

FAQs for Chairs, Moderators, Authors and Attendees

FAQs for Technical Session Chairs

Q1: What are my responsibilities as a session chair?

A: Session chairs are responsible for keeping the session on-schedule and moderating the question-and-answer portion of each presentation. Each presentation (20 minutes allocated for each) will proceed as follows:

1. The session chair introduces the speaker and presentation (1 min)
2. The pre-recorded video is played by the event technician (15 mins)
3. The session chair asks for questions from the audience and/or reads questions from the session chat window (3 mins)
4. The session chair thanks the speaker and transitions to the next presentation (1 min)

Q2: Who else will be in the session?

A: All sessions will have an event technician (from Falcon Events) in charge of playing the pre-recorded videos and addressing any technical issues. Most sessions will have two chairs. Please arrive 15 minutes prior to the beginning of the session to check in with the technician and coordinate with your co-chair.

Q3: How will the question-and-answer portion of the session work?

A: Attendees may raise their (virtual) hand and wait to be recognized by the session chair before asking their questions verbally. Alternatively, attendees may type questions into the chat window associated with the session. Chairs will then read these questions for the presenter to answer. Chairs should be prepared to ask one or two questions to fill in time if there are no questions from the audience.

Q3: Will the sessions be recorded for re-watch?

A: Yes. Registered delegates will have access from August 12 to October 5.

Q4: Will there be training sessions with more details?

A: Training sessions for session chairs and networking session moderators will be at the times below. It is only necessary to attend one of these training sessions. The first training session will be recorded for those that cannot attend live.

- Thursday, July 22 at 8 AM New York time
- Tuesday, July 27 at 2 PM New York time
- Wednesday, July 28 at 7 AM New York time

Q5: What should I do if I am not available to chair the session?

A: The technical program committee has attempted to arrange sessions at convenient times for most chairs and speakers, but this was not possible in all cases. If you will not be available at the time of the session, please contact Tyler Dare at technicalchair@internoise2021.org.

FAQs for Networking Session Moderators

Q1: What are my responsibilities as a networking session moderator?

A: Networking sessions are intended to be free-form and casual, similar to meeting your colleagues in the hallway at a live congress. Moderators should prepare one or two broad discussion topics or questions for the group to encourage lively discussion. Due to our world-wide audience, we will be hosting 8 to 12 per day, Sunday through Thursday. Each session will last 1-hour.

Q2: Are the networking sessions being monitored or assisted by technicians?

A: No. There would be no assistance. It is just like a 'zoom' session between people.

Q3: Will these sessions be recorded?

A: No. All sessions are live.

Q4: Can people reserve their slot in these sessions?

A: No. All are on walk-in basis. You may encourage your colleagues to attend. Also, chairs in the technical sessions may ask attendees to join a networking session for more discussion.

Q5: A: Training sessions for networking session moderators will be at the time below. This training session will be recorded for those that cannot attend live.

TBD

Q6: What should I do if I am not available to moderate the session?

A: The technical program committee has attempted to arrange sessions at convenient times for most chairs and speakers, but this was not possible in all cases. If you will not be available at the time of the session, please contact Alexis D. Kurtz akurtz@ceramiassociates.com and suggest a colleague who can replace you.

FAQs for Authors (in Technical Sessions and Poster Gallery)

Q1: Is there a presentation limit that technical sessions must follow?

A: Yes, each paper in the Technical Sessions (except for special symposia/workshops and keynote lectures) is allocated a total of 20 minutes like past inter-noise congresses: 1 minute for the session chair to introduce you, no more than 15 minutes of your pre-recorded presentation (14 minutes is recommended), about 3 minutes of live Q&A, and then 1 minute of transition. Please follow the time restrictions.

Q2: Do Technical Session Speakers need to be present during their live Q&A?

A: Yes, you must be present at your designated session time(s) for the live Q&A part. Be available about 30 minutes before your scheduled session for a technician to do the internet and audio checks.

Q3: Is there a PowerPoint Template that speakers/authors need to use?

A: We highly recommend speakers use the [IN21 Speaker PowerPoint Template](#) for your presentation slides. Please do not use if you are a poster author.

Q4: Do you have any tips and tricks for pre-recording remotely for speakers?

A: Yes, please refer to our [IN21 Pre-Recording Remote Tips & Tricks PPT](#) for details on camera placement, light, background, etc. for pre-recording the most effective presentation.

Q5: How do I record my presentation for technical sessions?

A: You may record your presentation in only 2 ways: Zoom or Microsoft PowerPoint; detailed instructions are available [here](#).

Q6: Which file type do the video recordings (for technical session papers) need to be?

A: We will only accept mp4 files.

Q7: What is the maximum size for my mp4 file (for technical session papers)?

A: 2GB Maximum

Q8: When is my recording (for technical sessions) due?

A: No later than July 21st! Otherwise, expect a reminder.

Q9: Where do I send or upload my recording (for technical session papers) once completed?

A: All recordings must be uploaded to the Conference Harvester under the "Upload Your Pre-Recorded Video File" task in your speaker portal. Please check your email inbox (or spam) folder for access to the Conference Harvester; if you have lost your access email then please email Secretariat@internoise2021.org.

Q10: If I do not have the capabilities of using a camera for my recording, can I still record my presentation?

A: If you do not have access to a camera then you can still record (without the camera shots) and upload your presentation.

Q11: As a poster author, may I upload my poster without any audio?

A: We do not recommend it but yes you may still upload your poster if you cannot record audio for your poster. Note that attendees will pay more attention to the posters where you have explained your methods and results.

Q12: Are there any requirements for my poster presentation?

A: Yes, please follow these as a poster author:

- The poster upload must be a PDF file at the highest resolution possible.
- The aspect ratio (ratio of width to height) should ideally be set to '16:9'.
- The complete poster is limited to one slide only. That means one single page for your PDF file.
- Fonts should be sans-serif (e.g., Arial, Calibri, etc.).
- Minimum font size must not be smaller than 6pt.

Q13: Do poster authors need to be present during their live Q&A via Networking Sessions?

A: Yes, you must be present at your designated Networking Session time(s) for the live Q&A part. Three networking sessions have been designated (and thus carefully note the schedule for your poster) and please be present to interact with the attendees.

Q14: Can I respond to the questions on my poster(s) via the chat service?

A: Yes. Attendees can access your poster(s) 24/7 by visiting the gallery. Attendees can send questions and suggestions sent via the chat function. Please try to respond to these as soon as possible.

Q15: When is my poster due?

A: No later than July 21st! Otherwise, expect a reminder.

Q16: Who do I contact if I have other questions regarding my presentation?

A: Please contact Secretariat@internoise2021.org if you have any questions that are not answered on this page. When emailing, please include your abstract or paper ID and the presentation title.

FAQs for Attendees

Q1: When will I receive my link to access the conference website?

A: All conference registrants will receive an email mid-July with their access key information and link to the virtual platform.

Q2: What if I lose my access link?

A: You can email ibo@inceusa.org to request your link.

Q3: Can I share my access link with colleagues?

A: No. Each link is individualized for each paid registration, and it should only be used by the individual registrant.

Q4: What time zone is used for the schedule?

A: All times listed are in New York Time.

Q5: Are there special technical requirements for attending the virtual meeting?

A: No, but Google Chrome and Firefox are the most stable and consistent browsers for accessing this virtual environment. Please make sure you have the latest version of these systems installed on your computer.

There is also a link on the virtual platform that allows you to run an automated System Check of your computer and web browser in order to confirm that your device is suitable to use the full potential of the platform.

Q6: What if I have technical difficulties during the conference?

A: Cadmium CD's Technical Support is available from 6:00am – 3:00pm ET on Sunday and from 6:00 am – 9:00pm ET, Monday - Thursday. You can contact their technical support desk at +1-410-638-9239 or log onto the Cadmium website and at the bottom of the page in the footer, click "Technical Support" and you can submit a support ticket immediately.

Q7: Will recordings of sessions and handouts be available?

A: Yes. After the meeting, you will have an opportunity to view most material on the platform. Recordings will be available online until October 5th. You will use the same login credentials to access the recordings.

Q8: When will I be able to join a session? When will I have access to session materials?

A: The button to join the session will be activated 5 minutes before the start time of the presentation. Session slides and handouts, if provided by the speaker(s), will be available during their session and for up to two months after the conference.

Q9: Can I ask questions or interact with presenters during the sessions?

A: Yes, all sessions will have a chat and Q&A function that will be moderated by the session chairs.

Q10: What is the Exposition Hall?

A: This allows attendees to visit exhibitor booths and learn more about exhibitor programs and products.

Q11: Are there congress proceedings this year?

A: Proceedings will be located on the online platform website only. Table of Contents and abstracts will be on the INTER-NOISE 2021 Website as well as the online platform.

Q12: Is there a scavenger hunt? If so, how do you play?

A: Yes, there is a scavenger hunt throughout the conference website. You will need two devices to play – a desktop browser and a mobile device (phone or tablet)!

1. From your mobile device, download the Eventscribe Live app from your App-Store for iOS or Google Play for Android.
2. From your desktop browser, visit booths in the Virtual Exhibit Hall, posters, or presentations to find QR codes.
3. Using your phone or tablet with the Eventscribe Live app, scan the QR code on the desktop browser screen.
4. When the QR code is scanned, a question will pop up on your mobile device. Answer the question correctly to earn points and climb the leaderboard. Hint: Got the wrong answer? Re-scan the QR code for another chance.

Prizes:

1. One 50% discount on a full registration for INTER-NOISE 2022 (Sponsored by INTER-NOISE 2022 Congress)
2. One 50% discount on a full registration for NOISE-CON 2022 (Sponsored by INCE-USA)
3. One Amazon.com gift card for \$75 (Sponsored by INCE-USA)
4. One year access to the INCE-USA Digital Library (Sponsored by INCE-USA)
5. One year access to the INCE-USA Digital Library (Sponsored by INCE-USA)

The top five attendees on the leadership board will receive a prize. All winners will be notified via email after the conference concludes.