



## WINTER SIMULATION CONFERENCE

SIMULATION FOR A SMART WORLD:  
FROM SMART DEVICES TO SMART CITIES

IN PERSON: DECEMBER 13-15 | VIRTUAL: DECEMBER 15-17

### Information for Virtual Presenters and Moderators/Session Chairs

The 2021 Winter Simulation Conference is pioneering a new hybrid format, in-person for those who can travel and virtual for our friends and colleagues who need to participate online. The in-person sessions are taking place live in Phoenix on December 13-15 and will be a standard, in-person presentation. The virtual sessions will take place December 15-17 on the GTR platform.

The WSC 2021 virtual program (taking place Wednesday, December 15-Friday, December 17) will feature several different types of sessions, each with unique characteristics. If you have any questions regarding the type of session you are presenting in or chairing, please reach out to Claudia Szabo at [claudia.szabo@adelaide.edu.au](mailto:claudia.szabo@adelaide.edu.au)

**Ctrl Click on each session type below to see details:**

**Technical Sessions (includes Vendor Track, excludes Tutorials)**

**Tutorials**

**PhD Colloquium**

**Posters (Poster Madness)**

**Posters (Poster Sessions)**

**General Info**

*Virtual Technical Sessions (includes Vendor Track, excludes Tutorials)* – All virtual technical sessions will consist of a 15 minute pre-recorded presentation and a 15 minute live Q&A session. (Vendor tracks consist of 20-minute pre-recorded presentations and 25 minutes of live Q&A.) In the virtual platform, these appear as sessions that contain pre-recorded videos.

- **Speakers:**

- All technical session speakers must submit a pre-recorded 15-minute presentation to the session with the prefix of “Presentation” before the title of the talk. This pre-recorded video **must be uploaded to the GTR platform by Sunday, December 5**. The video will be available for viewing by attendees at the scheduled session time and for a year thereafter.
- Speakers may upload other files to the “Presentation” session, which is a great way to share their presentation slides with the audience. Note: any file uploaded to the site can be downloaded by any conference participant.
- Session chairs may either share their screen in Zoom to play the videos or allow presenters to present. They will moderate Q&A after each presentation. In the Q&A session, the speaker will be live and ideally sharing their video camera. Audience members can also turn on their cameras, but we ask that they remain muted unless speaking. Speakers and session chairs will be monitoring the chat window and answering any questions that arise, but participants are encouraged to verbally ask questions to encourage more interaction. This is different than how the Q&A was handled in 2020. Speakers will be able to share their screen in addition to their video camera.
- Speakers and session chair can enter the session up to 20 minutes prior to the start of the session’s scheduled time. This is referred to as entering the green room, where a speaker can get ready to present. One minute prior to the session start time, attendee will be allowed to join the meeting. The session chair will ensure that the session is being recorded prior to the session starting. If there is not a session chair, for some reason, the speaker should hit the “Record” button when the session start time arrives to begin the presentations. If you do not see a “Record” button at the top left-hand corner, please press the record button on the Zoom navigation bar at the bottom of your screen.
- Note: The session chair should help monitor the chat window(s) and feed you the questions that are coming into the chat, but if there is not a session chair, the speaker should monitor the chat windows. While we expect and hope that most

questions will come via the chat window in the Q&A session, there is also a chat window associated with the pre-recorded presentation and one in Zoom and therefore some questions might arise in one of these chat windows also. The speaker can choose to check this chat window and address questions here OR speakers might be proactive and place a message in the chat window of the pre-recorded session, encouraging all questions to come in the Q&A session chat window. Again, participants are encouraged to verbally ask questions to encourage more interaction. This is different than how the Q&A was handled in 2020.

○ **Session Chairs:**

- Session Chairs will be managing separate “sessions” over the course of a full 90-minute period. The session chair can either share their screen in Zoom and play the pre-recorded video *\*or\** ask presenters if they would like to present live. Following each presentation, the session chair will moderate a live Q&A session. Each “parent session” typically consists of 3 papers.
- Session Chairs, along with speakers, can choose to enter the session up to 20 minutes prior to the start of the session’s scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
- **Hit the “Join Meeting” button to enter the green room. Make sure the session is being recorded when the session start time arrives.**
- *Prior to your session start time:* Go to the “Presentation” and post in the text chat box. For example:

*“Welcome! All Presentations are pre-recorded videos. We will be playing the videos and conducting live Q&A after each session. Please feel free to put questions in the chat or verbally ask during the Q&A period”*

- *Throughout the live Q&A sessions*
  - Monitor the text chat and help facilitate the Q&A/discussions within the live meeting room.
  - There may also be questions that come in in the chat window of the pre-recorded session, or in the Zoom chat. If possible, try to consolidate these.
  - Be prepared with a few questions to get the conversation going.
- *After your session end time:* The live meeting room will continue for up to 10 minutes after the scheduled 15 minutes duration – HOWEVER, we would like to keep the sessions on time, so please **conclude the Q&A session within the**

**scheduled timeframe.** You can mention that if participants would like to continue the discussion, they can set up one-on-one meetings within the platform to continue the discussion.

***Tutorials*** – Tutorials are scheduled for the full 90-minute period. Presenters have the option to pre-record the tutorial and then go to live Q&A, or to conduct the tutorial live. All live parts of the tutorial/Q&A will be conducted as meeting type sessions, which is a Zoom meeting embedded in the platform, where not only the speaker/presenter can talk but the audience members can also talk during the session. If you have not declared if your tutorial will be all Live or partially pre-recorded or if you have questions about your tutorial, please contact Claudia at [claudia.szabo@adelaide.edu.au](mailto:claudia.szabo@adelaide.edu.au) ASAP.

### **Prerecorded & live tutorials**

- **Speakers:**
  - The setup is the same as for normal technical sessions, in that the tutorial will consist of watching a pre-recorded session and the participating in Q&A. Please let Claudia ([claudia.szabo@adelaide.edu.au](mailto:claudia.szabo@adelaide.edu.au)) know how long your recording will be so she can set up the sessions properly. If you would like to present live, please let the session chair know but we do ask that upload a video on the platform prior to the meeting.
  - This pre-recorded video **must be uploaded to the GTR platform by Sunday, December 5.** The video will be available for viewing by attendees at the scheduled session time and for a year thereafter.
  - Speakers may upload other files to the “Presentation” session, which is a great way to share slides or other materials with the audience. Note: any file uploaded to the site can be downloaded by any conference participant.
  - The live Q&A session is scheduled after the recorded session in this meeting Q&A session, the speaker will be live and ideally sharing their video camera. Audience members will also be able to speak. Speakers and session chairs will be monitoring the chat window and answering any questions that arise.
  - Speakers and session chair can enter the session up to 20 minutes prior to the start of the session’s scheduled time. This is referred to entering the green room, where a speaker can get ready to present. One minute prior to the session start time, attendee will be allowed to join the meeting. The session chair will ensure

that the session is being recorded prior to the session starting. If there is not a session chair, for some reason, the speaker should hit the “Record” button when the session start time arrives to begin the presentations. If you do not see a “Record” button at the top left-hand corner, please press the record button on the Zoom navigation bar at the bottom of your screen.

- Note: The session chair should help monitor the chat window(s) and feed you the questions that are coming into the chat, but if there is not a session chair, the speaker should monitor the chat windows. While we expect and hope that most questions will come via the chat window in the Q&A session, there is also a chat window associated with the pre-recorded presentation and therefore some questions might arise in this chat window also. The speaker can choose to check this chat window and address questions here OR speakers might be proactive and place a message in the chat window of the pre-recorded session, encouraging all questions to come in the Q&A session chat window. Again, participants are encouraged to verbally ask questions to encourage more interaction. This is different than how the Q&A was handled in 2020.

- **Session Chairs:**

- Session Chairs will be managing separate “sessions” over the course of a full 90-minute period. The session chair can either share their screen in Zoom and play the pre-recorded video \*or\* ask presenters if they would like to present live. Following each presentation, the session chair will moderate a live Q&A session. Each “parent session” typically consists of 3 papers.
- Session Chairs, along with speakers, can choose to enter the session up to 20 minutes prior to the start of the session’s scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
- **Hit the “Join Meeting” button to enter the green room. Make sure the session is being recorded when the session start time arrives.**
- *Prior to your session start time:* Go to the “Presentation” and post in the text chat box. For example:

*“Welcome! All Presentations are pre-recorded videos. We will be playing the videos and conducting live Q&A after each session. Please feel free to put questions in the chat or verbally ask during the Q&A period”*

- *Throughout the live Q&A sessions.*

- Monitor the text chat and help facilitate the Q&A/discussions within the live meeting room.
  - There may also be questions that come in in the chat window of the pre-recorded session, or in the Zoom chat. If possible, try to consolidate these.
  - Be prepared with a few questions to get the conversation going.
- *After your session end time:* The live meeting room will continue for up to 10 minutes after the scheduled 15 minutes duration – HOWEVER, we would like to keep the sessions on time, so please **conclude the Q&A session within the scheduled timeframe**. You can mention that if participants would like to continue the discussion, they can set up one-on-one meetings within the platform to continue the discussion.

*PhD Colloquium* The PhD Colloquium will be conducted as a meeting type session, which is a Zoom meeting embedded in the platform, where not only the speaker/presenter can talk but the audience members can also talk during the session.

- **Speakers:**
  - Since these sessions are live, speakers do not need to submit anything prior to the session. However, they are welcome to upload files to the session, which can be downloaded by all conference participants.
  - Each speaker will be present their material from their own computer by sharing their screen.
  - Speakers and session chair can enter the session up to 20 minutes prior to the start of the session's scheduled time. This is referred to entering the green room, where a speaker can get ready to present. One minute prior to the session start time, attendee will be allowed to join the meeting. The session chair will ensure that the session is being recorded prior to the session starting. If there is not a session chair, for some reason, the speaker should hit the "Record" button when the session start time arrives to begin the presentations. If you do not see a "Record" button at the top left-hand corner, please press the record button on the Zoom navigation bar at the bottom of your screen.
- **Session Chairs:**
  - The session chair will introduce speakers and ensure proper flow for the session.

- Hit the “**Join Meeting**” button to enter into the green room. Make sure the session is being recorded when the session start times arrives.
- Session chairs can help monitor the chat and either answer questions there or bring up any questions from the chat that were not verbalized.

*Posters (Poster Madness)* – The Poster Madness session will be conducted as live webinar sessions, where the panelists and moderator will be live and sharing their video cameras.

- **Speakers:**
  - Speakers will have submitted their 4 slides for the session to Linklings by November 10. The session chairs will collate the slides and present them from their laptop to ensure fast transitions between speakers. Individual speakers will narrate their slides.
  - Each speaker will have 2.5 minutes to speak.
  - Speakers, along with Session Chairs, can choose to enter the session up to 20 minutes prior to the start of the session’s scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
- **Session Chairs:**
  - The session chairs will share the collated presentation and introduce each new speaker.
  - Session Chairs, along with speakers, can choose to enter the session up to 20 minutes prior to the start of the session’s scheduled time. This is referred to *entering the green room*, where a speaker can get ready to present.
  - Hit the “**Join Meeting**” button to enter into the green room. Make sure the session is being recorded when the session start times arrives.
  - *Throughout the live sessions*
    - Monitor the text chat and help facilitate the Q&A/discussions within the live meeting room.
    - There may also be questions that come in in the chat window of the Zoom chat. If possible, try to consolidate these into the single chat window on the platform.

- Be prepared with a few questions to get the conversation going.
- *After your session end time:* The live meeting room will continue for up to 10 minutes after the scheduled 15 minutes duration – HOWEVER, we would like to keep the sessions on time, so please **conclude the session within the scheduled timeframe**. You can mention that if participants would like to continue the discussion, they can attend the Poster Session or set up one-on-one meetings within the platform to continue the discussion.

**Posters (Poster Sessions)** – The Poster sessions are an opportunity for authors to upload an image of their poster to the platform to be viewed by participants. The authors can answer questions about their posters via the chat window.

- **Speakers:**
  - Before the poster session, upload a pdf of your poster to your session during Poster Session I or Poster Session II.
  - During the session, engage in chat conversation with visitors to your poster. Conversations will only occur via the chat window, however if you would like to speak directly to anyone, schedule a one-on-one meeting with people who are particularly interested in your work.

### **General Info –**

- File size limitations: Video files sizes must be < 1G and other files (i.e. pdfs) must be < 10MB.
- Try to have your recording be as close to the defined time as possible to help the conference stay on schedule.
- Chat windows for each session will be available throughout the entire conference and will be visible to and accessible by all attendees for 8 months following the conference.
- Speakers can choose to respond to any questions that come to a chat window of their session after the conclusion of the conference.
- Conversations in the Zoom chat will not be captured for future perusal.
- Live virtual sessions will be recorded, and the recordings made available within 24 hours of the session. Speakers have the option to ask that these recordings be removed at the end of the conference.

We are excited to bring this new virtual experience to our community. We realize that there will be several questions along the way. There will be a help desk available during the



conference in case you encounter any issues. Please also feel free to reach out to Claudia ([claudia.szabo@adelaide.edu.au](mailto:claudia.szabo@adelaide.edu.au)) if you have any concerns.