ASP-DAC 2022
Instructions for Presenters

INITIAL Webex SETUP:

■ Please download and install Webex (https://www.webex.com/downloads.html/) in advance.

■ Note: It is recommended to install Webex client for all operating systems instead of using a browser version. This would help avoid any issues that might be caused because of your browser.

Webex Tips:

■ Each session will have a session assistant, one or two session chairs, presenters, and participants.

■ Session assistant is the user with a special icon by the side of the profile. This person facilitates the use of technology (NAME: Session Assistant *).

■ Session chair(s) is present to coordinate the session and manage Q&A. (NAME: Chair *).

TESTING Webex PLATFORM BEFORE THE CONFERENCE:

■ To familiarize yourself with the operation of the conference platform, please click the link below anytime between Jan. 15, 2022, 10:00 – 23:59 (UTC+8).
https://poetry-life.webex.com/poetry-life-tc/j.php?MTID=m065b7d2a7da216f5a6cc2f336a9ab7ff

■ Before the conference, presentation videos will be made available in the "Online Proceedings" of the official website from Jan. 10, 2022. If you did not get the password to log in, please just click the button "Request to Reissue Password" in the "Online Proceedings" web page to get a new password. (This action will need your registration ID and the email address which was used to register the conference.)

HOW TO JOIN YOUR ASSIGNED SESSION:

■ Please join your assigned session at least 20 minutes in advance, and let your session chair(s) know you have joined.

■ The links to join Webex sessions will be available at the top of "Online Proceedings" web page.

■ After you enter the Webex meeting, please find your session in the "Breakout Sessions" which is at the top of the menu in Webex client and join it.

DURING THE SESSION:

- For a regular session/special session/UDC session (excluding designers' forum), the session assistant will play the pre-recorded pitch talk videos under the instruction of the session chair. After all videos in the session are played, there is a joint Q&A.
- For a keynote/tutorial session, the session assistant will play the pre-recorded video under the instruction of the session chair. After the video, there is a Q&A.
- The session chair will unmute you during Q&A. We recommend you turn on your video to engage the attendees during the Q&A.
- Conducting the Q&A
  - A participant may click the "Raise hand" button to ask question.
  - The session chair will call on raised hands one by one to ask their questions.
  - If there are any questions posted on the public chat, the session chair will read these questions after all oral questions have been asked and answered.
- Please note that interaction between the authors and the attendees is an important part of any conference. So, attending the Q&A is mandatory. If not, your paper may not be included in IEEExplore or ACM DL.