



2021 Cross Strait Radio Science and Wireless Technology Conference

CSRSWTC2021 VIRTUAL PRESENTATION GUIDELINES AND INSTRUCTIONS

Congratulations on having your paper selected for presentation at CSRSWTC2021!

This is the **first** document out of **three** documents related to your CSRSWTC2021 presentation. This first document provides guidelines and instructions for preparing your virtual oral presentation. The second and the third documents provide guidelines and instructions for preparing your onsite presentation for oral and poster sessions, respectively, and will be available soon after the release of this first document.

Special Notice: In light of the COVID-19 situation in Shenzhen and for safety of the attendees, the CSRSWTC2021 Organizing Committee has decided to postpone the conference to **11–13 October 2021**. The rescheduled CSRSWTC2021 is still to be held as an onsite/online hybrid event. The online event and virtual technical presentations will be performed by **Zoom** meetings through specific room IDs or links. The access to the Zoom meetings will be provided in the CSRSWTC2021 Program Book. By following these guidelines and instructions, your presentation should provide a rewarding experience for both you and your colleagues.

Please kindly be aware of that the presentation instructions are subject to change in compliance with COVID-19 prevention and control regulations from the local authorities. For the latest information please visit the CSRSWTC2021 webpage.

For the presentation, you are required to carry out the following steps. Please read the entire document before you begin creating your presentation.

1. Create your presentation using the **Oral Presentation PowerPoint template** available on the CSRSWTC2021 [webpage](#).
2. Save your presentation both as PowerPoint (.pptx) and Portable Document Format (.PDF), and make sure both files can be displayed correctly.
3. Verify that you have received all the required approvals from your (academic, corporate, and government) institutions and sponsors to present the information included in your presentation slides. The CSRSWTC2021 will neither assume nor bear ANY responsibility for materials that you submit or present without appropriate approvals or clearances.

A. Presentation Preparation Guidelines

Technical paper presentation materials will not be formally published or archived and do not need to be IEEE Xplore compliant. Your presentation **MUST** be in electronic format and **MUST** use the CSRSWTC2021 presentation template available on the CSRSWTC2021 [webpage](#).

All virtual technical presentations at the CSRSWTC2021, regardless of special session or regular session presentation, will now adhere to the same PowerPoint template and instructions. We recommend that presentations are prepared to be roughly 15–18 minutes long with allowance that special session papers and invited papers might be 5 minutes longer, remaining about 2–5 minutes for questions and answers (Q&As). Keep your time frame in mind when preparing the length of your PowerPoint slides.

As a reminder again, please update your personal conference schedule by checking on the CSRSWTC2021 [webpage](#) in case any change would be made to the conference program or presentation instructions.

B. Instructions to CSRSWTC2021 Session Chairs



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1. The Session Chairs are required to log in the scheduled Zoom meeting room at least 15 minutes prior to start of the chaired session. The recommended time frames for the conference sessions and presentations are:

Plenary Session Presentations: 1 hour each

50 minutes for presentation and 10 minutes for Q&As;

Technology Vision Keynote Session Presentations: 30 minutes each

25 minutes for presentation and 5 minutes for Q&As;

Invited Paper Presentations: 25 minutes each

20 minutes for presentation and 5 minutes for Q&As;

Regular Paper Presentations: 20 minutes each

15 minutes for presentation and 5 minutes for Q&As.

2. The Session Chairs are responsible for controlling general progress of the chaired session in compliance with the designated session schedule. The Session Chairs should keep in mind the time frame of each presentation and remind presenters, when appropriate, of speeding up or slowing down the presentation.

3. In case of any missing presenter (no show paper), the Session Chairs may authorize a short break within the designated period of the missing presentation. This maintains the session schedule rigorously unchanged and avoids any conflict of time for other presentations.

4. When the session is in progress, the Chair should not log out the Zoom meeting room. All the presenting sessions will be recorded, and logging out the meeting room would interrupt the recording.

5. The information regarding detailed session schedule will be available in the distributed conference program and on the CSRSWTC2021 [webpage](#).

6. If you have any question in using Zoom, please read the Zoom Instructions in the **Part D** of this document.

C. Instructions to CSRSWTC2021 Oral Presenters

1. Presenters must log in the designated Zoom meeting room at least 10 minutes prior to start of the session. The recommended time frames for the conference sessions and presentations are:

Plenary Session Presentations: 1 hour each

50 minutes for presentation and 10 minutes for Q&As;

Technology Vision Keynote Session Presentations: 30 minutes each

25 minutes for presentation and 5 minutes for Q&As;

Invited Paper Presentations: 25 minutes each

20 minutes for presentation and 5 minutes for Q&As;

Regular Paper Presentations: 20 minutes each

15 minutes for presentation and 5 minutes for Q&As.

2. Please read the **Part A** of this document and prepare your presentation slides carefully using the requested presentation template.



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- The information regarding detailed session schedule will be available in the distributed conference program and on the CSRSWTC2021 [webpage](#).
- All accepted papers **MUST** be presented at the conference. No show papers will be excluded from the conference proceedings to be submitted for publication in IEEE Xplore.
- If you have any question in using Zoom, please read the Zoom Instructions in the **Part D** of this document.

D. Zoom Instructions for Attendees

- Download Zoom at [zoom.us](#).
- For Session Chairs
 - Please log in the scheduled Zoom meeting room at least 15 minutes prior to start of the Chaired session;
 - Rename your Zoom personal ID using the nomenclature as follows;

Session Categories	Session ID	Chair
Plenary/Technology Vision Keynote Session	1, 2, 3, 4	Chair-CCC
Special/Regular Session (12 Oct)	TuXX	TuXX-Chair-CCC
Special/Regular Session (12 Oct) – Onsite	TuXX	TuXX-Chair-Onsite-CCC
Special/Regular Session (13 Oct)	WeXX	WeXX-Chair-CCC
Special/Regular Session (13 Oct) – Onsite	WeXX	WeXX-Chair-Onsite-CCC

where “TuXX” and “WeXX” indicate the specific session IDs to be available in the conference program, and “CCC” represents the name in English of the Chair;

- The Session Chairs will briefly introduce the presenter at the beginning of each presentation. 1–2 students will be deployed to assist the Session Chairs in managing the Zoom meeting and coordinating the presentation. These students will be identified as Helpers and renamed using the nomenclature as follows;

Session	Session ID	Helper
Plenary/Technology Vision Keynote Session	1, 2, 3, 4	Support-HHH
Special/Regular Session (12 Oct)	TuXX	TuXX-Support-HHH
Special/Regular Session (13 Oct)	WeXX	WeXX-Support-HHH

where “TuXX” and “WeXX” indicate the specific session IDs to be available in the conference program, and “HHH” represents the name in English of the Helper;

- The Helper will be responsible for managing the Zoom meeting to make sure the presenting screen is properly shared and displayed. Please read **Part D.4** of this document on how to share screens in Zoom;
- As each presentation starts, the Helper will mute the rest Zoom meeting participants;
- After the Chair introduces the presenter and allows the presentation to begin, the Helper will set in Zoom as “Co-Host” for the presenter and allow the presenter to share the screen;
- Please keep in mind the time frame of each presentation and remind the presenter when appropriate;
- In the Q&As, the Session Chairs are responsible for encouraging participants of the chaired session to ask questions by letting the audience click in Zoom “raise hand”. After the Chair chooses a “raise hand” audience, the Helper will unmute the selected audience.

3. Instructions for Presenters

- Please log in the scheduled Zoom meeting room at least 10 minutes prior to start of the presenting session;



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(2) Rename your Zoom personal ID using the nomenclature as follows;

Session	Session ID	Speaker
Plenary/Technology Vision Keynote Session	1, 2, 3, 4	Plenary/Keynote-PPP
Special/Regular Session (12 Oct)	TuXX	TuXX-Presenter-PPP
Special/Regular Session (12 Oct) – Onsite	TuXX	TuXX-Presenter-Onsite
Special/Regular Session (13 Oct)	WeXX	WeXX-Presenter-PPP
Special/Regular Session (13 Oct) – Onsite	WeXX	WeXX-Presenter-Onsite

where “TuXX” and “WeXX” indicate the specific session IDs to be available in the conference program, and “PPP” represents the name in English of the presenter;

(3) The Helper will assist the presenter in testing the Share Screen in Zoom, and the Zoom personal IDs of the Helpers will be renamed using the nomenclature as follows;

Session	Session ID	Helper
Plenary/Technology Vision Keynote Session	1, 2, 3, 4	Support-HHH
Special/Regular Session (12/10)	TuXX	TuXX-Support-HHH
Special/Regular Session (13/10)	WeXX	WeXX-Support-HHH

where “TuXX” and “WeXX” indicate the specific session IDs to be available in the conference program, and “HHH” represents the name in English of the Helper;

(4) Once the presenter is allowed by the Session Chair to start the presentation, the Helper will set in Zoom as “Co-Host” for this presenter and enable the screen share.

4. How to Share Screens in Zoom

(1) After you join in a Zoom meeting, you can share your screen by clicking the “Share Screen” button in the Zoom control toolbar at the bottom of the Zoom screen (see Fig. 1);

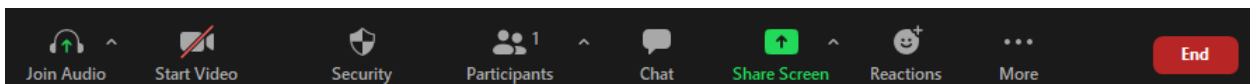


Fig 1. Bottom control buttons of Zoom.

(2) A pop-up window will appear letting you choose which screen from your computer to share (see Fig. 2);



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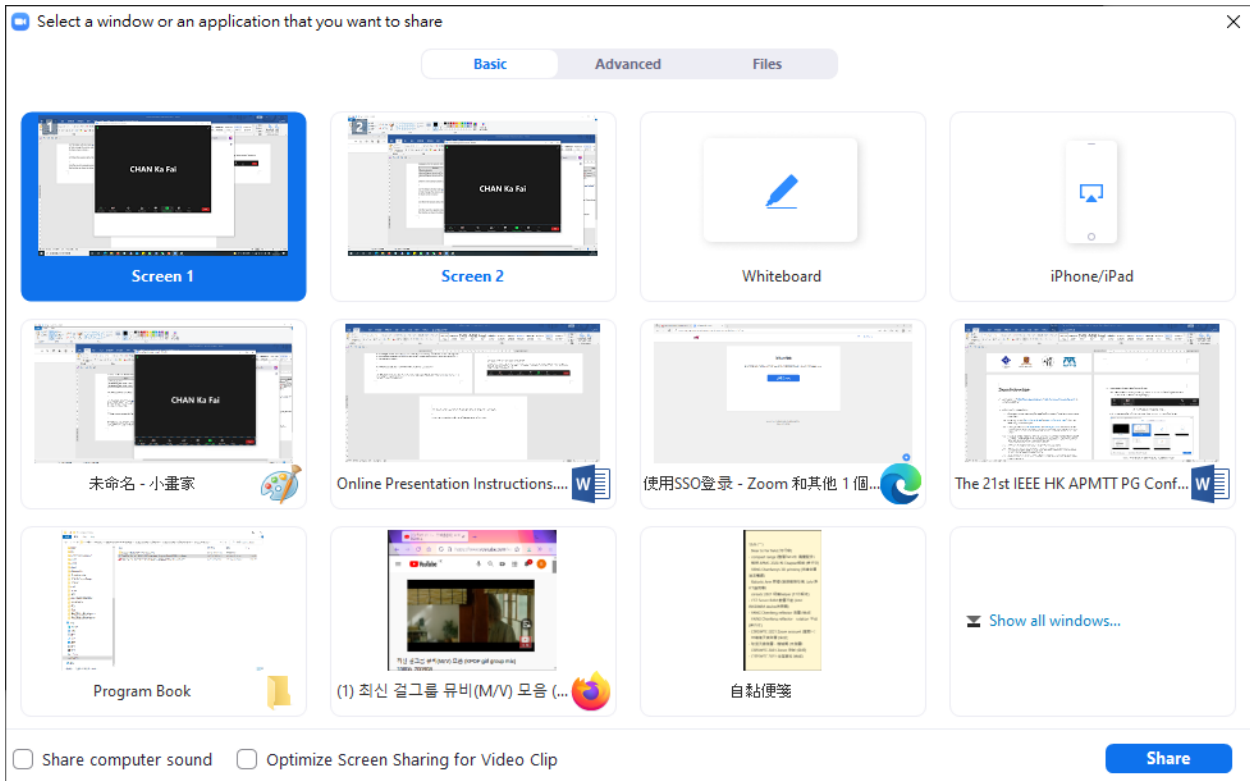


Fig. 2. The pop-up window showing the selected screen from the presenter's computer to be shared

- (3) Make sure to have the presentation slides shown in the shared screen;
- (4) Enjoy your presentation!

We look forward to seeing your work presented at CSRSWTC2021!

CSRSWTC2021 Technical Program Committee

www.ee.cityu.edu.hk/skltmw/csrswtc2021