



Guidelines for the virtual ICPE 2020

version 3.3 from 2020-04-23 (updated with experience from the conference)

Dear Participants,

Welcome to ICPE 2020 in virtual form! To make this experiment a success, please be sure to read and follow these guidelines. If you have questions or comments on these guidelines, please provide feedback in the channel #guidelines on Slack. Please check and adhere to our [Code of Conduct](#).

To begin with, we thank the ACM task force for virtual conferences and the ASPLOS 2020 organizers for sharing their experience via the [Report on Virtual Conferences](#) and a [CACM column](#), respectively. We learned much from it. However, all remaining issues are ours.

We will follow a mixed synchronous and asynchronous model:

Asynchronous part: Authors may pre-record their presentations and make slides available in advance. Attendees can watch the presentations and/or slides asynchronously and may also study the papers. Questions to the authors will be collected via the Slack channels for the respective paper session. Session chairs will choose questions to be discussed in the live discussion sessions.

Synchronous part: Session chairs will moderate live discussion sessions based on the collected questions. Additional questions and comments can be added to the discussion via the Zoom chat (use “Send to Everyone”) and may be selected by the session chair to be asked on the audio channel, time-allowing.

As an **attendee**, please make sure to watch the paper presentations you are interested in or study the papers in advance, as paper discussion sessions will only include a very short pitch about each paper and then jump right into the discussion. Links to conference materials are described in the [section on Materials](#) below.

Authors and attendees are welcome to discuss the questions raised via Slack already before and after the live discussion sessions and to set up additional video conference meetings to discuss with other researchers.

Asking Questions in Advance, via Slack

Please ask your question to the authors in the Slack channel for the respective session (e.g., s1-perf-port for session 1 on “performance portability”).

Each channel has a set of pinned items corresponding to the articles in that session, as listed in the conference program on <https://icpe2020.spec.org/online-program/>. Next to the article title you will see a link, where you can access the article in advance of ACM’s publication, courtesy of the authors. You can also click on the author’s name, to start a direct conversation. Check these out by clicking on the small pin icon at the very top of the channel!

In the channel, please check whether the question you are about to ask, or a similar one, has already been asked. If it has, consider adding your aspect of the question as a reply in a new thread, to make it easier for session chairs to organize the questions.

Please provide feedback to other questions using the reactions in Slack to help the session chairs prioritize.

Feel free to reply to questions and discuss before and also after the live discussion session in threads!

As everywhere on the Internet, please make sure not to click on links from unsafe sources.

Finally, some of us have found that the Slack app is more usable than the web client. Installing it makes it easier to receive notifications in real time and to switch between Slack and browser windows.

Live Sessions

ICPE 2020 will have an opening and keynote session on Apr 22nd, 9:00 - 12:00 Edmonton time (UTC-6) and paper discussion sessions on April 23rd and 24th 9:00 - 12:00 Edmonton time (UTC-6).

By joining the sessions, you agree to these guidelines.

The sessions will be recorded and may be published later. Only the active speakers and the shared screen will be published. The chat will be recorded for archiving. By entering the Zoom meeting for a session, you consent to the publication of the recording.

Check

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=ICPE+2020+Opening+&iso=20200422T09&p1=80&ah=3> for converting the time to your local time zone.

Keynote Session, April 22

After each keynote, the session chair will moderate a brief discussion. If you wish to comment or ask a question on the ongoing discussion, please write your question via the Zoom chat and the session chair may call on you to ask it.

If this discussion gets too lively to be managed via Zoom, we might disable the chat on Zoom and switch to Slack for the live discussion as well, where you can use threads to organize the discussion better yourself.

If you want to discuss the topics from the keynote with fellow attendees, please post the questions on Slack in the respective channel. If you want to reply to a comment, please start a new thread.

Paper Discussion Session, April 22-24

Program: <https://icpe2020.spec.org/online-program/>

At the beginning of each 45-minute discussion session, all speakers will give a 1-2 minute pitch of their work.

Afterwards, the session chair will moderate the discussion of all papers of that session based on the questions asked in advance. If you want to comment on the ongoing discussion, please write your question via the Zoom chat and the session chair may call on you to ask it. Similarly, add your comments via Zoom, and the moderator may summarize them and/or call on you to make the comment. If you want to share links to material related to the discussion, please do so via Slack so that the links remain available after the session.

To avoid echo and other unpleasant effects of many people speaking at the same time, please keep your microphone muted. Only unmute when the session chair indicates that it is your turn to speak. Be sure to check the chat box for other relevant communications. Also, please bear in mind that voice propagation delay may result in a pause before anyone is called upon, and that not everyone will hear everything at exactly the same time.

We recommend that the session chair and the authors turn on their cameras at all times during the session. Additionally, if you ask a question, next to your microphone one please also turn on your camera and keep it turned on as long as the discussion of this topic continues. Additionally, we encourage all attendees to turn on their cameras to have more lifelike interaction.

Author guidelines

For the discussion sessions, please prepare a 1-2 minutes pitch for your presentation, accompanied if you choose to do so by 1 slide to present with during the live session. Share the slide also in Slack, preferably one day in advance. The main goal of the pitch is for attendees to remember your pre-recorded presentation and to incite the audience to discuss with you. The session chair will share their screen to show your presentation.

Please test the Zoom connection in advance (see below) and please, if possible, enable a webcam in the session of your paper.

Very Important! Share a preprint of your accepted article, for example on arxiv.org, with a link on the Slack channel for your session. This will enable the ICPE community to read it, in time for the live discussion.

Session Chair Guidelines

Technical setup

- See [Zoom Setup](#) below. If you are using MacOS, pay attention to the warning about sharing the screen. If you are using Linux, sharing the screen can be tricky, so please try it in advance.
- Please enable your webcam so that authors and attendees can see you.

Before the live paper discussion session

- Designate a note-taker to summarize the Zoom session on Slack, e.g. from your team or ask via Slack
- Please prepare some questions of your own to initiate the discussion.
- If you have preferences about how a question should be formatted, please add instructions about this to the sessions' channel in Slack. For example, you could ask people to mention the first author of the paper as listed in the conference program on <https://icpe2020.spec.org/online-program/> (e.g., @Anne Koziolok), so that the author gets notified and the session chair can see which paper is meant.
- Collect questions from Slack and prioritize
- Collect slides from authors (single-slide for the pitch and a full slide-deck for each paper)

In the live paper discussion session

- Welcome attendees and remind them about the guidelines.
- Tell attendees where they can questions (default: In the Zoom chat, but if you prefer Slack, let them know)
- Share your screen to show pitch presentations. It is ideal to combine the pitch presentations in one slide deck to have smooth transitions. Please also have the additional slide decks by the authors ready for questions that may refer explicitly or implicitly to one of the slides.
- Ask authors to provide their short pitch presentations (1-2 minutes, 1 slide)
- Moderate the discussion. Suggestion:
 - Select a question to ask and hand over to the person asking for formulating the question
 - While one paper is discussed, you show the pitch slide again
 - Monitor whether additional follow-up questions are asked via the chat and hand over to these attendees to ask their follow-up question
 - Suggestion: Let the discussion of one question go for a bit, then move to next question
 - Possibly ask some panel-like questions to all authors towards the end.

If the session has few attendees, the discussion can, of course, also be moderated less strictly. Feel free to adjust to the number of attendees and the number of questions.

Please try to balance the discussion so that all papers get discussed for about the same amount of time, if a sufficient amount of questions is asked.

Zoom Setup

For the live sessions, we will use the Zoom video conferencing software. The meeting link for each day will be announced on that day, in the #icpe-2020 channel and in each sessions' channel. Please treat the links as confidential. Please do not post them or distribute them through any other channels.

- On Windows, MacOS, iOS, or Android, use the Zoom Desktop app or, if you do not want to install it, the Zoom webapp. You will be prompted to download the desktop app when accessing the meeting link or you can download it in advance from <https://zoom.us/support/download>. If you want to use the webapp, you have to deny the download and click on the small link saying "join from your browser".
- Warning! On MacOS, you will receive an extra prompt, to enable the Zoom desktop app to access (record) the screen, from System Preferences. This will force a restart of Zoom, before the new security settings come into play. So, please do this in advance of the session.
- On Linux, use the current version of the Google Chrome browser and the Zoom webapp. To do so, use the meeting link above and choose "join from your browser".

To listen to a session, you will additionally connect to audio. The default setting is to connect with computer audio (ideally a headset, but speakers and microphone will do as well). If you have trouble with the computer audio, e.g. due to low bandwidth at home, you can also join by phone in some countries. See the meeting invitation that will be shared for the supported phone dial-in numbers. Using a webcam is optional for attendees, but will be helpful if you ask a question.

If you want to try out the system before the conference, we recommend that you download the desktop app, register with Zoom, and create your own test meeting under the free Zoom license.

Further Zoom resources

- How to change the video layout:
<https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout->
- Getting started information at
<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Material

Presentations pre-recorded by the authors will be added to our YouTube channel at https://www.youtube.com/channel/UCq_1N-drTe7fdWLP RRbcihQ as they arrive.

Papers will be available via the ACM DL from April 20th. We will provide links to the papers on the ICPE website, <https://icpe2020.spec.org/online-program/>.

Links to preprints of the papers will be announced by the authors in the respective Slack channel of their session.

Slides will be linked from the ICPE program at <https://icpe2020.spec.org/online-program/>

Code of Conduct

The ICPE 2020 code of conduct described at <https://icpe2020.spec.org/code-of-conduct/> also applies to the virtual ICPE.

Accessibility

If you have special needs to be able to access the virtual conference, please let us know.

Breaks

To chat informally with fellow attendees in the breaks as well as before and after the conference, there are following options

- We created a room on Mozilla Hubs, which is a virtual space that you can join in your browser or with a VR headset, at <http://hub.link/jAv7EVD> and will add more rooms if needed.
- We will keep the Zoom room open for a while after the sessions of the day, so you can discuss with the speakers like you would next to the podium at a face-to-face event.
- At any time, you can use the #random channel in Slack