

Vienna Quantum Foundations conference 2021

Instructions for participants

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Note that this information is currently **updated almost every day**. Thus, please make sure to download the latest version at <https://vqf.iqoqi.oeaw.ac.at/program/>

Website: <https://vqf.iqoqi.oeaw.ac.at>
Email address in case of problems: vqf.iqoqi@oeaw.ac.at

General Format and Preparations

The Vienna Quantum Foundations conference 2021 will take place from Tuesday, September 7 until Friday, September 10. All talks, poster sessions and panel discussions are accessible via the MeetAnyWay platform under the following link:

<https://meetanyway.com/events/vienna-quantum-foundations-conference-2021>

Before the conference, please make sure to follow these steps:

- Create a **new account with MeetAnyWay**. For this, you need to use the exact email address with which you have registered yourself earlier for the conference. You can do this under the link above, clicking on “Attend Event” and then clicking the green button.
- **Create your profile**. In particular, we request that you give your full name that you use for professional work. We also encourage you to upload a profile picture and to add some personal details.
- **Install or update your “Zoom” client software**. MeetAnyWay is our main platform that you will use to communicate, to visit the poster sessions, and to enter the virtual lecture halls and networking opportunities. However, once you join the talks or panels via MeetAnyWay, your computer will automatically start the Zoom client. Thus, please make sure that Zoom is running and up to date.

If you are an invited speaker or panelist and have told us in advance that you will be in Vienna in person, then we have reserved a room for you at **Hotel Boltzmann**. It is in walking distance from the institute and from the conference venue.

- Website of Hotel Boltzmann: <https://www.hotelboltzmann.at/en/>
- Directions to get to the conference venue: <https://vqf.iqoqi.oeaw.ac.at/venue/>
A detailed map can be downloaded here: https://vqf.iqoqi.oeaw.ac.at/wp-content/uploads/2021/09/overview_VQF.pdf

Instructions for speakers who join us in person

You will give your talk at the “**Aula**” lecture hall at “Altes AKH”, which is in walking distance from Hotel Boltzmann. We will stream your talk on the Zoom Webinar, which every participant (including online participants) accesses via the MeetAnyWay platform. For you as a speaker, the online part does not make any difference – you will give your talk as you would usually do in front of an in-person audience in a lecture hall.

There will be people present (between 20 and 100) who will listen to your talk and who might ask questions after the talk. There will also be a chairman, and a person who takes care of the headset and presentation file. Please consider the following:

- If possible, please **send us your presentation as a PDF or PowerPoint file** until the evening of Monday, September 6 (or otherwise as soon as you have it ready). You can email it to vqf.iqoqi@oeaw.ac.at
If this is not possible, then please bring your presentation file along on a USB stick. In this case, we suggest that you test the file on our presentation computer well before your talk session, to make sure that all fonts, pictures etc. are displayed correctly.
- All talks are **40 minutes**, plus 10 minutes of questions.
- We will ask the in-person and online audiences to **defer their questions until after your talk**. Then, online participants can raise their hands and ask their questions (with sound but without video), and in-person audience can ask questions via microphone.

All talks will be **recorded** and made available to other participants of the conference. We are also planning to publish the talk videos on IQOQO’s YouTube channel after the conference.

If you prefer not to be recorded and / or not to have your talk published after the conference, please let us know as soon as possible. Otherwise, please fill out the **copyright form** that we will distribute during the conference.

Instructions for online speakers

While we will use MeetAnyWay as our main platform, everybody will give their talks via **Zoom Webinar**. So please make sure that you have the newest version of Zoom installed and running on your computer.

- Please enter the main stage via MeetAnyWay well before your talk is about to begin – if possible, 15 minutes before the start of your session. You do so by clicking the “**Lecture Halls**” tab, which will show you the **Main Stage** at the top left part of the page. Click on “**JOIN**”. This will automatically start the Zoom client on your computer. You may have to click “**Allow**” or something similar to launch Zoom.
- Before the session begins, there is the option that you **test that everything is working well** (video, screen sharing etc.). If so, please raise your hand / write into “Questions and Answers”. Then we will temporarily grant you the rights to share your screen, sound and video, and you test your presentation.

- When it is time for your talk, we will grant you the rights to share your screen, sound and video on the Zoom Webinar. But before using these rights, please wait until the session **chair has introduced you** to the audience.
- After this, you start **sharing your slides** and give your presentation over Zoom.
- You can completely focus on your talk: questions will only happen **after** your talk.
- When you are done, the session chair will allow selected participants to ask you questions. **Over zoom**, people can “raise their hand”, then they are unmuted by the host, and then they ask their questions (without video). **In the lecture hall**, people can ask questions via a microphone that is passed around.
- When the session with your presentation is over, we kindly ask you to go directly to the “**Meet the Speaker**” tab of MeetAnyway. Look for your name in the list on the left and click on “**JOIN**”. Participants may now join you in this lounge for further questions and discussions regarding your presentation.

All talks will be **recorded** and made available to other participants of the conference. We are also planning to publish the talk videos on IQOQO’s YouTube channel after the conference. **If you prefer not to be recorded** and / or not to have your talk published after the conference, please let us know as soon as possible. Otherwise, please fill out the **copyright form** that we will distribute during the conference.

Instructions for presenters of accepted posters

In order to cover as many time zones as possible, we have **two poster sessions**: Wednesday, 9:00 – 11:30 CEST and Friday, 17:00 – 19:30 CEST. You can present in **both sessions** (this is the suggested option), or otherwise you pick the session that is more convenient for you.

The protocol for your poster presentation is as follows:

- 5 minutes before the start of the poster session, **log onto MeetAnyway**.
- You first have to locate your poster on one of the **five poster session floors**. Click on “Poster Session: Floor 1” and see if your poster is among the ten posters listed. If not, try “Poster Session: Floor 2” etc., until you find your poster.
- Next to your poster, click on “**JOIN**”.
- Make sure your microphone and camera are turned on.
- You are now ready to receive the participants at your poster.

Instructions for panelists who join us in person

The panels will take place at the same location as the talks: at the “**Aula**” **lecture hall** at “Altes AKH”, which is in walking distance from Hotel Boltzmann.

While the other panelists will participate online, a **moderator** will be present in person with you. The moderator will start the session and lead the discussion. You will be sitting in the front of the lecture hall, wearing a headset, and seeing videos of the other online panelists. There will be an audience of up to 20-100 people in the lecture hall, and they may also participate via comments and questions.

Please consider the following:

- Please **prepare a short initial statement** of, say, up to approximately three minutes. You could, for example, briefly describe your own view on the topic, or list certain questions or problems that could serve as starting points for the subsequent discussion.
- There is no need to prepare anything else. Some of the panelists have already started initial email discussions about the topic of their panel, which is great, but this is certainly completely optional.

The panels will be **recorded**, and the videos will be made available quickly to other participants of the conference. We are also planning to publish the videos on IQOQO’s YouTube channel after the conference. **If you prefer not to be recorded** and / or not to have the panel discussion published after the conference, please let us know as soon as possible. Otherwise, please fill out the **copyright form** that we will distribute during the conference.

Instructions for online panelists

Similarly as the talk sessions, the panels will be held as separate **Zoom Webinars**. So please make sure that you have the newest version of Zoom installed and running on your computer.

- About 15 minutes before your panel is supposed to begin, log on to our MeetAnyway platform, and click on the “**Lecture Halls**” tab. Below the “Main Stage” on the left, you will find the three **panels**. Select the correct one and click “**JOIN**”.
- This will automatically start the **Zoom client** on your computer. You may have to click on “**Allow**” or some similar message to allow your computer to start Zoom.
- We will subsequently grant you the rights to turn on your sound and video. There will be an opportunity to **test** the functionality in the minutes before the panel starts.
- A **moderator** will lead the discussion and begin the session. The moderator and one or two fellow panelists will be in Vienna in person. After being introduced by the moderator, you will give a **short initial statement** of, say, up to approximately three minutes. We would kindly ask you to **prepare such a statement** in the days before the panel. You could, for example, briefly describe your own view on the topic, or list certain questions or problems that could serve as starting points for the subsequent discussion. However, you do not need to (and should not) prepare any slides.

- During the panel discussion, every panelist will have the opportunity to speak up at any time they like, and every panelist will continuously keep their video on. It makes sense, however, to allow the moderator enough room to structure the discussion.
- Other conference participants may have the opportunity for questions and comments to you and other panelists if admitted by the moderator. Otherwise, all other participants are muted.

The panels will be **recorded**, and the videos will be made available quickly to other participants of the conference. We are also planning to publish the videos on IQOQO's YouTube channel after the conference. **If you prefer not to be recorded** and / or not to have the panel discussion published after the conference, please let us know as soon as possible. Otherwise, please fill out the **copyright form** that we will distribute during the conference.

Instructions for all other online participants

Recall the **preparations** mentioned on the first page. You will participate by logging into the MeetAnyway platform. The use of this platform is very straightforward and intuitive. *The next update of this document will give more technical details on the platform.*