

24-28 August 2021

Online

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## ICAS 12 Participant Portal Guide – Roundtable Convenor

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### Important notes:

It is recommended to use the **Firefox** or **Google Chrome** browser to complete the tasks

Deadline for presentation upload is **1 August 2021**

Pre-recorded materials will be available from **10 August–15 October 2021**

## Getting Started – Log-in page

You will receive an email that includes a link and your log-in details for the ICAS 12 Participant Portal, please check your spam folder as well. Should you not have received this email, please contact the ICAS 12 Organisers at [icas12@iias.nl](mailto:icas12@iias.nl).



### Welcome to the ICAS 12 Participant Portal

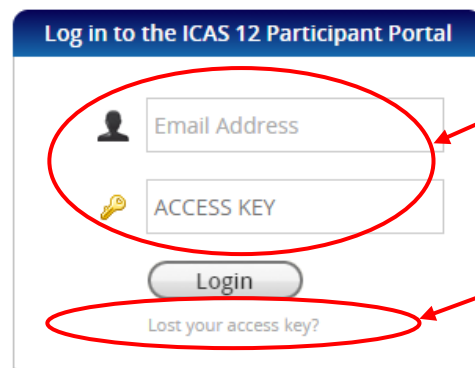
Thank you for participating at ICAS 12!

In this portal you will be preparing your online participation at the conference:

- edit or update your participant profile
- for participants with a paper presentation, you will be pre-recording or uploading your presentation video in this portal

An email with your log-in details for this ICAS 12 Participant Portal was sent to you, please check your spam folder as well. Should you not have received this email, please contact the ICAS 12 Organisers at [icas12@iias.nl](mailto:icas12@iias.nl).

Please login below and follow instructions to provide your details for the conference.

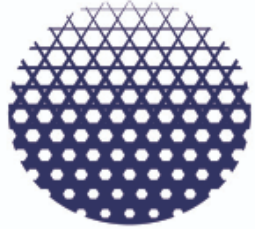

The login form is titled 'Log in to the ICAS 12 Participant Portal'. It contains two input fields: 'Email Address' with a person icon and 'ACCESS KEY' with a key icon. Below these fields is a 'Login' button and a link labeled 'Lost your access key?'. Red circles highlight the input fields and the 'Lost your access key?' link.

Please fill in your email address and Access Key that was sent to you per email.

You can also request your Access Key by clicking on 'Lost your access key?' at the bottom.

## Getting Started – Task List

The tasks available in your task list is based on your role at ICAS 12. These tasks are required to gather the necessary information for your profile and session.




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Online

ICAS 12 Participant Portal | Log Out


Task Progress (40%) | Event Details | Technical Support



### EVENT INFORMATION




-  Dates: Aug 24 – 28, 2021 (Tue — Sat)
-  Location: Online
-  More Information: [Website](#)
-  [Contact the Event Organizer](#)


### YOUR INFORMATION



-  Tess Tester (35 Logins)
-  [View / Edit Your Profile](#)


### FEEDBACK








 We always welcome feedback and want to hear what you like and your suggestions. [Give Feedback Now](#)

### TASKS

(you have 5 left to complete out of a total 5 assigned tasks)



-  [Confirm or Update Profile](#) (task is due Sunday, 1 August 2021)
-  [Provide or Update Your Biography](#) (task is due Sunday, 1 August 2021)
-  [Upload Your Photo](#) (task is due Sunday, 1 August 2021)
-  [Participant Agreement](#) (task is due Sunday, 1 August 2021)
-  [Upload your Roundtable Video](#) (task is due Sunday, 1 August 2021)

## Confirm or Update Profile



### CONFIRM OR UPDATE PROFILE

Continue



Your name and your affiliation as per below will be used in the ICAS 12 Programme. Please verify that your information is complete, accurate, and spelled correctly.

#### Personal Details (as it will appear on program materials) Mailing Address

Prefix	<input type="text"/>	Address Line 1	<input type="text"/>
First Name	<input type="text"/> *	Address Line 2	<input type="text"/>
Middle Initial	<input type="text"/>	Address Line 3	<input type="text"/>
Last Name	<input type="text"/> *	City	<input type="text"/>
Suffix	<input type="text"/>	State / Province	<input type="text" value="Select state / province ..."/>
		Zip / Postal Code	<input type="text"/>
		Country	<input type="text" value="Select a country..."/>

#### Contact Details

Office Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/> *

Please verify that your name and your affiliation are accurate and spelled correctly as this information will be used for the ICAS 12 Programme.  
Fields with a red asterisk are required fields.

#### ★ Professional Information (as it will appear on programme materials)

Position	<input type="text"/>
Affiliation	<input type="text"/> *

#### Social Media Information

If you would like to share social media information with attendees, you may enter your information below.

Website (format: 'https://www...')	<input type="text"/>	<input type="checkbox"/> Not applicable
LinkedIn Profile Page (format: 'https://www...' — You can find your LinkedIn account URL under your photo on your Profile page.)	<input type="text"/>	<input type="checkbox"/> Not applicable
Twitter Username (format: @cadmiuacd — please include the @ character at the beginning)	<input type="text"/>	<input type="checkbox"/> Not applicable
Facebook Page (format: 'https://www...')	<input type="text"/>	<input type="checkbox"/> Not applicable

You can also choose to include your social media links as well.  
Please click the 'Continue' button to save your information.

Continue

## Provide or Update Your Biography

Your biography will be visible to other ICAS 12 participants and should not exceed 200 words.




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← Task List | Log Out  Task Progress (33%) | Event Details | Technical Support



### PROVIDE OR UPDATE YOUR BIOGRAPHY

Continue 



Please provide or update your biography below. Your bio will be visible under your profile on the ICAS 12 programme website.

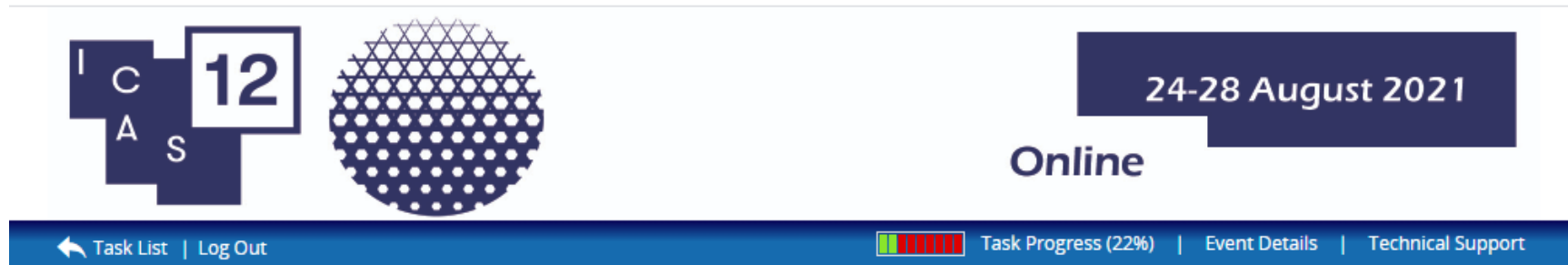
My biography|

2 words (200 max)  
11 characters

Continue

## Upload Your Photo


As ICAS 12 will be an online event, it will be a more engaging experience for you and other virtual participants if you would upload a photo of yourself. This is not required, but we would highly recommend you to do so. Photo requirements – file size: **minimum of 50 Kb**; acceptable file types: **.jpg or .png file**



The banner features the ICAS 12 logo on the left, a circular grid pattern in the center, and the text '24-28 August 2021' and 'Online' on the right. A dark blue navigation bar at the bottom contains links for 'Task List | Log Out', a progress indicator for 'Task Progress (22%)', and links for 'Event Details | Technical Support'.

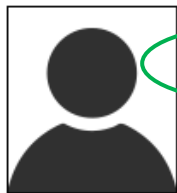


UPLOAD YOUR PHOTO

Submit Photo 



Please upload a digital image for your profile in the ICAS 12 programme. **Your image needs to be larger than 50 Kb. Your image needs to be one of the following types: "jpg, png."**



Photo

No file chosen

By uploading a photo of yourself, you certify that you will not distribute the image.

I will not be uploading a photo

Click 'Choose File' and choose the photo from your device that you would like to upload for your profile. The file needs to be at least 50 KB and has to be a .jpg or .png file.

Then click 'Submit Photo' button.

Check this box to opt out of uploading a photo and click the 'Continue' button that will appear after checking the box.



### CROP YOUR PHOTO

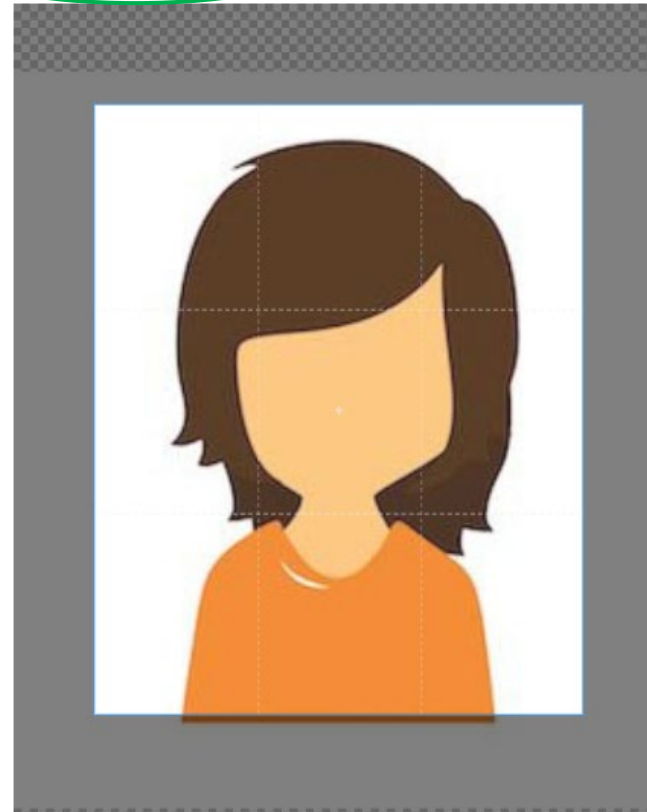
Crop & Submit Photo



In order to show your photo to attendees, it needs to be cropped to 480 pixels by 600 pixels. This will not affect your original photo that was uploaded.

1. Please click and drag the uploaded image to center it on the highlighted crop box area.
2. To zoom in and out on the uploaded image, use the scroll wheel on the mouse, or press the Zoom In and Zoom Out buttons.
3. Click 'Crop & Submit Photo'. **This task is not complete until you click 'Crop & Submit Photo'.**

Zoom In Zoom Out



Crop & Submit Photo

You can use the system's tools to help you cropping the photo to the required size of 480 pixels by 600 pixels.

You can click and drag the uploaded image to centre it on the highlighted crop box area.

To zoom in and out on the uploaded image, use the scroll wheel on your mouse or press the Zoom In and Zoom Out buttons.

Click 'Crop & Submit Photo' to finish.



## UPLOAD YOUR PHOTO

Use Existing Photo

Submit Photo



Please upload a digital image for your profile in the ICAS 12 programme. Your image needs to be larger than 20 Kb. Your image needs to be one of the following types: "jpg, png."



Photo

Choose File No file chosen

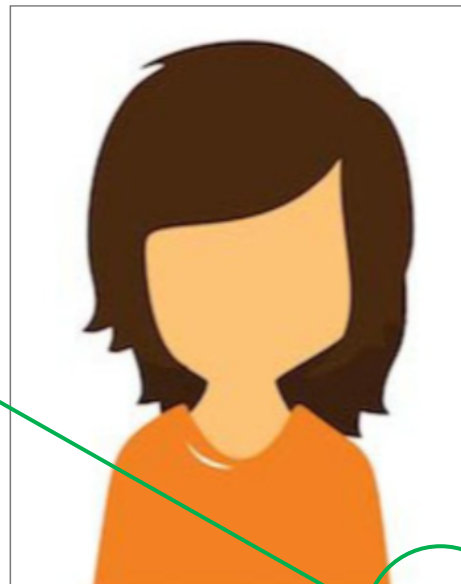
By uploading a photo of yourself, you certify that you have the right to distribute the image.

I will not be uploading a photo

Submit Photo

You can come back to this task to view, download or delete the uploaded photo at a later stage.

To upload a new photo simply click 'Choose File' again and choose a new photo from your device, click the 'Submit Photo' button again and crop your photo as described above.



Added: 6/25/2021, 09:16  
Width = 480 pixels  
Height = 600 pixels

View  
Download  
Delete

## Participant Agreement

Please read the Participant Agreement and check the box on the bottom to complete this task.



## Pre-Recorded Content for Roundtables

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All paper presenters are asked to pre-record their presentation, but as roundtable participants will not present a paper, this will not be asked of them. We have offered roundtable convenors the option to pre-record a video (max 45 mins) as well. As you are receiving this guide, you and your roundtable participants have decided to submit pre-recorded video for your roundtable. This can be a video in which the chair can introduce the topic and the roundtable participants can briefly present their view on the topic of the roundtable. ICAS 12 participants can watch the pre-recording and join the live discussion session that aims to maximize the opportunity to go more into depth. So, *the recording is not meant to replace the live session*, but should be seen as material that gives a little extra context on the topic before the start of the live conference. To enable free discussion these live sessions will not be recorded.

The deadline for the video upload is **1 August 2021**. Pre-recorded materials will be made available as of **10 August 2021** to give all participants the opportunity to browse and watch the different presentations before the start of the live conference between 24–28 August 2021 and will stay available until **15 October 2021**.

### Video requirements:

- Video length: **maximum of 45 minutes**
- File size: **maximum of 2 GB** (please contact the ICAS 12 Organiser if your file exceeds this size)
- acceptable file type: **.mp4**

## Upload your Pre-recorded Video

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For option 2 you can pre-record a presentation video with your own means and you can upload the video file to the CadmiumCD conference management system. *Video requirements* – video length: **max 15 mins**; file size: maximum of **2 GB** (please contact the ICAS 12 Organiser if your file exceeds this size); acceptable file type: **.mp4**

Some points of attention and recommendations to optimise your home recordings:

### 1. Camera Setup

We would recommend to use a built-in or an external webcam linked to your laptop or desktop; use landscape mode; pay attention to the distance from your body to your camera

### 2. Lighting

Consider recording your video in front of a window or another lightsource with light coming from the front.

### 3. Sound

We would recommend using an external USB-microphone; do not place it too close to your mouth (will cause clipping or pop sounds), but also not too far away (this will increase the chance of noise and echo); do a sound check before your start. Try to find a quiet time during the day for recording.

### 4. Presentation

Prepare for your recording, go over your presentation slides or text before you start recording. Practice a few times and start over if needed.

### 5. Room Set-Up

Be mindful of your room background, make sure the background is tidy and not distracting. Remember to protect your own privacy, make sure that things caught on camera are all right to be visible.

### 6. Representation

Prepare yourself like you would be doing the presentation in person, put on some nice clothes, brush your hair, etc. People will notice! Be mindful of your posture as well, try not to slouch for example.

To view these tips in more details, you can visit the website of [The Centre for Innovation, Leiden University](#) or download their [pdf with the tips](#) directly.



## UPLOAD YOUR ROUNDTABLE VIDEO

Complete Task



Please upload the pre-recorded video of your roundtable (max 2 GB).

By uploading the pre-recorded video of your roundtable, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021.

If your file exceeds 2 GB, please contact the ICAS 12 Organisers at [icas12@iias.nl](mailto:icas12@iias.nl)



### Paper Presentation for ICAS 12

#### Pre-recorded Roundtable Presentation Video

Drop your file here to upload or click within to browse the files on your computer.  
(Acceptable File Types: .mp4)  
It needs to be less than 2 GB in size.

#### Uploaded File

No file has been uploaded yet

Click on the box and choose the video file from your device that you would like to upload. The file has to be an .mp4 file



### UPLOAD YOUR ROUNDTABLE VIDEO

Complete Task



Please upload the pre-recorded video of your roundtable (max 2 GB).

By uploading the pre-recorded video of your roundtable, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021.

If your file exceeds 2 GB, please contact the ICAS 12 Organisers at [icas12@ias.nl](mailto:icas12@ias.nl)



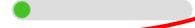
#### Paper Presentation for ICAS 12

##### Pre-recorded Roundtable Presentation Video

Drop your file here to upload or click within to browse the files on your computer  
(Acceptable File Types: .mp4)  
It needs to be less than 2 GB in size.

##### Uploaded File

Video\_ICAS\_12\_small.mp4  
48.2 MB



This bar shows the progress of the upload of your video file.



### UPLOAD YOUR ROUNDTABLE VIDEO

Complete Task



Please upload the pre-recorded video of your roundtable (max 2 GB).

By uploading the pre-recorded video of your roundtable, you agree to have the pre-recorded video published on the ICAS 12 programme website. The video will only be visible for registered ICAS 12 attendees between 10 August - 15 October 2021.

If your file exceeds 2 GB, please contact the ICAS 12 Organisers at [icas12@ias.nl](mailto:icas12@ias.nl)



#### Paper Presentation for ICAS 12

##### Pre-recorded Roundtable Presentation Video

Drop your file here to upload or click within to browse the files on your computer  
(Acceptable File Types: .mp4)  
It needs to be less than 2 GB in size.

##### Uploaded File



Video\_ICAS\_12\_small.mp4  
July 3, 2021 at 10:25 AM  
48.2 MB

View

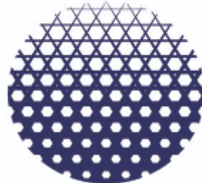

Remove File

You can come back to this task to view or remove the uploaded file.

To upload another file, simply click on the box again and select the new file from your device.

Click the 'Complete Task' button to finish this task.


Your tasks are complete when all icons are marked green, thank you so much!  
We look forward to seeing you at the ICAS 12 online conference!





24-28 August 2021  
Online


ICAS 12 Participant Portal | Log Out Tasks Complete! | [Event Details](#) | [Technical Support](#)


**EVENT INFORMATION**




 Dates: Aug 24 - 28, 2021 (Tue — Sat)


 Location:  
Online


 More Information: [Website](#)

 [Contact the Event Organizer](#)


**YOUR INFORMATION**




 Tess Tester (36 Logins)


 [View / Edit Your Profile](#)


**FEEDBACK**








 We always welcome feedback and want to hear what you like and your suggestions. [Give Feedback Now](#)

**TASKS** (you have 0 left to complete out of a total 5 assigned tasks)



 **Tasks completed**  
Thank you. Your tasks are complete! We look forward to seeing you in Online!

-  Confirm or Update Profile (completed 3/7/2021 at 10:46)
-  Provide or Update Your Biography (completed 3/7/2021 at 10:46)
-  Upload Your Photo (completed 3/7/2021 at 10:46) -- [PREVIEW UPLOAD](#)
-  Participant Agreement (completed 3/7/2021 at 10:46) [PREVIEW](#)
-  Upload your Panel Video (completed 3/7/2021 at 10:48)

Should you have any questions please contact the ICAS 12 Organisers at [icas12@ias.nl](mailto:icas12@ias.nl)