

## For General Attendees

Room Name & Description	Meeting ID	Link
Webinar Room - Opening remarks	883 9727 4156	<a href="#">Webinar</a>
Webinar Room - Student presentations (Machine Learning, Causal Inference)	883 9727 4156	<a href="#">Webinar</a>
Webinar Room - Scientific Workshop	883 9727 4156	<a href="#">Webinar</a>
Webinar Room - Career Panel	883 9727 4156	<a href="#">Webinar</a>
Webinar Room - Keynote Speech	883 9727 4156	<a href="#">Webinar</a>
Webinar Room - Awards and Closing	883 9727 4156	<a href="#">Webinar</a>
Small Room 1 - Student presentations (Biostatistics I, Biostatistics II)	202 005 3011	<a href="#">Room 1</a>
Small Room 2 - Student presentations (Longitudinal Data Analysis, Bayesian Inference & Likelihood Methods)	202 005 3022	<a href="#">Room 2</a>
Small Room 3 - Student presentations (Stochastic Processes and High-Dimensional Data, Sports & Demographics Analytics)	202 005 3033	<a href="#">Room 3</a>

**Password** for all rooms: CSSC2020 (all caps).

### The following rules and guidelines must be adhered to at all times.

- 1) For security reasons, we advise against sharing the meeting IDs, links, or passwords with anyone who is not registered for the conference.
- 2) You must not record any aspect of the conference without the express permission of the speaker and the CSSC co-chairs beforehand.
- 3) You must not intentionally disturb the conference in any way. Failing to abide by this rule **will** result in being removed permanently from the conference. There is a zero-tolerance policy for this behaviour. This includes, but is not limited to:
  - a) Turning your webcam and/or microphone on when you have not been asked to
  - b) Setting your name inappropriately, or causing a distraction by repeatedly changing your name
  - c) Using the “raise hand” or any other non-verbal feedback feature in a way that distracts other attendees
  - d) Sending inappropriate messages in the public chat, private chats or Q&A
  - e) Asking questions during the Q&A that are intentionally not relevant to the presentation

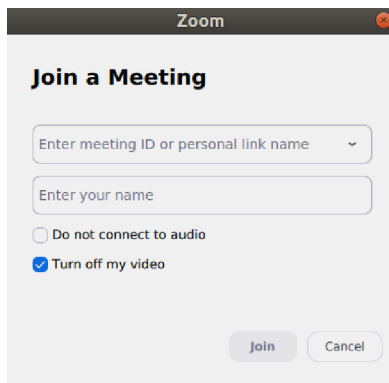
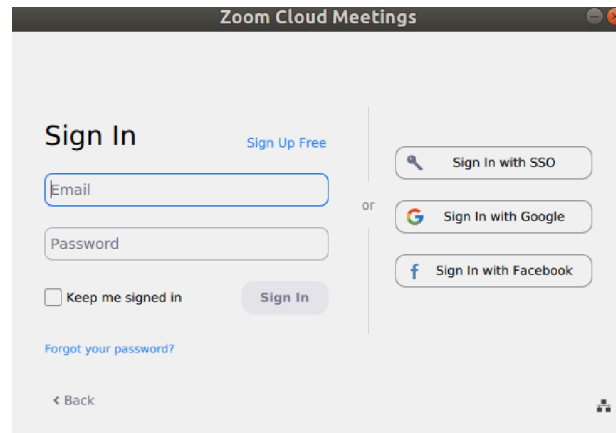
- 4) If you see any behaviour from other attendees that you feel is distracting or inappropriate, please message the moderator immediately or email [ssc.student.conference@gmail.com](mailto:ssc.student.conference@gmail.com).
- 5) You must follow the Q&A procedure as outlined in the instructions file.
- 6) We recommend arriving on-time or a few minutes early, particularly for the contributed sessions in rooms #2, #3, and #4 as there is a limit of **100 participants**.

Please note that these instructions may vary slightly depending on your operating system.

## Logging into Zoom

If you choose, you can attend the conference from your Internet browser without creating a Zoom account by using the above links. The links already embed the passwords. You will be prompted to enter your email address and your name. You may use any valid email address.

That being said, we recommend downloading the Zoom app to your device and creating a Zoom account for a more stable experience. Please make sure to have the most up to date version for a more stable experience. You can create an account by providing an email address and creating a password, or you can use an existing account (such as a University account, Google or Facebook) to connect to Zoom. Once logged into Zoom, click “Join”.



You will then be prompted for the Meeting ID (either a URL link or a number). Please refer to the table above provided for this information. You also must enter your name. In order to hear the audio content of the Zoom meeting, leave “Do not connect to audio” **unchecked**. Please leave “Turn off my video” unchecked (the video feature will be **disabled** at most times for most attendees). Press “Join” once you’ve entered the information.

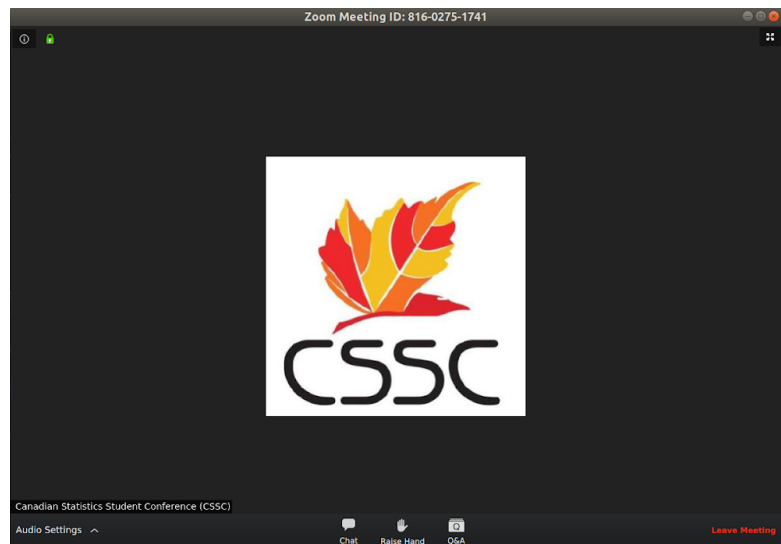
## Attending events in the Webinar Room

Once you've entered the information for the Webinar Room, you will either be put into a "waiting area" (if you've arrived early) or be let into the room immediately (if the session chair has already started the webinar). In the Webinar Room, the webcam and microphone capabilities will be disabled for all general attendees. No one will be able to see or hear you at any point, unless given permission.

### Chat, raising your hand, asking questions, and getting help

Once in the webinar, your screen will look something like the one on the right. You can switch to full-screen mode by pressing the button in the top right corner, or adjust your audio settings by pressing the button in the bottom left corner.

**Getting Help:** If you need help at any time, press the "Chat" button at the bottom of the screen. Select "All panelists" and send your message to get immediate technical support.



**Chat:** If you select "All panelists and attendees", this will be visible to all attendees and allow you to converse.

**Raising Your Hand:** To raise your hand (if the presenter asks you to do so, for example), press the "Raise Hand" button. It will remain raised until you press this button again.

### Asking Questions

**For student research talks:** Since there will not be a lot of time for questions, we request that you ask questions at the end of the session by raising your hand until you get selected by the chair. Once selected, the chair will allow you to talk via microphone and you may unmute yourself to ask your question. Alternatively, you may type the question in chat and the chair will ask the question for you.

**For the remaining events:** To ask a question to the person presenting, press the "Q&A" button. You can ask a question at any time during the presentations. A moderator will filter the

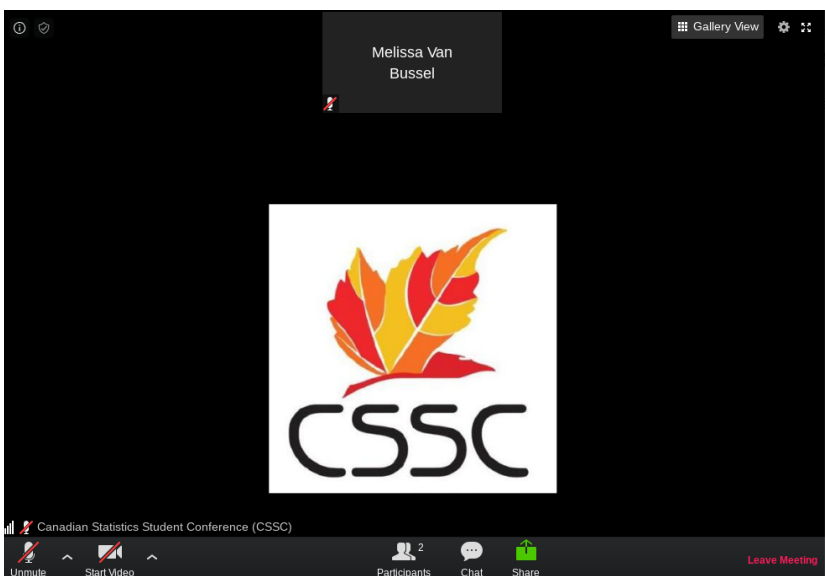
questions and pass them onto the speaker at the end of the presentation or prompt you to ask your question through a microphone. You can also use this button to view questions from other attendees. [We cannot guarantee that everyone's question will be answered due to time constraints of certain sessions.](#)

## Attending oral presentations in Small Rooms #1, #2, and #3

Once you've entered the information for Small Room #1, #2 or #3, you will either be put into a "waiting area" (if you've arrived early) or be let into the room immediately (if the session chair has already started the meeting).

### Turning your video and microphone on / off:

If you need to toggle your video on / off, press the "Start Video" or "Stop Video" button, respectively. If you would like to change your video settings, press the arrow to the right of "Start Video" and click "Video Settings". To toggle your microphone on / off, press the "Unmute" or "Mute" button (respectively). Note that you can always decide to unmute your microphone and turn your video on, but **intentionally disturbing the conference**



**will result in being removed from the conference by the moderator.** You can change your audio settings by pressing the arrow to the right of the "Unmute" button and clicking "Audio Settings".

### Interacting with other conference attendees; "raising hands"

To see the list of other participants, click "Participants". You can toggle the participants panel from being a part of the current window or being a separate window by pressing the drop-down arrow and selecting "Pop Out".

**Raising Your Hand:** From the participants panel, you can “raise your hand” by clicking the “Raise Hand” button. A hand icon will now appear beside your name and will be visible to all other attendees. Your hand will stay “raised” until you click the “Lower Hand” button, or until the moderator lowers it for you.

**Chat:** To send a message to other people in the room, press the “Chat” button to open the chat panel. Once again, you can toggle whether this panel is a part of the main window or a separate window by pressing the drop-down arrow and clicking “Pop Out”. You can compose your message, then use the drop-down menu to select who you’d like to send the message to. Select “Everyone” for all attendees to see, or select an individual to send a message to a specific person. Please note that **the chat will be moderated, and any disturbance to the conference will result in being removed from the conference.**

## Asking questions

Since student research talks will not have a lot of time for questions, we request that you ask questions at the end of the session by raising your hand until you get selected by the chair. Once selected, the chair will allow you to talk via microphone and you may unmute yourself to ask your question. Alternatively, you may type the question in chat and the chair will ask the question for you. [We cannot guarantee that everyone’s question will be answered due to time constraints of certain sessions.](#)

## Changing the viewing appearance

You can switch between “Gallery View” and “Speaker View” by pressing the appropriately labelled button in the top right corner. In “Gallery View”, all conference attendees are visible. For the conference, we suggest that you **remain in “Speaker View”**, which will focus the screen on whoever is currently talking.

You can toggle full screen mode by pressing Alt+F or by clicking the icon in the top right corner. Note that when viewing in full screen mode, the “Participants” and “Chat” panels will become separate windows.