ICCS-DE 2020
Session Hold Rules

The Workshop sessions will be held online on the base of the BigBlueButton platform. The participant's computer must meet the following technical requirements (according to the BigBlueButton documentation https://docs.bigbluebutton.org/support/faq.html#configuration):

- For browser, we recommend running either Firefox or Chrome. Both browsers provide excellent support for web real-time communications (WebRTC). Safari, Internet Explorer, and Edge will work as well, but Firefox and Chrome will deliver better audio in lower bandwidth conditions. If one have problems (distorted audio, periodical disconnection), we recommend trying either Firefox or Chrome.
- For bandwidth, we recommend 1Mbits download and 0.5 Mbits upload speed. Users can test their actual bandwidth using speedtest.net to a site in another country;
- For hardware, we recommend a dual-core CPU with at least 4G of memory. We recommend any operating system capable of running the latest versions of Google Chrome and Mozilla FireFox.
- Webcam (optional) and microphone.

We recommend that you check in advance whether the microphone and camera are working.

The organizers provide the following rules for all sections:

- Section secretary sends to all registered participants a link to enter the Workshop sections.
- Each participant follows the link, enters his or her name, and expects a connection to the other participants.
- When connected, the sound and camera will be muted for all participants. The webcam and microphone must be turned on at the request of secretary. Chat will be available to all participants permanently.
- All videos and presentations must be sent to the secretary in advance. Presentations must be sent in PDF format, video must be packed in AVI, MP4 or MKV format.
- There are 7-15 minutes for a section report, from 20 minutes per a plenary report, and about 5 minutes for questions.
- The reporter informs in advance secretary of the form, which is more convenient to receive questions: chat or e-mail.

- Following the program of the meeting, secretary announces the next report and launches a video or presentation. If the report is presented in the form of a presentation, the secretary delegates the control of the presentation to speaker. After that, speaker switch on his/her microphone and, if desired, the webcam.
- Answers to the questions in the chat are provided after the report has been finished. The secretary announces a question and the speaker answers.
- After the completion of the workshop section, all its participants can optionally turn on webcams to participate in a group photo taken by the secretary in the form of a screenshot.
- The participants will be provided with the workshop program. It defines workshop sections, their schedule, reports section, and coffee-breaks. In addition to the presentation in his section, each participant of the workshop will be able to take part in the work of all sections as a listener. The program will be posted on the workshop website. The program is to be sent to all workshop participants.
- Downloading the proceedings will be available only to workshop participants.