

Practical information about participating in CLHCP2020

(by PC and LOC)

How to join the online sessions:

- Both plenary and parallel sessions will be held via **Tencent meeting rooms**, which have a limit of maximum 300 concurrent participants.
- For **plenary sessions**, it is highly possible to reach the upper limit. In order to make sure there are places for speakers and invited audience, it is **recommended** that **junior students and those who plan only to follow the presentations** without pressing needs to ask questions interactively shall connect to the **online streaming service**.
- For **parallel sessions**, it is not likely to reach the upper limit. Therefore, **all participants shall go straight to the Tencent meeting rooms**.
- All participants in the Tencent Meeting room **shall use their names directly to identify themselves**.

Notes for speakers:

- Please make sure your talks will be **prepared and presented in English**;
- Please help **strictly follow the time limit** indicated on the agenda;
- Please **upload your final slides to the agenda one day prior** to the session start;
- If you plan to present based on PDF format, please upload only PDF file; if you plan to present based on PPT format, please upload both PPT and PDF files;
- Please **open your camera during your presentation** if that is applicable;
- Please **join the Tencent meeting room 15 minutes prior to the start** of session and check with the session conveners in case of practical issues.
- The **plenary sessions will be recorded**.
- In case of problems to connect, please ping session chair/PC/LOC promptly (wechat or email)

Notes for audience:

- For those connected to Tencent meeting rooms, please **always keep yourselves muted unless being asked to unmute** by the session conveners in the case of Q&A.
- **Questions are taken only after a presentation**. Due to the tight schedule, please **do not interrupt speakers during their presentations**.
- **How to ask questions interactively:**
 - **Default method:** if you are connected to the Tencent meeting room and have questions after a presentation, please **write down the letter “Q” in the chat box**, the session conveners will check the order and give the opportunities for as many as possible questions. **Once being asked to raise your question** (by conveners), **unmute your microphone and interact with the speaker**, and mute again once the Q&A is done.
 - **PLEASE BE BRIEF in Q&A.**
 - For special and rare circumstances, the session conveners might implement a

different measure on spot.

- **How to ask questions when connected to online streaming or after the sessions:**
 - Audience connected to the online streaming service (for plenary sessions) can type their questions in the message box there, and we will have a volunteer to collect these questions and transport a selected number of them to the plenary speakers for the evening topical discussions.
 - If you have questions after the sessions, it is recommended to contact the speakers directly.
 - If you have questions after the sessions for plenary speakers and would like to discuss in the evening topical discussion sessions, please send an email to the corresponding topical session conveners (will be published in the agenda).

Notes for session conveners:

- Remind the speakers one day prior to the session to upload their slides (LOC will provide the email list of speakers).
- Please **be in the Tencent meeting room at least 15 minutes prior** to the session start.
- Please help speakers resolve their technical problems if applicable; we will always have one PC or LOC member and/or a student volunteer connected to each session for supporting purpose, so you shall exchange with them for any issues.
- **Start the session on time.**
- Introduce the names of speakers and the titles shortly before each talk.
- In the case of difficulties for the speakers to share their screens, please help to share the slides and move pages.
- **Control the time strictly:** remind the speakers when the time is running up (5', 3', 1'), by opening your camera and show a piece of paper with the counting-down time; Be bold to cut sharply the presentations if they start to run obviously longer.
- **After each presentation, organize a short Q&A:** remind the audience that they should type "Q" in the chatbox to act as a sign of questions; check the Tencent meeting chat box and invite people to unmute their microphone for questions one by one, depending on the timestamps of them typing "Q". Control the discussion in case it runs slowly and verbosely. Cut sharply the Q&A if the time runs out.
- **Start a next talk on time.**

About the topical discussion sessions:

- **Saturday Nov. 7th, Beijing Time 20:00-21:30 (Higgs physics, SM measurements, and Heavy Ion):** all plenary speakers on Friday and Saturday are invited to participate; all participants are invited to join and take this opportunity to exchange in depth with these speakers on interesting topics. The session conveners will prepare a list of topics/questions (you can provide your questions/feedbacks!) to discuss, and there can also be questions asked online there.
- **Sunday Nov. 8th, Beijing Time 20:00-21:30 (New physics, and Flavor physics):** similar organization but for plenary speakers on Sunday and also Monday.

ENJOY!