



# WEB3D 2020

The 25th International ACM Conference on 3D Web Technology  
November 9-13, 2020, Virtual Conference, Seoul, Korea

## Zoom Training for Web3D Conference Session Chairs

Kwan-Hee Yoo

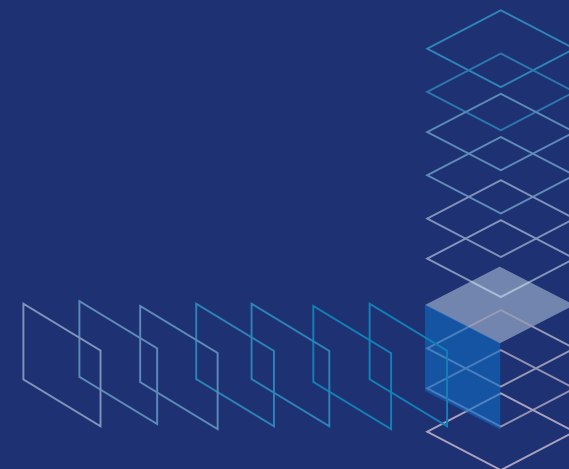
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The original file was made by Prof. Hyungki Kim



Korea  
Computer Graphics  
Society



Schedule

# Schedule

< > Today November 2020 ▾

MON	TUE	WED	THU	FRI	SAT	SUN
<b>26</b> 🔗 5:45 PM - 6:30 PM X3D4 Features for Web3DUX User Experience	<b>27</b>	<b>28</b> 🔗 12:00 AM - 1:00 AM 🔄 Web Team Site Review	<b>29</b> 3:00 PM - 4:00 PM 🔄 Web3D 2020 Committee Zoom Conference	<b>30</b> 🔗 3:00 PM - 4:00 PM Web3D 2021 Initial Planning Discussion	<b>31</b>	<b>1</b> 2:00 PM - 3:00 PM test USA shift to standard time
<b>2</b> 🔗 12:00 AM - 1:00 AM 🔄 Web Team Site Review	<b>3</b>	<b>4</b> 12:00 AM - 1:00 AM Zoom Training: Student Volunteers	<b>5</b> 3:00 PM - 4:00 PM 🔄 Web3D 2020 Committee Zoom Conference	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b> 📺 On-demand video of ... 📄 Papers and Posters ... 🔗 1:00 PM - 3:00 PM Zoom Training: Session Chairs	<b>10</b> 📺 On-demand video of ... 1:00 PM - 3:00 PM Zoom Training: Speakers	<b>11</b> 📺 Web3D 2020 Zoom Channels Live 8:00 AM - 9:30 AM Papers session #1: Reality and Virtuality in Practical XR 9:30 AM - 11:00 AM Tutorial #1, WXR Remote Cooperation  + 8 More	<b>12</b> 📺 12:00 AM - 1:30 AM HAnim Competition Awards 12:00 AM - 1:30 AM Papers session #4: Extending Web3D/VR/XR in Content and Effects  + 9 More	<b>13</b> 12:00 AM - 1:30 AM Papers session #5: Big, Small, Broad, Deep and Close 12:00 AM - 1:30 AM Industrial Use Cases (IUC) #1  + 6 More	<b>14</b>	<b>15</b>

# Schedule

UTC Time		11th Nov.	
		Track #1	Track #2
00:00 -03:00	00:00 -01:30	(No session)	
	01:30 -03:00		
08:00 -11:00	08:00 -09:30	Paper Session #1 (Chair : V. Marchetti) <b>(S.V : TIN HOK)</b>	(No Session)
	09:30 -11:00	Paper Session #2 (Chair : Jinyuan Jia) <b>(S.V : Dong Liang)</b>	Tutorial #1 (Chair : Byoungyun Yoo) <b>(S.V : Mingi Yeom)</b>
13:00 -15:00		Plenary #1 (Chair : Byoungyun Yoo) <b>(S.V : Mutahar Safdar)</b>	
17:00 -20:00	17:00 -18:30	Paper Session #3 (Chair : Christophe Mouton) <b>(S.V : Tulga)</b>	Tutorial #2 & #3 (Chair : Don Brutzman, Andreas Plesch) <b>(S.V : Dong Liang)</b>
	18:30 -20:00	Poster Session #1 (Chair : Sung-Hee Lee) <b>(S.V : Tulga)</b>	Tutorial #4 & #5 (Chair : Jakub Flotynski, Eftychia Lakka) <b>(S.V : Dong Liang)</b>

# Schedule

UTC Time		12th Nov.	
		Track #1	Track #2
00:00 -03:00	00:00 -01:30	Paper Session #4 (Chair : Kwan-Hee Yoo) <b>(S.V : TIN HOK)</b>	H-Anim Competition (Chair : Myeong Won Lee) <b>(S.V : Tulga)</b>
	01:30 -03:00	Workshop #2 (Chair : Sung-Hee Lee) <b>(S.V : Dong Liang)</b>	Tutorial #6 (Chair : Joe D.Williams) <b>(S.V : Tulga)</b>
08:00 -11:00	08:00 -09:30	Poster Session #2 (Chair : Hyung-Seok Kim) <b>(S.V : Wonjun Seong)</b>	Standard Session #1 (Chair : ByoungNam Lee) <b>(S.V : Jihwan Kim)</b>
	09:30 -11:00	(No Session)	Standard Session #2 <b>(S.V : Jihwan Kim)</b>
13:00 -15:00		Plenary #2 (Chair : Nicholas Polys) <b>(S.V : Mingi Yeom)</b>	
17:00 -20:00	17:00 -18:30	Workshop #1 (Chair : Feng Liu) <b>(S.V : Dong Liang)</b>	Standard Session #3 <b>(S.V : Tulga)</b>
	18:30 -20:00	Workshop #3 (Chair : Carol McDonald) <b>(S.V : Tulga)</b>	(No Session)

# Schedule

UTC Time		13th Nov.	
		Track #1	Track #2
00:00 -03:00	00:00 -01:30	Paper Session #5 (Chair : Takeshi Kurata) <b>(S.V : Tulga)</b>	Industrial Use Case #1 (Chair : Kyoungro Yoon) <b>(S.V : Dong Liang)</b>
	01:30 -03:00	Standard Session #4 (Chair : Hyun Kyoon Lim) <b>(S.V : Tulga)</b>	Industrial Use Case #2 (Chair : SangHee Shin) <b>(S.V : Dong Liang)</b>
08:00 -11:00	08:00 -09:30	Industrial Use Case #3 <b>(S.V : Kim Jaeun)</b>	(No session)
	09:30 -11:00	Industrial Use Case #4 (Chair : YongWoon Kim) <b>(S.V : Kim Jaeun)</b>	
13:00 -15:00		Plenary #3 (Chair : Don Brutzman) <b>(S.V : Kim Jaeun)</b>	
17:00 -20:00	17:00 -18:30	(No session)	
	18:30 -20:00		

# One session

- 1 Chair

- 1 Student Volunteer

- Zoom Webinar channel

- 90 minutes

# One session (cont.)

- For a regular paper (~5 papers)

- ✓ Video (~15 minutes)

- ✓ PPT file

- For a poster paper (~6 papers)

- ✓ Video (~10 minutes)

- ✓ PPT file



# Role for Paper and poster session

## -Role of Chairman

- ✓ Open the session
- ✓ Check Webinar Channel
- ✓ Check presentation Videos and presenters
- ✓ Control ZOOM for presenters & audiences
- ✓ Control Q&A (by Q&A window during video playing)
- ✓ **Select 3 papers which can be recommended to SPECIAL JOURNALS (JCDE, CAVW)**

## -Role of a student volunteer

- ✓ Check all videos
- ✓ Play the video

# Live Information for all sessions



The screenshot shows the top navigation bar of the Web3D 2020 Seoul + Online website. The logo is on the left, and the navigation items are 'Announce', 'Calendar of Events', and 'Conference'. The main heading is 'Announce'. Below this, there is a 'Live' section with a link to 'Web3D 2020 Live' and a 'This Week' section with three bullet points.

**WEB3D**  
2020 SEOUL + ONLINE

[Announce](#) [Calendar of Events](#) [Conference](#) ▾

## Announce

[Welcome](#). We hope that you enjoy **Web3D 2020 – 3D for a Hyperconnected World!**

### Live

- [Web3D 2020 Live](#) has Zoom Webinar connection information for the entire conference.

### This Week

- Student Volunteers had a successful [training session](#).
- Speakers are [uploading content](#) for website publication.
- [Call for Demonstrations](#) by Web3D Consortium is still accepting videos of cool Web3D content, deadline **6 November 2020**. Accepted videos will appear on the [Web3D 2020 Demonstrations](#) page.

Click the Web3D 2020 Live

# Live Information for all sessions



[Announce](#)

[Calendar of Events](#)

[Conference](#) ▾

## Live!

### Live Video Webinar Information

Nearby: [Zoom Training](#) for [Student Volunteers](#), [Session Chairs](#) and [Speakers](#).

[Welcome!](#) We hope that you enjoy the Web3D 2020 Conference – 3D for a Hyperconnected World!

**We are using Zoom Webinars for video sharing during the conference.**

- Two Webinar channels running all week for all participants:
  - [Webinar Channel A](#), unchanging all week 9-13 November
  - [Webinar Channel B](#), unchanging all week 9-13 November
  - not needed: password "triangle"
- *Only* presenters and moderators can share audio, video and screens
- Attendees can watch, listen, ask questions, and chat

Click the Channel A for Track#1

Click the Channel A for Track#2

# Process for Regular Paper Session

-For 90 minutes

- ✓ Per each paper
  - Play the video for at most 15 minutes (Student Volunteer)
  - During playing the video
    - If there are any questions from audiences,  
process Q&A through Q&A window
  - After playing the video, process Q&A for at most 3 minutes
    - ✓ Answer questions in Q&A window (presenter uses microphone)
    - ✓ During the rest of the time, Q&A is conducted.

\*\*The first 2 minutes and the last 2 minutes of the video are meaningless and can be skipped.

\*\*Ask questions in a Q&A window and the answer in a microphone.

# Process for Poster Session

-For 90 minutes

- ✓ Check the presenters
- ✓ Play all the videos at once (Student Volunteer)
- ✓ Announce Q&A method
- ✓ During playing the videos,
  - receive any questions from audiences through Q&A window
- After playing the video, conduct Q&A for the rest of the time.
  - ✓ Ask presenters to answer questions in the order they are presented.

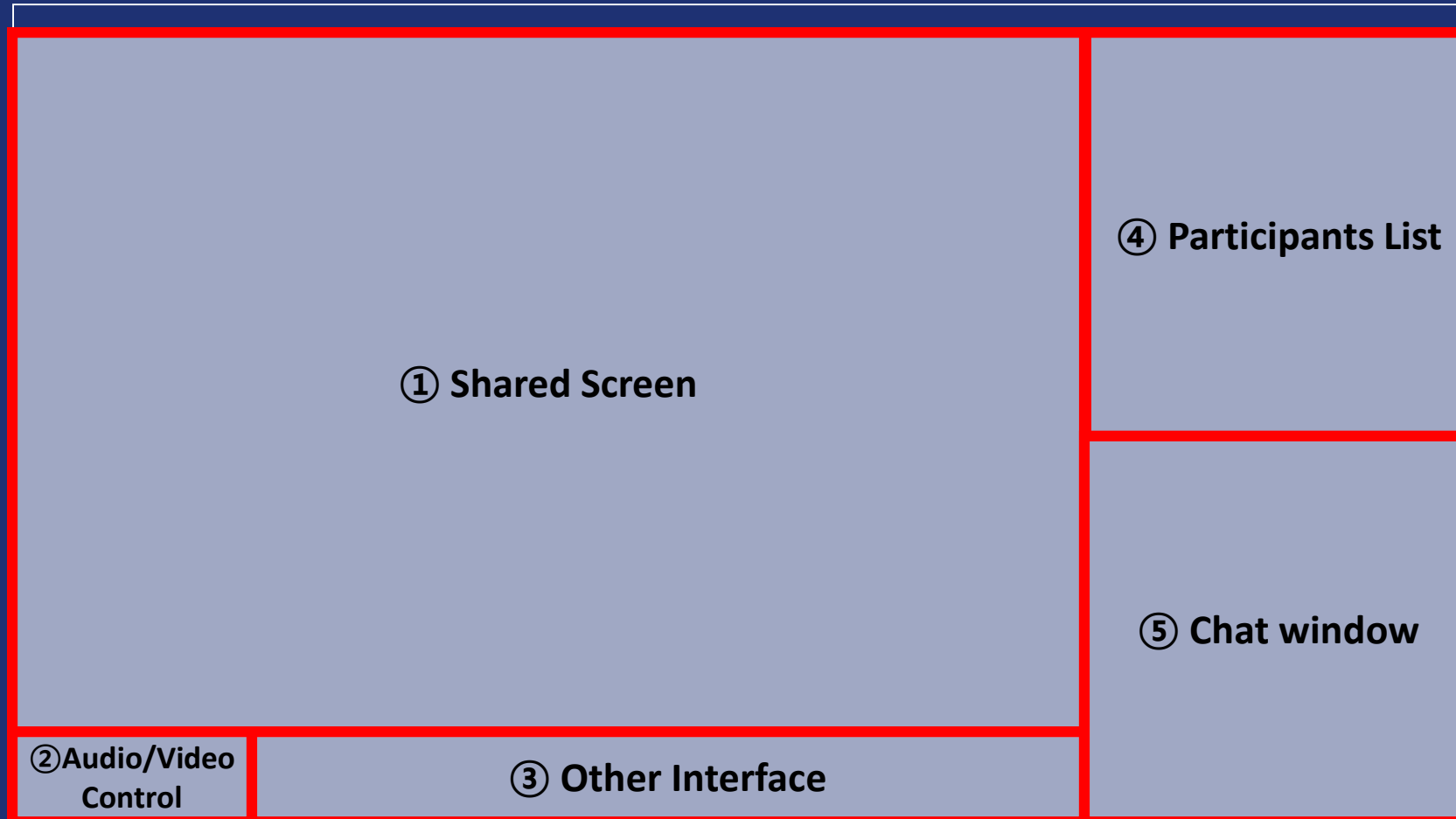
\*\*The first 2 minutes and the last 2 minutes of the video are meaningless and can be skipped.

\*\*Ask questions in a Q&A window and the answer in a microphone.

# General Guideline for Webinar Channel

See a PPT file made by  
Prof. Hyungki Kim

# Zoom UI



*\*You can turn on/off window ④ and ⑤ by clicking "Participants" and "Chat" button located at ③*

# How to turning on/off your voice and camera

**If you are an attendee,**

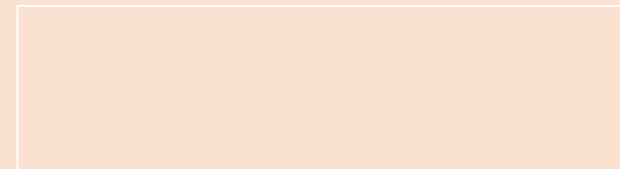
- **Please turn your audio off, unless when you asking any questions.** Noise over your microphone may bother other participants.

**If you are a chair / presenter,**

- Please check whether your audio/video is turned on when you're talking.

*\*You can turn on/off your audio/video to others by clicking microphone and camera button located at window ②*

*\*Currently off state. Click to turn on*



*\*Currently on state. Click to turn off*



# Check before you speak something



Check first if the proper device is selected for audio/video input. There may be more than one device on your machine.

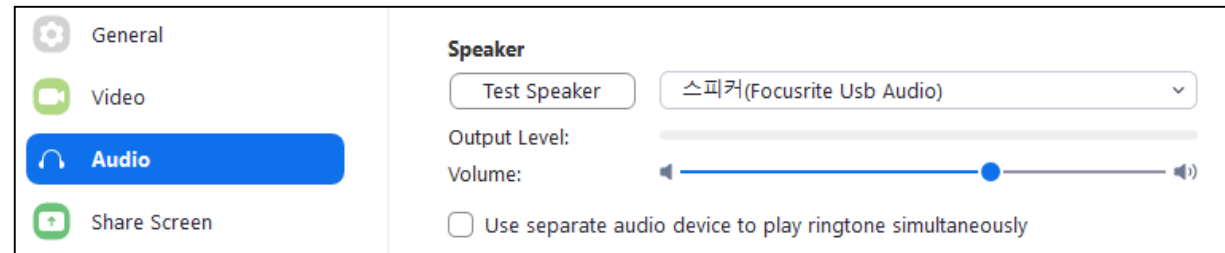
If you do not select the proper one, your voice and face does not show up to other people.

*\*Audio/video device list shows up by clicking small arrow located upper right corner on buttons at window ②*



# If you can not hear anything...

1. Check if a selected speaker device is one that you are in use
2. Check hardware volume control of your device (such as volume knob)
3. If “same as system” was selected, check volume control of your OS
  - Again, check if your device is activated in your OS audio control
4. If specific device was selected, click “Audio Settings...”
  - Check volume and click “Test Speaker” to hear something from your speaker



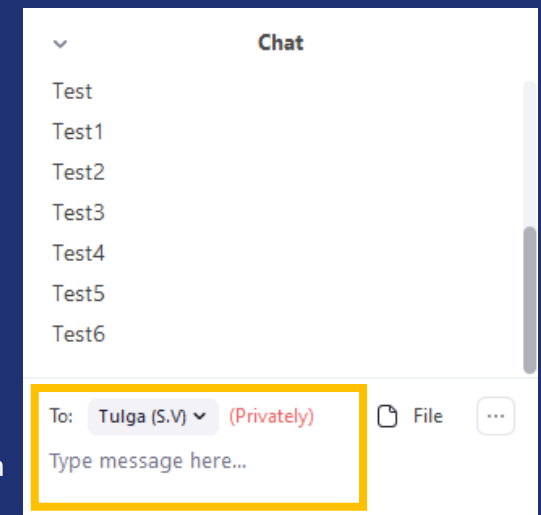
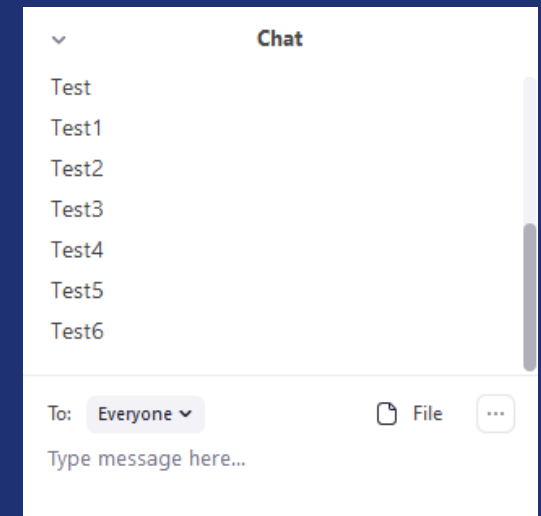
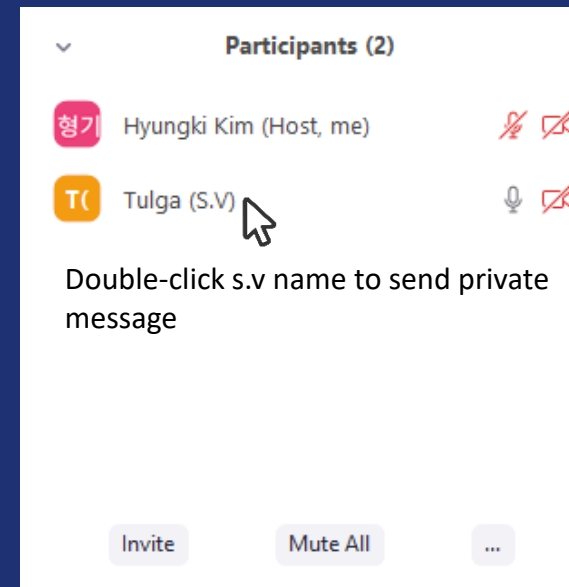
5. If you still have a problem, please contact **student volunteer**

# How to contact student volunteers...

In participants list (window ④), person with “(S.V)” after their name is student volunteer.

You can double-click their name to send private message to them.

Please describe your problem in detail to let student volunteer can help you.



You can send private message to them

For session chairs  
and presenters

# For Session Chairs and Presenters

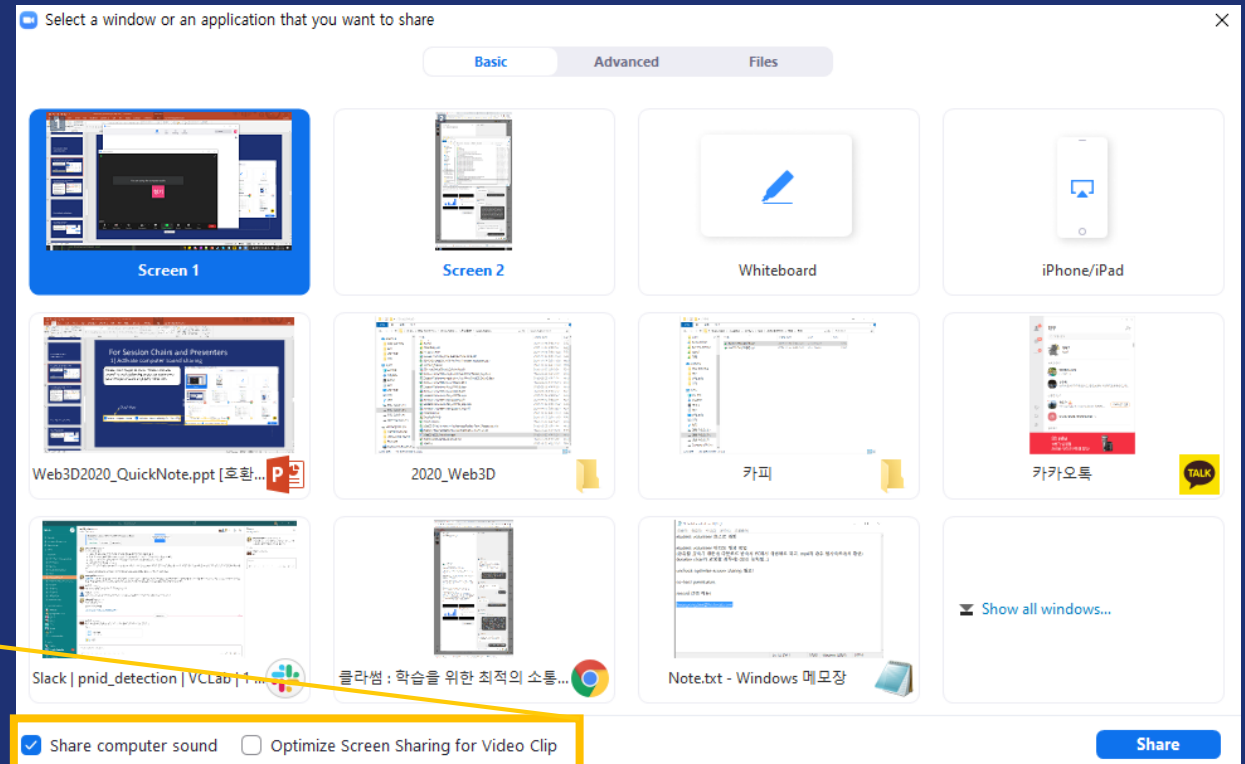
## 1) Activate computer sound sharing

Please don't forget to check "Share computer sound" if you're planning to play an audio from your computer (such as playing video clip)

Check this!

Uncheck this!  
(if there is no issue)

Share computer sound  Optimize Screen Sharing for Video Clip



# For Session Chairs and Presenters

## 2) Screen sharing recommended

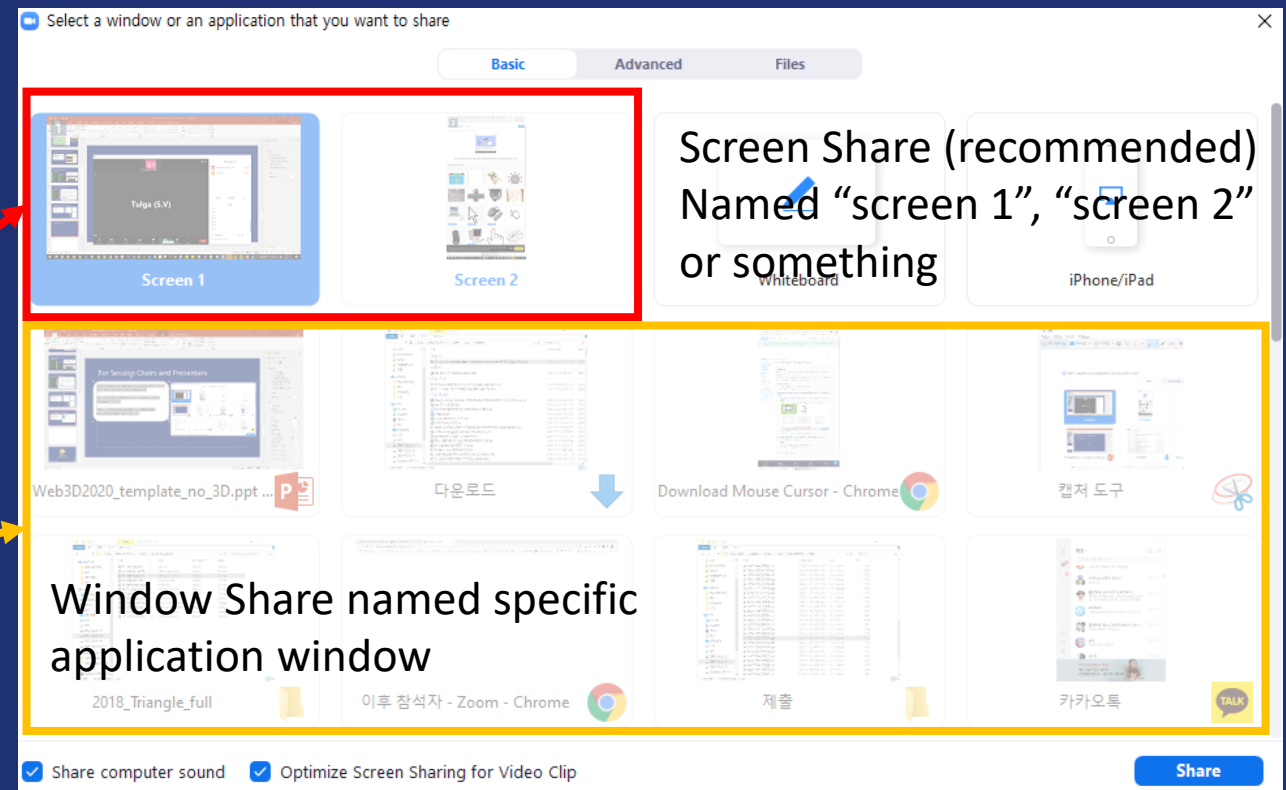
Be aware of the difference between “Screen share” and “Window share”.

When you select screen share, everything you see from your screen will be shared to audience. (safer way)

When you select specific window, that specific application screen will be shared.

- Hazardous scenario -

If you select MS Office Powerpoint, you cannot show your video clip by playing it with another application (such as VLC).



For attendees

# For Attendees

- Follow the rule announced by session chair
- **Please turn off your audio unless when you want to raise a question** by voice  
(refer page 4, How to turning on/off your voice and camera)
- Don't forget to turn your audio again when you need to speak something
- Use chat wise and politely, to raise a question or asking help to student volunteers.



For student volunteers

# For Student Volunteers

## 1) Check your assigned time, track num, chair and presenters

- Timetable image is attached in the next page
- Check when and which session you should participated in, in the next page
  - You also should check whether your session is Track A or B
- Visit the conference website → program and check your session configuration.
  - <https://web3d.siggraph.org/conferences2020/program/>
  - You should check chair's name and presenter list.

*\*(Session chairs know who is presenter)*

# For Student Volunteers

## 2) Connect webinar channel 10 min. before session starts

- **THIS IS VERY IMPORTANT! SO READ CAREFULLY!**
- You can connect webinar channel A / B from website → Announce → Web3D 2020 Live
  - <https://web3d.siggraph.org/live/>
- Webinar Channel A / B should be opened before session starts
  1. Case 1) If channel is already opened,
    - That means session chair or organizer already prepared meeting.
    - You can just join the meeting and there will be a host(chair or organizer).
    - A host will give you a co-host privilege. Change your name refer to p.21 to let host can confirm that you are student volunteer.
    - If co-host is not given, ask host by chat or voice to give you a co-host privilege.

# For Student Volunteers

2) Connect webinar channel 10 min. before session starts,  
cont'd

## **2. Case 2) If channel is not opened,**

- That means session chair or organizer did not arrived yet.
- You can open the webinar channel by logging in Zoom with your email address (p.26) that you sent to me.

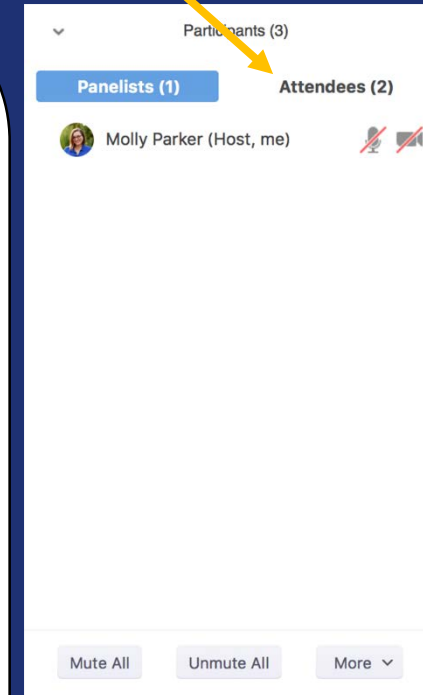
Case 2-1) If session chair is not connected for 5 minutes after session starts,

- Play prerecorded video from presenters.
- When session chair connects, give session chair a co-host privilege (described in next page)

# For Student Volunteers

## 3) Check and manage participant level

Click this to see attendees list



- In Zoom webinar, 3 participant level exist
  1. *Host or co-host panelist : able to do all but written question, can make other co-host*
  2. *Ordinary panelist : able to hear, speak, chat, screen share(can prohibit using option)*
  3. *Attendees : able to hear, written question, chat(can prohibit using option)*
- **When someone first connected to webinar channel, they automatically set to attendee.**
- **Make sure 1) chairs, 2) presenters and 3) student volunteers be host or co-host**
  - **That means if you are host or co-host, you should monitor attendees list and promote chairs to panelist and co-host. (It automatically makes them reconnect to Zoom meeting)**
  - **And you should get co-host as soon as possible by asking host.**

# For Student Volunteers

## 4) Add (S.V) after your name

You can change your name by clicking  
“More→Rename” in participants window.

Please add (S.V) after your name so participants  
can identify who is student volunteer.

# For Student Volunteers

## 5) Watch and mute someone who makes noise

If you hear some uncomfortable noise, please find out where it coming from.

You can monitor participants microphone icon. When input is given, the gauge of microphone rises up so you can find who made noise.

If noise comes from attendee or presenter not in the middle of presentation, just mute them.

If noise comes from chair or presenter, notice them by sending private message.



You should monitor input level of participants



Click "Mute" to mute someone

# For Student Volunteers

## 6) Watch and remove someone who sabotage chat room

If someone acts bad in chat room, there is no other way than remove them. Also, monitor video thumbnails of participant if something happens.

You can remove someone by clicking "More→Remove".

Please be aware not to accidentally remove someone from meeting because they cannot rejoin the meeting.



Click "Remove" to kick someone out



# For Student Volunteers

## 7) Time notification

- Time notification is only necessary when presentation is done in real-time by presenters.
- I made and sent you two ringtone audio files for 5 minutes and 1 minute left notification.
- You should play it with another device such as using your phones, and by approaching your microphone device.
  - If it is not comfortable, I think you just can say it with your voice.
- Also, please be aware the presentation time limitation announced by session chairs.

# For Student Volunteers

## 8) Emergency hotline

- I prepared another contact channel to me and professor Hwanyong in Skype.
  - <https://join.skype.com/UB6XFQqa2ocC>
- If there is a problem you cannot handle, please contact us immediately using that channel.

# \*Student Volunteers contact list

Name	Affiliation	Email	Phone
Mutahar Safdar	McGill University	mutahar.safdar@mail.mcgill.ca	+82-10-4358-7980
TIN HOK	Chungbuk National University (CBNU)	hoktin02@gmail.com	+82-10-5554-2811
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# WEB3D 2020

## 3D for a Hyperconnected World

The 25th International ACM Conference on 3D Web Technology  
November 9-13, 2020, Virtual Conference, Seoul, Korea



Korea  
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