ICACSIS 2020
The 12th International Conference on Advanced Computer Science and Information Systems
Virtual Conference hosted by the Faculty of Computer Science, Universitas Indonesia
October 17 -18, 2020

International Conference on Advanced Computer Science and Information Systems (ICACSIS) 2020
October 17th – 18th, 2020

(Virtual Conference)
Guideline for the Authors and Participants
(incl. information regarding the dry run)

General Instructions during the Conference

1. The committee chose Cisco Webex platform as the primary platform for managing the **paper presentations** during the **1st day of** ICACSIS 2020 Fully Virtual Conference.
2. For the **Plenary Speakers and Keynote Speakers sessions**, ICACSIS 2020 will be using Zoom as the online conference platform.
3. If you do not have a Webex account yet, please open a Webex account for free here. You can check this tutorial for a quick start guide on how to use Cisco Webex Meeting. We recommend Windows OS
4. If you already have a Webex account/after creating the Webex account, please edit your Webex display name in the following format:
    a. If you are a **registered author/co-author presenting your paper**, please use this format:
        Paper ID LastName (Institution, Country) e.g. **1417 Hamid (UI, Indonesia)**
    b. If you are **not a registered author/co-author**, please use this format:
        FirstName LastName (Institution, Country) e.g. **Nur Hamid (UI, Indonesia)**
Please rename your Display Name before joining the event.
    a. Sign in into your account. https://www.webex.com/ then choose sign in.
    b. Choose Webex Meetings, then input your email and password.
    c. Select 'My Profile' then continue to 'Edit My Profile'. Then edit your display name with Paper ID LastName (Institution, Country) for authors, and FirstName LastName (Institution, Country) for participants.
    d. Please sign in into your account before join the room.
4. You should enter the virtual room using the given Room Link, Meeting number and Password. You are requested not to share meeting details with anyone else.
    To find out when your presentation session is, please check the advanced program of ICACSIS 2020: https://icacsis.cs.ui.ac.id/front/?p=1956

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1st Day: Saturday, October 17th, 2020

Paper Presentation Session (Using Cisco Webex)

Time (GMT+7)	Session	Room Information
08:00 – 20:30	Room 2 Session 1, 4, 7, 10, 13	Meeting number: 170 090 6237 Password: ICACSIS2020event URL Join: https://s.id/ICACSIS2020Room2
08:00 – 20:30	Room 3 Session 2, 5, 8, 11, 14	Meeting number: 170 267 4397 Password: ICACSIS2020event URL Join: https://s.id/ICACSIS2020Room3
08:00 – 20:30	Room 4 Session 3, 6, 9, 12, 15	Meeting number: 170 484 8515 Password: ICACSIS2020event URL Join: https://s.id/ICACSIS2020Room4

Plenary Session 1 (Using ZOOM)

Time (GMT+7)	Session	Room Information
20:30 – 22:00	Plenary talk 1: Prof. Anil K. Jain	URL Join: https://s.id/Day17Plenary Event passcode: 020204

2nd Day: Sunday, October 18th, 2020

Opening, Plenary and Keynote Talk, & Closing Ceremony (Using ZOOM)

Time (GMT+7)	Session	Room Information
07:30 – 14:30	Opening and Plenary Speeches	URL Join: https://s.id/Day18Event Event passcode: 073248
14:30 – 19:30	Keynote Speeches	URL Join: https://s.id/ICACSISKeynoteTalk Event passcode: 974041
19:30 – 21:00	Closing Ceremony	URL Join: https://s.id/Day18Event Event passcode: 073248

5. Upon entering the room, the registered author must report to the room host in the Webex chat-box confirming his/her presence with **paper ID, name, affiliation, and email address**. The LO will start by checking attendance **in the beginning**.

6. Please keep your microphone muted and turn off the video when you are not presenting. Turn on your microphone when you are answering question.

7. Each session will be **started and ended** by a photo session, so please turn on your video during this session (LO/ Session Moderator will guide you).

8. The session chair will introduce the authors and the presenter. The host will then play the pre-recorded presentation video as per the conference schedule. At the end of the presentation, the session will be open for Question and Answer (QnA).

9. **The registered author of the paper must be present in his/her registered paper's whole session.** Otherwise, the paper (pre-recorded video) will not be presented in the session and be considered as NO SHOW. Please see the IEEE Policy on handling Non-presented Papers.

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10. Please check the Chat-box on a regular basis where participants or other authors may post questions for you. You are most welcome to provide answers to those questions in the Chat-box. If you have any questions for other presenters in a session, please use the Chat-box and ask questions.

11. The presenter is expected to answer the queries of the participants and session chair/co-chair directly. Please unmute and turn on your camera.

12. If you cannot get enough time to answer all the questions during your session, the host will help you to send the questions via a spreadsheet (please inform the email) and you are expected to provide answers immediately to those questions during the next other presenters.

13. Please check with the Session Host with your audio/video quality prior to the session. If you want to play something or share something, please inform prior to the session and make sure the material is running properly.

14. Conference proceedings will be available to registered authors via a password protected link. The password will be sent to you on 16th October 2020 just before starting the conference. Please do not share that password.

Helpdesk

If you have any questions regarding to this conference, please join to this Whatsapp Group:

1. **Presenter's Helpdesk** (If you are presenter for the paper)**:**
https://chat.whatsapp.com/GKY74Z2QkdP1Vq0X5Uo2To

2. **Participant's Helpdesk** (If you are not a paper presenter)**:**
https://chat.whatsapp.com/FtgDSJUh07OJEfDfjREGbh