Guidelines for Online ICNP 2020 Participation

ICNP 2020 Whova web app: https://whova.com/portal/webapp/iift 202008/

Whova registration: To create an account in Whova, you need to install the Whova app in your smartphone first. This is the official tutorial on how to install the Whova app and create an account in your smartphone: <u>https://whova.com/resources/how-to-guide/user-tutorial/</u>

It is important to create the Whova account using the same email address that you used during the ICNP 2020 registration. This will allow you to join the ICNP 2020 event in Whova automatically. Therefore, when you create an account in Whova app, DO NOT USE "login with LinkedIn or Facebook", but USE email. If for some reasons you must use a different email address, please contact Qing Wang (qing.wang@tudelft.nl) for access to the event. The Whova app provides access to the agenda of the events, personalization of the agenda, network with other attendees, etc.

Login into the Whova web APP: After you create the account in the installed Whova app in your smartphone, you can use the Whova web app for ICNP 2020, especially if you prefer to use your laptop or PC during the conference because the screen is much larger. You can use the following link to access the Whova web app (the Chrome Browser is preferred): https://whova.com/portal/webapp/iift_202008/

During the conference (for the Session Chair and Presenters): Please arrive at your Whova session room 5 minutes before the scheduled start time. For example, if your session starts at 10:30 am CEST, please arrive at 10:25 am CEST. To enable the Session Assistant to identify you, ensure that your name in Whova is the same as in the registration.

IMPORTANT information for the Session Chairs: If a presenter of your session does not show up, or his/her Internet connection is of an insufficiently good quality, the pre-recorded video of the presentation will be played by the Session Assistant. **As the Session Chair, you do NOT need to get involved** in playing the pre-recorded videos. FYI: The list of the Session Assistants can be found at the end of this tutorial.

The following are the steps to take after you are in the Whova web app: https://whova.com/portal/webapp/iift_202008/

Step 1: Click the "Agenda" on the left.

Step 2: Find your session. You will see your name (if you are the Session Chair) or the title of your paper (if you are the Presenter) below the title of your session.

Step 3: Click "View Session" on the right.



Step 4: Click "Join in Whova" on the right.

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MAIN NAVIGATION	H Show Agenda	Session Q&A	Chat	Community 📵	
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🛱 Agenda					
41 Attendees	Looks like you are a speaker of this session, how would you like to join the Zoom meeting?				
Community					
Messages	ZOOM Whova				
RESOURCES					
Session Q&A	Join in Zoom				
Video Gallery	We will take you to the native Zoom App to join this meeting You will join the meeting directly on the Whova web app. We will notify the organizer				
Documents	to promote you as a panelist for your presentation.				
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Step 5: Click "Join Audio by Computer".



Step 6: You can unmute or mute yourself, turn on or off your camera, and share your screen. Please keep your microphone and camera off when you are not speaking.

Note: if you do not see the video-stream window, or (for Session Chairs and Presenters) the sharing option, it might be because of a configuration of your browser. In those situations, we recommend: 1) Make sure the browser does not have a very restrictive cookie setting; 2) Try with the incognito mode or with another browser.

Step 7: Questions by the attendees are displayed in "Session Q&A" next to the top-right corner of the video-stream window. **For the Session Chairs**: you can monitor the questions there and ask the corresponding Presenters to answer them. You can also encourage the attendees to raise their hands to ask their questions verbally.



These guidelines are partly based on the input gracefully provided by the DNAC and NetSoft conferences.

Event/Date	Name of Session Assistant	Email	
AIMCOM2/Oct 13	Noelia Pérez Palma	noelia.perez@imdea.org	
HDR-Nets/Oct 13	Leonardo Peroni	leonardo.peroni@imdea.org	
NIPAA/Oct 13	Francesco Spinelli	francesco.spinelli@imdea.org	
Main-Conference/Oct 14	Noelia Pérez Palma	noelia.perez@imdea.org	
Main- Conference/Oct 15	Francesco Spinelli	francesco.spinelli@imdea.org	
Poster1/Main/Oct 15	Noelia Pérez Palma	noelia.perez@imdea.org	
Poster2/Main/Oct 15	Leonardo Peroni	leonardo.peroni@imdea.org	
Poster3/Main/Oct 15	Francesco Spinelli	francesco.spinelli@imdea.org	
Poster4/Main/Oct 15	Qing Wang	qing.wang@tudelft.nl	
Demo/Main/Oct 15	Sergey Gorinsky	sergey.gorinsky@imdea.org	
Main- Conference/Oct 16	Leonardo Peroni	leonardo.peroni@imdea.org	

Appendix A: List of Session Assistants