CT-Meeting Instructions

This is the first virtual CT Meeting in a row of six CT Meetings. It will be presented in a fully virtual environment between August 3 and August 7, 2020, in the Central European Summer Time (CEST) zone, just as if it had taken place in Regensburg. Please review the following list of guidelines for participants, presenters and session chairs. There are several steps that you will need to take to participate in the virtual meeting.

The meeting will be realized through the Zoom app. To enter a session go to www.ct-meeting.org and follow the "scientific program" link. The recorded sessions will be available for download, as indicated on the website and during the registration process. This on-demand playback will be available to registered attendees for 6 weeks after the meeting.

To participate you need to be registered with the CT Meeting (for details see www.ct-meeting.org). Further, you need to create a Zoom account and install the Zoom app. This is free and comes at no extra cost. Important: We will identify you by your Zoom name which needs to match the name in your CT Meeting registration. Thus, it is recommended that you use your first and last name as your Zoom name, which corresponds to the best practice. Only then we and the session chairs can identify you and call you by your name. If you already have a Zoom account with a different name please change this name or create another (free) Zoom account with your name matching the one in the CT Meeting registration. If this is not possible to you then please let us know your Zoom name so we can identify you. The session chairs and we will then call you by your Zoom name instead by your real name. You will not be able to change your Zoom name from within the meeting because this feature will be disabled for the CT Meeting.

Note that participants who cannot be identified through their Zoom account name are removed from the session because only participants registered to the CT Meeting are allowed. If you are being removed but feel that you should not have been removed please contact us at info@ct-meeting.org. Password sharing, material piracy and rebroadcast are not considered collegial.

Please consider adding a nice profile picture to your Zoom profile. This picture will be visible in the participants' list during the meeting. Otherwise only your initials will be visible.

To make the meeting as friendly and informal as possible it would be nice if you did activate your video camera. Then the other participants can see you. Please avoid bright illumination from behind you. Please ensure your face is well illuminated.

In case your audio connection is corrupt you can dial into the meeting by telephone. Please do this in the following order: Start the Zoom meeting app by going to https://www.ct-meeting.org/?p=program and entering one of the sessions, wait until you are in the session, then open the microphone menu found in the lower task bar on the left and select "Switch to Phone Audio…". The dialog that pops up will give you the dial in numbers, the meeting ID and, most importantly, your participant ID. Please follow the instructions once you have dialed your number and make sure that you use both, the meeting ID and then your participant ID. Using the participant ID ensures that your dial in connection will be connected with your Zoom profile (and that your phone connection will not show up as a separate participant).

Test Sessions

There will be two test sessions on Monday, August 3, from 10:00 to 11:40 and from 16:40 to 18:20 CEST. You can enter and leave the test session at any time. Raise your hand to ask a question or if you want to test to present something. During the appointment, the support team will work with the participants to ensure that they know how to use their webcams and microphones. It is highly recommended that presenters and chairs show up in one of the test sessions to make sure that they are familiar with the technology.

For those of you who are unfamiliar with Zoom there will be two additional test sessions one week earlier, i.e. Monday, July 27 from 10:00 to 11:40 and from 16:40 to 18:20 CEST. You can use this simple test session also to try out your installation, as you may need help from your computer admin to get over firewalls, company software installation restrictions, and similar issues. You can also talk with us, ask questions, try to share your screen etc.

Oral Sessions

To enter an oral session go to www.ct-meeting.org/?p=program and press the oral session link. Oral sessions will be chaired by two chairs. In addition, there will be a staff member in the background to help in case there are technical issues or in case the chairs oversee that someone had raised his hand. Oral presentations are 15 minutes talk plus 5 minutes discussion. During the discussion the questions are called in the same order as they were indicated by a raised hand. The 20 minute slot for each speaker must not be exceeded.

Poster Sessions

Each poster session begins with a 20 minutes poster fast forward presentation that introduces all posters of that session, i.e. about 35 posters. The posters will then be presented in seven sub sessions, i.e. in poster rooms A, B, C, D, E, F, and G, with about five posters per room. Please refer to the meeting program (at www.ct-meeting.org/?p=program) to find out which poster will be presented in which room. To enter a poster session go to www.ct-meeting.org/?p=program and enter one of the seven rooms. The poster fast forward will be shown in all seven rooms and it will be shown in the main conference room.

Instructions for the Audience

Please consider using a headset to communicate with us. Otherwise the audience may not understand your questions and comments.

When entering the virtual CT Meeting your microphone will be muted. In the oral sessions you will not be able to unmute your microphone without permission from the session chairs. In the poster sessions you will be able to unmute your microphone by yourself.

To ask a question please raise your hand (not literally, but press the raise hands button of Zoom). You will then be placed into the list of people that raised their hands and this list will be processed by the chairs in the order the hands were raised. You may also put down your hand again, e.g. if you find that your question has finally been answered in the talk or if it has already been put forward by someone earlier in the list of questioners. When it is your turn, the chair will activate your microphone (you need to confirm the activation on your computer) and call you by name. After your question has been discussed the chair will mute your microphone. In case he/she forgets to do so please mute it by yourself.

Instructions for Oral Presenters

There is a time slot of 20 minutes for each presenter, with about 15 minutes of presentation and about 5 minutes for questions and answers. Prepare your slides using PowerPoint 2007/2010/2016 (*.ppt or *.pptx). We will have the 2016 PowerPoint version available in the meeting rooms. In case you plan to show videos make sure they are running under PowerPoint 2016.

The regular way to present at our meeting is that the presenters share their PowerPoint presentation through the online conferencing tool, which means that the PowerPoint software would run on their own computer and the presentation is through their microphone and video camera. To have a fall back solution in the case of a bad internet, video or audio connection oral presenters are requested to additionally submit their contribution as a PowerPoint voice recording (support.office.com) or as an mp4 video file. Such a video file can be generated by saving the narrated PowerPoint as mp4. A more appealing way, with the advantage of also including a video of you presenting, is to start a private Zoom session (with yourself being the only participant), to share your own screen or PowerPoint window, to press Zoom's record button and to record the presentation. Immediately after the presentation press the stop record button. Then end the Zoom meeting. Zoom will then save the recorded part of your session as an mp4 file. Please use PowerPoint's laser pointer when recording. This pointer will then be recorded together with your voice. We accept narrated talks only if they are between 14 and 17 minutes long. Otherwise we will ask you to rerecord your talk.

We will playback the recording on one of our computers if a speaker a) does not dial in for the online meeting or b) if his/her internet connection turns out to be insufficient or c) if he/she asks us to do so.

As usual, each talk will be followed by a questions and answers period, which will be moderated by the session chairs.

About 5 minutes before your session starts please enter the virtual CT meeting and raise your hand. The chairs will then unmute your microphone and you can introduce yourself to the chairs, just like you would do it in a physical meeting.

Important: Please practice with a friend or colleague of how screen sharing works. You can do this during a private Zoom meeting that you organize yourself. A frequently occurring error is the following: Presenters share their PowerPoint window, as it is intended. Then they go to PowerPoint's presentation mode, which is also intended. Then, however, the audience does not see the presenting window but the editing window. This may happen when the presenter has configured his PC for two screens.

Instructions for Poster Presenters

Poster presenters are being asked to submit a single teaser slide in 16:9 PowerPoint format, as usual. In contrast to the typical onsite CT Meeting this slide needs to have a voice recording (support.office.com). Playing back the slide and its recording must be limited to a 30 s time slot. The aim of this teaser slide is to make the audience curious about the poster. So do not give away too many details! To prepare the poster fast forward we ask you to submit a single (!) slide (PowerPoint 2007 and newer) with voice recording by e-mail no later than July 26 to info@ct-meeting.org. Please also include your abstract ID in this e-mail. Do not submit mp4-files.

At the beginning of each poster session we will playback all teaser slides of the posters to be presented, i.e. about 35 per poster session. This will take approximately 20 minutes. We will then split the session into seven parallel subsessions, i.e. different virtual rooms. The poster presenters will be assigned to

one of the subsessions, i.e. approximately five posters per room. The audience can enter and leave any subsession, as they like. Each subsession will be moderated by session chairs. In those subsessions the poster presenters are supposed to have a PowerPoint presentation available explaining their work. Whenever a questioner wants to know about their work the poster presenters will share their presentation using the conferencing tool's sharing option and give a brief overview (not more than 5 minutes). After that overview the audience can ask questions to find out more details about the poster. If you mistrust your internet connection you may additionally submit a recorded PowerPoint presentation. To do so follow the instructions for the oral presenters, but limit your presentation to 5 minutes.

Instructions for Session Chairs

In case you are a session chair you will be chairing the session together with a co-chair. In addition, a member of the organization team will be hosting the session and be available with technical help, if required. We will send you a background slide that you can personalize and use as Zoom's virtual background if you like and if your hardware is capable of displaying Zoom's virtual backgrounds. We will make you a co-host of the session you are chairing. This enables you to mute and unmute the participants.

The session chair is supposed to announce the next speaker. Then, the speaker should either be unmuted to make him able to present his talk or the prerecorded talk should be started. Starting the recorded talk will be done by the staff member, once you ask him/her to do so.

Please encourage the presenters to use the PowerPoint laser pointer when presenting if they don't do already. Familiarize yourself of how to switch on this laser pointer when presenting a PowerPoint to be able to instruct the speaker, if necessary.

Oral presentations are 15+5 minutes, poster presentations are interactive and should be guided by the chairs. You may interrupt the speaker about 1 minute before the speaking time ends to let him/her know that it is time to summarize. If the speaker does not stop speaking, you should mute his microphone to stop him about 1 minute before the speaker's time slot ends.

After the talk it is time for discussion. You might need to encourage the participants to raise their hand to ask a question. To take a question unmute the first participant that has raised his hand and ask him to ask his question.

It may be advantageous to have a print-out of the session schedule available when chairing the session.