



SIGGRAPH 2021

SESSION CHAIR TRAINING

QUESTIONS BEFORE & DURING THE CONFERENCE:
VIRTUALCONF@SIGGRAPH.ORG

- Summary and Q&A Session Roles
- Reviewing 15-20 Minute Presentation Videos & Preparing Summary Videos
- Streaming of Session into Hubb
- Discord
- Starting & Leading Session
- Bringing Session to a Close
- Final Reminders

Session Chair training will be recorded & available for viewing from the Speaker Preparation section of the SIGGRAPH 2021 web site.



SIGGRAPH 2021

SUMMARY AND Q&A SESSION ROLES



→ SUMMARY AND Q&A SESSION ROLES



Session Chair Role

- 2021 Session Chair = 2020 Moderator
- Reviews on-demand videos in advance of session
- Preps questions for author(s)
- Learns about authors who will be participating in your session
- Attend a previous session to get familiar with the new format
- **Downloads summary videos in advance & responsible for playing them during session**
- Facilitates conversation to ensure all author(s) are included during session
- Ensures session ends on time
- Participates in training in advance

Author(s)

- Answers questions posed by Session Chair during session
- Answers questions that have been submitted by attendees through Discord

Committee Role

- 2021 & 2022 Program Chairs to support this logistics role
- Ensures that all Q&A participants check in 15-minutes before session
- Tracks down missing participants so that Session Chair can focus on final prep with the authors
- Helps Session Chair as needed until session starts

Hubb Role

- Hubb is virtual conference platform provider
- Hubb sets up Zoom rooms for each session
- Distributes special links to authors & Session Chair for early access to Zoom line before session
- Provides zoom technical support before session
- Ensures that session is recorded & closed captioning activated
- Posts Q&A recording to platform after session (if we have permission to post)

Student Volunteer

- Helps track & facilitate questions from attendees



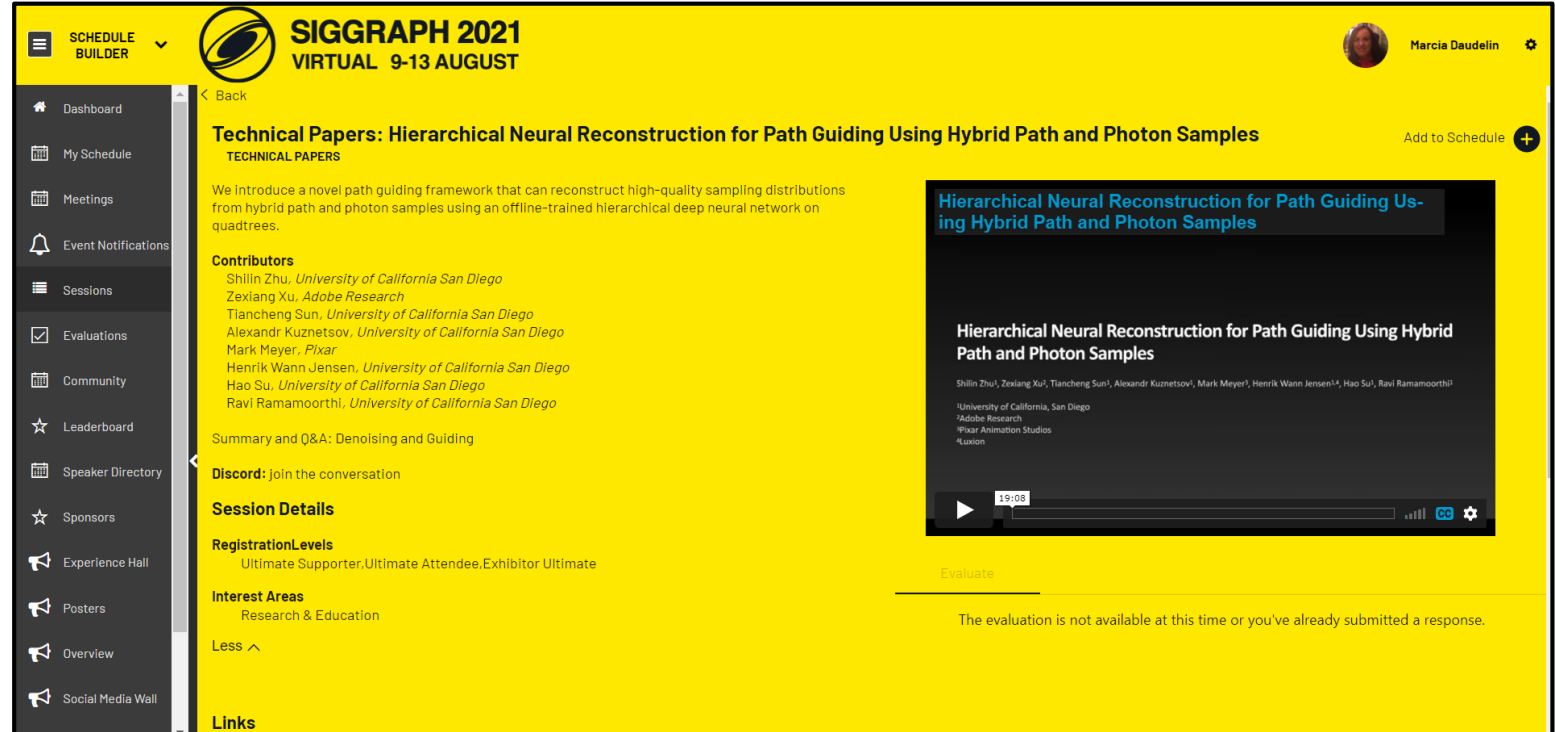
SIGGRAPH 2021

REVIEWING PRESENTATION VIDEOS & PREPARING SUMMARY VIDEOS



→ REVIEWING VIDEOS BEFORE Q&A SESSION

- 15-20 minute presentation videos will be available in the virtual conference platform on 2 August.
- If you weren't a video reviewer in June/July, plan to watch the videos during the on-demand week of 2-8 August.
- Watch videos within the page or expand for full screen viewing.



The screenshot displays the SIGGRAPH 2021 Virtual conference platform interface. The top navigation bar includes a 'SCHEDULE BUILDER' dropdown, the SIGGRAPH 2021 logo, and the event title 'SIGGRAPH 2021 VIRTUAL 9-13 AUGUST'. A user profile for Marcia Daudelin is visible in the top right corner. The left sidebar contains navigation options: Dashboard, My Schedule, Meetings, Event Notifications, Sessions, Evaluations, Community, Leaderboard, Speaker Directory, Sponsors, Experience Hall, Posters, Overview, and Social Media Wall. The main content area features a technical paper titled 'Technical Papers: Hierarchical Neural Reconstruction for Path Guiding Using Hybrid Path and Photon Samples'. The paper includes an abstract, a list of contributors (Shilin Zhu, Zexiang Xu, Tiancheng Sun, Alexandr Kuznetsov, Mark Meyer, Henrik Wann Jensen, Hao Su, Ravi Ramamoorthi), and a video player for the presentation. The video player shows a progress bar at 15:08. Below the video player, there is an 'Evaluate' button and a message: 'The evaluation is not available at this time or you've already submitted a response.' The page also includes sections for 'Discord: join the conversation', 'Session Details', 'Registration Levels', 'Interest Areas', and 'Links'.

→ SUMMARY VIDEOS DURING SESSION

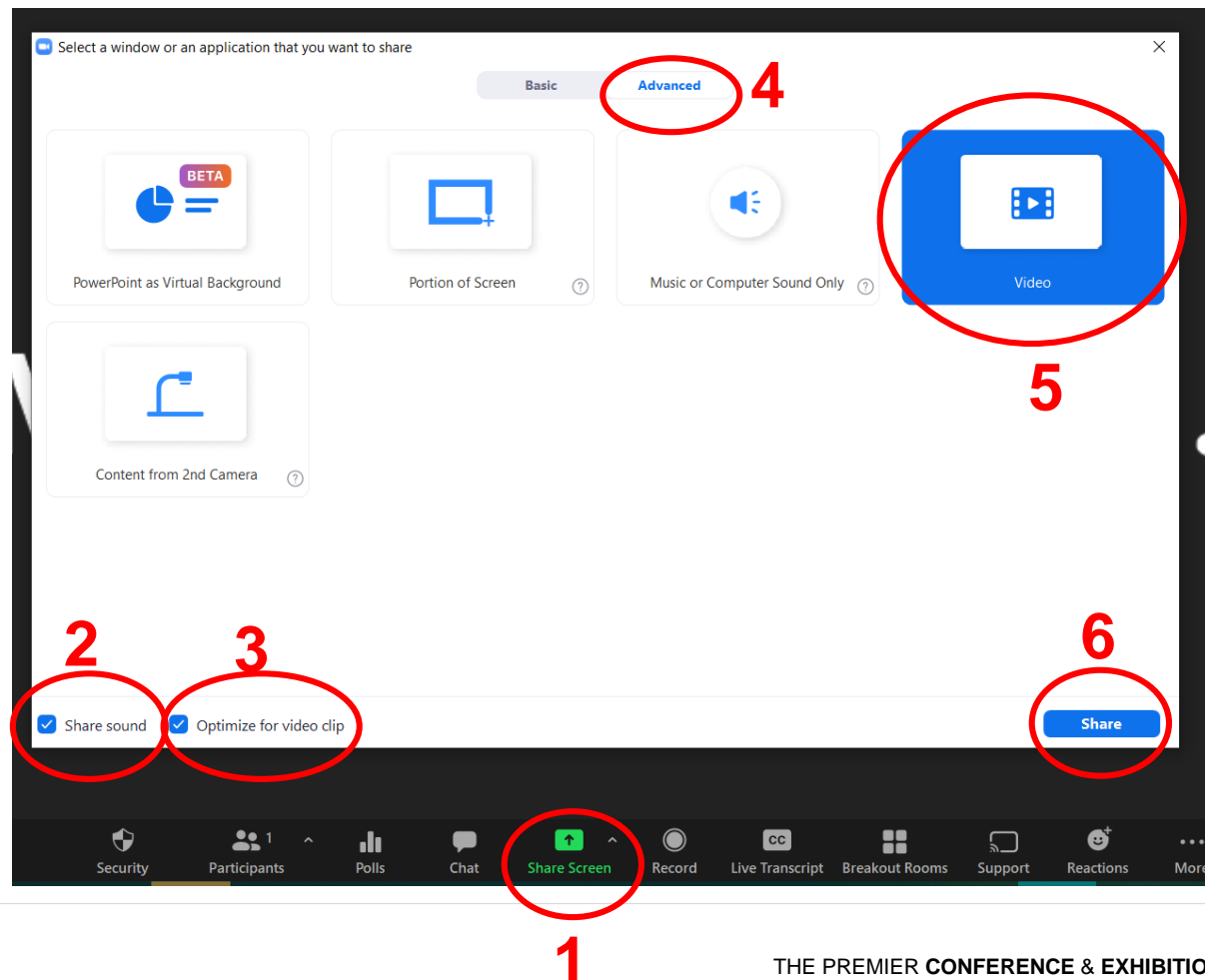
Session Chairs are responsible for playing the summary videos during session.

For optimal video quality:

- Download all summary videos for your session from Linklings or contact Leona Caffey for a link to your session videos.
- Do **NOT** play videos as a stream from Linklings. The quality of video is much better when downloaded

Important Video Sharing Instructions for Zoom:

1. Click Share Screen
2. Make sure Share Sound box is clicked (lower left corner of white pop up)
3. Make sure Optimizing video clip box is clicked (lower left corner of white pop up)
4. Select Advanced settings (top of white pop up)
5. Once in Advanced sessions, select Video option
6. Click Share blue button





SIGGRAPH 2021

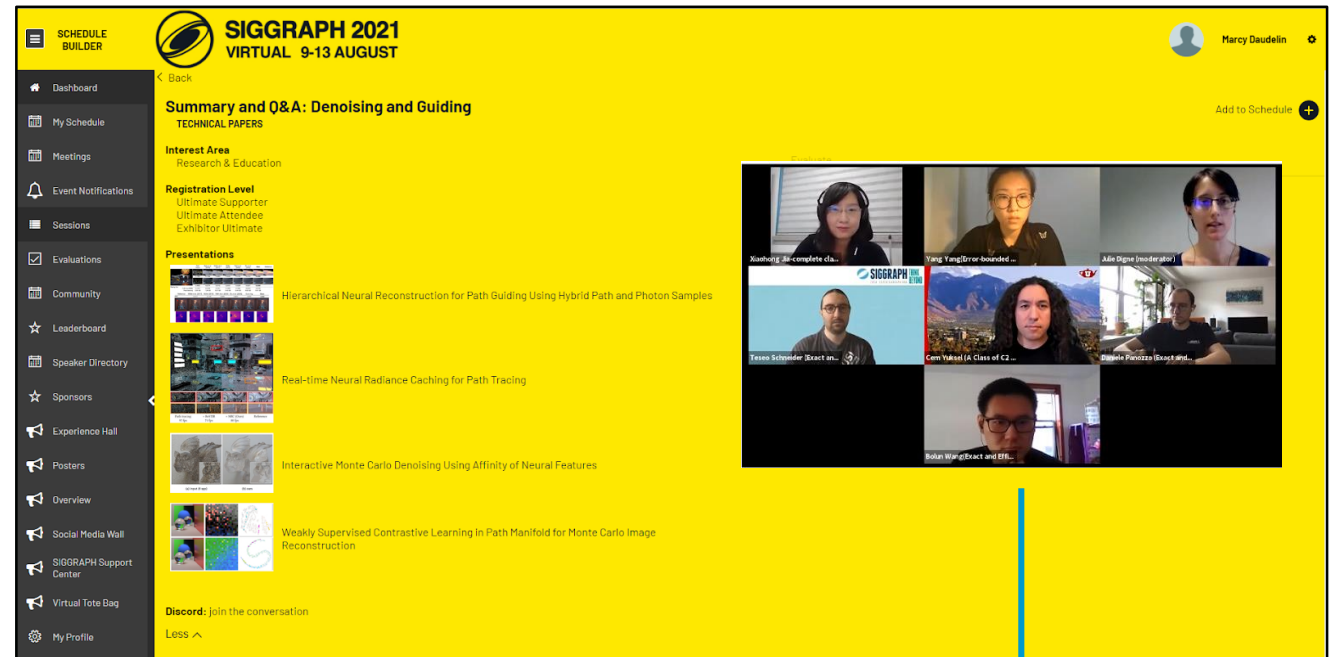
**STREAMING OF SESSION
INTO HUBB**



→ • Hubb: Zoom Q&A Stream to Session Page

New for 2021: Attendees will Watch Q&As & Live Sessions on Hubb:

- Only the Session Chair, Author(s), Hubb representative & Student Volunteer will enter session through Zoom
 - These individuals will receive a meeting invitation by 29 July with the Zoom panelist link. You must be registered for the conference in order to receive the Zoom panelist link.
 - Watch your inbox for the invitation.
 - Email virtualconf@siggraph.org if you don't have the invitation by 29 July.
 - Please don't wait until last minute to contact SIGGRAPH if you don't have the Zoom link.
- Attendees will NOT be logged into Zoom



Attendees to watch a stream of the Q&A on Hubb session page



SIGGRAPH 2021

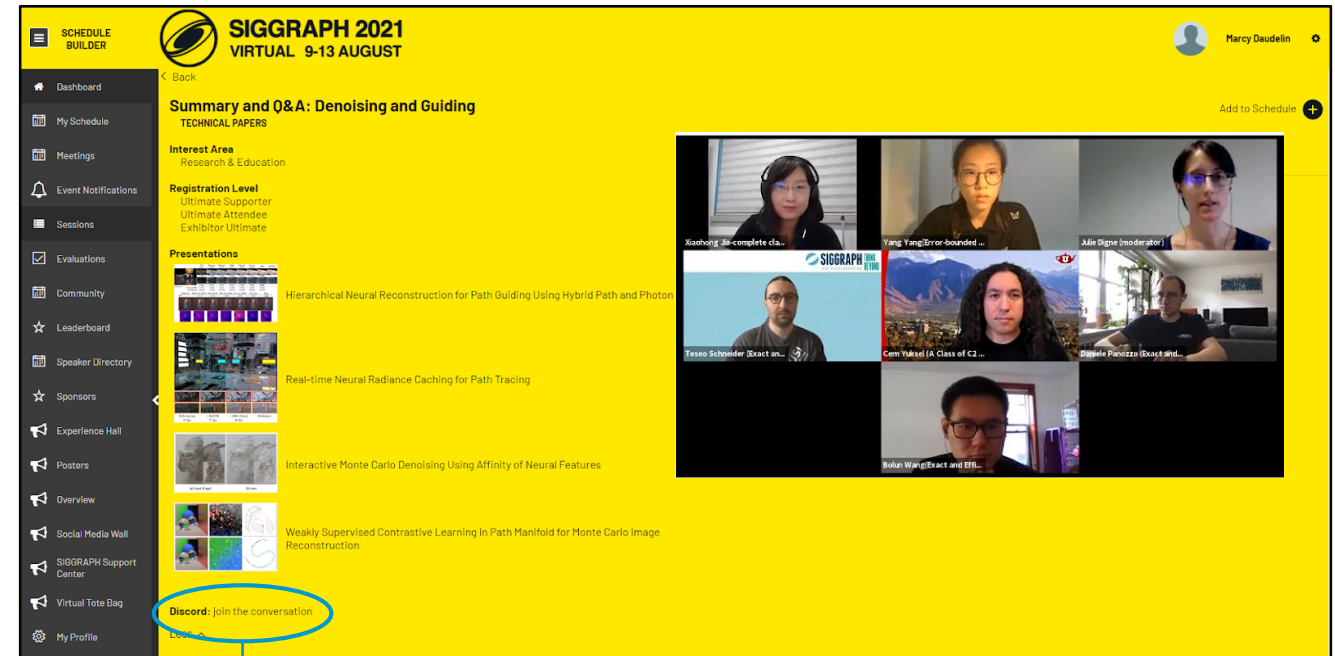
DISCORD



→ • Hubb: Discord for Summary and Q&A Sessions

New for 2021: Attendee questions to be submitted through Discord:

- Chat function within Hubb will not be used this year
- Every session will have a Discord thread. Link to session's Discord conversation will be on Hubb session page.
- Attendees can share text-based questions in advance. Session Chairs should monitor those advance questions & use them to develop plans for the Q&A.
- Attendees will continue to use Discord for conversation & asking questions during the session. A Student Volunteer will monitor the Discord channel & notify the Session Chair through Zoom chat if there are new questions.
- During the session attendees will NOT have access to the Zoom chat to ask questions.



Discord: join the conversation



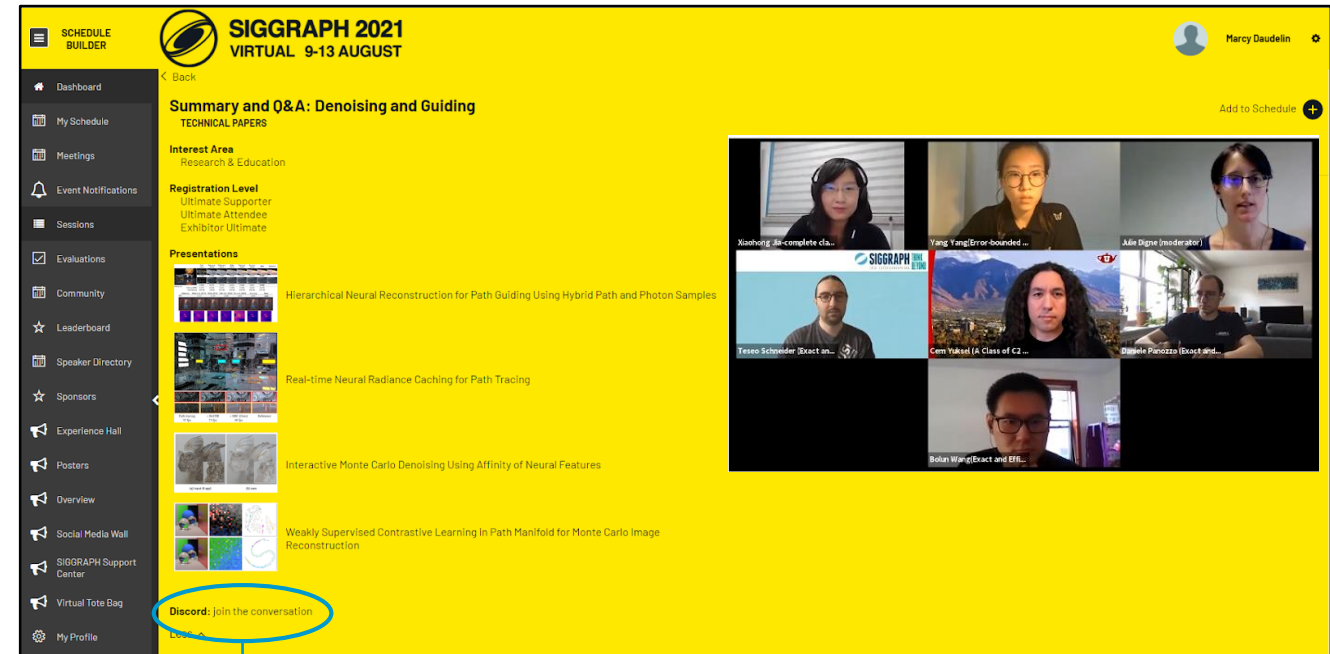
Hubb: Discord for Summary and Q&A Sessions



SIGGRAPH 2021

More about Discord:

- Attendees to receive unique, single-use invitation link to Discord at the same time as they receive the invitation into Hubb.
- Only attendees will be allowed into the conference Discord.
- Once attendee has activated invitation link, attendee to click on “join the conversation” on Hubb session page to view that particular session’s conversation in Discord.
- Discord will be available 2-13 August. After that date, all channels to be set to read only. Encourage attendees to continue conversation in Discord after the session.



Discord: join the conversation



SIGGRAPH 2021

STARTING & LEADING SESSION



→ STARTING THE SESSION

- Arrive promptly 15 minutes prior to the session. Session Chairs & authors will join the session through a dedicated Zoom URL that will be sent to you in advance. As mentioned in the slides above, attendees will watch the session through a stream on the Hubb session page.
- A member of the SIGGRAPH conference committee will be present to make sure that there is at least one representative from each submission that is part of the session. That committee member will help you track down any authors who don't arrive 15 minutes prior to the session.
- Make sure all authors are on camera.
 - If they aren't on camera, they won't be seen or heard through the stream from Zoom to Hubb's session page.
 - If there are multiple authors present from a single submission, please confirm that everyone on screen is planning to participate in the Q&A as a panelist.
 - If they aren't speaking, ask them to either remain with their camera off or watch the session through the stream on the Hubb session page.
- As authors arrive, give them a brief overview of your planned approach to the session. If time allows, help the authors 'warm up' with some casual conversation.
- Representatives from Hubb, will start the stream from Zoom to the Hubb session page promptly at the session's schedule start time.

→ ORDER OF ACTIVITIES FOR SESSION



1. Open session/ welcome everyone to session. Remind them of the process to submit questions through Discord.
2. Introduce author from first paper. Play author #1 summary video. Have a short Q&A with author #1.
3. Introduce author from second paper. Play author #2 summary video. Have a short Q&A with author #2.
4. Introduce author from third paper. Play author #3 summary video. Have a short Q&A with author #3.
5. Introduce author from fourth paper. Play author #4 summary video. Have a short Q&A with author #4.
6. Introduce & play Poster or Art Paper summary video if you have either associated with your session. (For Technical Papers Program Only)
7. Facilitate conversation amongst all participants. Take questions from attendees as submitted through Discord. Student Volunteer will be on Zoom to help you with this process.
8. Close session.



SIGGRAPH 2021

CLOSING THE SESSION



- Extra time has been built into the schedule so that the Technical Papers Summary and Q&A sessions will not need to end abruptly at the 1-hour mark.
- If the session is being recorded, the recording will end at the 1-hour mark but the stream from Zoom to the Hubb session page will continue so that the conversation doesn't have to end.
- If the conversation continues beyond the 1-hour mark, watch the time closely. Plan to finish the conversation by the 90-minute mark. It is likely that another session will be taking place in that Zoom line that would require access to the Zoom line no later than 100 minutes after your Q&A starts.
- If attendees wish to connect directly with contributors to further the conversation or ask more questions, encourage them to reach out directly to the contributors in Hubb or through Discord.
- Before closing, remind attendees that a recording of the session will be available on the virtual conference platform until 29 October.



SIGGRAPH 2021

FINAL REMINDERS





FINAL REMINDERS



SIGGRAPH 2021

- Session Chairs will receive a meeting invitation by 29 July with the Zoom panelist link.
 - You must be registered for the conference in order to receive the Zoom panelist link.
 - Watch your inbox for the invitation. Email virtualconf@siggraph.org if you don't have the invitation by 29 July.
 - Please don't wait until last minute to contact SIGGRAPH if you don't have the Zoom link.
- Don't forget to download all summary videos from Linklings in advance.

Direct questions before & during the conference to:
VirtualConf@SIGGRAPH.org



SIGGRAPH 2021

**THANK YOU FOR BEING A
PART OF SIGGRAPH 2021!**

