

ICISC 2020

Virtual Conference Guidance for Session Chairs

*The 23rd Annual International Conference on Information Security and
Cryptography December 2(Wed)~4(Fri), 2020*

<http://www.icisc.org>

BASIC SESSION STRUCTURE

- To enter the Zoom meeting for the session, **please click the link in the email that will be sent to you a hour before the conference.**
- **10 minutes before the Session:** Please join the session at least **10 minute** in advance. Please **test your microphone** once joined so that the session can start on time.
- **5 minutes before the Session:** Please check whether the presenters have participated.
- **1 minute before the Session:** The Session Chair introduces the session.
- **Beginning of the Session:** The Session Chair will introduce the presenter. The talk will be presented using the recorded video submitted by the speaker. The video will be played by the assistant.
- **The duration of a presentation by type are listed below:**

Type	Video Duration	Q&A Duration
Invited Talk	50-55 minutes	5-10 minutes
Paper Presentation	20 minutes	4-5 minutes

** the speaker will take questions "on the fly" by the participants for roughly a total of 25min of Q&A.

Q&A SESSION

A live Q&A Session will follow each talk, moderated by the Session Chair:

- When the video is over, **unmute yourself** and the **presenter only**. Please make sure to ask the questions orally and according to the FIFO time they were first submitted. If there are not many questions, feel free to ask some of your own.
- Sometimes the audience may need to clarify their question. In that case, it is upon the discretion of the Session Chair to unmute the attendee who placed the question to make clarifications.
- **Please be mindful of the Q&A time limits!** We cannot introduce delays on the predetermined slots of each session, it will push other sessions behind.
- After the presenter addressed a question, please indicate that it has answered verbally.

BREAKS

- A break will be provided at the end of each session.
- If you leave Zoom on, make sure that your microphone is muted during the break.

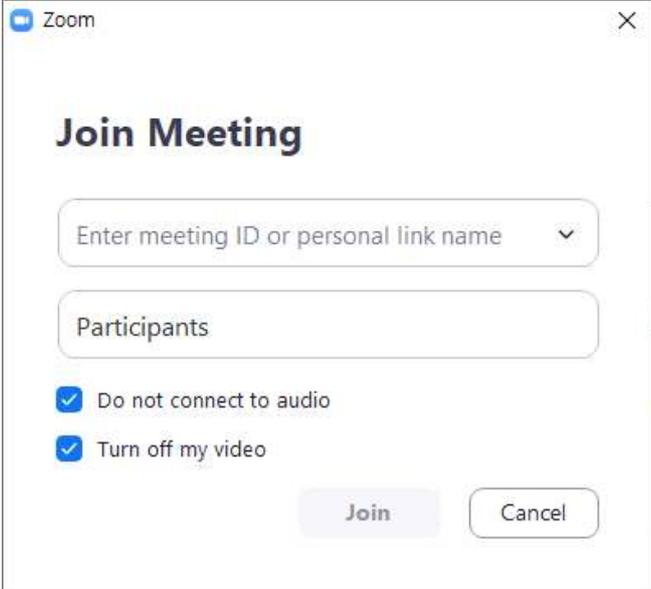
ZOOM GUIDE

Install Zoom in advance before the start of presentation

- <https://zoom.us/support/download>

How to join the session

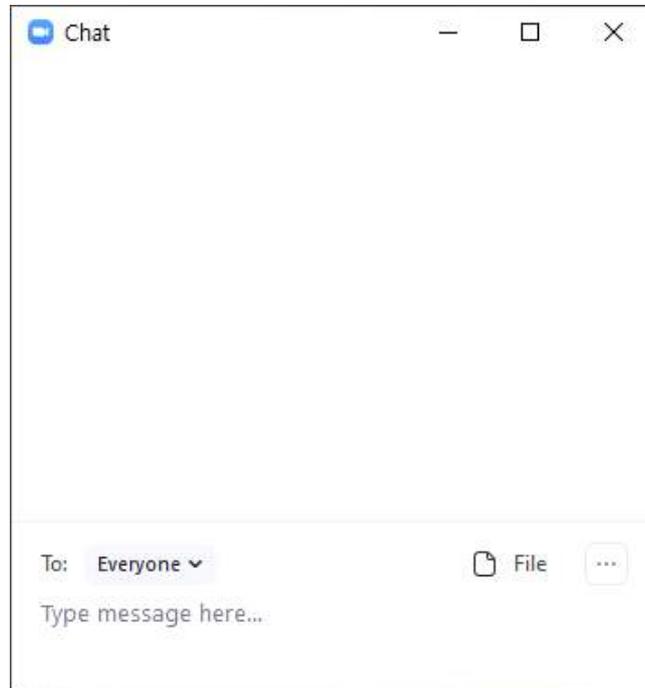
- To participate in a meeting, **click the link displayed on the email according to the instructions in the email you received the day before the conference.**
- If you are joining the Session before the host has started the meeting, please wait in the lobby until the host starts the Session.



The image shows a screenshot of the Zoom application's 'Join Meeting' dialog box. The window title is 'Zoom' with a close button in the top right corner. The main heading is 'Join Meeting'. Below the heading, there is a text input field with the placeholder text 'Enter meeting ID or personal link name' and a dropdown arrow. Underneath that is another text input field labeled 'Participants'. At the bottom, there are two checked checkboxes: 'Do not connect to audio' and 'Turn off my video'. At the very bottom, there are two buttons: 'Join' and 'Cancel'.

How to ask Question

- You can join the discussion with other attendees by sending messages to "Everyone" or you can chat privately with the Session Chair by selecting their name from the drop down list.



- At the end of the talk, the Session Chair will select and ask the presenter to answer some of the questions in the sequence they were submitted. Within the allotted Q&A period, the Session Chair will try to cover as many questions as possible.

CONTACT

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