ICAME42
Information on Online and on Onsite sessions

Information for workshop organizers and participants
Each workshop will have a Zoom room and an onsite room, in which the zoom stream of the workshop is being projected. If workshop organizers are onsite, they can moderate the discussions from the onsite room and interact with the onsite participants live and with offsite participants through zoom chat. If organizers are offsite, they will be able to interact with both online and onsite participants through zoom chat.

The zoom rooms for the workshop sessions will be opened ca. 15 minutes before the announced workshop times. Workshop organizers will be given the host rights once they log in and will be responsible for managing the zoom room, especially for letting participants enter from the waiting room and allowing presenters to share their screens.

Onsite coffee and lunch breaks will be compatible with all indicated workshop breaks.

Information for online chairs and online participants
Online sessions will be 30 or 60 mins long. Conference participants should have previewed the videos, so full presentation of the paper will neither be needed, nor possible for reasons of time constraint. Each presenter(s) will be given 2-3 minutes to sum up key arguments of their paper. We kindly ask the chairs to preview the papers in their session and facilitate a discussion between the different presenters and the further participants. This discussion could also be informed by the comments left for the pre-recorded videos on the conference platform. **Chairs should please record the online sessions** so that the sessions can be uploaded onto the conference platform afterwards. The online sessions will also be broadcast in an onsite conference room so that onsite participants can also follow them live. Thank you very much.

Conversely, online participants are also able to view the onsite sessions, which will be streamed, and the online participants can interact with the live sessions via the Q&A function on the conference platform. All material, i.e. uploaded videos, live sessions and online sessions, will be available on the conference platform for two more weeks.

Chairs, please remember to record the zoom session.

Information for onsite chairs and participants
Paper formats at the conference are plenaries (60 mins; including ca. 10-15 mins discussion time), full papers (30 mins, including 10 mins discussion time) and Work in Progress papers (15 mins including 5 mins discussion time).

Two plenaries will be live and onsite, and two plenaries will be live, but offsite. For the offsite plenaries, we will meet in the zoom rooms that are indicated on the conference platform.

The onsite sessions will be both streamed and recorded and the recordings will be available on the conference website for two more weeks. If you are an onsite presenter and do not want to use one of our computers, please make sure to bring an HDMI video adapter for your own computer's interface.

We ask chairs to signal to onsite speakers that 10 minutes, 2 minutes or no time is left. Thank you and looking forward to meeting you in Dortmund soon!

The Organizing Team