Guidelines for the virtual ICPE 2022

version 4.1 from 2022-03-15 (updated from ICPE 2020/21 versions)

Dear Participants,

Welcome to ICPE 2022 in virtual form! Please make sure to read and follow these guidelines. If you have questions or comments on these guidelines, please provide feedback in the channel #guidelines on Slack. Please check and adhere to our Code of Conduct.

We thank the ICPE 2020 & 2021 organizers for allowing us to use their guidelines as the foundation for the ICPE 2022 guidelines.

ICPE Slack workspace:

Registered attendees and authors will receive an invitation link to join the ICPE Slack workspace: icpeworkspace.slack.com

In case you are already a member of the ICPE Slack from previous editions, please make sure to manually join the new ICPE 2022 channels that you are interested in. If you are unfamiliar with this Slack feature, this short guide may help: https://slack.com/help/articles/205239967-Join-a-channel .

General information on conference mode of operation:

Like previous virtual editions, we will follow a mixed synchronous and asynchronous model with some minor adaptations:

Asynchronous part: The paper proceedings and presentations will be available at:
- Presentations:
   [Youtube ICPE channel](#)
- Main proceedings (research and industry/experience papers):
   [ICPE 2022 main proceedings](#) (from the first conference day on)
- Post-Conference Companion proceedings
  (WIP/Vision, posters/demos, tutorials, workshops and data challenge):
   The companion proceedings will appear in summer 2022 after the conference.

   → All authors/presenters are asked/invited to share their slides (together with paper link or preprint PDF) in the ICPE slack workspace using the respective session channels (details below).

Attendees can watch the presentations and study the papers asynchronously. Questions to the authors will be collected via Slack channels for the respective paper session. Session chairs will choose questions to be discussed in the live discussion sessions.

Synchronous part: Session chairs will moderate live discussion sessions based on the collected questions. Please note that Zoom chat is disabled for the reason to have all questions in the respective Slack channel for persistence and consistency. You may also ask your question via audio, but in this case please make sure to also formulate the question in the session's Slack channel.

As an **attendee**, please make sure to watch the paper presentations you are interested in or study the papers in advance, as live paper sessions will only include a shortened (~25-50%) presentation about each paper and then jump right into the discussion. Our target is to have most pre-recorded videos posted by April 5 (one week before the conference).

Authors and attendees are encouraged to discuss the questions raised via Slack already also before and after the live discussion sessions and to set up additional video conference meetings to discuss with other researchers.

Asking Questions in Advance, via Slack

Please ask your question to the authors in the Slack channel for the respective session (e.g., `s1-service-cloud-computing` for session 1 on "Service and Cloud Computing").

In the channel, please check whether the question you are about to ask, or a similar one, has already been asked. If it has, consider adding your aspect of the question as a reply in a new thread, to make it easier for session chairs to organize the questions.

Please provide feedback to other questions you are also interested in using the reactions (thumbs up, heart, etc.) in Slack to help the session chairs prioritize.

Feel free to reply to questions and discuss before and also after the live discussion session in threads!

As everywhere on the Internet, please make sure not to click on links from unsafe sources.

Finally, some of us have found that the Slack app is more usable than the web client. Installing it makes it easier to receive notifications in real time and to switch between Slack and browser windows.

Live Sessions

By joining the sessions, you agree to these guidelines.

The sessions will be recorded and may be published later. (Recording can be disabled upon presenters request). Only the active speakers and the shared screen will be published. By entering the Zoom meeting for a session, you consent to the publication of the recording. Please note that we disable the Zoom chat to have the conversation in the Slack channel in one place.

Check the WorldTimeBuddy (or your favorite world time gadget) for converting the time to your local time zone.

Keynote Sessions

After each keynote, the session chair will moderate a brief discussion. If you wish to comment on the ongoing discussion, please write your question via the respective Slack channel and the session chair may call on you to ask it.

If you want to discuss the topics from the keynote with fellow attendees, please post the questions on Slack in the respective channel. If you want to reply to a comment, please start a new thread.

Paper Sessions

Program:

- Full conference papers: **10 minutes of presentation time** plus 5 minutes for discussion.
- Short conference papers: **5 minutes of presentation time** plus 5 minutes for discussion.

The presentations are planned as ordered in the programm. The session chair should send signs about the remaining time and interrupt if needed, then moderate the discussion of all papers. Please note that time-keeping during sessions is crucial for several reasons.

To avoid echo and other unpleasant effects of many people speaking at the same time, please keep your microphone muted. Only unmute when the session chair indicates that it is your turn to speak. Use the Zoom "Raise Hands" feature if you would like to ask a question via voice. Also, please bear in mind that voice propagation delay may result in a pause before anyone is called upon, and that not everyone will hear everything at exactly the same time.

We recommend that the session chair and the authors turn on their cameras at all times during the session. Additionally, if you ask a question, next to your microphone please also turn on your camera and keep it turned on as long as the discussion of this topic continues. Additionally, we encourage all attendees to turn on their cameras to have more lifelike interaction.

Author guidelines

As author/presenter, please prepare a pre-recorded version of your talk of up to 20 minutes (e.g. via the most simple way of recording oneself incl. slides in a single person Zoom session).

You will receive an video upload link (Google forms) with the request for completing by
Monday April 4, AoE

You may structure your pre-recorded talk into two parts:
- FIRST 10 minutes (full papers) respectively 5 min (short papers) present your publication's main story and insights
- SECOND part can dive deeper into details

This way, for cases of short notice unavailability or technical problems, session chairs could play the prerecorded video and follow-up on Q&A can be done via the Slack channel.

Please consider sharing a preprint of your accepted article, with a link or upload on the Slack channel for your session. This will enable the ICPE community to read it, in time for the live discussion.
Please share the slides in the respective Slack channel, preferably one day in advance.

Moderators/Sessions chairs will pin these messages in the channel and collect them in a shared document (Doc and Zoom link in channel description).

For the life presentation please prepare a shorter version of your talk (which could be the 1st part of your recorded talk):

- Full conference papers: **10 minutes of presentation time** plus 5 minutes for discussion.
- Short conference papers: **5 minutes of presentation time** plus 5 minutes for discussion (including WIP/vision)

  Note: The presentation times do not apply for workshops: Workshop presentation times are expected to be defined by the workshop chairs.

Please try to stick to this value with the support of the session chair, to allow enough time for Q&A. The session chair will notify you during the last minutes.

Please test the Zoom connection in advance (see below) and please, if possible, enable a webcam in the session of your paper.

Please consider sharing a direct link to your paper in the ACM DL (main proceedings) or a preprint PDF of your accepted article (post conference companion: e.g. Slack PDF upload, Google Drive or on arxiv.org), with a link on the Slack channel for your session. This will enable the ICPE community to read it, in time for the live discussion.

Session Chair Guidelines

Technical setup

- See [Zoom Setup](#) below. If you are using MacOS, pay attention to the warning about sharing the screen. If you are using Linux, sharing the screen can be tricky, so please try it in advance.
- Please enable your webcam so that authors and attendees can see you.

Before the live paper discussion session

- Please prepare some questions of your own to initiate the discussion.
- If you have preferences about how a question should be formatted, please add instructions about this to the sessions' channel in Slack. For example, you could ask people to mention the first author of the paper as listed in the conference program (e.g., @FirstNameLastname), so that the author gets notified and the session chair can see which paper is meant.
- Collect questions from Slack and prioritize based on interest in Slack.

In the live paper discussion session

- Welcome attendees and remind them about the guidelines.
- Tell attendees where they can ask questions and point them to the respective Slack channel.

- Call the paper presenters in the order of the program and help them to stick to their time limit of 10 minutes for full papers and 5 minutes for short papers.
- In case of technical issues or short notice unavailability of a presenter:
    You can decide to use the first 10 minutes of the prerecorded video on Youtube
    If you do so and start sharing your screen: IMPORTANT to check that you also share your computer audio (and optimize for video showing). This you find as checkboxes in the start sharing menu.
- Moderate the 5-minutes discussion per paper. Suggestion:
    - Select a question to ask and hand over to the person asking for formulating the question
    - Monitor whether additional follow-up questions are asked and hand over to these attendees to ask their follow-up question
    - Suggestion: Let the discussion of one question go for a bit, then move to next question
    - Possibly ask some panel-like questions to all authors towards the end.

If the session has few attendees, the discussion can, of course, also be moderated less strictly. Feel free to adjust to the number of attendees and the number of questions.

Please try to balance the discussion so that all papers get discussed for about the same amount of time, if a sufficient amount of questions is asked.

Zoom Setup

For the live sessions, we will use the Zoom video conferencing software. The meeting link for each day will be announced on that day , in the #general channel and in each sessions' channel. Please treat the links as confidential. Please do not post them or distribute them through any other channels.

- On Windows, MacOS, Linux, iOS, or Android, use the Zoom Desktop app or, if you do not want to install it, the Zoom webapp. You will be prompted to download the desktop app when accessing the meeting link or you can download it in advance from https://zoom.us/support/download. If you want to use the webapp, you have to deny the download and click on the small link saying "join from your browser".
- Warning! On MacOS, you will receive an extra prompt, to enable the Zoom desktop app to access (record) the screen, from System Preferences. This will force a restart of Zoom, before the new security settings come into play. So, please do this in advance of the session.

To listen to a session, you will additionally connect to audio. The default setting is to connect with computer audio (ideally a headset, but speakers and microphone will do as well). If you have trouble with the computer audio, e.g. due to low bandwidth at home, you can also join by phone in some countries. See the meeting invitation that will be shared for the supported phone dial-in numbers. Using a webcam is optional for attendees, but will be helpful if you ask a question.

If you want to try out the system before the conference, we recommend that you download the desktop app, register with Zoom, and create your own test meeting under the free Zoom license.

Further Zoom resources
- How to change the video layout:
    https://support.zoom.us/hc/en-us/articles/201362323-How-Do-I-Change-The-Video-Layout-
- Getting started information at
    https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started

Code of Conduct

The ICPE 2022 code of conduct described at https://icpe2022.spec.org/code-of-conduct/ also applies to the virtual ICPE.

Accessibility

If you have special needs to be able to access the virtual conference, please let us know.

Breaks

To chat informally with fellow attendees in the breaks as well as before and after the conference, there are following options
- We will keep the Zoom room open for a while after the sessions of the day, so you can discuss with the speakers like you would next to the podium at a face-to-face event.
- At any time, you can use the #coffee-break-and-social-event channel in slack for coffee breaks discussion. The channel also points to a zoom session that will remain open during the conference time together with a set of breakout rooms for discussion in smaller groups.
- Note that Slack has the option to start audio or video calls with one or multiple participants. This can be useful to organically form smaller breakout groups during breaks, or before/after the conference.