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Moderator Training

Questions before & during the conference: VirtualConf@SIGGRAPH.org

Table Of Contents



- Moderator Responsibilities
- Reviewing Videos & Preparing for Session
- Pre-Session Checklist
- Instructions for Joining the Session
- Starting the Session
- Tips for Moderating Session
- Bringing Session to a Close

The moderator training will be recorded.

Moderator Responsibilities



As the moderator, you are being asked to:

- Carefully review on-demand or scheduled session videos associated with your Q&A.
- Educate yourself about the contributors who will be participating in your session.
 Check out the Speaker Directory in the virtual conference platform to learn more about them.
- Carefully monitor questions submitted by attendees in the chat function.
- If your Q&A involves multiple submissions, prepare at least 1-2 questions for each contributor to ensure equal participation.
- Ensure that the session begins & ends on time.
- Ensure that contributors answer questions succinctly. Be prepared to gently interrupt a contributor if answers are lengthy.

Reviewing Videos Before Q&A Session



On-demand videos will be available in the virtual conference platform on 17 August.

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Check the 'Sessions' tab in the virtual conference platform or the 'Schedule at a Glance" page on the conference web site to find the days & times of scheduled sessions.



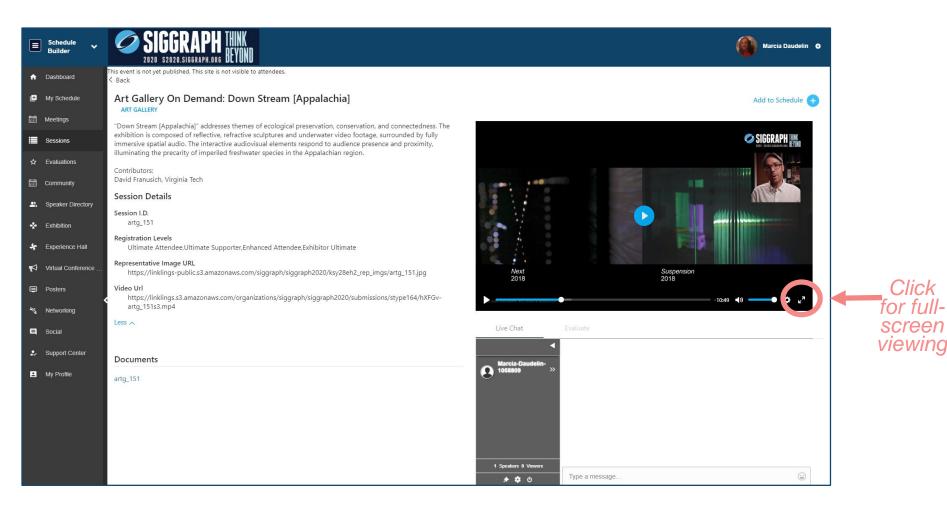
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Reviewing Videos Before Q&A Session

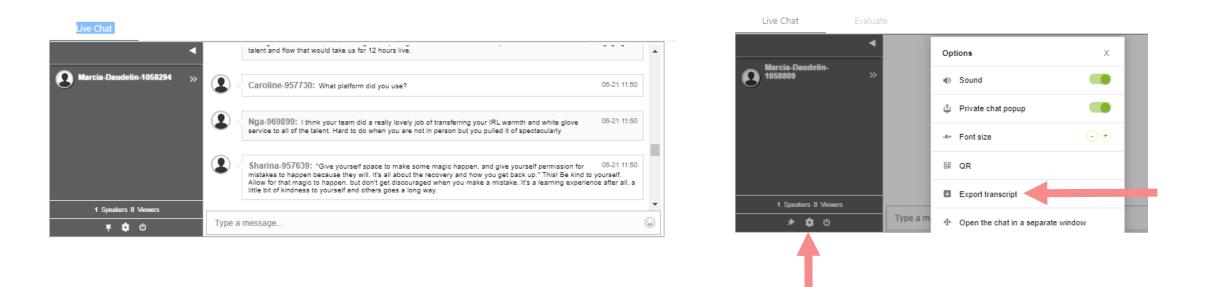
- View of virtual conference page for viewing videos.
- Watch videos within the page or expand for full screen viewing.







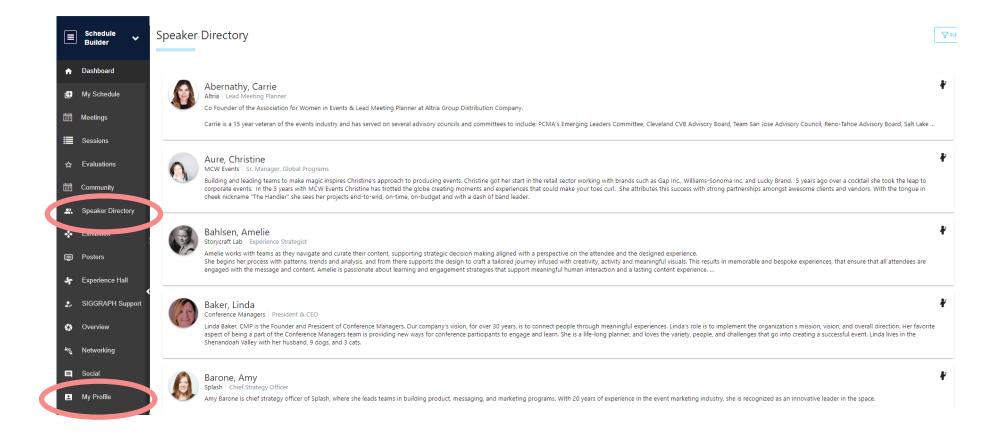
- Every on-demand video & scheduled session has a chat box within the session page in the virtual conference platform.
- Attendees can share text-based questions in advance to be asked during the session.
- Moderators should plan to monitor those questions & use them to develop questions for the Q&A session.
- Moderators can export the full transcript of chat conversation as marked below by arrows.



Speaker Directory



Contributors are encouraged to update their profiles in the virtual conference platform so that attendees & moderators can learn more about them by viewing the Speaker Directory.



Pre-Session Checklist







Use a wired internet connection, if possible.

Turn off all programs except zoom.



Clear your desktop.

Close out Outlook & turn off all notifications so that you aren't disrupted during session.

Set your display screen scaling & layout.

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Pre-Session Checklist: Location, Lighting & Audio



Take a moment to prepare your environment before the session.

- An HD webcam is preferred, but a new PC or tablet will have a good camera. Your camera should be stable at, or slightly above, eye level.
- Make sure your face is in good, even light, with no harsh backlight. Do not sit in front of a window. Your webcam
 will compensate, which will cause your face to look dim or dark.
- Reduce clutter & distracting/bright images in the background.
- Solid colors work best, please do NOT wear white. Avoid small prints, stripes, plaid, or patterns.
- Avoid noisy jewelry (necklaces, bracelets, earrings) as it can be distracting to the viewer.
 Quality audio is key to audience engagement. A quality headset microphone is preferred, but you can also use the microphone included in your computer.
- If using a headset microphone, be sure to keep it about a half inch off your face. Speaking up & keeping your level consistent will also help listeners set their volume correctly.
- Try to pick a space that is smaller and with soft walls such as curtains. It will keep the sound from bouncing
 around which will make your audio sound hallow.

Pre-Session Checklist



Remember that your audience is likely at home, watching you on a small screen. Sessions are much more intimate in a virtual format.



Speak with energy & with a normal tone of voice, as if you are holding a conversation with colleagues.



Express your personality! Facial expressions & body language will help add impact to your statements.



Keep your questions tight, focused & avoid repeating yourself.



Remember to look into the camera instead of yourself on the screen & maintain eye contact to help in connecting digitally with others.

Instructions for Joining the Session



- Arrive promptly 15 minutes prior to the session.
- Zoom is being used for the Q&A sessions. Moderators & contributors will join the session through a dedicate URL that will be sent to you in advance. This is a different link than general attendees will use to enter the session.
- 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 contributors who don't arrive 15 minutes
 prior to the session.

Instructions for Joining the Session



- Make sure all contributors are on camera. Remind them to stay engaged even when someone else is answering a question.
- If there are multiple contributors 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 join the session through the attendee link.
- As contributors arrive, give them a brief overview of your planned approach to the session.
 If time allows, help the contributors 'warm up' with some casual conversation.

SIGGRAPH strongly recommends that you show yourself on camera during the session.

Showing your face throughout the discussion will be more engaging for contributors & attendees.

Starting the Session



- Representatives from the virtual conference platform provider, Hubb, will open the Zoom line for attendees to enter promptly at the session's schedule start time.
- Remind attendees that the session is being recorded & it will be available for on-demand viewing afterward.
- Ask contributors to change their name in the Zoom window with the title of their submission to make it easier for attendees to track the speaker with the content.
- Start the session with quick introductions of yourself/ the contributors.
- If necessary, also share a very brief recap of the contributors' work. The content should be fresh for attendees. Time spent recapping will take away from the time for questions.

Tips for Moderating Session



- The Q&A session does not include video or slides.
- The session is intended to be a face-to-face conversation with the contributors.
- Ask contributors to succinct with answers.
- Address contributors by name to ensure that they know that the next questions is for them.
- While you'll have questions prepared for every contributor, listen carefully to the answers of the questions given during the sessions as they might lead to follow ups.

Bringing Session to Close



- Watch the time carefully. A 30-minute Q&A session will go by fast.
- Approximately 5-8 minutes before the end of the session, give a time check to the contributors & attendees.
- Approximately 2-3 minutes before the end of the session, start wrapping up the conversation.
- 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.
- Before closing, remind attendees that a recording of the session will be available on the virtual conference platform until 27 October.

Information You Need to Know



- A confidential link will be provided to you to enter the session. The link is exclusively for the speakers of the session. Do not share it.
- Attendees must enter the session through the link available in the virtual conference platform.

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



Thank you for being a part of SIGGRAPH 2020!