

RISC-V Days Tokyo 2021 Spring

Speaker Guide

RISC-V Alliance Japan

rev. 2021-2-18

Contact : yasuyuki.saito@swhwc.com

Thank you for your sponsorship of RISC-V Days Tokyo. In this document, we share information necessary for you to rehearse your talk, and run your talk smoothly on the day of the event. Please read it in advance.

1. Presentation Rehearsal Scheduling

Rehearsals will be scheduled on the following dates. You will be contacted separately on how to schedule the rehearsal at a later date.

Date	Item	Scheduling Method
4/5 ~ 4/9	Presentation Rehearsal Scheduling	TBD (will inform later)
4/12 ~ 4/16	Presentation Rehearsal	—
4/22 ~ 23	The day of the event	—

2. How to Conduct Presentation Remotely

Depending on the type of sponsorship, a 20-30 minute talk slot will be offered. The talk will be delivered remotely. The speaker connects to the broadcasting system through a standard browser and sends images and audio. Vimeo's live streaming service, which is known for its high quality delivery, is used for live broadcasting, together with its professional-grade broadcasting studio software. To ensure the smooth running of the program, we plan to have two moderators, two operators, two staff members to handle questions from the audience, and three staff members to monitor the live quality.

The following is an outline of how the presentations will be conducted:

1. Live streaming using Vimeo Live (scale: 1,000 people)
2. For each presentation, we will provide a moderator, on-screen voice control, and a live Q&A monitoring staff.
3. We arbitrate questions from the audiences.
4. The moderator will invite the presenter as a guest and will facilitate the introduction, presentation and Q&A.

- The audience can add comments live.

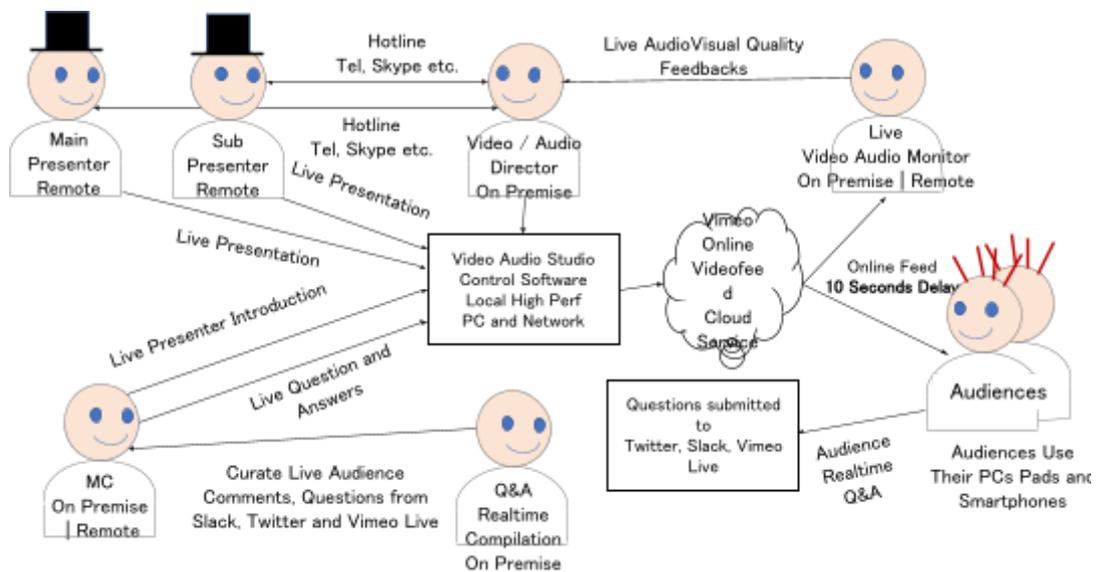


Fig. 1 Online Live Operation Diagram

3. How to Connect During Rehearsal and on the Day

3.1 Advance Preparation and Things to Know

Before rehearsing, please make sure that the information in the program is correct.

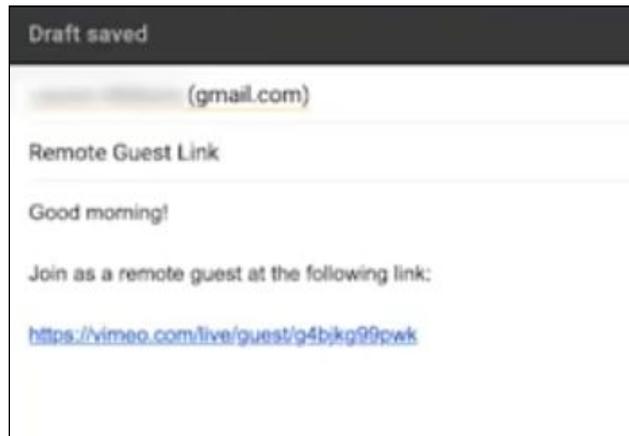
Speakers are required to use the latest version of Google Chrome to connect to the video delivery system.

Speakers will be asked to wear earphones to avoid unnecessary audio feedback.

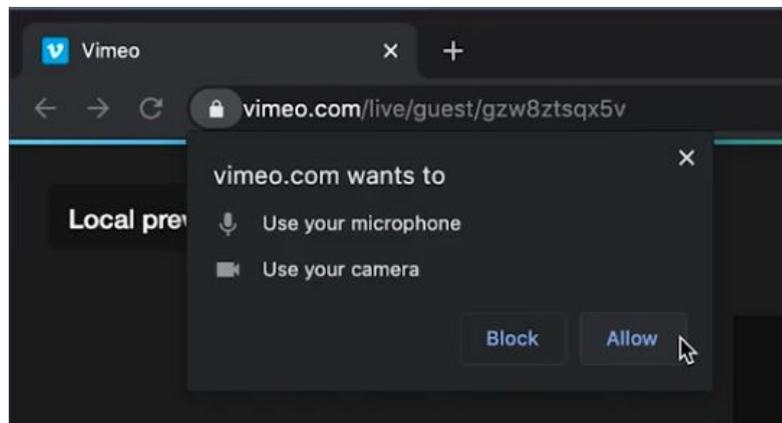
The audience online feed will see the video with delay for about 10 seconds. Conversations between the speaker / moderator / Q & A staff ("Live Stream Studio") are in real time.

3.2 Flow of Connection Steps

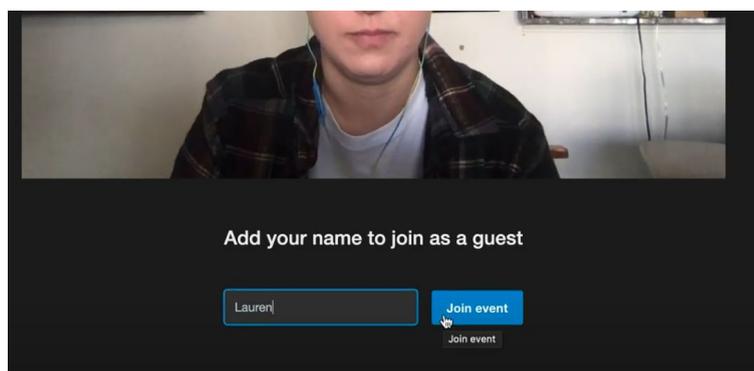
The presenter receives a Remote Guest Link by email.



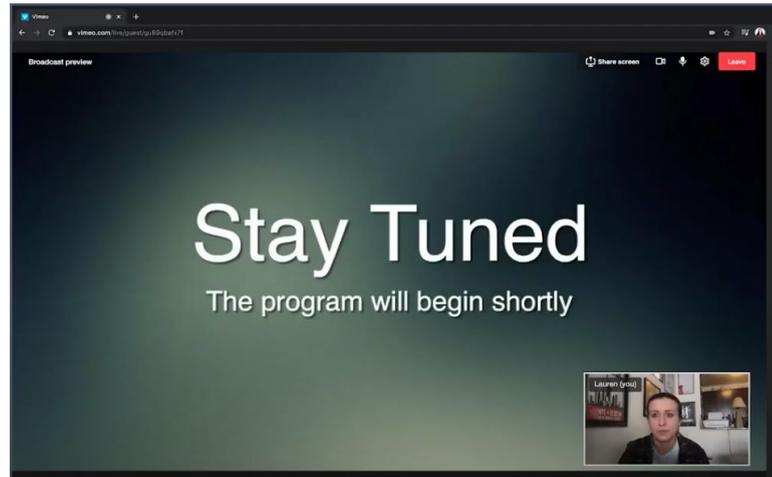
Guest Presenter will need to use the latest Google Chrome browser. When the guest follows the link, the following page is displayed. The presenter need to "permit" the microphone and camera used by Vimeo.



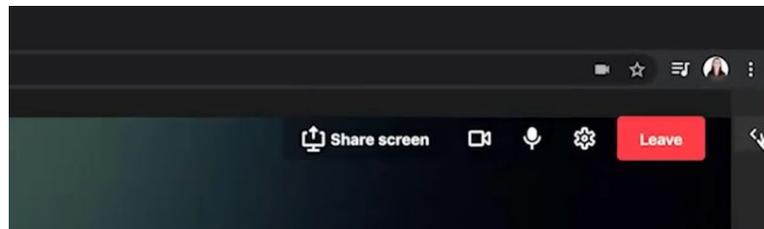
Next, the presenter is asked to type hers/his name and press "Join Event". The moderator will then accept "participation events".



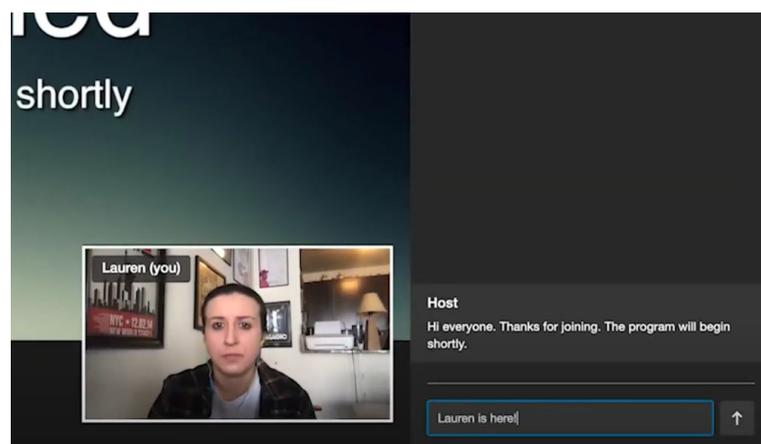
When the presenter joins, the following screen will be displayed.



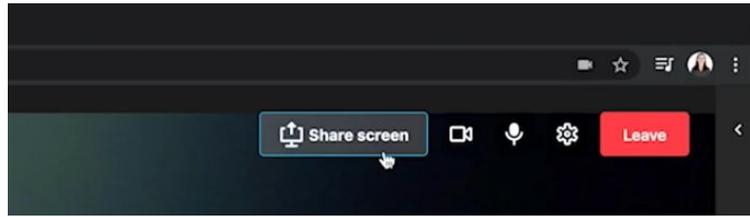
Presenters can access chats by opening a chat window by clicking a small "<" at the upper right corner.



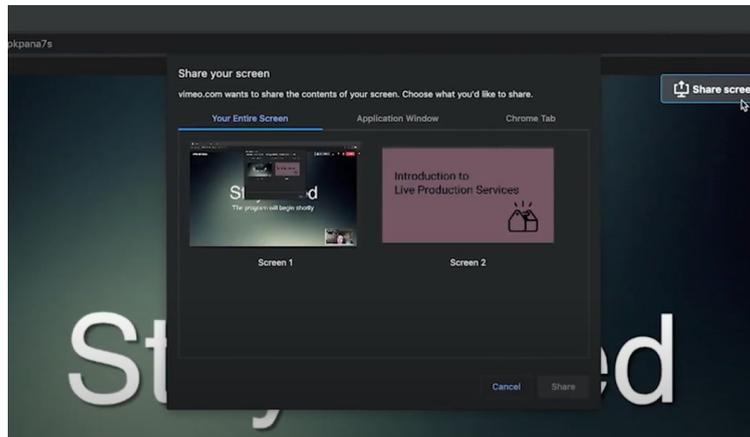
By clicking "<", the chat window appears as follows.



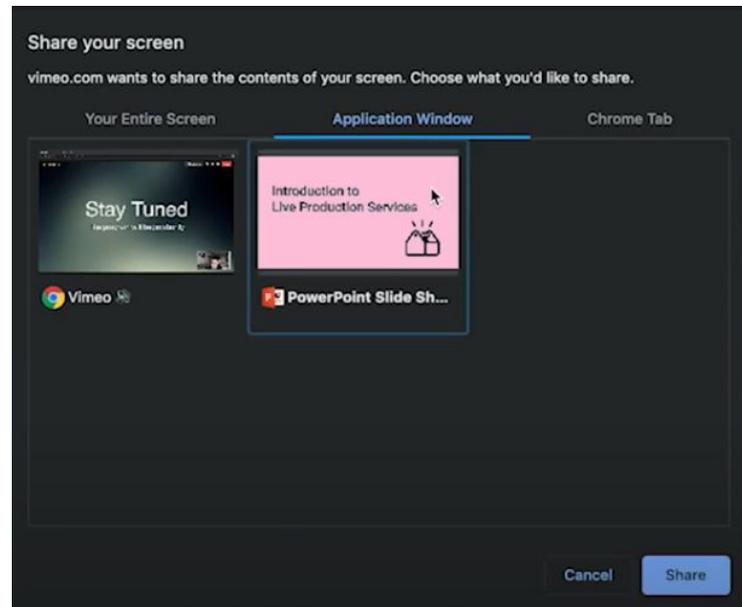
The moderator first introduces the presenter (at that point, we plan to display both the moderator and the presenter's video / audio, and we believe they can chat. After a short introductory chat, please press the "Screen Sharing" button to start sharing your presentation slides.



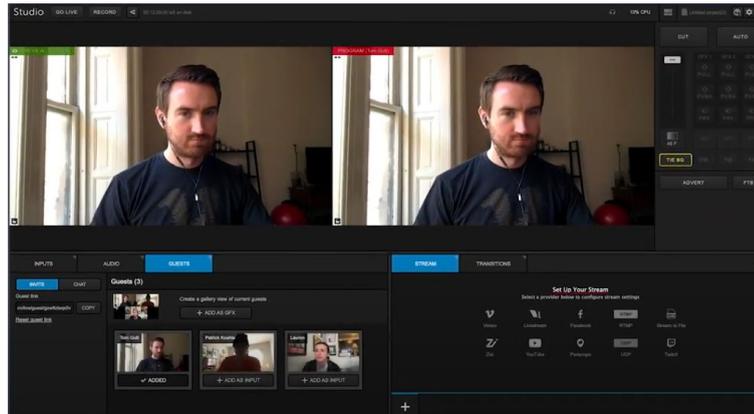
The presenter then sees the “Share Screen” window.



The presenter can choose to share a window of the opened windows. Please select a window that shows your presentation slides.



Meanwhile, the producer will see the following window.



The moderator introduces the presenter, then switching to the presenter, the presenter introduces himself, starts showing the presentation, etc. In the Q & A, the moderator shares questions, and then the presenter answers the question. It is necessary to allow time for the moderator + presenter interaction. We try to make the presentation to presenters and the transition to Q & A sessions as smooth as possible.

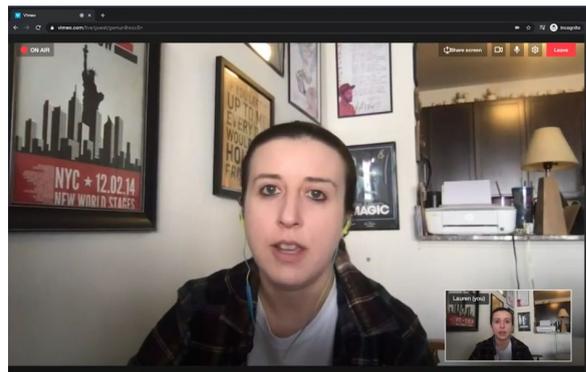
When the moderator moves to the question and answer section, the moderator will display the composite screen and all presenters and moderators will be displayed on the screen.



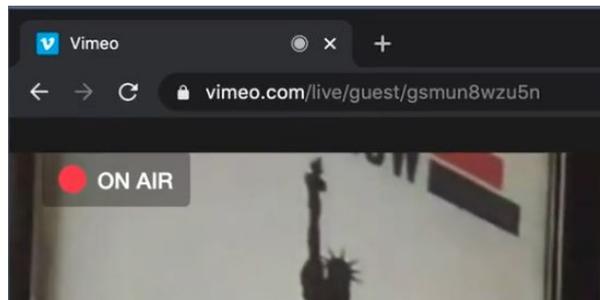
The presenter is asked to turn off screen share during the Q & A. Screen sharing is done by the presenter as needed. We would like to show to the audiences the faces of presenters and moderators as much as possible.



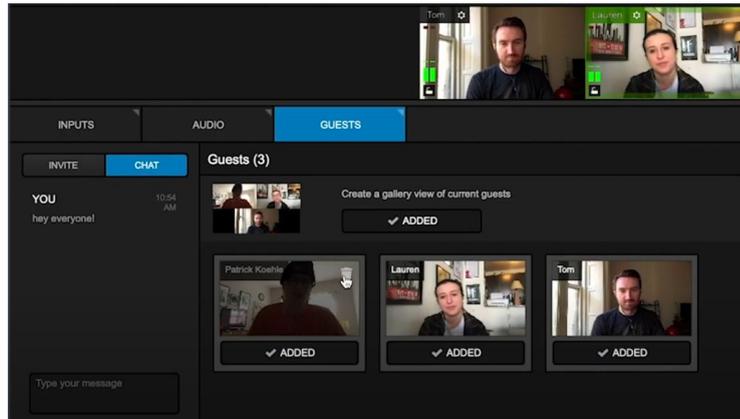
The moderator switches to the presenter who is giving the answer.



If the individual is on the air, there is an on-air indicator in the upper left corner.



Finally, when everything is done, the moderator presses a button to remove the presenter and the presenter is notified that the program is finished.



3.3 Details about Q&A

Question (Q & A) method: The Q & A staff will notify the presenter of the question by voice so that the audience can understand it.

① **Screen sharing during Q & A:** The presenter is requested to turn off the screen sharing after the presentation is over. Once it is done, the screen audio controller shows the face of the presenter(s) and the moderator. At this point, everyone can talk.

② **Vimeo online comment question:** Vimeo's online audience can comment on the presentation, and questions may be posted there. Those questions will be picked up by the staff's Q & A staff, so the presenter is not required to check them by herself/himself.

③ **Presenter question:** Please prepare questions you want to be asked as a presenter. Those may be used while waiting for questions from the audience.

④ **Twitter question:** A unique Twitter hashtag is pre-specified per each presentation. Hashtag will be shared with the audiences in the program table on the web.

⑤ **Question by Slack:** A dedicated question and discussion channel for each presentation will be prepared in the RISC-V Alliance Japan Slack.

4. Notes

Final presentation manuscript: The presenter will send you the final presentation manuscript and enable web download.

Thank you for your contribution to RISC-V Days Tokyo.

END OF DOCUMENT