

# Analytics for Management and Economics Conference

Digital Event, September – December 2020

Working language: English

Organising Committee contact: [amec@hse.ru](mailto:amec@hse.ru)



## User Guide for Delegates

### Registration

Dear delegates, please go via this link and proceed with the **obligatory registration** for Tracks in order to receive Zoom link to the Track conference room:

<https://amec.hse.ru/expresspolls/poll/399213199.html>

You need to select tracks that you are interested in out of full list of tracks. You may update your choices using the same link later on.

**The deadline for registration for the track is 14 pm the day the specific track starts.**

### Certificate of participation

The certificate of participation AMEC 2020 will be only signed by fulfillment of these **four conditions**:

1. To register as an Attendee via this link:

<https://amec.hse.ru/expresspolls/poll/399213199.html>

2. To sign up with your name and surname for Zoom session.

3. To turn on the camera during the whole session.

4. To attend no less than 6 sessions.

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## General information for presenters

Please take note of the following information for your presentation:

- **All presentations will be held live.** Asynchronic presentations are not allowed.
- The time slot for each presentation (including oral presentation, questions and discussion, and preparing the next presentation) is discussed with the Chairman of the track.
- Please **respect the intellectual property** of the presented research. Taking pictures of slides or record presentations without approval is illegal and a serious matter, which can have legal consequences.
- **Presentations will not be recorded.**
- Presentation files will not be stored. It is up to the presenters to share the presentation file with conference delegates on request.

## General technical information

All sessions will be held in Zoom. Before entering the Track please make sure that you are already registered in Zoom - you can sign up for free here: <https://zoom.us/signup>

Please take note of the following general technical information to ensure good video quality:

- Use a stable internet connection via LAN with sufficient bandwidth, but at least 10 Mbit/s (ideally do not use wifi).
- Ideally use a headset for optimum audio quality.

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Please note that **all times refer to the Moscow Standard Time** (MSK) zone (Moscow, St. Petersburg, etc.). Please check your local time again.

## Different roles, rights and responsibilities

### Host (Technical assistant)

Each session is led and moderated by a chair. The chair is supported by a technical assistant who ensures a smooth technical process in the background and manages all access rights.

### Chair (Co-Host)

The chair is responsible for the moderation of the session. They welcome the participants, briefly introduce the presenters and give the floor to the presenters. They also lead the discussion. The chair is also responsible for keeping the time and to the schedule. They also start and finish the session. Chairs have audio and video rights.

### Presenter

Presenters have for their session audio and video rights. Shortly before they start their presentation, the technical assistant (host) will assign the presenter (only one) presentation rights, which allows sharing the screen with the conference delegates. If presenters attend any other session, they have the same rights as attendees.

### Attendee (Conference delegate)

Conference delegates have no audio and video rights by default. For the discussion after presentation, the technical assistant can provide audio rights to attendees.