

Dear ICHEP 2020 presenters,

below we would like to share with you information regarding organization of parallel, poster and plenary sessions at the conference which is quickly approaching. The conference program is now available at

<https://indico.cern.ch/event/868940/>

Parallel sessions

There will be 4 parallel session time slots: Tue 28th, Wed 29th, Thu 30th and Fri 31st of July. In order to serve audience from various time zones, the sessions will be organized as “Premiere” and “Replay” sessions. For the “Premiere” sessions speakers are required to give a live presentation of their talk via Zoom, which will be recorded and later played in the respective “Replay” session. The general layout of the parallel sessions is the following (times given in CEST):

Tuesday:	Premiere I:	15:30-21:00
Wednesday:	Replay I:	8:00-13:30
	Premiere II:	15:30-21:00
Thursday:	Replay II:	1:00-6:30
	Premiere III:	8:00-13:30
	Replay III:	15:30-21:00
Friday:	Premiere IV:	8:00-13:30
	Replay IV:	15:30-21:00

Please note that the length of talks varies across parallel sessions and the time allocated for a talk in Indico includes Q&A time. The typical slots are 15 min = 12+3 min, 18 min = 15+3 min, 20 min = 15 + 5 min, and 30 min = 25+5 min (talk + discussion time). In case of questions, please contact directly the conveners of your parallel session:

<https://indico.cern.ch/event/868940/page/19837-session-conveners>

and please also CC SCI@ICHEP2020.ORG to assure timely response to your questions.

Presenters are kindly requested to **upload their slides at the latest one day before** their session and also test their audio and video settings to avoid potential technical difficulties and delays during the session. We also ask every presenter to stick to the allocated time of the talk as the parallel program is in most of the parallel sessions full.

Questions will be allowed via a Mattermost chat thread open for each session or by voice for smaller parallel sessions, with voice replies. At the Replay sessions complete recordings will be webcast (including recorded Q&A). There will still be a chance to discuss using Mattermost chat (presenters are welcome to join the chat live at their replay time).

Poster sessions

There will be 3 poster session time slots: Wed 29th, Thu 30th, and Fri 31st of July, each between 13:30 and 15:00 CEST. Poster sessions will take place in Zoom meeting rooms organized as 9 parallel meetings with typically 8 posters grouped in one meeting room. The session will start with a short presentation of the posters by authors, followed by Q&A and a free discussion. Additionally, chat channels will be open for poster sessions in Mattermost, where chatting about posters will be possible during the poster sessions as well as during the whole conference.

Poster presenters are required to prepare a **short presentation** which they will present during the poster session. The limit for slides is 3 slides with content plus 1 title slide and no backup material. That is a **maximum of 4 slides**. The presentation should take no more than **3 minutes**. Presenters are welcome to put additional material (e.g. longer presentation, A0 poster, link to a short video, paper, etc.) to Indico. Poster session time will be specified in the Indico agenda.

Presenters are kindly requested to **upload the slides at the latest one day before** their session. The chair of the session will collect all the slides into one PDF file which will be shared by the chair during the Zoom meeting to avoid potential technical difficulties and delays during the session.

Plenary sessions

There will be 4 plenary session time slots: Mon 3rd, Tue 4th, Wed 5th and Thu 6th of August. In order to serve audience from various time zones, the sessions will be also organized as “Premiere” and “Replay” sessions. For the “Premiere” sessions speakers are required to give a live presentation of their talk via Zoom, which will be recorded and later played in the respective “Replay” session. The general layout of the plenary sessions is the following (times given in CEST):

Monday:	Premiere I:	15:30-20:30
Tuesday:	Replay I:	8:00-13:00
	Premiere II:	15:30-20:30
Wednesday:	Replay II:	1:00-6:00
	Premiere III:	8:00-13:00
	Replay III:	15:30-21:00
Thursday:	Premiere IV:	8:00-13:30
	Replay IV:	15:30-21:00

Please note that again the time allocated for a talk in Indico includes Q&A time. In case of questions, please contact SCI@ICHEP2020.ORG.

Presenters of plenary talks are kindly requested to **upload their slides at the latest one day before** their session and also test their audio and video settings to avoid potential technical difficulties and delays during the session. We also ask every presenter to stick to the allocated time for the talk.

Questions will be allowed via a Mattermost chat thread with voice replies. At the Replay sessions complete recordings will be webcast (including recorded Q&A). There will still be a chance to discuss using Mattermost chat (presenters are welcome to join the chat live at their replay time).

Connection details will be announced before the conference. We also kindly ask those who have not registered yet to do so as soon as possible.

We are excited that ICHEP2020 will start in a month and we are grateful for your continued collaboration to make this conference online.

With kind regards,

Zdenek Dolezal on behalf of the ICHEP LOC