services2020@underline.io)
- A training video for session chairs is available from IEEE SERVICES 2020 helpdesk at <https://underline.io/events/30/expo/154-ieee-services-helpdesk>
- Session chair (or moderator) must ensure all leaders of her/his session have created the password of their respective accounts and can access the reception page of the IEEE SERVICES 2020 virtual event at <https://underline.io/events/30/reception>
- An email with a password creating link has been distributed by Underline to make it easy for first time users of Underline to create the password for their respective accounts (named by email addresses). The password can also be created by following the instructions below:
  - Visit Underline's home page <https://underline.io/> (Browser requirements and recommendations can be found at the URL below.  
[https://conferences.computer.org/services/2020/Underline\\_supported\\_browsers\\_and\\_limitations.pdf](https://conferences.computer.org/services/2020/Underline_supported_browsers_and_limitations.pdf))
  - Click “create account” located in the upper right-hand corner of the page
  - Fill in name & email address and click “next” (leading to "Create your password" page)
  - Create the password per the stated password setting rules, followed by clicking “next”
  - The browser will show the reception page if the email address entered has been registered for the Underline hosted event, otherwise the browser will prompt checking the email inbox and activate the Underline account. The account activation link included in the email must be clicked to complete the account activation process.
  - Remember the password because that is needed to log in the Underline website later.
  - In case your Underline account has not been authorized to access the reception page yet, please report the issue by emailing IEEE CPS at [cps@computer.org](mailto:cps@computer.org) and Underline at [services2020@underline.io](mailto:services2020@underline.io)
- 10 minutes before the target session starts, all session leaders are expected to join the target session via the Underline GUI. The target session can be located via the menu item “schedule” or “sessions”. The “sessions” page also includes a “search lectures” tool located in the upper right-hand corner.
- 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](https://conferences.computer.org/services/2020/Underline_supported_browsers_and_limitations.pdf)

- When presenting an Underline processed video “with sound” is needed, session chair must turn on the “Share audio” option after clicking the screen sharing icon. Exact location of the option depends on the browser and system in use. When the “Your Entire Screen” tab is not available (e.g., on a MacBook), select the audio sharing option listed in the “Application Window” tab. One sample Chrome/Windows browser screenshot is provided at the end of this guide.
- Session chair must start the session in time via the “start session” button located in the lower center of the GUI, which makes the session shown as “live”.
- When the session is live:
  - All session leaders should turn off their respective video streams appropriately with the goal of maximizing presentation quality for everyone. There will be no video streams from attendees.
  - All session leaders will see the screen sharing icon located in the lower center of the GUI. Whoever starts sharing her/his presentation takes over the screen from the previous presenter.
  - Attendees can ask questions via the “Q&A” pane. It is not recommended to let attendees state their questions directly via the “raise hand” function.
  - 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](mailto:services2020@underline.io) and [cps@computer.org](mailto:cps@computer.org)
- Session chair must end the session via the session end icon located in the lower center of the GUI.

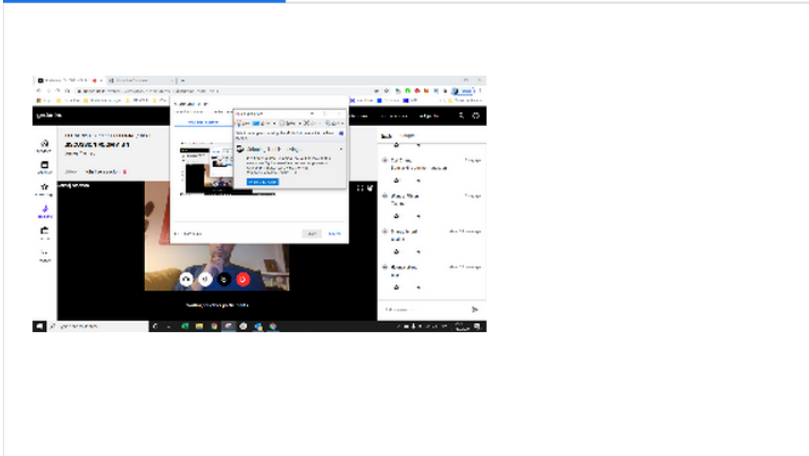
### Share your screen

underline.io wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen

Application Window

Chrome Tab



Share audio

Share

Cancel

IS 1

discover conferer

### Q&A

CC Carl I an

WN Wer Test

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