QCE23 Speaker Guidelines

IEEE Quantum Week 2023, Sep 17-22
Hyatt Regency Bellevue on Seattle's Eastside and online through the RDMobile Virtual Platform.

This document describes the arrangements for in-person and virtual presentations at IEEE Quantum Week 2023. Kindly direct any inquiries you might have to ieee-quantum-week@computer.org.

COVID-19 Measures

COVID-19 remains a significant health concern, especially with large indoor gatherings. While there is no mask mandate, we encourage the use of KN95 masks for indoor gatherings.

Hybrid Presentations

All presentation sessions — keynotes, papers, workshops, tutorials, panels, and birds-of-a-feather — will be livestreamed and recorded via Zoom during the conference week. Poster presentations and exhibit presentations will not be live streamed or recorded.

We aim to ensure that remote participants feel a strong connection and engagement with both the presenters and the material. Virtual conference rooms are accessed using the RDMobile virtual platform and Conference App. For registered participants, the recordings will be available through QCE23 On-Demand after the conference until the end of the year.

Each Hyatt Regency Bellevue meeting room will be equipped with a podium with a Windows laptop. This laptop will be connected to a wired network facilitating a high-quality signal for streaming and recording. This is also the laptop that is connected to the projector. We strongly encourage all speakers to use this laptop for delivering their presentations. That means, all presentations must be copied onto this laptop before the session begins. To submit slides before the conference starts please refer to the section on *Submitting Slides* below. Remote presenters will connect to the RDMobile virtual platform room and share their screen in via Zoom.

A *student volunteer* will be on-site in the Hyatt Regency meeting room for each session. This student volunteer will be responsible for managing the online session, including the waiting room, and ensuring that attendees are muted. Most sessions will also have a *session chair*, who will monitor the chat room and moderate questions.

The expected sequence of actions for each session is as follows:

1. All presenters, student volunteers, and session chair will arrive 15 minutes before the scheduled start time. These 15 minutes will be used to transfer files (PPTX or PDF) to the presentation laptop, and to check screen sharing and audio for remote presenters. Slides can be submitted before the conference. Please see the **Submitting Slides** section below.

2. The student tech will open the Zoom session at least 15 minutes before the scheduled start time.

3. In most cases, it is recommended that the Zoom task bar and participants window be hidden on the podium laptop, so that only the presentation will be shown during the presentation. The participant window may be shown during Q&A periods at the discretion of the session chair/host.

4. The session chair and one or more organizers will also be connected to the Zoom session to monitor the chat.

5. At the scheduled start time, the student Zoom tech will start recording, and the session chair will then either run the session (e.g., for technical paper sessions) or introduce the person running the session (e.g., for tutorial presenter or panel moderator) and turn control over to them.

6. In-person presenters will sit at the front of the room close to the podium, and present preferably using the podium laptop.
    ○ It is acceptable, if necessary, for the presenter to use their own laptop by connecting to the Zoom session through the link on the session page in the RDMobile site and sharing their screen. For presentations that include videos or live software demos, this will likely be the best option.
    ○ **Do not disconnect the podium laptop from the network or the projector!** This is still the primary mechanism for content sharing to remote attendees as well as projecting in the room for the in-person audience.
    ○ Please note, except for keynotes, there will not be a camera in the room. Slides and audio will be livestreamed, not speaker video.

7. The session chair, panel moderator, or host will solicit questions from the audience, including the virtual attendees. Again, we want virtual attendees to feel connected and engaged with the in-person audience.

8. Each session is 90 minutes long. The entire 90 mins will be recorded as one session. At the end of the session, the student Zoom tech will end the recording.

The RDMobile virtual platform will be open to all attendees starting on Tuesday, September 12.

Submitting Slides

As you know, Quantum Week 2023 is a hybrid event, with all sessions being live-streamed and recorded for post-conference access by registered attendees. To ensure this process runs smoothly, presentation slides are being collected to pre-load each session. Details on the collection process are below. All slides are due by September 12, 2023 @ 11:59 pm AoE.

Slide Requirements:
- All slides must be in .pptx or .pdf format.
    o File names must use the following naming convention:
       Session code_date of presentation_submitter last name (e.g., tut10_0918_smith.ppt)
- Slides should be added to the Dropbox listed below:
    o https://www.dropbox.com/request/mwKeL2ViUD2T4BejqiqU