



# Conference Exit Report

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The 2020 meeting of The International Society for Music Information Retrieval was one of many academic conferences to turn virtual partway through the planning process in 2020. Running from October 11th to 15th (plus satellite events and workshops), the organizing team had time to regroup when it became obvious that a gathering in Montreal, QC, Canada was not possible. The decision to go all virtual came in June, after paper submissions were opened and several thousand dollars in local venue deposits had been paid. The goal of the new conference was to be a comparable showcase for recent research in the field made accessible from anywhere with reliable internet access and an opportunity for participants to interact around research projects.

This report describes the design, organization, execution, and resultant participation in ISMIR 2020 with recommendations for future virtual conferences with similar populations and goals.

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## Conference Design

ISMIR has held annual conferences since 2000. The conference locations have alternated between the Americas, Europe, Asia, ensuring global engagement, and attracting some 400 participants to the consistently single track program of events and highly respectable conference proceedings. Recently, ISMIR has mainly presented research via poster sessions, with everyone giving short 4 minute presentations and then welcoming visitors to engage in interacted quasi-public discussion by their poster boards.

Participants of ISMIR are a mixture of tech-savvy graduate students, academics, and industry researchers in the area of music technology and machine learning. If anyone should be ready to go all virtual, these folks should be able to manage it.

For this virtual conference, we interpreted these practices into the following organizational goals:

- Interactive, browsable poster sessions
- Global visibility of research
- Maximally accessible platforms

ISMIR's general commitment to accessibility also underlined the need to design conference events in a way that was friendly to participants from all timezones and attending "from home".

## Conference Scheduling

To accommodate participation around the world, we decided on a doubled schedule, with most everything happened twice, ~12 hrs apart. Ideally participants could mostly keep their local sleep schedule without missing any of the main action of the conference. ISMIR conferences have recently been a combination of large presentation-style events for all to attend (Keynotes, business meetings) and poster sessions where in participants are free to choose what posters to visit. Repeating presentations is fairly easy with recording options, but the poster sessions posed a challenge, as the presenters must be awake and functional at their assigned times.

There is also the issue of managing attendance: events like meetings and keynotes prompt people to show up at a specific time, while the self-directed nature of poster sessions allows people to wander away. To strengthen engagement during more flexible events, we settled on pacing the conferences activities in shifts that would frame each poster session with group events. Come for the keynote, and stay through the poster sessions to join the following special session discussion, all within a reasonable block of time.

These two goals, accessibility across time zones and sustainable attendance, defined the format of two 3.5 hour duplicated shifts, with the goal of allowing people to live their home lives around clearly delineated blocks of virtual conferencing.

To determine when these shifts should take place, we considered the time zones of our participants and presenters (see Figure 1). Two months before the conference, we had rough information on what time

## Time Zone Distribution of Registrants and Presenters

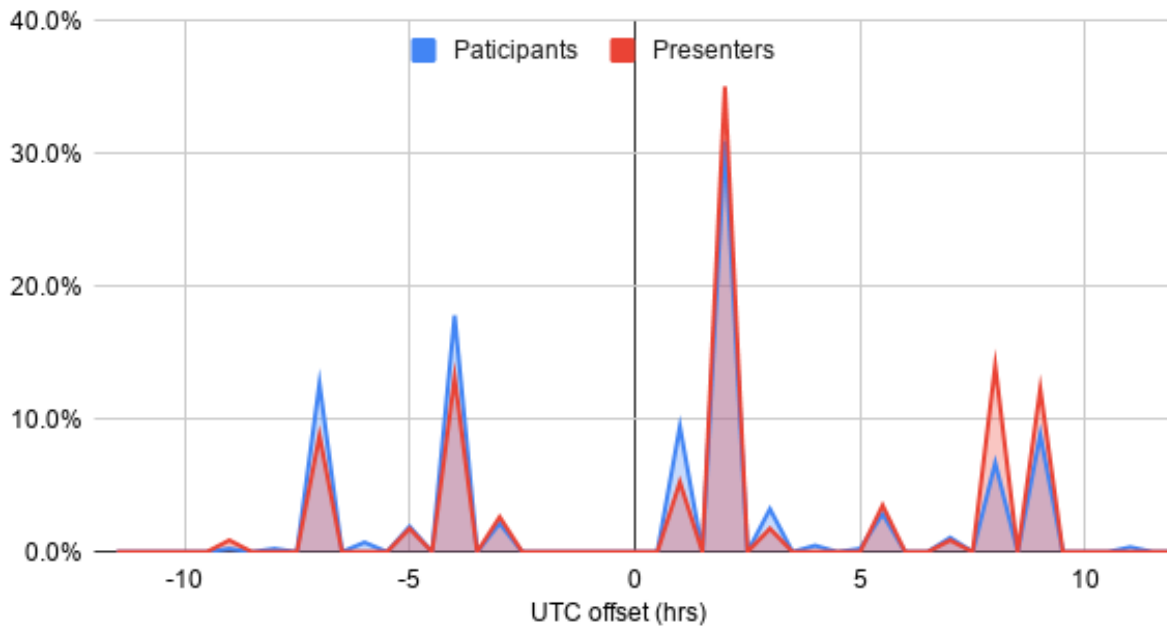


Figure 1: Distribution of time zones by UTC offset of registered participants (836) and primary poster presenters (115).

zones our presenters would be participating from via their registration<sup>1</sup>. (Note: we recommend asking this through the paper submission system in the future.) As shown in the figure, participants were not evenly distributed across time zones. Rather than forcing an even distribution of conference events around 24 hrs, we tried to adapt the timing of shifts to minimise disruption for the 200 or so participants presenting their research, and satisfy the scheduling interests of non-presenting attendees.

A range of possible shift timings were evaluated to maximise the number of participants and presenters for whom the following would be true:

1. Two poster sessions would begin between the hours of 8:00 and 18:00 in the local time of all participants
  2. Three poster sessions would occur between the hours of 7:00 and 23:00 local time for all presenters.
- These criteria were strict conditions rather than a measure of deviation to be minimised in aggregate. While some type of inconvenience might be evaluated per participant and the sum minimised for all, we did not want to compromise a few “remote” participants to satisfy the most populous time zones. The focus was on poster session timing rather than shift start times (1 hour earlier) as it was the demand of the double poster sessions that were the main concern.

<sup>1</sup> An additional note on timezones: Because there is ambiguity in the common English abbreviations (ex: CST as central standard time in the Americas and China Standard Time) and complications with daylight savings time, we had asked participants to report their UTC offset as well as zone for the specific dates of the conference (e.g. EDT, UTC-4). Unfortunately, some 30% of participants did not provide this, and an additional 10% made errors in their reported times, not accounting for daylight savings offsets. Correcting this was laborious and we hope people will be come more aware of their own timezones for the sake of future organisers. (Online tools such this Time Difference Calculator were invaluable: <https://www.timeanddate.com/worldclock/converter.html> )

With some spreadsheet magic, the timing of shifts were set to the following:

1. Alpha: 12:00-15:30 UTC (Sessions A)
2. Beta: 16:30-20:00 UTC (Sessions A)
3. Gamma: 0:30-4:00 UTC (Sessions B matching events in Alpha)
4. Delta: 5:00-8:30 UTC (Sessions B, matching events in Beta)

The shifts that came first in the conference day were selected for the convenience of the organising committee, concentrated in EDT (UTC -4:00).

Once the poster sessions were set, the accepted papers assembled into maximally even poster sets per day, according to their time zone, and minimising author overlap within poster sets. In the end 6 sets of 18-20 posters were scheduled, two per conference day, each for two 90 minute sessions 12.5 hours apart (yellow in Figure 2).

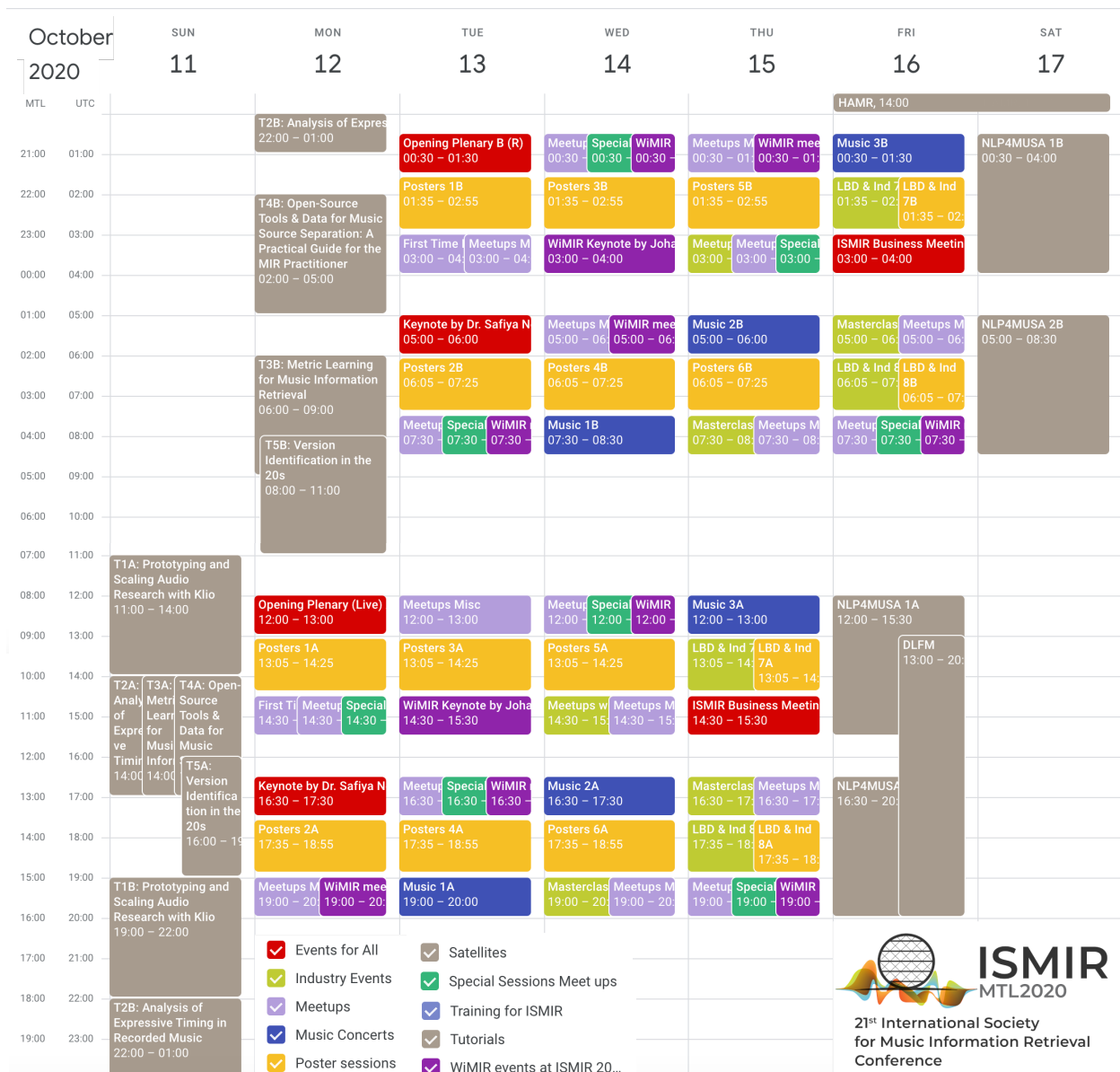


Figure 2: Dense schedule overview for ISMIR 2020

## Synchronous repeating events

Besides the poster sessions were the usual conference events: Keynotes, Business Meeting, and Opening Plenary. These were scheduled to happen live in the Alpha and Beta shifts and recorded for rebroadcast in the Gamma and Delta shifts, with additional live Q&A for this second audience. We were fortunate that both the keynotes were willing to return for an extra, late night, 15 minutes of discussion. New to this year's schedule were the Music Concerts, a reviewed collection of musical works presented in three repeated concerts.

## Discussion meetups

The ISMIR conference has been very friendly in the past, with lots of time for people to chat and network. Unfortunately virtual platforms are still not great for fostering informal mingling. Rather than leave participants entirely on their own to connect, we programmed opportunities for people to meet up and talk to each other. These discussion meetups occurred in a few forms:

1. WiMIR coordinated a set of 9 meetup sessions with notable women in the field, each offering an hour of time as open office hours to share personal and professional insights; visitors were free to ask questions as they might to a mentor.
2. The scientific committee prepared a list of 8 special discussion sessions by inviting a select set of chairs to raise big research questions in moderated virtual discussions.
3. First time participants of ISMIR were invited to attend one of two meet ups just facilitate meeting virtually with other new participants in small groups.
4. And lastly, we reserved time slots and prepared resources for participants to organise public meetup discussions on their own chosen topics, as they would for an unconference.

Except for the first timers meet up, these were not doubled in the schedule, though instances of all meetup streams were distributed across the doubled shifts.

## Completed Schedule

All of these components were assembled not only to occur twice a day, but also to spread different types of activity around around the clock. This spread the inconveniences of a difficult schedule across timezones, instead of favouring some geographic locations over others. Figure 2 displays this deliberate variation in events posted with cascading of colour-coded activities.

## Conference Virtual Platforms

Besides question of which technologies supported the range of activities planned for this virtual conference, the main challenge in choosing virtual platforms was international accessibility. ISMIR needed to accommodate researchers dealing with sanctions-based restrictions on specific applications and governmental firewalls. For this reason, many popular platforms could not be considered for our synchronous activities, such as Google Meet and RocketChat (with Jitsi). For other purposes, such as receiving materials from presenters and disseminating documents, it was possible to support all participants by duplicating portals on two platforms (Dropbox and OneDrive, Youtube and Bilibili). We depended on DDMAL members residing in China to verify the functionality of our virtual platforms across these barriers, and consulted with researchers in Iran and India about what options were accessible to them.

We used at least 10 different platforms to coordinate or serve the conference:

- Registration site (Fourwaves)
- Microsoft CMT conference platform for submissions
- Youtube and Bilibili for hosting videos, video playlists, and keynote livestreams
- Program website (Miniconf) on AWS
- Main Website (github.io) on AWS
- Slack workspace (Plus)
- Zoom account (Business)
- Various Google accounts for volunteers (for Zoom license access)
- Dropbox business (trial)
- Microsoft OneDrive
- Doodle (not a specific account, but essential for coordinating across timezones)

## Technology costs

The conference depended on several platforms that were free at our usage levels, but the main platforms needed the functionality and support offered to subscribing accounts. The follow describes the services we paid for in anticipation of conference activity and what, in retrospect, could have satisfied our needs.

- **Zoom:**
  - Two month subscription with **Business plan** tier
    - 1 Pre conference month with 10 hosts + webinar for testing
    - 1 Conference month with 30 hosts, 3 \* 1000 rooms, 100 GB cloud storage
    - Total cost: \$1811.75 CAD
  - **Minimal need:**
    - 1 month at 20 hosts + 3 \* 500 rooms + 100 GB cloud storage
    - Rebudgeted cost: 1200 CAD
- **Slack:**
  - Two month subscription with Plus plan
    - 1 Pre conference month with 10 to 100 organisers (added gradually): \$250 USD (prorated)
    - 1 Conference month with 1000 users at max \$30 CAD per person (prorated)
    - Bots: Eventbot, Greetbot, Polly, Zoom (free accounts or trial period)
    - Total cost: ~ \$12,660.79 USD
  - **Minimal needs:**
    - 1 month at 20-100 for organisers + 1 month 1000 users on Standard plan
    - Rebudgeted cost: \$ 9000 USD
- **AWS** for website hosting, domain name (<\$800 CAD)
- **Registration site** (Fourwaves): Initially selected when planning in person event. A registration platform intended for virtual events might be preferable in the future.

The platform costs may be fairly low, but it is worth paying people to do the work involved in adapting all of these things to the specific purpose of the conference. Another budget document outlines the personnel expenses for coordinating this event.

## ZOOM Platform Setup

**Licenses:** For every zoom event scheduled, a licensed host must be associated and (depending on the settings) in attendance. To allow for concurrent zoom events, we set up 5 licensed volunteer accounts using generic gmail accounts ([volunteer1.ismir2020@gmail.com](mailto:volunteer1.ismir2020@gmail.com)) with a common password and assigned these accounts as scheduled hosts for each category of meeting. We also issued licenses to key organisers needing to take lead roles for some events (Finn for managing live streams, Gabriel and Junhao for streaming the concerts, one for the tutorials chairs, another for WiMIR events, etc.)

**Scheduling and Hosting:** Within each volunteer account, we granted the admin user scheduling power, and then the admin set up each event Zoom and assigned hosting control to the schedule of an individual volunteer account. (This strategy was taken up after a zoom room collapsed during the tutorial sessions when the same account was interpreted by zoom to be hosting two simultaneous events despite the presence of alternative licensed hosts in each room.) To ensure the capacity to give back up support, we also assigned other volunteer and event-relevant licensed accounts as alternative hosts for each meeting. This meant that if a volunteer was suddenly unavailable, someone in another licensed account could jump in and host. Most Zoom events were also set up to run hostless in case of emergency with the setting “enable join before host”. This scenario isn’t ideal but manageable for smaller meetings that do not require moderation. However, as a consequence, the only way to be sure we could ensure a private sound and screen check was to withhold the links to zoom events from participants until the last moment. A master spreadsheet of all zoom events and host assignments were shared with organisers and volunteers. This list was also harmonised with the EventBot schedule (fed from a Google Calendar) to release links on a schedule.

**Recording Zoom events:** The second-most useful feature of Zoom was the facility with which we could record events. Recordings were set up to go to the cloud are saved to the actual host’s account and accessible to the admin users. We had one admin manage the recordings for the main conference, retrieving and trimming them to suitable length and sharing them with the organisers for each event involving rebroadcasts. The same admin also managed the live streams to youtube, which were fairly straight forward to set up. The recordings were generally not available for download. Settings were controlled to prevent non-presenters from being visible on the zoom recordings, for the sake of participant privacy.

**Recommendation:** Start the zoom account 2 weeks before the conference to contain all expenses to one month. Some personalisation requires a few business days to sort out, so be prepared to provide information related to things like domain licensing as early as possible.

## Slack platform setup

The slack platform required time to actually create each poster channel (this can be scripted with the Slack API) and set up default channels. (See Participant guide for information on defaults). The Plus account allows us to retain more of the workspace as an archive.

Plus vs Standard Slack accounts: Plus grants a bit more control for administration and analytics, for example the capacity to export private channels and messaging in case of a need for investigation. It also allows more control for posting permissions, making it easier to maintain channels clear of debris

like #whats-on-now and #announce-official. A conference of less than 1000 people would likely run smoothly on the cheaper Standard plan.

## Poster Videos

We ask presenters to prepare short videos for the conference and submit with separate caption files. These videos were reviewed for quality (legibility, audibility, captions) and ~50% of submissions had to be amended. Once videos were finalized, we attached title cards and the ISMIR 2020 audio logo (composed by Gabriel Vigliensoni) and uploaded them with suitable metadata to both [Bilibili](#) and [Youtube](#) for playback in playlists and integration into the website. For the purpose of collecting videos, we used a combination of Dropbox and Microsoft OneDrive to receive submissions.

This whole process was very labour-intensive, with three assistants working many hours over three weeks to review and prepare materials. Hopefully less revision will be needed in the future as presenters know what these videos should look like, but there may be ways to smooth the process further for the sake of everyone involved. Despite confusion in how to generate and share them, the captions were a major goal for accessibility and appear to have been greatly appreciated by participants.

## Virtual Conference Personnel

The local committee (Co-chairs and active subset of chairs) meet bi-weekly through the winter, while the conference manager worked on budgetary issues, bookings, and supporting grant writing, and the call for papers and CMT system was supported by local grad students. When the virtual conference became a necessity, a virtual technology chair was appointed and a committee formed to define what we needed. Out of this came the choice of schedule, program design, video and poster guidelines, volunteer plan and coordination, etc. This group met on alternating weeks until August when it moved to weekly. The local committee met daily through the week preceding and during the conference to stay on top of events.

Because of the sudden shift to a virtual platform and the number of decisions that needed to be made locally, a lot of work was concentrated on a few people within one hosting lab, DDMAL. For example, because we needed to collect video presentations to suite the new format, the call for videos, instructions, collection, and management of their posting fell to the Virtual Chair. With more warning, these might be better handled by the scientific committee and make use of the conference paper submission portal.

Besides these issues, the conference was supported by the usual array of chairs to make everything from tutorials to conference proceedings turn out just right. Many plans had to be heavily adapted to this schedule and format, and the chair were all very innovative and accommodating.

One of the unexpected challenges was adapting sponsorship agreements to the virtual format in ways that suited all involved. Zhengshan Chi and Elena Georgieva have materials they can share regarding sponsorship, and Néstor Nápoles López was involved in setting up the sponsor's "Virtual booths" and related materials.



## Conference Administration and Volunteers

The main conference ran on a combination of automated bots and teams of volunteers and administrators. Private #admin- channels were used to communicate on the slack workspace with organisers and presenters for events such as tutorials, special sessions, WiMIR meetups, etc. These were mostly used to share instructions, consult on plans and platform needs, and give advanced access to zoom links.

Volunteers were recruited via listserv a couple of months ahead of the conference using a form about familiarity with the relevant technology and a doodle to get availabilities (scheduling fun...) They had to attend one of two virtual training sessions (6 October, 9:00, 20:00 EDT) that covered zoom host controls, Q&A moderation, Slack workspace navigation and some administration functions, the conference schedule and program website, and the code of conduct. Volunteers were also provided with instructions for reference on shift. (Appendix)

Two to five volunteers were scheduled per conference shift with one supporting administrator, all carefully scheduled with availabilities collected via doodle. Approximately 30 volunteers participated in the training sessions and worked four shifts over the week of conference activities. More were initially recruited but some dropped out due to conflicts or failed to respond to coordination emails. The volunteer shifts begin half an hour before conference events to make 4 hour work blocks. In this time, the admin could ensure all the necessary jobs for the conference shift were covered: always one person watching the #helpdesk channel, others signed into the volunteer zoom accounts to host synchronous events and help organisers. A private #all-volunteers channel was used to stay in touch with those on shift, ask questions of admin and other organisers, and pin essential documents such as the event master list with zoom links and moderator instructions. The administrators working these shifts were composed of the local conference committee and other DDMAL members. Admins were given 3 or 4 shifts each and had regular contact with top organisers.

As recognition for their time, volunteers were given free registration and a photo + bio on the website. This was in place of material conference swag which could not be mailed out to all volunteer locations within a reasonable time frame.

## Participation

This less expensive, easy-to-access conference had greater registration numbers than any ISMIR conference previous. However, like many virtual events, the number of people showing up to participate is substantially lower than the number registered. In this section, statistics from the virtual platforms are used to describe the actual participation patterns of registrants, a point of reference for future organisers.

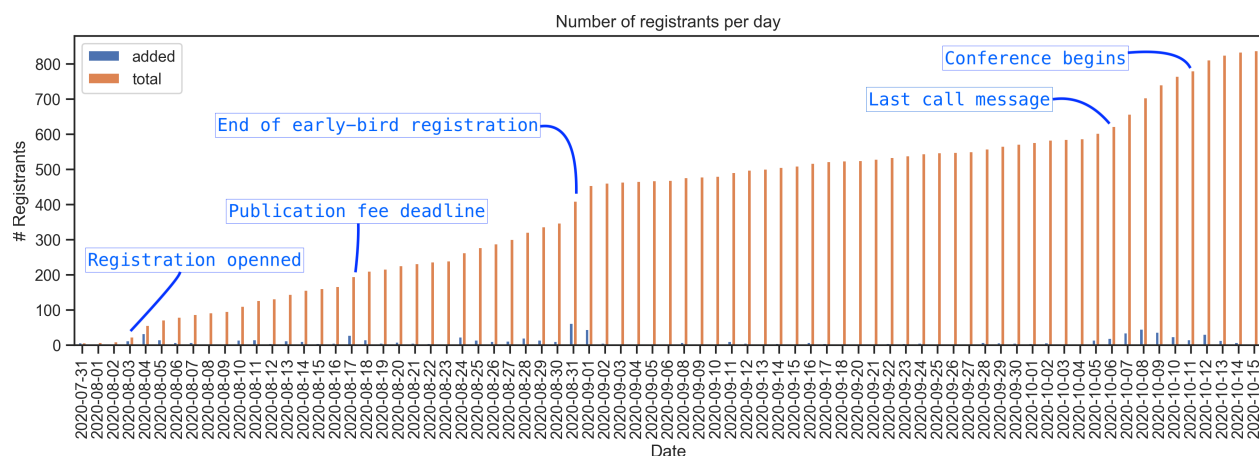


Figure 3: Accumulation of registrations to the 2020 ISMIR conference, with key dates.

## Registration statistics

The decision to hold the conference virtually was made fairly late, after the submission deadline for potential papers. As such, the number of posters was not affected by the change in conference accessibility: those who submitted were still only those who could plan to attend an in person event in Montreal, Canada. Registration to attend the conference was opened after the plan for an all virtual event had been announced.

The largest virtual conference effect on the registration timeline (Figure 3) is the substantial jump in registrations after the “Last Call” message sent to the ismir-community listserv. An additional 200 people registered in the last few days before the conference, many more than could have made last-minute hotel and flight plans. In total, the conference saw an unprecedented number of registrants, a total of 836, and that final surge complicated plans made from the numbers signing up in August.

This year’s registration fees were broken into separate publication and registration fees, allowing registration fees to be substantially lowered, and these were offered at standard and reduced rates. In recognition of the financial precarity of many researchers, the reduced fee was not restricted to students, nor did it require the demonstration of need. Still, the standard fee of \$70/\$90 was the most common registration category (Figure 4).

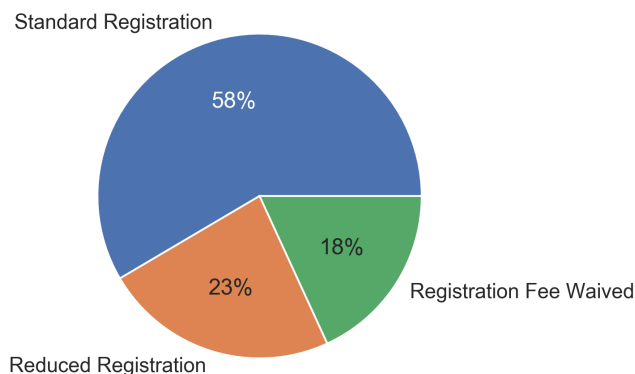
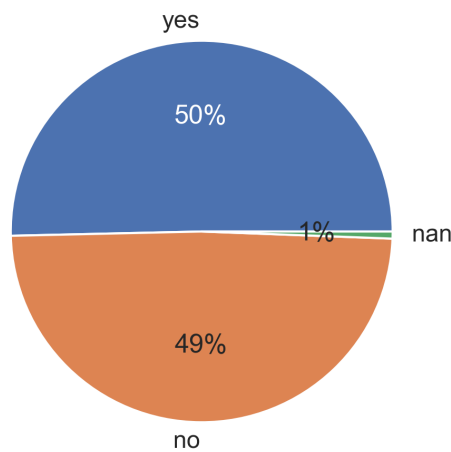


Figure 4: Ratio of registration types



A good number of people also receive registration fee waivers, some as organisers and volunteers, others as participants sponsored by WiMIR and the BlackinMIR program.

The ratio of new participants in this conference was very high, 50% according to registration information (Figure 5). To understand who these new participants might have been, the figures below show ratios of first timers in inset green slices, according to other information shared in registration.

Figure 5: First time ISMIR participant

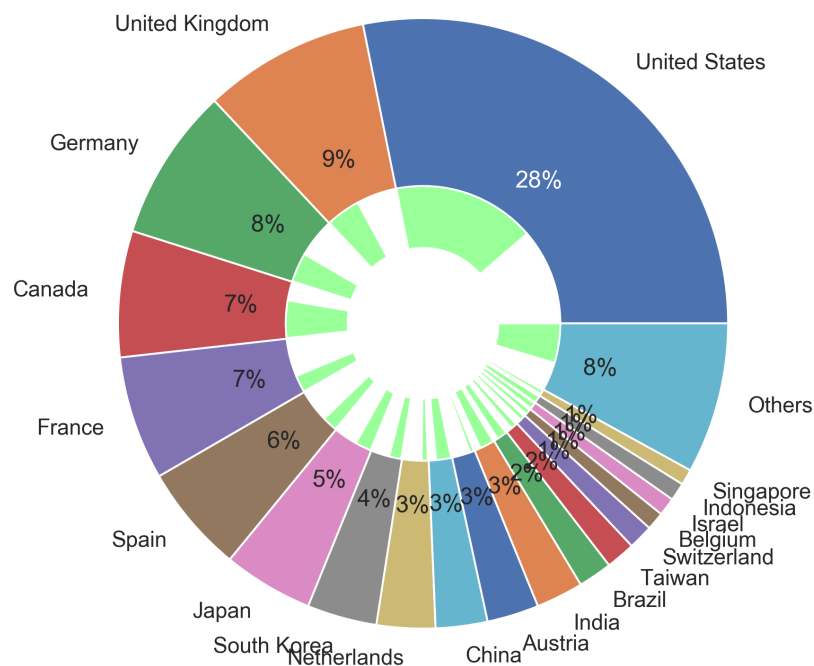


Figure 6: Registrants by countries of residence, with new participants ratio (bright green).

In ISMIR2020, participants reported coming from 45\* different countries (\*manually corrected data). Besides the 19 countries listed in Figure 6, 1 to 5 participants came from each of the following countries: Australia, Bulgaria, Colombia, Czech Republic, Denmark, Estonia, Finland, Greece, Guatemala, Hong Kong, Ireland, Italy, México, New Zealand, Nigeria, Norway, Philippines, Poland, Portugal, Russia, Slovenia, Sweden, Thailand, Turkey, United Arab Emirates, Uruguay.

We do not have statistics on the countries represented in previous years, however the ratios of new participants may indicate where virtual access made a substantial difference. There is a lot of variation in the ratio of new participants per country, but 8 countries were represented amongst first timers without returning ISMIR participants. At the very least, this suggests the ISMIR community is growing, possibly with the convenience of the virtual platform.

The gender distribution at ISMIR is strongly weighted towards men, but the higher ratio of new ISMIR registrants amongst the women participant suggest the potential to shift that gender balance.

The ratio of new participants is also strongly weighted to early career participants, but we also saw a greater proportion of new registrants amongst independent scholars. The low ratio of new participants from the Professor and Postdoc populations speaks to the enduring engagement of researchers in this community.

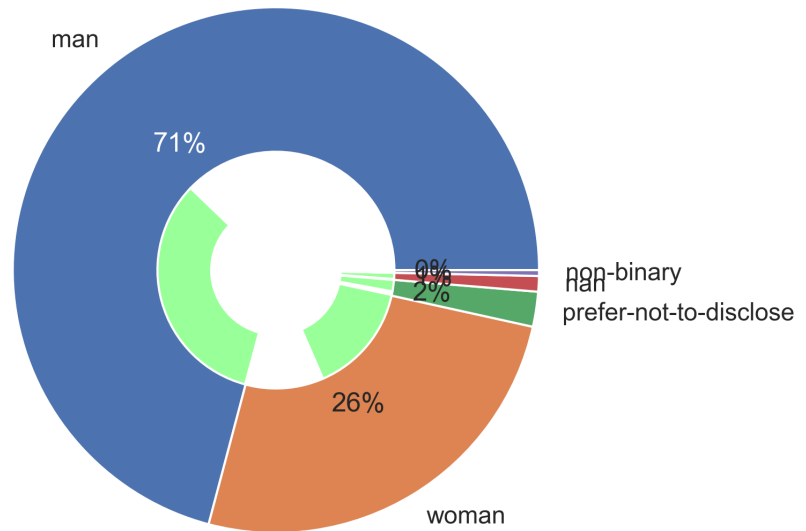


Figure 7: Gender of registrants, with new participants ratio (bright green).

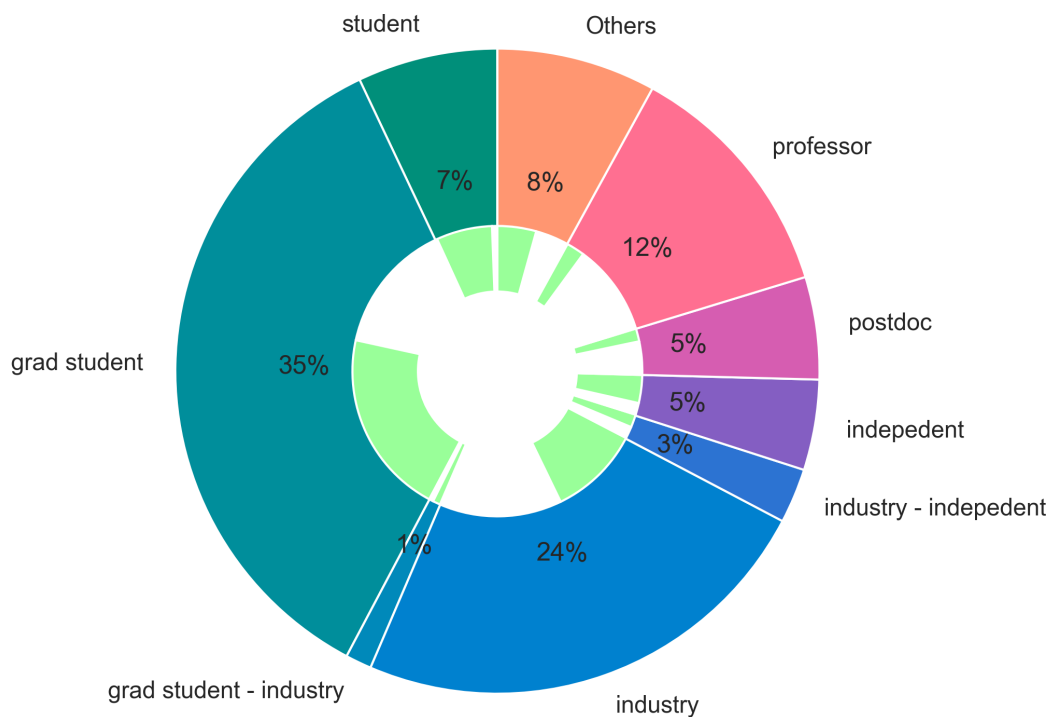


Figure 8: Positions of registrants, with new participants ratio (bright green).

## Degrees of participation

As virtual conferences are very new to this community, the organisers had no idea how many would actually show up to participate in individual events. From the 836 registrants, 815 people connected to the Slack workspace as participants of ISMIR2020, a necessary step to accessing the zoom event links as well as Slack activities. As a side benefit of the data-hunger of these platforms, it is possible to look closely at how many of these were active day to day.

Table 1: Percentage of ISMIR participants engaging on platforms per day (of 815)

Daily activity	Viewed Slack	Attended zoom events	Posted to slack
<b>Tutorials (day 0)</b>	63.9%	54.0%	29.6%
<b>Day 1</b>	87.5%	62.3%	49.3%
<b>Day 2</b>	87.7%	49.6%	54.7%
<b>Day 3</b>	85.3%	48.8%	51.4%
<b>Day 4</b>	88.2%	43.6%	52.4%
<b>Satellites (days 5-6)</b>	83.7%	36.9%	44.5%
<b>Average</b>	<b>82.7%</b>	<b>49.2%</b>	<b>47.0%</b>

Slack numbers reported in Table 1 are the total of unique participants across the 24hrs activities as reported by Slack. It is not clear what time zone defines Slack's interval of counting, but the trend is informative. Zoom participants were counted as the unique Zoom accounts connecting to any of the day's Zoom events for more than 2 minutes.

This suggest the majority of registrants engaged with the Slack workspace through out the week's events. However, when counting the number of people attending the zoom events and measurably interacting in the slack workspace, the totals are closer to normal ISMIR attendance counts: 350-500 daily participants attending zoom meetings, and 400-450 people communicating on slack.

These percentages suggest a big range in engagements strategies by the registrants. The gap between 710 daily Slack viewers and 420 daily Zoom participants raises a question about what kind of conference experience could be had by the 300 people lurking around the edges. While some participants had to focus their engaged to only a day or two because of conflicting obligations, over 200 participants were attentive to activity on Slack without posting a single message. A portion of these may have struggled to engage in the conference's lingua franca, or they may not have been prepared to jump into the virtual platforms we chose to use. If virtual conferencing is allowing more people to participate casually, or partially, that is a likely a benefit to the community, however factors related to accessibility, whether technological, programmatic, or linguistic, are worth investigating for the sake of improving participation.

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<sup>2</sup> All 836 were invited sent Slack invites. As invited but inactive members are counted in the 815 number, it is not clear how the member count was reduced from the total invited, save perhaps by some leaving the workspace.

## Participation per event type

ISMIR 2020 included a mixture of traditional conference events and new activities. Attendance numbers across events give a glimpse into how well these programming choices served this community.

Table 2: Zoom attendance (unique) to traditional main conference events (zoom) per shift<sup>3</sup>.

Main Events	A block (Alpha/Beta)	B block (Gamma/Delta) <sup>3</sup>	Total
Opening Plenary	306	50	356
Keynote with Dr. Safiya Noble	265	44	309
WiMIR Keynote with Dr. Johanna Devaney	233	42	275
Business Meeting	229	24	253

The numbers of participants attending individual events are substantially lower than the total registration numbers, but without counts from past in-person conferences, it is hard to say whether these total to more or less than these past instances. The two keynotes were also live streamed and posted in our conference video channels, so they continue to be seen by more than the zoom attendees seen here. The numbers also go down through the week which, anecdotally, seems typical for conference participation regardless of medium.

We can also report on total unique participants in other types of events:

- **Tutorials:** In total 440 people attended the tutorial zooms, between 62 and 287 total on the zoom sessions and 200-600 viewing their corresponding slack channels. On average, 35% of those who reported interest in a tutorial topic attended a free session, while 78% at least viewed the slack.
- **Music program:** New this year was a competitive music program. Three concerts, each presented twice, drew 15-150 participants at a time, and engaged a total of 266 unique participants in the Zoom concerts with 612 participants checking activity in the #music-program channel. Note: The concert pieces could also be viewed on our video channels (YouTube and Bilibili) for higher quality playback.
- **Industry events:** a total of 198 participants engaged in industry Zoom meetup events, and between 500-700 viewed the #sponsor- channels. The Industry Masterclasses were also a hit, with 214 attending across four events (double presentations on Interviewing and Code Review).
- **Special Sessions:** These chaired conversations were a new addition to this conference, and the community seemed to take to these eagerly. Across 8 sessions with individual attendance between 19 and 135, a total of 327 unique participants attended these zoom conversations.
- **WiMIR meetups:** This series of meetups with notable women in the music technology field were attended by 23 to 79 participants per meeting and reached a total of 179 unique participants.
- **Other meetups:** A handful of other meetups were proposed and coordinated by attendees during the conference. We do not have clear numbers on participation as some were held in Slack calls or in Zoom rooms provided by the individuals coordinating the discussion.

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<sup>3</sup> Later block counts (Gamma/Delta) exclude attendees who had attended the first instance of a repeating event.

## Participation around the clock

These numbers of participants reported in the daily totals are not the numbers experienced at individual events. The four-shift 24 h schedule spread engagement around the clock to suite the needs of presenters and participants attending from different time zones. The organisers had few expectations as to how participation would distribute around the clock, but now we can look at the platform numbers.

Zoom Participants per Shift, per day

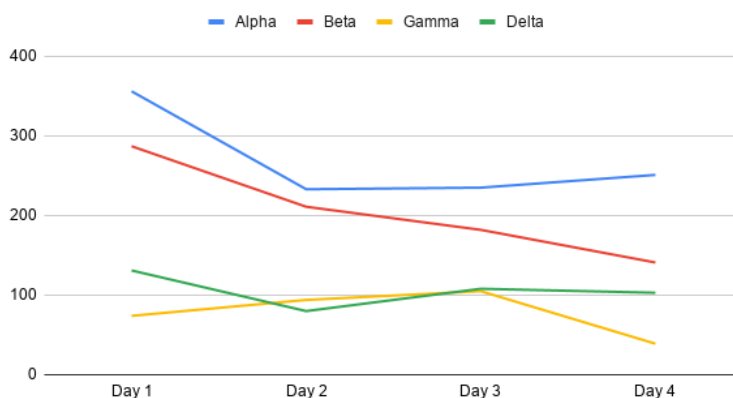


Figure 9: Total unique participants attending zoom events per day, by shift<sup>3</sup>.

There were four daily shifts of events, each 3.5 hours long. Here we will refer to them as:

- Alpha: 12:00-15:30 UTC (Sessions A)
- Beta: 16:30-20:00 UTC (Sessions A)
- Gamma: 0:30-4:00 UTC (Sessions B matching events in Alpha)
- Delta: 5:00-8:30 UTC (Sessions B, matching events in Beta)

The intention was for registrants to attend whatever two contrasting shifts of the four worked best for their time zone, giving them comparable access to all conference activities. To accommodate this, poster sessions and presentations were repeated, thus requiring presenters attend 3 shifts in a day to ensure global visibility for their work. The timing of these shifts were set to be maximally inclusive for the timezones distribution of the conference paper authors/presenters.

This schedule supported engagement globally, but the distribution of participants was such that these shifts differed in how many people attended each. The most direct measure of this was in the number of participants in Zoom events per shift. Figure 9 shows the total unique participants for zoom event scheduled in each shift per day of the main conference. Our pre-conference estimates suggested a potential distribution of: 66%, 35%, 18%, 55% of registrants attending the four shifts. In practice, the distribution was more like: 64%, 49%, 19%, 25%. In other words, participation in the Alpha and Beta shifts was consistently two to three times that in the Gamma and Delta shifts. One explanation for this difference may be European time zone participants opting to stay up late to see the Beta shift, rather than catching the same material in daylight for the Delta shift. There may be a real premier advantage.

This difference in participation was also noticeable in the poster sessions. Most presenters used Slack's native video chat function during poster sessions, and this helpfully keeps track of everyone who joined the call while it was active. Poster call distributions per shift are reported in Figure 10. A median of 6 participants were on Slack calls for posters during the Gamma shift, 8 for the Delta shift, while these same posters had medians of 20 participants in the 80 minute poster sessions of shifts Alpha and Beta.

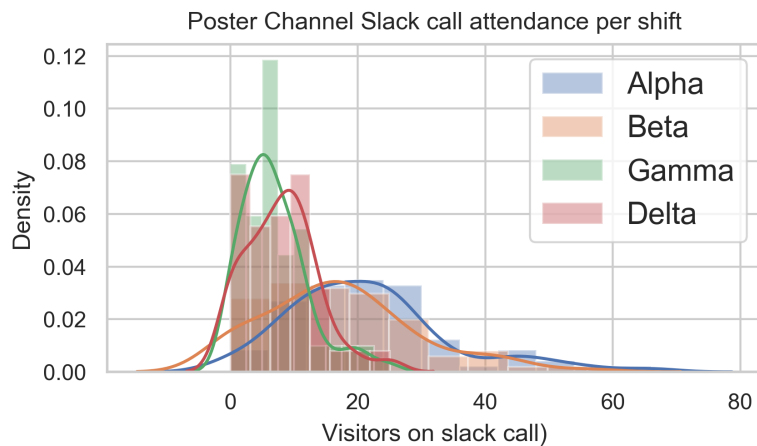


Figure 10: Distributions of total Slack Call participants per poster channel per shift.

The small number of visitors in the B block sessions (Gamma/Delta shifts) allowed for longer, more intimate conversations, but this also left many presenters alone for long stretches of time, waiting for anyone to come by.

For this reason, we recommend the duration and structure of the poster sessions be reconsidered in future conferences. 20 posters to visit in 80 minutes worked well for Alpha and Beta, but the Gamma and Delta sessions could be divided into two 40 minutes rounds with 10 posters at a time, for the sake of presenters.

Fortunately, the imbalance between shifts did not systematically impact the poster attendance overall. There was no significant difference in the distributions of slack call participation numbers for posters presenting in the Alpha-Gamma or the Beta-Delta combos of shifts. There was a small shift over days, and with somewhat less attention paid to the Late-Breaking Demos of day 4, but activity in the poster Slack channels suggested strong engagement by registrants.

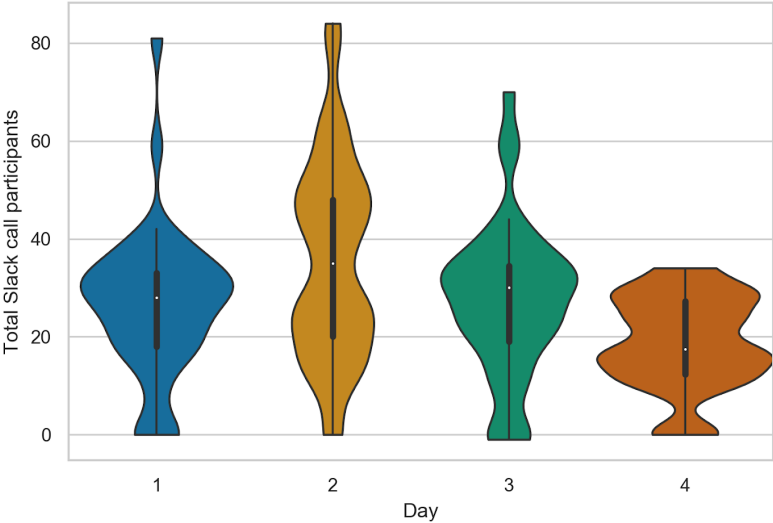


Figure 11: Distributions of the number of slack call participants per poster channel presenting each day of the conference.

### Slack engagement outside of public channels

Unlike many conferencing apps, Slack makes it very easy for members in a workspace to communicate via direct messaging. This feature was extremely useful for both organisers and participants. Around 75% of messages sent per day on the workspace were DMs, and over 50% of participants sent DM messages as well as posting messages in channels. This integrated chat option was a substantial contributor to the success of the conference.



## Population scale and virtual platform requirements

From the reports above come a few conclusions about what resources are needed to support this community in future events:

1. Despite nearly 900 registrants, the number of people simultaneously participating in events was rarely over 300. A platform that supports 400 or 500 people logged in at once should be sufficient for large synchronous events.
2. The 15-person limit on calls within slack channels was rarely a problem, even in the A poster sessions. Some people also used their private zoom accounts to set up an alternative video call option, and this was specifically useful for people who wanted to play sound to visitors.
3. Rarely were there more than 4 simultaneous zoom events, thus the number of zoom licenses needed for this conference was not so high. We bought 30, but could have safely run on 10. The more complicated moments to accommodate were the Industry meetups, for which we recommend asking companies to post their own Zoom links, as most have accounts of their own.

## Post-conference survey results

A week after ISMIR 2020, the co-chairs of ISMIR 2021, Alexander Lerch and Jin Ha Lee, released a survey calling for feedback on this first virtual ISMIR conference. The survey was advertised on the ismir2020 Slack workspace and on the ISMIR mailing list and 177 participants shared their ratings and comments about the disadvantages and successes of this new conference paradigm. What follows is a broad strokes summary of their feedback.

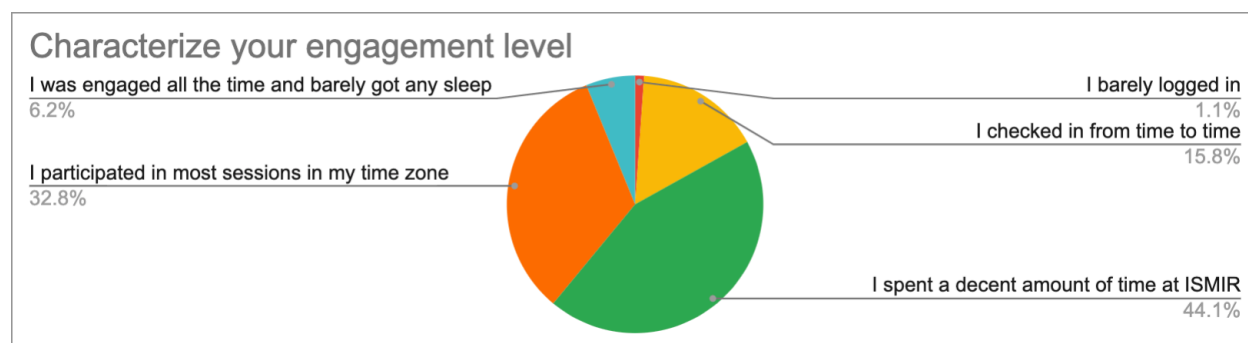


Figure 12: Reported level of engagement in ISMIR2020 from feedback survey participants (177).

## Participation and Experience

Of the 177 responses, 38% were from first time ISMIR attendees, and both new and returning had a range of degrees of engagement (Figure 12). The median level of engagement was “a decent amount of time at ISMIR”, which may be less than what is typical at an in-person conference. Slack was the common basis of engagement, but usage of all three main platforms was high among these registrants (Figure 13). How anyone followed along without visiting the website is not clear, however this could be a reminder to regularly link back to the program website from the Slack channels to help participants access all available information.

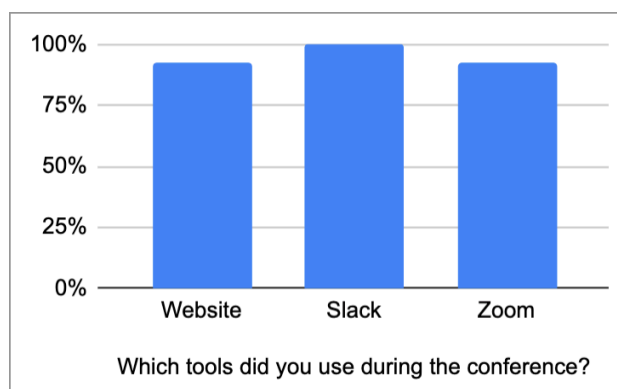


Figure 13: Usage of virtual platforms.

This conference included many kinds of events and Figure 14 reports participants engagement with these activities. To clarify how participants oriented their attention when attending the virtual conference, Figure 15 reports the focus of each engagement level from Figure 12 by stacked counts of participants for each activity. A few patterns stand out: Those that were less engaged were more focus on the traditional conference activities of poster sessions (with pre-recorded videos) and keynotes, while those most engaged partook in nearly everything. The industry masterclasses and WiMIR meetups particularly shifted in prominence for those who devoted a lot of time to the conference. The notable exception for this pattern is the Music Program which was comparably attractive to attendees from low to how engagement levels.

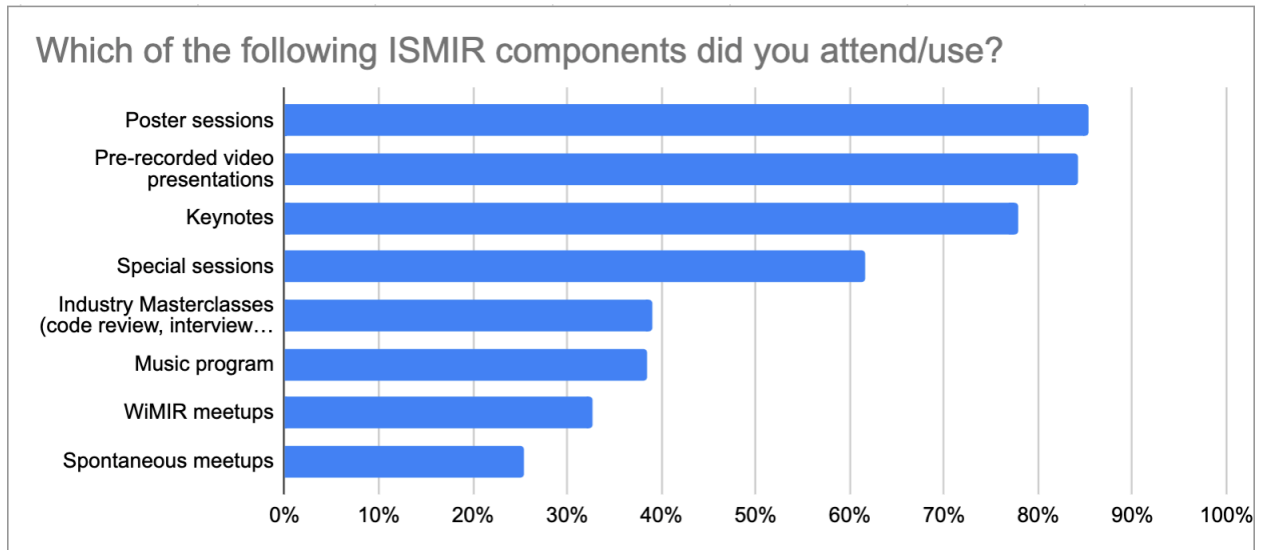


Figure 14: Participation rates in conference activities.

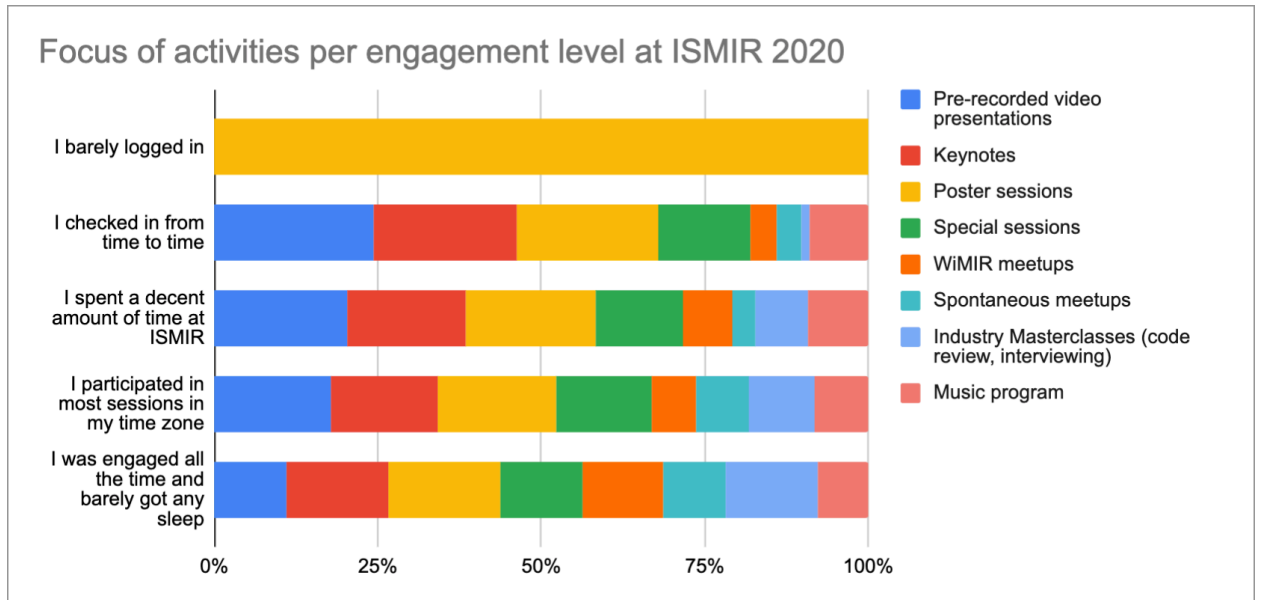


Figure 15: Interaction of levels of engagement with focus on conference activities.

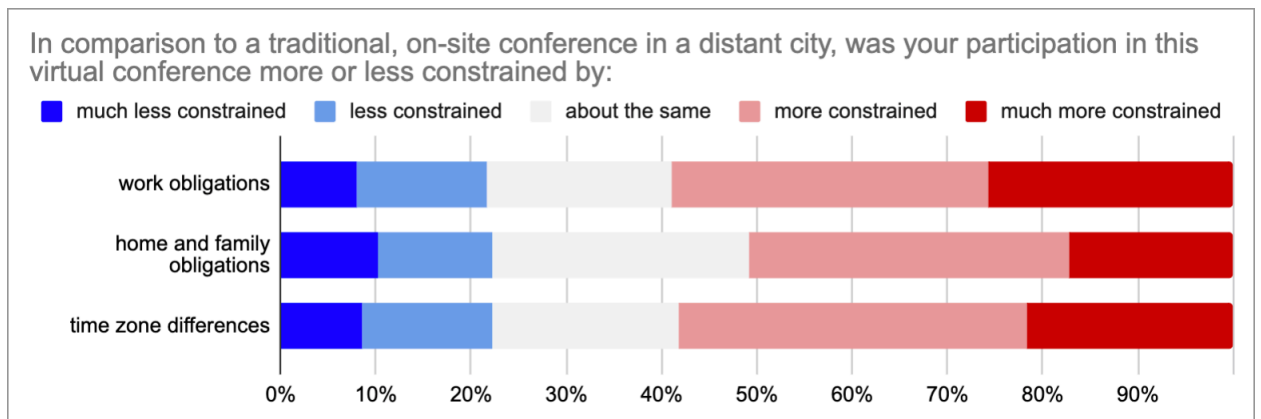


Figure 16: Reported constraints on participation in virtual conference, relative to in person.

As anticipated, participants had a lot of reasons for being less engaged than usual: the majority reported so degree of extra constraints (Figure 16). Across the three facets listed (work, home, time zone), 80% reported being more constrained by at least one, 45% were much more constrained. And despite our efforts to make the timing of conference activities accessible across time zones, most participants felt some strain. In their written comments, a number of people described the difficulties related to family life. The details shared suggesting that many were not aware of the childcare grant program coordinated with WiMIR, funding earmarked for hiring carers during conference activities. Other comments suggested many treated the virtual conference like a local event to be attended after work, instead of negotiating time away from day to day obligations as they might for in person conferences. It is incumbent on the community to consider what adaptations of home and work life are needed for researchers to participate to whatever degree they deem necessary. And lastly, despite our efforts to make the timing of conference activities accessible across time zones, most participants felt some strain.

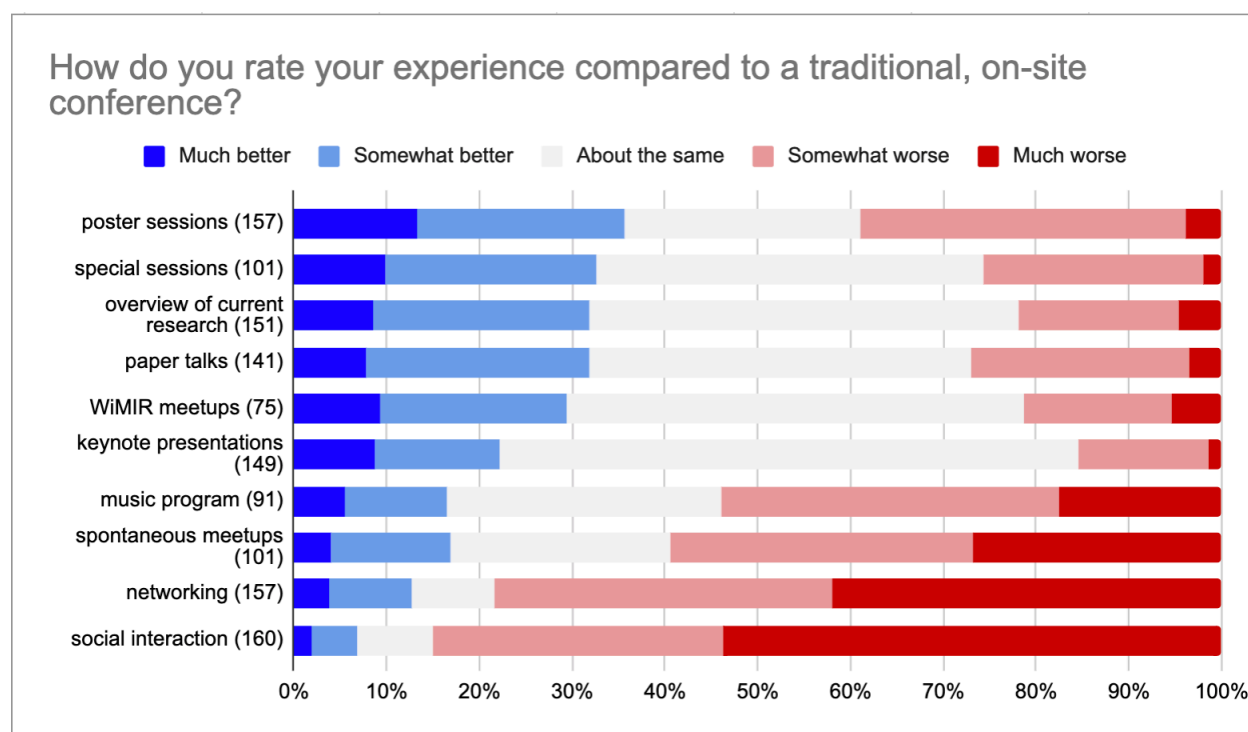


Figure 17: Comparisons of virtual conference activities to in-person conference experiences.

The change to a virtual conference was not certainly without costs. Most participants missed the social interactions and networking opportunities of in person meetings. While the Slack workspace could support a great deal more interaction than was exercised by many, several comments called for more facilitated social activities. Maybe a conference chair of social activities and networking is needed to ensure enough infrastructure is in place to give people means to connect.

Another theme for complaints about this format was exhaustion: fatigue of being online so much and handling the demands of slack notification at all hours. Users unfamiliar with the platform found it difficult to tune the information flow to something they could manage. Others also reported connectivity

challenges, with internet connection stability and bandwidth, or with using browser versions of Slack and Zoom (against our recommendation).

According to the ratings in figure 17, more successful was the dissemination of research and the poster sessions. The experiences was not universally positive, but more respondents found them Much better than Much worse. And many comments cited the advantage of lower costs of participation and reduced complications related to travel.

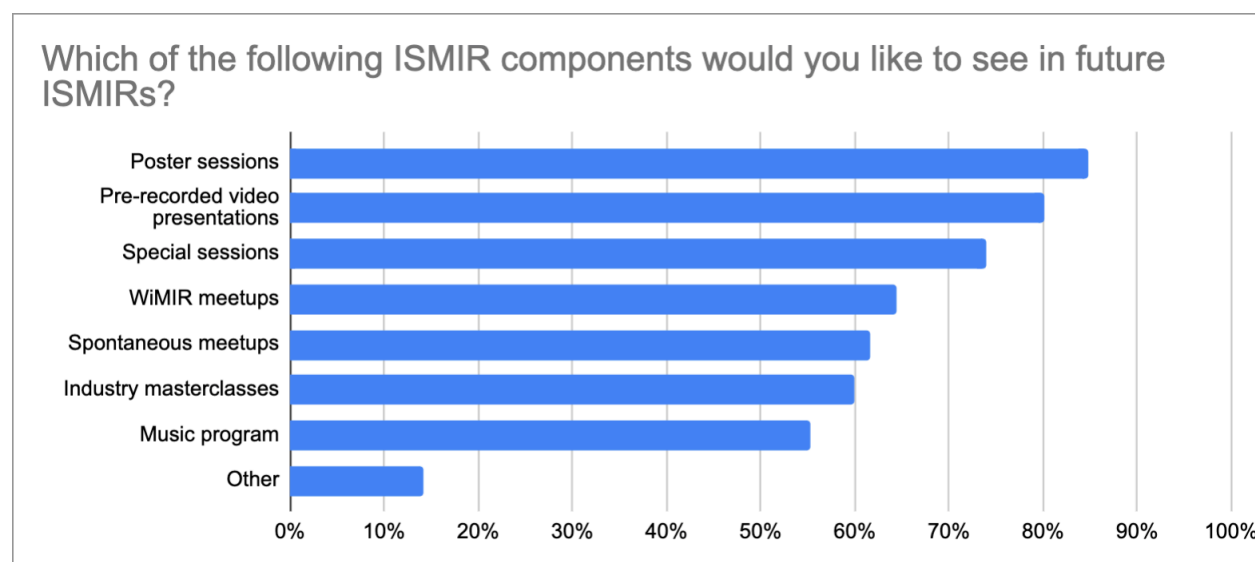


Figure 18: Interest in the return of specific conference activities.

This conference included some activities that the majority of survey respondents agreed would be good to see again (Figure 18), such as the Special sessions, the WiMIR meetups, the Industry materclasses, and the Music Program. It seems more people were interested in these activities than actually participate this time, suggesting it is well worth working them into future conference schedules and making sure attendees know what they are in for.

In the end, despite numerous challenges and changes, this set of respondents reported being mostly pleased with the conference overall (Figure 19). Their expectations for a virtual conference were apparently quite low.

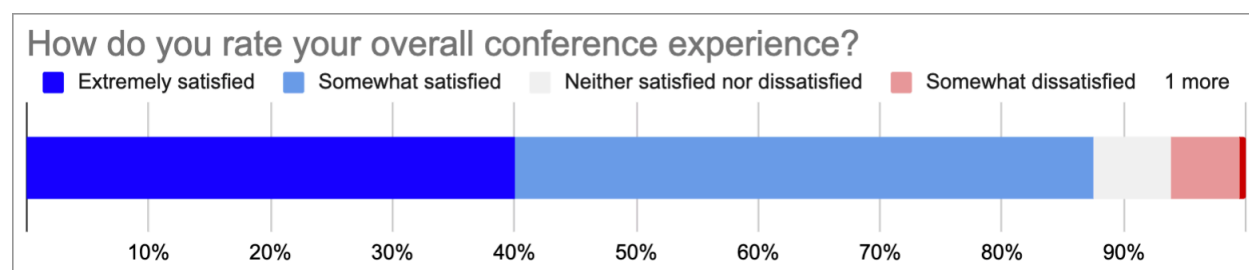


Figure 19: Distribution of overall conference experience ratings for the 177 survey participants.

## Focus: Poster sessions

The poster sessions were the most attended conference event according to survey responses, and these were experienced quite differently on the virtual platform. Of the 151 respondents that participated in the poster sessions, they reported attending a median of 6-15 poster channels, less than an eighth of those presented in four conference days.

We do not have a baseline rate for in person conferences with which to compare these ratings, but we might expect this number is lower than usual because of the experiences reported in comments. Some cited the impression that the poster sessions were too short, and that visiting individual posters took longer in these video calls than is managed in person. Also consistent with this narrow range of engagement were peoples complaints at being added to all the poster slack channels. While we hoped this would increase the breadth of engagement, these low numbers suggest participants might be better served to join channels of their own accord and focus on the few projects that are most relevant to them.

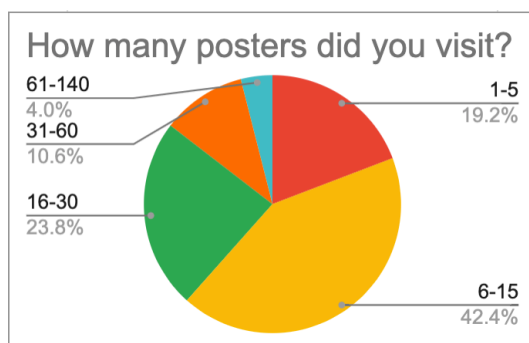


Figure 20: Rates of posters visited.

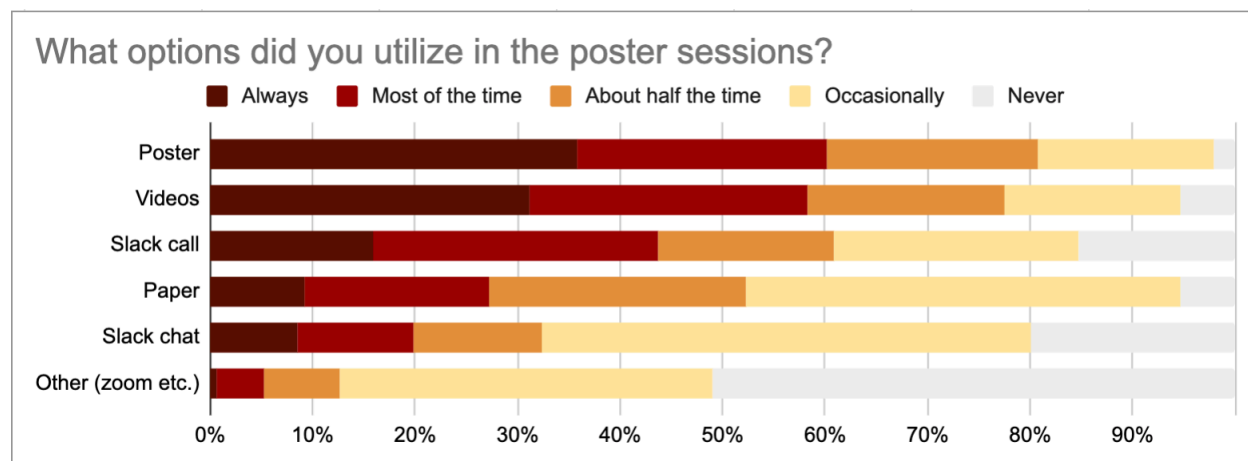


Figure 21: Rate of research materials used by poster session attendees

A big question for this conference was which kinds of research materials would work best for virtual poster sessions. It seems that the poster images continued to be useful for most visitors and presenters, and the presentation videos were more frequently consulted than full papers. We had hoped more text based discussion would happen but participants seemed to favour the slack/zoom calls over leaving text comments for asynchronous discussion.

A number of presenters reported struggling with how to manage and engage visitors. The slack interface was limited compared to some video conferencing apps, hiding visitors when someone is screensharing, and not giving an option to incorporate computer audio for presenters, making it harder to give interactive demonstrations. It was also difficult to gauge the interest of visitors and to pace the presentation to allow for direct questions. Sharing research this way requires new strategies to facilitate engagement.

Overall attendance and engagement was felt to be lower in number but more focused per instance, with B sessions being notable more quiet than the A sessions. Some liked the opportunities this platform allowed, and this may be related to how comfortable these participants were with Slack in general. Increasing participants familiarity with the capacities of these mixed video and text chat platforms could vastly improve satisfaction.

## Themes of Suggestions

The focus of suggestions for additional activities were mostly oriented towards interaction: help meeting people one on one or in small groups (chat roulette), more live Q&A to allow participants to hear each others questions, more tutorials and workshops with themes broadened to creative topics, and more playful activities such as the jam sessions and gaming events.

There was also a desire for events that could bring all the participants together. This conference deliberately chose to avoid events for all attendants as it would disadvantage many by time zone, but some people felt a substantial loss at not engaging all together.

One of the specific changes this year was that the poster presentations: previously all attendees saw these presentations together before the poster sessions, giving a clear time in the schedule to see all the research and be all together in a group. This time, the presentations were released as playlists for participants to watch on their own schedule, require participants to work them in around other conference activities, and the change of strategy wasn't appreciated by all.

Moving to an all virtual conference format was disorienting for some participants. Many wanted to technical support and preparation to handle the specifics of the platforms chosen, and participants generally were shy to generate their own organisation on these platforms (spontaneous meet ups, contacting others by DMs, coordinating new channels and activities, asking peers to share a coffee, etc.) A platform that allows mingling, such as gathertown, might be useful for some activities. Sharing details of the platforms and schedules in advance and inviting more participants to help build up a varied social calendar could serve future conferences very well.

Despite complaints about specific issues and short comings, the survey respondents were very positive about their experience at ISMIR2020, recognising the innovation and effort that went into to make this gathering of researchers possible under the circumstances. With more time to plan and more experienced attendees, ISMIR 2021 will undoubtedly be an even better conference.

## Reports on other facets of ISMIR 2020

The following section shares information and recommendations of many different elements of the ISMIR 2020 conference, submitted by [the chairs](#).

### Proceedings

Chairs: Cory McKay, Eva Zangerle, Johanna Devaney

A readme about generating the proceedings is written [here](#).

### Late-Breaking Demos

Chairs: Xiao Hu, Christian Frisson

Recommendations for next time:

- Move LBD deadlines at least 1 week earlier to have more room to put camera-ready materials online before the start of the conference (it was Oct. 5 this year, so less than one week before the start of the conference.)
- Build upon existing scripts or create scripts in advance to facilitate online program generation (PDF metadata description, video upload/description, slack channel creation/description) from submission/camera-ready metadata (CMT spreadsheet export)
- Manage all author contributions (submission to camera-ready) with the same service (for instance CMT) despite constraints (such as max 100MB per file with CMT)
- Separate given and family names in spreadsheets and scripts to facilitate matching author names with online service accounts (mirrors Cory's recommendation)

### Music

Chairs: Gabriel Vigliensoni, Guillaume Boutard

We were able to bring a number of composers and performers using MIR technologies in their creative practice in the music program. However, there was no planned space for discussion about how they used these techniques, nor what are their needs. Composers were asking for this moment of discussion.

In parallel, some scientists were asking for a similar thing, in particular, in Special Session 7: “How do we—in MIR research—help artists?”

The music program should be scheduled starting on day one of the scientific program of the conference. This would avoid having one listening session after the closing plenary, and corresponding awards. A few composers noted that none of the musical pieces of the last session were awarded.



## Websites

Chairs: Néstor Nápoles López, Evan Savage (with some comments from Gabriel Viglienconi below as well)

If possible, decide all the tracks (e.g. scientific program, music submissions, late-breaking demos) that the conference will have from the beginning. Each time a new track is required, an email needs to go to Microsoft with the request. In addition, the workflow for controlling the settings/deadlines/forms of the different tracks need to be done independently. It would be less work if you know in advance how many tracks you need to set up and who is responsible for each track. The meetings that go in deciding settings/deadlines/forms of the submission/review process could involve all the tracks simultaneously, and it would save everybody some time.

Remind authors/reviewers/metareviewers to pay attention to which email account they use in CMT. Clear instructions were not given about this at the beginning of the submission/review process, which meant that participants were often recycling CMT accounts from a different conference and/or using multiple emails to create CMT accounts. This was particularly a problem for users who had several roles (i.e., they were authors and reviewers). A single account can have multiple roles and that is the optimal way of managing the metadata of a single participant. Asking, for example, users to make sure that they have one CMT account with their current email address before they submit a paper or become a reviewer is a recommendation I'd make, as well as encouraging people to use one email address for all ISMIR communication.

The two websites: Having two different sites, one for general conference information and one for program, was a decision that we didn't take in advance but that came by chance. The general conference site is a Jekyll site, the one for the program is a Flask-based site. If organizers of next year's conference want to use the nice features of the program site, they may think about hosting the conference's main site using the same Flask-based site, so that they maintain just one code base.

The conference websites were both maintained on GitHub:

- General conference info: <https://github.com/ismir/ISMIR2020>
- Conference program site: <https://github.com/ismir/ISMIR-Conf>

## Black in MIR

Coordinator: Andrew Demetriou

This was the first year we offered waivers for Black people interested in attending ISMIR. Initially it was announced as a collaboration with Black Girls Code and Black in AI. We didn't receive any responses (though there may have been a technical problem with the form that contributed to this). The week before ISMIR the waiver was extended to anyone identifying as Black who wanted to attend. We gave out 10 waiver codes/refunds and 4 were actually used (3 waiver codes and one person who had already registered who got a refund).

For next time: advertise the Black in MIR waivers (and the WiMIR waivers) from the beginning when general registration opens. It's definitely worth doing again — given how late we advertised and the

technical difficulties we still got a great response and more people would be able to take advantage if we do it earlier next time.

## Registration

Coordinator: Emily Hopkins

Since no one had to book flights or hotels, we kept registration open until one hour before the start of the last full “day” of the conference. People did indeed continue to sign up, and it was important to me to keep it open as long as we could since the Black in MIR waiver extension was announced so late.

However, you need more than one person monitoring new registrations throughout the conference. During the lead-up it's fine if it's one person but it was a lot to handle throughout. People were concerned when they were not granted instant access to the conference platform, but it wasn't possible to automate granting access to the appropriate parts of the Slack.

Make sure your registration system can actually evaluate codes (e.g. “WiMIR22”) — we used a hacky workaround but it would have saved some trouble if this had been a part of the service we used.

Managing satellite registration with the ISMIR registration was not awful, but it would have been better if satellites were part of the registration from the beginning though so the form and confirmation letter could be designed more clearly.

## A note about publication fees

We did these this year mostly to ensure that we would not end up in trouble from physical conference venue deposits we couldn't get back. Since e.g. Slack accounts can be counted per-person I think we could avoid publication fees in the future with the conference being planned virtual from the start.

## Paying out keynote honoraria, childcare grants, other awards

Continue doing this with the ISMIR PayPal account in the future, skipping the university bureaucracy is really nice! For next time have at least the keynote honoraria organized ahead of time so they can be paid within a week of the talk being given.

## Childcare Grants

Coordinators: Emily Hopkins, Claire Arthur, Katherine Kinnaird

Childcare grants were distributed this year as part of WiMIR (Women in Music Information Retrieval), which has traditionally given fee waivers and covered other conference expenses for women and gender minorities in MIR.

In the future, we recommend re-integrating the childcare grants into the main conference budget and planning -- we can still prioritize giving funding to people who are under-represented at ISMIR and whose academic and professional success is disproportionately impacted by reproductive labour, but I also think it's important to re-center it as a concern of the conference as a whole instead of a “women problem.”

This was the first time ISMIR has offered anything child-care related though it has been discussed in previous years, so we're hoping we've set a precedent we can improve upon in the future.

How we did it this year:

- We had a google form for people to apply for a fee waiver and/or childcare grant.
- We advertised on Twitter and the ISMIR Community Mailing list.
- We included the following wording to help people decide how much to ask for in support, which I think helped get more responses:

These grants are intended to cover extra childcare costs during the conference, including childcare that might otherwise have been unpaid (partner, spouse, grandparent, etc.) To estimate these costs, you can use either (a) the average hourly rate for childcare where you live, (b) 130% of your local minimum wage, or (c) \$17 CAD/h.

(Those figures are based on \$17/h as the average wage for childcare providers in Montreal, where the conference was going to be originally hosted, and is equivalent to 130% of our local minimum wage as well)

We received 4 applications for childcare, all of which we will be able to fulfill. The total amount was just under \$1000, requests from individuals ranged from under \$100 to over \$500. There were not a ton of applications but those who received them were very happy about it, and other attendees who did not use the grants also responded positively to them being offered. Hopefully even more people are able to take advantage next year.

## Key positions

Recommendations from Ichiro Fujinaga, ISMIR 2020 General co-chair

- Registrar: Hire one person to set up the registration site. Additional person to help just before and during the conference.
- Virtual Conference Manager: Hire one person to plan and organize the Slack Workspace and Zoom licensed meetings.
- Webmaster to setup and implement the Miniconf website.
- Paper submission system manager (e.g., CMT).
- Encourage vertical posters

## Additional comments from 2020 organizers

Gabriel Vigliensoni: I missed a moment of synchronous watching of the video playlists of the scientific program. In the same fashion that on previous iterations of ISMIR, this moment could be implemented right before the poster sessions. This synchronous moment of watching may help conference attendees to choose what they want to visit in the poster session and also to get an overall idea of the community research during the last year.

Audrey Laplante:

- Would have been nice to have more real social events
- Ethical guidelines for sponsors? Maybe more appropriate at board policy level
- Reviewer guidelines -- do not assume author pronouns!
- Black in MIR waivers -- trying to identify more under-represented groups at ISMIR to extend similar offers

## Blog posts from participants

Another source of suggestions and feedback are the blogposts published by attendees.

Ilaria Manco, "ISMIR 2020: disentanglement, lottery tickets & NLP meet MIR"

<https://ilariamanco.com/2020/10/18/ismir2020/>

*Having had no prior experience of physical academic conferences (welcome to doing a PhD in 2020!), it's hard for me to truly gauge what I might have missed on. But I can say that, compared to other virtual academic events I attended over the last few months (ICASSP, ICML and various summer schools), ISMIR did deliver the best overall experience, successfully managing to have its typical sense of close-knit community permeate the virtual space within which it unfolded. But part of me can't help thinking that that same sense of closeness and community that ISMIR has managed to build over the years would hardly be the same today without the physical gatherings it has previously relied on. If, on the one hand, everyone agreed that holding conferences virtually facilitates attendance, lowers barriers to entry and vastly reduces the environmental impact, on the other it can create considerable friction to active participation, particularly for newcomers. So, while next year's edition will still be online, the decision to experiment with hybrid formats in the future was widely welcomed.*

Jordi Pons, "ISMIR 2020 papers, my selections"

<http://www.jordipons.me/top-10-ismir-papers-my-selection/>

Oriol Nieto, "The Best of ISMIR 2020"

<https://www.urinieto.com/best-of-ismir-2020/>

*Slack + Zoom is definitely an upgrade to any other virtual conference I attended this year. Seems like we're making progress in figuring out how to attend conferences from home!...*

*Nevertheless, from now on I wish all ISMIR conferences offer a virtual attendance option to not only make it more affordable and more eco-friendly, but also to circumvent the nonsensical visa issues....*

Nevertheless, and inspired by the RecSys Karaoke session, I made a last minute Call for Musicians (CfM) and, due to popular demand, three different Karaoke Jams took place in this year's ISMIR. And it was delightful.

Lorenzo Porcaro, "An (Active) Listener Perspective of ISMIR 2020"

<https://lorenzo-porcaro.medium.com/an-active-listener-perspective-of-ismir-2020-e6b84fa880c6>

*...this year more than ever I realized how the possibility to participate in conferences is, without doubt, a privilege denied to many researchers around the world. A logic that can be broken by the shift to virtual conferences.*

Philip Tovstogan, “Interesting Papers from ISMIR 2020”

<https://philtgun.me/2020/10/16/ismir/>

*Most conferences are going virtual and we are slowly adapting to the new way of doing things. Among the conferences that I attended so far, ISMIR 2020 (International Society for Music Information Retrieval) had one of the best organization and felt quite close to the real-life experience. I made a conscious decision to only dedicate my time to the conference during its week, as I would if I traveled to Canada, and it had exhausted me as much as the real deal would. I cannot imagine what would happen if I was also trying to work during those days...*

Hao Hao Tan, “ISMIR 2020 - Part 1”

[https://gudgud96.github.io/2020/10/17/ismir\\_2020/](https://gudgud96.github.io/2020/10/17/ismir_2020/)

*It is also my first ISMIR, and I have been so looking forward to it since day 1 of doing MIR research, so indeed it is a little bit disappointed for unable to travel and meet people physically this year. Nevertheless, I can already feel that ISMIR is such a unique conference as compared to others, although in a virtual setting, and I can almost understand why so many ISMIR visitors have repeatedly emphasized that ISMIR is the best conference of all. The topics are super interesting, and the community is super friendly, always willing to share & exchange, and extremely fun to talk to.*

# Appendix

Here are records of information shared with presenters, participants, and volunteers.

## Presenter Instructions

### Prerecorded Video

Similar to the 4 minute presentations of past ISMIRs, these prerecorded short videos should introduce the topic of your paper, inform of some insights from the work, and entice watchers to read the paper and visit your poster sessions.

Video must be submitted by September 14th. Our team will be reviewing them for quality and appending title cards with schedule details before posting online.

We recommend recording voice overs to a slide show or slides with embedded video of the presenter. One way to do this is record the presentation on a virtual meeting platform such as [Zoom](#), [Google Meet](#), [Microsoft Teams](#). Presentation programs such as [Powerpoint](#) and screen capture programs such as Screencastomatic can be used to record slide presentations with voiceover.

Video presentations must include accurate captions, including [SOUND EFFECTS] and speaker name if multiple speakers are featured. Free web services such as YouTube Studios (instructions), Zubtitle, and Amara can be used to generate, edit, and export captions into common formats like .srt, .vtt, and .sbv. If captioning services are not available to you, you must submit a complete transcript text file (.txt) of the video with time stamps. Here is some guidance on encoding captions, from another virtual conference.

These videos will be publicly available for streaming during the conference on multiple platforms for international accessibility, and archived publicly for access after the conference as well. Note that excerpts of copyrighted audio recordings may cause a video to be suppressed on some platforms ([Archive.org](#), YouTube).

### Formating

- Duration: 4 minutes
- File size: 250 MB max
- Video format: mp4
- Video codec: H.264
- Dimension: minimum height 480 px, aspect ratio 16:9
- Resolution: 720p
- Filename: include paper submission number and presenting author's family name (e.g., 118\_Upham.mp4)

### Submission deadline

14 September 2020, Anywhere On Earth (AOE)

### Submission process

If Dropbox is accessible from your region, please submit your 4-minute presentation videos via this [file request link](#). If the Dropbox link does not work in your region, please submit via [this oneDrive file request link](#).

If you have any questions, contact [ismir2020-video@ismir.net](mailto:ismir2020-video@ismir.net)

### Poster file

The digital poster file should be formatted for display on screens rather than large format print. We recommend a horizontal or vertical arrangement that allows participants to scroll and zoom easily.

- Horizontal dimension: The poster should be designed to follow the proportion of a computer screen (16: 9) and allow for good quality graphics when zooming on specific sections of the poster. The recommended size is 24 inches tall (60 cm) by 42 inches wide (105 cm). The file should be saved as a PDF and its size should not exceed 100MB. ([Sample horizontal instructions](#))
- Vertical dimensions: Another option is to generate a long poster, scrolled in one direction without the need for changing scale. This arrangement is more convenient for mobile devices and tablets. For more discussion on vertical poster design, see [this twitter thread](#) and these vertical posters generated using a [webapp](#) and [PowerPoint](#).

However you generate the poster, please submit a `.pdf` file. Links to dynamic documents generated on Visme or similar webapps can be shared within your poster's slack channel; alternatively, by embedding a QR code in the PDF poster that links to its interactive version. Regarding the filename convention, please follow the same guidelines used for video submissions, except for the file format (e.g., `118_Upham.pdf`).

### Submission deadline

3 October 2020, Anywhere On Earth (AOE)

### Submission process

If Dropbox is accessible from your region, please submit your poster PDFs via this [file request link](#). If the Dropbox link does not work in your region, please submit via [this oneDrive file request link](#).

If you have any questions, contact [ismir2020-video@ismir.net](mailto:ismir2020-video@ismir.net).

### Poster sessions

Each poster will be given a channel in the conference Slack workspace. This channel will be open for asynchronous text discussion of the project throughout the conference and for synchronous audio/video discussion during the poster sessions. To help visitors, presenters can prepare their channel by pinning their poster documents and link to their paper materials and video on the ISMIR 2020 website.

Each poster is scheduled to be presented in two 90 minute sessions scheduled 11.5 hours apart. This allows ISMIR participants from around the world to engage in synchronous discussion with each presenter. In each session, 8 to 12 poster channels will be active in parallel. Poster presenters will open a slack call in their poster channel and visitors can pop into the channel and join the call to talk face to face. Like any in-person poster session, these video calls can only support a limited number of participants at once (15). If a channel call is full, visitors will be encouraged to keep browsing and come back in a few minutes, or to leave text comments and questions to be answered later.

## ISMIR2020 Code of Conduct

ISMIR2020 is committed to providing a harassment-free experience for everyone. All attendees, speakers, sponsors, and volunteers at our conference are required to agree with the following code of conduct. Organisers will enforce this code throughout the event. We expect cooperation from all participants to help ensure a safe environment for everybody.

### Need Help?

If you are being harassed, notice that someone else is being harassed, or have any other concerns regarding conference conduct, you may report it through the following channels:

- ISMIR2020 Code of Conduct Board Contacts (Audrey Laplante, Blair Kaneshiro): [codeofconduct@ismir.net](mailto:codeofconduct@ismir.net)
- Volunteer team contact (24-hour support)
- Additional contact persons: Emily Hopkins & Andrew Demetriou (on Slack)

### The Quick Version

Our conference is dedicated to providing a harassment-free conference experience for everyone. Participants are expected to engage in constructive, respectful, and inclusive conversations, and harassment of conference participants in any form will not be tolerated. Participants are expected to respect the privacy protocols of the conference. This Code of Conduct applies to all ISMIR2020 activities including talks, poster sessions, tutorials, workshops, social events, Twitter, and other online media. Conference participants violating these rules may be sanctioned or expelled from the conference without a refund at the discretion of the conference organisers.

### The Less Quick Version

#### Harassment

Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, nationality, religion, posting of inappropriate sexual images, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, and unwelcome sexual attention. Other forms of harassment for the virtual format of ISMIR2020 include disrupting the virtual meeting (e.g., "zoom-bombing"), engaging in harm or threats of harm of any kind, and creating/contributing to a safety threat or unsafe or exclusionary situation.

Sponsors are also subject to the anti-harassment policy. In particular, sponsors should not use sexualised images, activities, or other material. Sponsors should not use sexualised clothing/uniforms/costumes, or otherwise create a sexualised environment.

#### Privacy Protocols: Screenscaptures, Audio and Video recordings

Some scheduled ISMIR events will be recorded and streamed. Participants will be alerted in the program and at events.

- Do not take audio or video recordings of any ISMIR 2020 activities unless explicit permission has been granted by all participants.



- Do not take or share screenshots of participants or presenters without explicit permission from everyone present or making sure that participants cannot be identified.
- Do not share audio or video recordings of ISMIR 2020 besides those released by the conference (via social media or any other means) unless these have been posted with permission by all participants.
- Do not take or distribute pictures of or copy research posters/presentation materials. All ISMIR presentation videos, posters, and papers are freely available on the conference site.
- Chat logs can be saved for personal use only.

## Consequences/Enforcement

If a participant engages in harassing or inappropriate behavior, the conference organisers may take any action they deem appropriate, including warning the offender or expulsion from the conference platforms with no refund.

Participants asked to stop any harassing or inappropriate behavior are expected to comply immediately.

## Scope

This Code of Conduct applies to all ISMIR 2020 activities including talks, poster sessions, tutorials, workshops, social events, Twitter, and other online media.

This work, "ISMIR2020 Code of Conduct", is a derivative of "Conference Code of Conduct" by Conference Code of Conduct, licensed under a Creative Commons Attribution 3.0 Unported License. We also adapt content from the SPE-Inspiring Plastics Professionals Virtual Meetings Conduct Policy. "ISMIR2020 Code of Conduct" is licensed under a Creative Commons Attribution 3.0 Unported License by ISMIR2020.

## Registration

### ISMIR 2020 Registration Fees

Registration Fee	Early Bird (until 31 August)	Late (starting from 1 September)
Standard Registration	\$70	\$90
Reduced Registration	\$20	\$30
<b>Publication Fee (one author per paper, see below)</b>		<b>Deadline: 17 August 2020</b>
Standard Publication Fee		\$60
Reduced Publication Fee		\$10

All amounts in CAD. [Currency Converter](#).

### Registration Fees

Everyone who is attending should register, as this will provide access to our online platform.

Presentations, papers, and abstracts will be available to all on the conference site, and the keynote will be streamed publicly. Participation in poster sessions, discussion, meetups, etc. will be limited to those registered on the conference platform.

Reduced registration fees are intended for independent students, people from low-GDP countries, and low-income attendees, who are paying out-of-pocket.

### Publication Fees (New)

To recover some costs from cancelling the physical component of ISMIR, we are charging a publication fee for each paper in addition to registration costs.

Multi-author papers: please choose one person per paper to pay the fee. It is not possible to pay for more than two papers using this form; please contact [ismir2020-registration@ismir.net](mailto:ismir2020-registration@ismir.net) if you need to and we will instruct you on how to proceed.

The Reduced publication fee is intended for independent students, those from low-GDP countries, and low-income authors, who are paying out-of-pocket. If you choose this option, the difference (\$50 CAD) will be paid by a corporate sponsor, and your name and contact information will be given to that sponsor.

## Refund Policy

Cancellations made before 1 October 2020 will receive a full refund minus the administration fee (\$20 CAD for the Standard fee and \$5 CAD for the Reduced fee).

The publication fee is non-refundable.

Registration for ISMIR is now closed! Thank you!

## New! ISMIR Satellite Conferences registration

- Digital Libraries for Musicology (DLfM), 16 October 2020
  - <http://dlfm.web.ox.ac.uk/>
  - Registration for DLfM is now closed! Thank you!
- Natural Language Processing for Music and Audio (NLP4MusA), 16 October 2020
  - <https://sites.google.com/view/nlp4musa>
  - Registration for NLP4MusA is now closed! Thank you!
- HAMR (Hacking Audio and Music Research), 16–17 October 2020
  - [HAMR main page](#)
  - Registration for HAMR is now closed! Thank you!

## Virtual Conference Participant Guide

This year's ISMIR conference is going to be a bit different from past meetings. Not only is this community gathering online instead of in person, we are participating from around the world. And for the large portion of us Conferencing from home means we are still immersed in the responsibilities and time constraints usually left in another city. For these reasons, we decided that this conference schedule needed to be compact and flexible to allow participation without making everyone adopt Montreal's time zone for 4 to 6 days.

Each day's schedule is set within two repeated pairs of 3.5 hour blocks, spaced to accommodate our particular distribution of participants' time zones. Attendees are free to choose the two blocks that suit their local time and schedule best to participate in a comparable array of conference activities. Our main conference is a [Slack workspace](#), with channels to share what is going on, discuss research, network, and socialise at all hours, and our meeting halls will be on [Zoom](#).

Past ISMIR conferences have been exceptional for programming a single track of presentations for a conference of hundreds, elevating posters as a means of research dissemination over longer lectures and time limited Q&A. We made it a priority to find a virtual environment that allowed participants to recreate the poster session experience: face to face discussion, freedom for all to ask questions and share insight, and the opportunity to browse research and discover work we'd never thought to explore ourselves. Slack, with its support for video chat in limited numbers, is the virtual medium we hope will offer you many of those advantages, with the added opportunity to participate in asynchronous discussion about presented projects in their respective poster channels.

Single track presentations also inspired the goal of equal visibility. Instead of isolating researchers to speak only to those who share day-light hours, we scheduled double poster sessions, 11.5 hours apart. While a bit more demanding for our presenters, this format ensures the opportunity to research to be seen by interested colleagues all around the world.

But the most difficult aspect of the ISMIR conference to support virtually is the spontaneous conversation that arises between new acquaintances as well as old friends. To help participants connect with peers, we have scheduled times every day for meet ups to encourage conversation. Some are prepared, such as the themed Special Sessions chaired by vital members of our community, but we also encourage participants to organise more by sharing ideas in [#meetup-suggestions](#) channel in our slack, in the spirit of [unconference](#). And we hope attendees make good use of the flexibility of our slack workspace to connect directly, one on one or in small groups, with the enthusiasm and respect that has made ISMIRs past such a great success.

For so many reasons, this is not the conference proposed by our chairs one year ago, but with your participation and energy, we hope this larger-than-ever all-virtual conference will be just as rewarding.

## Outline of activities

Conference activities this year fall into a few categories.

- Group events such as the Keynotes, Music Concerts, Business meeting: These events are hosted in big Zoom meetings with a dedicated set of speakers and some opportunity for Q&A, moderated through the Zoom chat. Links to these events are shared in the [#whats-on-now](#) channel in the conference slack. They are scheduled twice, with presentations recorded in A and partially rebroadcast in B.
- Poster sessions: Poster sessions are taking place on Slack. Each poster has a dedicated channel (#poster- ) and before every session, a list of active channels will be advertised together in the [#whats-on-now](#) channel. Participants can visit the poster channels to join live video calls with the presenters. Note: These video calls have a participant limit of 15. If you can't join the call, check out something else and come back later, or leave text comments in the channel for asynchronous and off-hours discussion.
- Meetups and Special sessions: These are interactive discussions hosted in Zoom meetings or, for smaller groups, Slack video calls in a public channel. Our volunteers can help set up the resources for meetups proposed in addition to pre-scheduled activities.
- Off hours communication: The slack workspace is open 24/7, with a full list of participants and the capacity to text chat and video call privately(\*) as well as in public channels.

\*Text Messages on the ismir2020 slack are retrievable to our workspace owners and [the Code of Conduct](#) applies to private communications on our platforms as well as public. Please be respectful of other ISMIR attendees and mindful of the challenges we share in participating from different time zones and circumstances.

## Other Resources:

- The [Program website](#) contains information on all the events and posters in the main conference. Use the [calendar](#) to check out when events are happening and click through for the details, including poster videos, papers, and links to slack channels.
- Youtube and Bilibili playlists: The presentation videos for each poster set have been posted to our online video streaming channels. Prepare for each session by watching the videos all in a row!

## Sample days

In the schedule, numbers represent unique events (1, 2, 3...) and the letters A and B represent the repeats (A, B). Most things happen twice. So, for example: Posters 1A and 1B are the same posters so you should attend 1A or 1B.

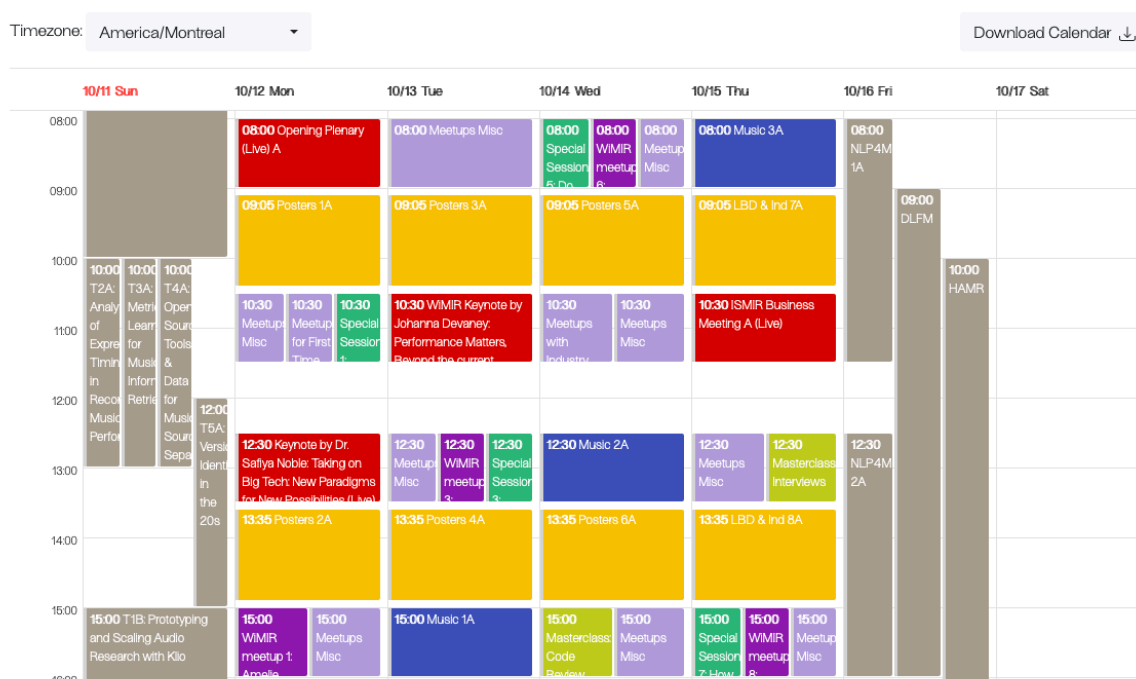
The program site presents the full schedule of events (<https://program.ismir2020.net/>). It should automatically show the calendar in your time zone, but you can also manually change it with the dropdown menu. What you then attend of the conference depends on your time zone.

Here are a few examples of how these conference days proceed.

Amina, a student in Montreal (EDT/UTC-4), is attending ISMIR for the first time. On Day 1 (Oct. 12), she would:

- At 08:00, pick up the zoom link to the Opening Plenary from slack, then visit four or five poster channels during Posters 1A, then attend the “Meetup for First-timers”
- During the break, she starts a DM group with a few people she just met and watches the playlist of poster session 2 videos while having lunch.
- At 12:30, pick up the zoom link to the keynote, then visit more posters during Poster Session 2A, leaving comments in a few places for later follow up, then pops into the WiMIR meetup and makes plans to meet with her labmates for virtual drinks in their private lab slack channel.

She continues to attend sessions at these times every day (Both “A” slots) as shown below:



Fan, a professor in China (CST/UTC+8), is a regular ISMIR attendee. Her schedule is a lot like Amina's except the blocks are at 08:30 and 13:00 in local time, so she can see everything if she attends all the “B” blocks. However, she is also presenting a paper. She's been assigned to Poster Sessions 3, so she needs to be in her poster channel during 3A (21:05 on Oct. 13) and 3B (at 9:35am on Oct. 14).



## Slack: [ismir2020.slack.com](https://ismir2020.slack.com)

Slack is where most of the conference activities are taking place. If it involves less than 15 people sharing video simultaneously, it can happen on slack. This space acts like an insulated direct messaging system, a forum, a file sharing platform, and a small scale video chat service all at once. We encourage all ISMIR2020 participants to dive in as soon as they get the invite so we all know what we are doing when the conference activities get rolling.

This guide will lead you to a lot of specifics, but feel free to drop by the [#helpdesk](#) for more support whenever you need it. It will be staffed with volunteers at least 16 hrs/a day, so if we can't answer you right away, the next shift will be there to help soon. The channel's history can also be used as an informal FAQ, if you need it.

## Joining the conference Slack

Registrants to ISMIR 2020 will receive an invitation to [ismir2020.slack.com](https://ismir2020.slack.com) via the email account you used to register for ISMIR 2020. Please follow the instructions in the email to activate your account. If you have trouble connecting, please contact [ismir2020-registration@ismir.net](mailto:ismir2020-registration@ismir.net).

Please be sure to [download](#) and use the latest version of the DESKTOP APP. While it is possible to participate in some activities via browser and mobile, the poster sessions depend on functionality in the Desktop app, specifically video chat. [Here is more information on signing into Slack](#). Note that we are not using SSO in this conference.

## Preparing your slack account

Once you have joined the workspace, take a moment to get set up.

- Slack Profile: This is your conference badge. Please add a photo or relevant image and fill in your details so that other participants can find you. [Here is how to update it](#).
- Review [your preferences](#) for [language](#), [sidebar](#), [workplace theme](#), and more.
- [Find your colleagues](#): look up collaborators and colleagues in the search bar and start [direct messaging](#) to keep in touch through the conference.
- There are many adjustments you can make to [manage notifications in slack](#). [Here is more information on how to take control](#) so you can enjoy the conference at your own pace.
- Pop into [#general](#) to say hi and begin perusing your channels.

## Organising your workspace

In Slack, each channel is themed to a type of information or conversation topic, and the ISMIR 2020 workspace already hosts over a hundred channels. Some you are added to automatically from the beginning, some you will be added to as the conference progresses (such as the poster channels), and others you can find and add at your leisure, or create yourself.

- [Browsing channels on the workspace](#), joining and leaving channels
- [Muting channels and changing notification settings](#)
- [Organise your channels in sections](#) (Priority and others)
- [Making private slack channel](#) for your research group and friends
- ISMIR participants can also request public channels be created. Just contact the volunteers at the [#helpdesk](#)!



## Interacting on Slack

Slack is mostly text based, but there are options for voice and video built in, and we hope you use all the options available to have the best conference possible. Here are a few tips to help get used to the platform.

- You can direct message anyone in the conference, and video calls are also possible over direct message. We recommend you start with text chat, and only video call when everyone is available and prepared.
- [Reply threads in channels](#): It's good form to add direct replies to questions or comments as reply threads, even if these are not immediately visible in the channel messages. This helps keep the channel organised.
- [Slack video calls](#): Joining a video call in a channel takes just one click of a button, but [here is more info in case you need it](#). And remember, calls can only take 15 participants at a time.
- Coordinating meeting times: we are participating from around the world, so finding times to meet is a challenge. Here is a useful [multi-time-zone meeting planner webapp](#) to help you coordinate.

## ISMIR Slack channel types

We've tried to prepare the ISMIR2020 slack with a number of useful channels to help keep the conference lively and navigable. Here are the different types to look out for:

- Announcements: [#announce-official](#), [#announce-all](#), and [#whats-on-now](#). Please do not leave or mute these channels as they are the most general way for us to keep you up-to-date on all the conference action.
- [#announce-official](#): This channel is just for announcements from the ISMIR 2020 organisers. If it's posted here, it's important and maybe urgent.
- [#announce-all](#): This channel is for any participant to make an announcement to the conference community. Share notice of outside events, the creation of new public channels, or call attention to your poster channel during your poster sessions.
- [#whats-on-now](#): This channel updates with information about conference events in real time, with links to Zoom and Slack channels in the details so you know where to go. The Eventbot lets you RSVP to get personal timed reminders. Put this in your priority channel list!
- [#helpdesk](#): This channel is for answering participant's questions about the conference and virtual platforms. Volunteers will be there to answer questions during conference activities and follow up on issues that arise between.
- Social channels: Channels starting with the [#social-](#) are open for people to talk about things other than research. First time ISMIR2020 attendees are particularly encourage to join [#social-first\\_ismir](#) and connect other new members of the community.
- Poster channels: These [#poster-](#) channels host the discussion for each poster, whether asynchronously in the chat or face-to-face during the poster sessions.
- Sponsor channels: Top tier sponsors of ISMIR 2020 each have [#sponsor-](#) channels to share information with the community and invite conversation, so drop in anytime!
- Private channels: Besides the channels you can browse and join, there are channels to which people must be invited to participate. Create your own private space for your team or colleagues!

## Poster session channels

These are instructions for presenters about preparing and managing activity in their poster channels. Presenters will be invited to their poster channel soon after the slack is live, but it can also be found by the first author's family name and poster session set.

Setting up poster channel:

- Share channel with coauthors at the conference
- Add your poster's channel to your Priority channel list to find it easily when other message you
- Post + pin a link to your project page from the program website (this page will include your presentation video.)
- Post your paper pdf file and poster file inside the channel for convenient retrieval.
- Post and pin your abstract to help visitors get a quick heads up while they are browsing.

From the beginning of the conference, ISMIR participants will be able to search and join your poster channel and start asynchronous discussions in the channel about your project. On the day of your poster sessions, all ISMIR registrants will be added to your poster channel, so they can more easily find and follow the conversation.

Poster Session activities:

- On the day of your poster session, all ISMIR participants will be added to your poster channel so that they will see activity in this channel.
- Right before a poster session begins, links to the presenting posters' channels will be announced in the [#whats-on-now](#) channel.
- Start the video call in your poster channel, even if you are alone at the time the poster session begins. Visitors can see who is on the call and join when they come by.
- Present to visitors like a normal poster session, referring to the contents of your poster file as necessary.
- Keep an eye out for text comments in the channel as well, if there is a lull in visitor questions on video.

A couple of suggestions for handling the traffic:

- If your poster isn't getting much attention during a poster session, add a message with your channel name in the [#announce-all](#) to let more people know you are free to talk.
- If visitors to your channel are violating the code of conduct or making it difficult for you to present, please contact the [#helpdesk](#) to request support to join your channel or call to help.

## Zoom

Other than the poster sessions, most of the scheduled events in this year's virtual ismir are happening on Zoom: Keynotes, Special session discussions, Industry meetups, etc.

While ISMIR 2020 is using a paid license to host meetings, participants do not need an account with us to join our zoom meetings. If you have any zoom account, free or licensed, the links shared during the conference in our slack are all you need to join an event.

## Accessing zoom meetings

- If you haven't used zoom before, [set up a free account](#) and download the zoom app. Be sure to be [using the latest version of Zoom](#).
- Log into your account to configure a [virtual background](#), profile picture, or any other personalisations.
- To [join a zoom event](#), click on the link shared in slack via the #whats-on-now channel or other related channels when the event is about to start.
- Be sure to [configure your Audio and Video](#) inputs to suit your set up and needs.
- MUTE: Participants should stay muted during presentations and larger meetings, only unmuting when they have been called on to speak.
- CAMERA: In large meetings, keep your camera off if you do not need to be seen. This can help reduce bandwidth.

## Speaking in large meetings on Zoom

With so many people attending ISMIR 2020, we need to manage participation in group meetings a bit more strictly. During presentations, all but the presenter must stay muted, and during discussions, each should remain muted unless they have been designated to speak by the moderator.

Unless otherwise stated, we will be using the Zoom chat to coordinate question periods and discussions. If you'd like to make a contribution, open the zoom chat window and either:

- Type in and submit your complete question or comment IF you'd like it to be read by the moderator.
- Type Q or C (Question or Comment) and a keyword to request a chance to unmuted and speak yourself. (Keywords will help the moderator organise responses.)

The moderator volunteers will keep an eye on the chat and call on participants or read for them as is necessary. In very active chats, the moderators may opt to select only a subset of participants to speak, for the sake of time. Further comments can be shared in related slack channels after the zoom event.

## Privacy and code of conduct

As described in [the code of conduct](#), participants are not to make recordings or take and share screenshots of ISMIR Zoom events unless consent has been given by those visible.

## Conference Recordings and live streams in Zoom

As according to the code of conduct, this conference does not allow participants to record our virtual events. However, organisers will be recording a subset of the zoom meetings. Presentations such as the Opening plenary, business meeting, and keynotes will be recorded. Discussion zooms like the special sessions and WiMIR meetups will not.

With the exception of when we are live streaming, these recordings are for use within the conference, to play back sections when events are repeated in this 24 hr schedule. Our zoom recordings are set up to record only the active speaker and screen-shares, not everyone on the call, and without showing names. When playing back zoom events, we will be sharing the main presentations but not the question and answer sections (unless permission has been granted.) These settings are in place to help protect the

privacy of our attendees. Participants are welcome to further control their visibility within calls by turning off their cameras and changing their listed name.

## Conference websites

In place of paper documents or an exclusively mobile app, details of ISMIR 2020 papers and events are displayed on our program website.

- [Main Website](#): The launch point of our conference documents, find information about [registration](#), [sponsors](#), [the code of conduct](#) and [our virtual program](#).
- [Virtual program site](#): [See the schedule](#) in your local time zone and click on events to find information on what they are about.
- Find all the prepared materials for conference papers by [searching](#) for title, keywords, or authors, browse by [session number](#), or shuffle entries to explore the options.
- Do the same for [Late Breaking Demos](#), our [Music Program](#), and [Tutorials](#).

## Closing note

Thank you for coming to ISMIR 2020. Since it became clear that ISMIR could not happen in person, a host of organisers collaborated to define and create this event with very little precedent to draw from. Please be patient with the team and generous with feedback, as this may be the first virtual conference for some, but it is not likely to be our last.

Have a great conference!

Finn Upham

Virtual technology Chair, ISMIR 2020

## Instructions for volunteers

Here the volunteer job break down for everyone. During your shift you will be performing one of two roles

- On Slack: Help people use this space to the max.
- On Zoom: Help manage the technical stuff and moderate Q&As

### How a shift goes:

- Each shift starts 30 minutes before the next round of events. Use this time to check in with the others of your shift in the all-volunteers private channel, working out who is covering what, and anyone helping with zoom should sign into zoom as volunteers 1,3,4,5, and 6. (There is no 2, sorry-F)
  - login email: volunteerN.ismir2020@gmail.com
  - password: H3llo,Montreal!
- If you are on the helpdesk: start answering any questions left in the #helpdesk slack since the last shift.
  - Answer in text where you can BY REPLYING IN THREAD. You can point to previous responses where it would be helpful, but be ready to DM folks who need follow ups and video chat with them using shared screens to help talk through technical difficulties.

### Issues you can help with from the helpdesk:

- Personalising and using the slack interface (muting notifications, joining channels, starting private channels, updating profile, adding files and pinning info to profile), contacting people by looking them up and starting a dm group, adding people to channels they have trouble finding (though try to explain how to find things first.)
- Help people make a first call in their poster channel, if need be.
- Figuring out the schedule: point to website, explain how participants attend two contrasting sessions a day, presenters have to attend three when it's their turn, that links to the next events will pop up in the #whats\_on\_now channel if they click on [Details]
- Organisers should be in contact through private channels, but at worst, let them know about who will be helping when it's their turn to host events (see All Event list.)
- Be the first line of response in code of conduct issues, intervening where requested within reason and referring the issue to Code of Conduct officers/admins. If someone is being belligerent or inappropriate in a channel, pop in and try to defuse (ask if there is a problem, suggest this thread be left alone for a while, post a reminder of the code of conduct and suggest people check their behaviour). If someone continues harassing behaviour after being asked to stop, Contact your shift leader/admin to look into kicking them off the platform.
- Referring complicated issues to the organisers by mentioning them in the reply (@username), by sharing the query in the #all-volunteers channel, or by DM. This includes things like people having trouble finding the slack, code of conduct issues, schedule errors.
- Start zoom rooms for spontaneous meetups from accounts that aren't otherwise in use. Note: there is one meetup zoom already set up for every instance of Meetup Misc in the schedule, so grab that from the All\_Events doc before starting new meetings. If that's taken, sign into an open zoom volunteer account, click "Start a meeting", and share the link with the people requesting it.

Note: Everyone is on helpdesk duty during the poster sessions. If the session is quiet, feel free to go check out some posters, but keep an eye out for notifications from your shift group and the helpdesk.

## If you are on zoom:

- Report which volunteer account you are using and which event you are covering in the #all-volunteers channel and sign in at zoom.us. All volunteer accounts are cohosts to ISMIR zoom events. This means you should be able to help host/co-host any meeting on the schedule from whatever account you sign in with. (Note: make sure you are signed into the volunteer account when on shift, and signed into your own account when off.)
- Look at the All\_events spreadsheet (pinned) to find the zoom link and the name of the organisers chairing the event.
- Start the zoom call 20-15 minutes before the scheduled time and share the link via DM with the organisers involved so that they can join you and work out screensharing, co-hosting controls, etc. Also take this time to work out how much moderation support the organisers need. Verify that:
  - the people chairing or presenting have the capacity to share their screen and have Computer audio and optimised for video turned on if they are sharing sound/video replays.
  - that audience parameters are set (mute, with or without ability to unmute, or call for unmuting)
  - That the event is being recorded if need be, or not if not.
- When an event is to start, turn on your mic to share the following:
  - *Welcome to [event]!*
  - If making recording:
    - *This zoom meeting is being recorded for later rebroadcast within this conference. You should see the record signal on your screen. It is set to record only the active camera and shared screens.*
  - If a presentation:
    - *In this meeting, we will have a presentation from the panelist(s) followed by an moderated question period. If you'd like to ask a question or make a comment, keep your microphone muted and use the zoom chat window to send a chat message to myself or everyone with Q and a keyword to request a turn to speak, or type out the whole question for the moderator to read it for you. I will select as many responses as we have time for, please attend carefully for your turn to unmute and be mindful of the other participants waiting to share.*
  - If a rebroadcast of a presentation:
    - *In this meeting, we will be sharing a previously recorded presentation, followed by a moderated question period. If you'd like to ask a question or make a comment, keep your microphone muted and use the zoom chat window to send a chat message to myself or everyone with Q and a keyword to request a turn to speak, or type out the whole question for the moderator to read it for you. I will select as many responses as we have time for, please attend carefully for your turn to unmute and be mindful of the other participants waiting to share.*
  - If a discussion (meet ups, special sessions):
    - *In this meeting, we will have an introduction from the chairs followed by a moderated discussion period. If you'd like to ask a question or make a comment, keep your microphone muted and use the zoom chat window to send a chat message to myself or everyone with Q and a keyword to request a turn to speak, or type out the whole question for the moderator to read it for you. I will select as many responses as we have time for, please attend carefully for your turn to unmute and be mindful of the other participants waiting to share.*
    - (Note: if the discussion group is very small, < 10, you can suggest they self-moderate instead of coordinating through the chat.)

- During the call, make sure everyone but the speaker(s) is muted, using "all mute" in the security options if necessary. When it is time for questions/discussion, remind people to use the chat to raise their hands. Call on people one at a time by naming them and help them unmute if necessary, giving the presenters or chairs time to respond as needed. If a lot of people are wanting to speak up at once, try to encourage diversity of voices instead of only going chronologically (that's across academic discipline, seniority, gender, race, language, etc.)
- When it is time for the meeting to end, you or the chair should announce that the meeting is over. End recording if recording, and leave the meeting by selecting "End meeting for all" if you are still the host.
- Whether or not this is the end of your shift, drop by the #all-volunteers channel on slack to let us know how the event went. With luck, it will have gone smoothly.
- If you have any problems during the call, please use slack to communicate with the administrator on shift and other volunteers to come help.