



## INSTRUCTIONS FOR PARTICIPANTS

Thank you for being part of [AIRSI2022](#). The conference will be held **online** from **July 11th to 13th**.

- Monday's and Tuesday's sessions will be carried out on Microsoft Teams,
- Wednesday's sessions will be held on the AIRSI2022 Metaverse.
- we will have an onboarding
- On Tuesday at 16:30 we will have an important introductory session on the Metaverse

You can check the full here the [program](#)

This guide contains the procedure and instructions for a successful participation in the conference. We hope that you can learn, enjoy, and take the most of AIRSI2022!

### Contact:

AIRSI Metaverse: [airsiconference@unizar.es](mailto:airsiconference@unizar.es)

AIRSI: [airsi2022@gmail.com](mailto:airsi2022@gmail.com)

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### Concerning AIRSI2022

AIRSI2022 is an on-line conference but **we expect high engagement** and continued **active participation from all** attendees. Sessions will be **100% interactive** and attendees will be able to ask questions and make suggestions directly to the speakers.

- All participants should receive **useful and constructive feedback** to improve their papers.
- But we also expect them to contribute their knowledge to **support other participants**.
- The goal is that we can all benefit from the **mutual interaction** and constitute a community of highly committed researchers.

**We have avoided overcrowding the conference**, but **we expect a high commitment** from the participating researchers. We expect AIRSI2022 to be a conference with a more limited scope, but with high added value.

### Concerning presentations and feedback

Please deliver **short and specific presentations** (these are much more effective than long and general presentations). Start presenting the context and situate the audience quickly, **focus on which you** have more doubts or **want to receive more feedback** (ask directly to the audience). This is a small and interactive conference where **the goal is** not to show the excellence of your papers, but **to receive constructive feedback** to make them even better.

Before AIRSI2022 starts, take some time to **review the participants' book**. AIRSI seeks to create a community of researchers interested in the applications of 4.0 technologies in the context of services such as tourism and marketing.

AIRSI2022 will be held on **Microsoft Teams** and **AIRSI2022 Metaverse**.

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### AIRSI on Microsoft Teams (Monday 11<sup>th</sup> - Tuesday 12<sup>th</sup>)

#### Before the session starts

All sessions will be initiated by the organizers using Microsoft Teams. To **access** each session (inauguration, plenary session, competitive papers), you just have to click the **links** provided by the organization in the [program](#). The organization will accept the requests for joining the sessions.

**All the sessions and presentations will be held live** ([Madrid time, CET; UTC+2; Time Zone Converter](#)). Participation in each session will be managed by the session chair. To avoid saturation problems in the network, you are required to turn off the camera and microphone while the speakers are presenting. Between sessions there is a short break (15 minutes) to allow you to repose and to avoid delays in the start of the next sessions.



## Once the session is started

You can turn on the camera (microphone turned off) at the beginning of the session, but you **must turn it off during the live presentation**.

A chair will be in charge of managing each session. The chair can request technical support from the organizing committee if needed.

The **competitive papers sessions** will be organized as follows:

- *Log in of chair and speakers of the session (10' in advance)*
- *Log in of the attendees (5' in advance)*
- Start of the session: the chair introduces the session and greets the presenters: *5 minutes*
- Presentation of every paper: **10 minutes**. The speaker should connect the camera and microphone. The microphones and cameras of the audience should be turned off.
- Discussion of every paper: **5 minutes**. The attendees can show their interest in asking questions or making suggestions through the chat or by using the "[raise hand](#)" functionality of the video-call.
- During the discussion:
  - The author(s) of the presented paper are encouraged to turn on the camera and microphone.
  - Likewise, the attendees are encouraged to connect the camera during the discussion (but not the microphone).
  - The chair will give the floor to the inquirer of the questions/suggestions (Q/S) to elaborate on them using the microphone.
  - The discussion will finish after all the Q/S have been taken or the time for that presentation is up.
- Same procedure for the rest of the presentations in the session.

The **plenary sessions** (1 hour) will be organized as follows:

- *Log in of chair and Keynote Speaker (5' in advance)*
- *Log in of the attendees (3' in advance)*
- Start of the session: the chair introduces the session and greets the Keynote Speaker: *5 minutes*
- Presentation of the Keynote Speaker: *40-45 minutes*. The Keynote Speakers will turn on the camera and microphone to give their speech. The procedure for making Q/S will be similar to the one followed in the competitive papers sessions.
- Discussion of the presentation: *10-15 minutes*
- After the final discussion, the chair will close each session.

In the Microsoft Teams' sessions, the speakers will be able to share their screen with their presentation. Therefore, any format can be used to create the presentation. When sharing the screen, please pay attention to the functionalities that Microsoft Teams offers (more info [here](#)).

Optionally, you can send your presentation to the organizing committee ([airsiconference@unizar.es](mailto:airsiconference@unizar.es)) in advance to avoid possible technical problems. In this case, the format of the presentation must be PowerPoint. The organizers of the meeting will share their screen with your presentation and will give you the control over it. In this way, you will be able to handle your presentation at your pace.

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## AIRSI on the Metaverse (Tuesday 12<sup>th</sup> - Wednesday 13<sup>th</sup>)

### Welcome to the Metaverse! (Tuesday 12th 16:30)

After finishing the Plenary Session II on Tuesday, **all participants should join the important introductory session on the Metaverse.**

This session will take place on the Lobby of the Metaverse. We will make a short presentation with useful information about the conference and what you can find on the platform.

After this introduction, you will be free for as long as you like to get familiar with the scenarios and with the use of your avatar in the environment. We have prepared several activities that not only will help you accomplishing these tasks, but also are funny!

The **speakers and chairs of the sessions on the Metaverse** will be asked to join the organizing committee in order to get some training for the next day's presentations.

### Presentations on the Metaverse (Wednesday 13th)

There will be 3 scenarios for the different academic activities:


- **Amphitheater:** Plenary Sessions
- **Rooms (A or B):** Competitive Papers
- **Workshop on the Metaverse**

The **competitive papers** and **plenary sessions** will be organized in a **similar** way as in the sessions on **Microsoft Teams**:

- *Log in of chair and speakers of the session (10' in advance).* The chair and the speakers must approach to the stage.
- *Log in of the attendees (5' in advance).* The audience will take the free seats available in the room.
- Start of the session: the chair introduces the session and greets the speakers/Keynote speaker: *5 minutes.*
- Presentations: The speaker will take the floor to make his/her presentation (**10 minutes** for competitive papers, 40-45 minutes for the Keynote speaker).

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- Discussions: The audience can show their interest in asking questions or making suggestions through the  icon which will be visible at the center of the screen (**5 minutes** for each competitive paper, **10-15 minutes** for the Keynote presentation). The organizing committee will give voice to the attendees so that they can ask the question themselves or continue the discussion.

### ONLY FOR SPEAKERS ON THE METAVERSE

In the **sessions**, there are different options to share your presentations:

- Share your desktop.** With a few exceptions, this works in the same way as in Microsoft Teams. You can use any format but beware that you can only share your microphone (not your system's audio). You can share your desktop either on the virtual screens or the lectern.  
**NOTE: this option is NOT available for MAC devices.**
- Use the WebRTC function:** in this case, you do not have to log in the platform. By using your user account, you will be able to share your desktop in the same way as in Microsoft Teams).

Please, [read this guide carefully](#) to know how to present your work on the Metaverse. If you are using a **MAC device**, please contact the organizing committee **as soon as possible**. In any case, you can use the training session that will take place the afternoon before (in the onboarding session) or contact the organizing committee anytime to ask your questions.

Optionally, **you can send your presentation in advance** to the organizing committee ([airsiconference@unizar.es](mailto:airsiconference@unizar.es)) to avoid possible technical problems. In this case, the presentation will be shared on the lectern, and you will use the commands to handle the presentation. Please, beware that the slides should not contain animations or videos. If you want to add some video material, you must contact us as soon as possible.

We hope that **together we can generate positive and constructive feedback** that will allow the authors to improve their work. In this way, AIRSI seeks to offer high added value to the participants and a memorable experience!