



# IEEE INFOCOM 2020

## Virtual Conference Guidance for Authors



### PREPARATIONS

#### Sign Up for Conference

As a registered attendee of INFOCOM 2020, you should have already registered at <http://www.cvent.com/events/ieee-infocom-2020-ieee-conference-on-computer-communications/event-summary-8a02d0770c364300b9305553c37b2298.aspx> and got a confirmation number by completing the registration.

Now you need to go to the online conference website (<https://infocom.info>) and sign up for an account. Use your saved confirmation number to fill in the registration ID field.

If you already signed up at (<https://infocom.info>) but did not fill in the registration ID field, you need to go to your profile and add a valid registration ID so as to gain full access of the system.

#### Activate Your Account

Follow the link in the email message you receive after signing up (<https://infocom.info>) to activate your account. You can also visit your profile and click the “Activate this account” button and an email message will be sent to you with an activation link.

If you have any issues with your registration ID or full access to <https://infocom.info>, send an email message to [support@duetone.com](mailto:support@duetone.com) with your proof of registration.

#### Install Zoom

If you have not yet, install Zoom (<https://zoom.us/download>).

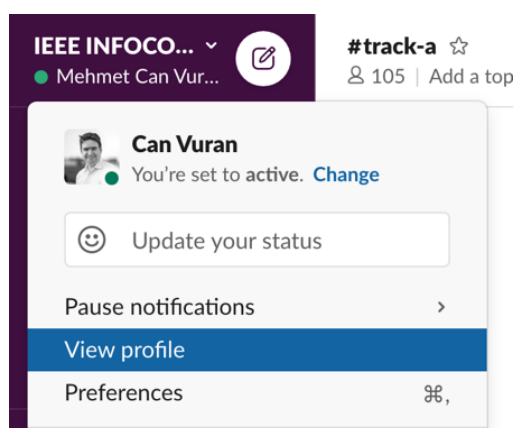
#### Install Slack

If you have not yet, install Slack and join the IEEE INFOCOM Slack workspace (<http://ieeefocom.slack.com/>)

#### Create your Slack “Badge”

In the INFOCOM Slack workspace, click the down arrow next to IEEE INFOCOM

- Click “View profile”



- Click “Edit profile” below your name on the right:

## Mehmet Can Vuran ●

TPC Co-Chair



Set status



Edit profile



More

- Change your Display name to: [Your Name] (Author)
- If you will, upload your photo.
- Click "Save Changes"
- 

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### DURING CONFERENCE

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#### Log in to Slack Channel

Log in to Slack and click the INFOCOM workspace



Enter the session channel by clicking the appropriate track (e.g., your paper will appear in Session 2-D, enter **#track-d**)

# track-b

# track-c

# track-d

# track-e

# track-f

# track-g

If you have any questions, use the **#conference-questions** Slack channel

# conference-questions

#### Enter Zoom Meeting

As an author or speaker, you have the obligation to attend the session where your talk will appear in, and answer questions from attendees of the conference.

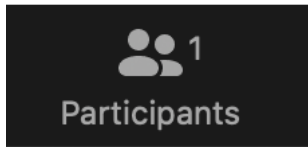
To enter the Zoom meeting for the session, where your paper will be presented, go to online conference website (<https://infocom.info>) and the day and the session on the online conference website, and click the "Enter Zoom" button.

 Enter Zoom

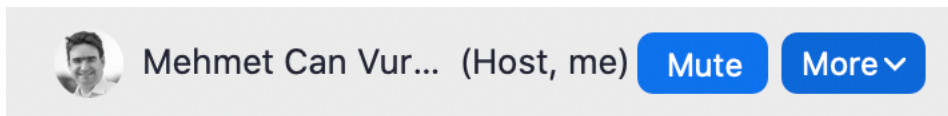
Please try to enter the Zoom meeting 10 minutes before the session is scheduled to begin, so that you have an opportunity to create your Badge, meet the student volunteer (with name [Name] (Volunteer)) assigned to your session, and discuss any concerns you may have.

#### Create your Zoom "Badge"

When in Zoom, click Participants at the bottom (if using Desktop Zoom)



- In the Participants pane, hover over your name and click “More”



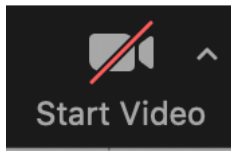
- Click “Rename”
- Enter: [Your Name] (Author)

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## DURING YOUR SESSION

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- Turn on Your Video**  
It is strongly recommended that you turn on your video in Zoom during the session.



Please unmute your microphone while answering questions.

- Answer Questions**  
There will be approximately 3-5 minutes at the end of each talk for the Q & A period. When answering questions from the audience, please unmute your microphone and speak directly. There will be a 3-minute count-down during the Q & A, and the count-down will be paused by the host of the meeting if you need more time to answer all the questions.

If you have any questions to the volunteers, please use the Zoom chat window.

- Adjust Your Badge**  
Remove “(Author)” from your name to avoid any confusions in the other sessions that you will be attending.

- Enjoy the Conference!**  
Thank you for your service!

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## USEFUL INFO

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- Questions?**
- Send an email to [support@duetone.com](mailto:support@duetone.com)
  - Use the **#conference-questions** Slack channel

- Useful Links**
- <https://infocom.info> - Online conference website
  - <http://ieeefinfocom.slack.com/> - Conference Slack space