

## Underline User Guide for IEEE Services Attendees / Session Chairs/ Speakers (Excluding "main stage" Sessions)

### HOW TO LOG IN TO UNDERLINE // ATTENDEES AND SPEAKERS

- 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).

When you are logged into your account on Underline this is the link to the SERVICES 2021 event reception page: TBD Link

- If you did not receive an invitation the password can also be created by following the instructions:
  - Visit Underline's homepage <https://underline.io/>
  - 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 prompt checking the email inbox and activate the Underline account.
  - Remember the password because that is needed to log in the Underline website.
- In case your Underline account has not been authorized to access the SERVICES event, please report the issue by emailing [Services2021@underline.io](mailto:Services2021@underline.io)
- In case you have any registration issues, please contact: [registration@computer.org](mailto:registration@computer.org)

### ATTENDEES QUICK GUIDE

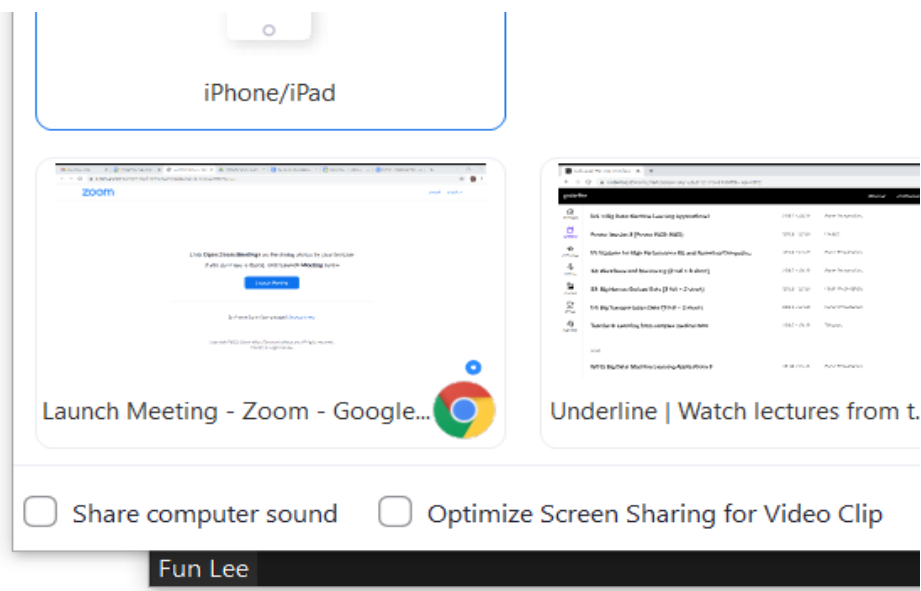
- To join the Main stage, just click on the icon Main stage in the left bar
- Questions for the Main stage discussion can be posted in the Q&A section on the right-hand side
- Chat pane can be used to share thought with other attendees during the live Main stage lecture
- Live sessions are tagged "live". Target sessions can be found via the menu item "schedule" or "sessions". The "sessions" page also includes a "search lectures" tool located in the upper right-hand corner.
- The event help desk includes a link to a live person answering questions, video tutorials etc.

### HOW TECHNICAL SESSIONS WILL RUN

- All sessions are accessible from event's schedule or sessions tabs:
  - TBD Link
- To join the live session click on "ZOOM ROOM" button on top of your session. This action will take you to a pre-assigned Zoom room where live sessions will happen.

- Session Chairs are expected to join the session 15 minutes before session starts. They will meet Underline Support staff who will assign session chair ‘HOST’ privileges and make sure everything is working properly. Underline support staff will periodically check the rooms but will not be inside all the time. In case of severe issues please contact [Services2021@underline.io](mailto:Services2021@underline.io)
- When the session starts:
  - Session chair should welcome the speakers and attendees
  - Session chair renames herself/himself by putting (Session Chair) next to the last name for easy identification
  - Session chair asks presenters (speakers) to rename themselves by putting (paper number) next to their last name
  - Session chair needs to distribute time for each presenter equally. If each session is a 60 minutes block then 5 presenters each get 12 minutes, if 6 presenters each gets 10 minutes.
  - After that the floor is open for discussion and questions to fill the speaker block
  - At the end of the session, the Session Chair thanks the attendees and speakers and concludes the session.

To play a pre-recorded video during the session, please share your screen and then click “share computer sound” box on the lower left corner of your screen. This will let your audience hear the video.



## TIPS FOR SESSION CHAIRS

- All presentations are already uploaded and available for asynchronous watching. We kindly ask all Session Chairs to watch the videos and come to the sessions prepared

- Each video has a Q&A Box. It is expected that some questions will be asked even before the event starts. We recommend session chairs to check the respective videos of their session 30 minutes before the start and note (copy) the questions to have them ready for the live session
- You need to be the time keeper and moderator – 3 minute elevator pitch can not go into 10 minute presentation as this will take away time for questions

#### TIPS FOR SPEAKERS - PRESENTERS

- At the start of the session please identify yourself by putting your paper number next to your last name in the Zoom room. Example: **Jernej Masnec (DM351)**

If you have any technical difficulties during the conference, please contact [Services2021@underline.io](mailto:Services2021@underline.io) for assistance.