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Underline User Guide for IRPS 2021: Session Chairs & Speakers

HOW TO LOGIN TO UNDERLINE

- An email with a password creating link has been distributed by Underline to make it easy for first time IRPS Registered users of Underline, to create the password for their respective accounts (named by email addresses).

  When you are logged into your account on Underline this is the link to the IRPS 2021 event pages: https://underline.io/events/83/reception

- If you did not receive an invitation, the password can also be created by following the instructions:
  - Visit Underline's home page https://underline.io/
  - Click "create account" located in the upper right-hand corner of the page
  - Fill in name & email address and click "next" (leading to "Create your password" page)
  - Create the password per the stated password setting rules, followed by clicking "next"
  - The browser will prompt checking the email inbox and activate the Underline account.
  - Remember the password because that is needed to log in the Underline website.

- In case your Underline account has not been authorized to access the IRPS event, please report the issue by emailing irps2021@underline.io

QUICK GUIDE

- To join the **Main stage**, just click on the icon Main stage in the left bar
- Chat pane can be used to share thoughts with other attendees during the live Main stage lecture
- Target sessions can be found via the menu item "schedule" or "sessions". The "sessions" page also includes a "search lectures" tool located in the upper right-hand corner. Please check schedule to check live Q&As day/time for each session.
- The "expo" menu item includes links to **Exhibitors** virtual pages and live-chat
- The **Help desk** includes a link to a person answering questions, video tutorials and instructions for navigating the platforms features etc.
- **Gather.Town** connection: Please click on the Join link under **Gather.Town icon**. When in Gather.Town, move around the space with the arrow keys on your keyboard.
  When inside **Gather.Town**, in the left part of the screen there is a list of all attendees that are currently in Gather.Town. If you click on the person you would like to talk to, you can message them, locate them on a map or follow them. If you would like to search for a specific person in **Gather.Town**, please **press CTRL G** on your keypad and you can search by name as well.
- Additional useful info for Gather-Town use can be found in a document on the Help desk.

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HOW TECHNICAL SESSIONS WILL RUN

- All sessions are accessible from the events schedule or sessions tabs
- To join the live session click on 'LIVE SESSION' button. This action will take you to a room where the live session will happen.
- **Session Chairs are expected to join the session 15 minutes before session start**. They will meet Underline Support staff who will assign session chair 'HOST' privileges and make sure everything is working properly. Underline support staff will periodically check the rooms but will not be inside all the time. In case of severe issues please contact irps2021@underline.io and support@underline.io

- When the session starts:
  o Session chair should welcome the speakers and attendees
  o Session chair renames herself/himself by putting (Session Chair) next to the last name for easy identification
  o Session chair asks presenters (speakers) to rename themselves by putting (Session ID number) next to their last name
  o At the end of the session, Session Chair thanks the attendees/speakers and ends the session.
  o All Session chairs and speakers go to Gather.Town for Authors' corner/chat

TIPS FOR SESSION CHAIRS

- All presentations are already uploaded and available for asynchronous watching. We kindly ask all Session Chairs to watch the videos and come to the sessions prepared
- Each video has a **Q&A Box.** It is expected that some questions will be asked even before the event starts. We recommend session chairs to check the respective videos of their session each day and 30 minutes before the start and note (copy) the questions to have them ready for the Q&A session, if applicable
- You need to be the time keeper and moderator of the session – be mindful of Q&A not running into the next presentations time slot

TIPS FOR SPEAKERS - PRESENTERS

- Speakers **should NOT reply** to the Q&A box before the day of the live session. They may reply in the Q&A box after the live sessions (if they want to).
- **Speakers are expected to join the live session 15 minutes before session starts**. They will meet Underline Support staff and Session chairs and Moderators to make sure everything is working properly
- Speakers are expected to join their respective Author chat tables in Gather.Town AFTER their live sessions and stay there **at least 30 minutes** to answer any additional questions from attendees.

In case you have any additional questions, please don't hesitate to contact Underline support: irps2021@underline.io

Enjoy the conference!
Underline & IRPS 2021