


PQCrypto 2021

The Twelfth International Conference on Post-Quantum Cryptography

 Virtual Conference ~~Daejeon, South Korea~~ / July 20 (Tue) - 22 (Thu), 2021

Guideline for Session Chairs

Hosted by

ETRI <Q|Crypton>

Initial Setup

Thank you all for joining PQCrypto 2021 as session chairs.

Please be aware of the following instructions for chairing your session.

[NOTICE]

- We recommend you to check your network connection before the session.
Use a high-speed network for a stable connection to the meeting.
- Recommended using a headset to minimize any noise issues.
- Please try to find a quiet environment and maintain the environment during a session.
- Please visit the zoom help center to get more information : <https://support.zoom.us/hc/en-us>

- Install Zoom Client (<https://zoom.us/download>).
- You can test a joint meeting from following site: <https://zoom.us/test>
 - ✓ Click “Join” → Wait a few seconds and the zoom client will run → Click “Join with Video”
→ Click “Join with Computer Audio”
 - ✓ You cannot test screen sharing, you can only test the microphone and video.

Initial Setup

The image shows a Zoom meeting interface for a session titled "PQCrypto 2021". The main content area displays the meeting title. The bottom toolbar contains several icons: Join Audio, Video, Security, Participants (2), Share Screen, Chat, Record, Reactions, Settings, and More. A red box highlights the bottom toolbar and the right-hand side panels (Participants List and Chat Window).

Participants List

Chat Window

Audio Setting

Video Setting

To Open Participants List

To Open Chat Window

Reaction Feature

To Share Your Computer Screen

Recording is strictly prohibited

**To exit the meeting
*Do not click this button unless you intend to leave the session**

Before Sessions

- You should enter in 20 minutes prior to the session.
- Click ① “Participants” ② Find “More” in your name field and click “Rename”
- ③ Re-type your name based on the following composition.

✓ Your Name Should be displayed:

If you are a presenter:

Ex. **1.1.1** PQCrypto 2021

Session Order of Your Name
Code Your Talk

If you are a session chair:

Ex. **Chair 1.1** PQCrypto 2021

“Chair” + Session Code Your Name

*Session Codes:

- 1.1 Code-Based Cryptography
- 1.2 Multivariate Cryptography
- 1.3 Quantum Algorithms
- 1.4 Implementation and Side Channel Attack

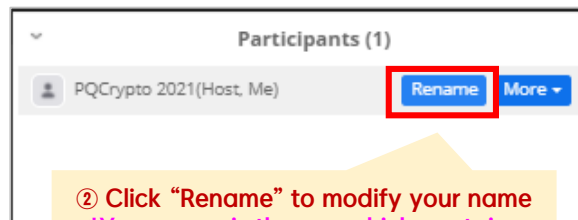
- 2.1 Isogeny
- 2.2 Invited Talk
- 2.3 Industrial Track

- 3.1 Invited Talk
- 3.2 Lattice Based Cryptography
- 3.3 Cryptanalysis

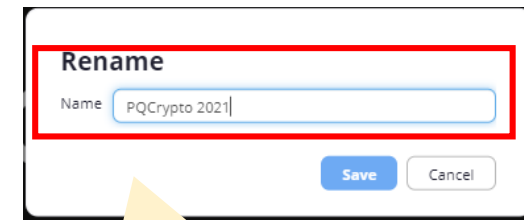
✓ An asterisk (*) in front makes your name **move to** the top of the participant list.

- The staffs will promote you to co-hosts once you change your name on Zoom.
- Check the attendance of the speakers listed in the presentation schedule.
- Ask the presenters to check microphone/video and test “Share Screen” according to the talk order.

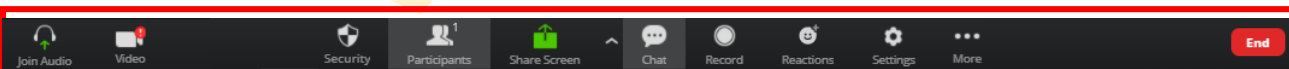
① Click ‘Participants’ to open the participants list on your right side.
(If the list is not on your screen)



② Click “Rename” to modify your name
*Your name is the one which contains “(me)” at the end



③ Enter your new name in the “New screen name” field. Then, click “OK”.



During Session (Chairs)

- Briefly introduce about your session, then authors and presentation titles before each of their talk
- Remind the presenters of their presentation time according to the program.
- * **Make sure all the presentation will be conducted strictly by the scheduled time and any of extra minutes shall not be allowed over the allocated time.**
 - **Invited Presentation: 60 min. including Q&As**
 - **Industrial Track: 20 min. including Q&As per each**
 - **Oral Presentation: 15 min. including Q&As**

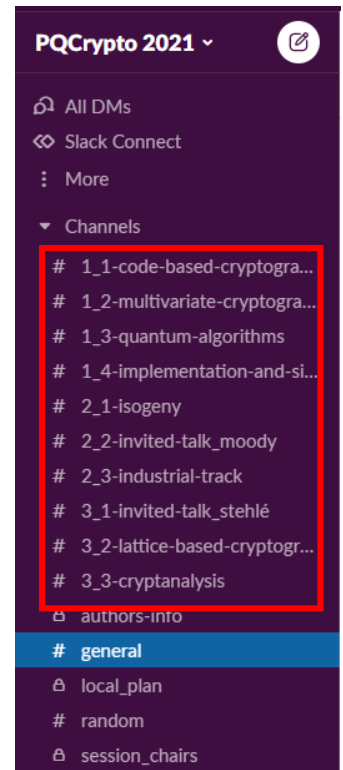
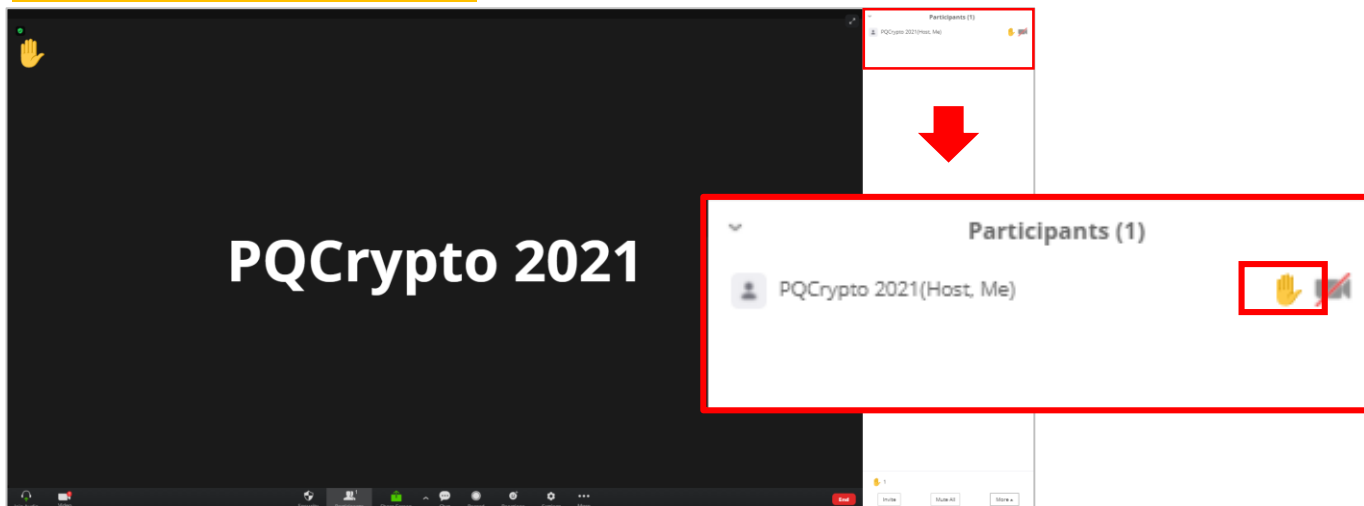
Type of talks	First warning	Second warning	Third warning
Note	Please inform “Please finish the presentation in 3 min”	Please inform “Please wrap up”. But allow him/her to continue if he/she has not finished. Adjust the Q&A time accordingly.	Finish the Q&A time. Click “Stop video” and “Mute” except for the next speaker.
Invited (Total time – 60 min) Presentation – 55 min, Q&A – 5 min	At 52 min.	At 55 min.	At 60 min.
Industrial (Total time – 20 min) Presentation – 15 min, Q&A – 5 min	At 12 min.	At 15 min.	At 20 min.
Oral (Total time – 15 min) Presentation – 10 min, Q&A – 5 min	At 7 min.	At 10 min.	At 15 min.

- Please do not move on to the next presentation on your own even if there is a “No-show” presenter.
- Please stick with the program schedule as shown in the Final Program.
- * **The staff will plan to share the pre-recorded presentation, so please ask the staff to play the video instead.**

During Q&A

- ① All the Q&As will be moderated by the session chairs.
- ② Anyone willing to ask questions will express their intentions through the "Raise Hand" or send messages to "Everyone" on the "Chat Window" on Zoom / using the channel of the session on Slack.
- ③ Once the session chair selects a questioner,
 - **(Raise Hand)** If you randomly pick a questioner among the people who clicked "Raise Hand", then the staff will unmute the microphone of the participants.
 - **(Chat Window)** Read questions directly from the "Chat Window".
- At the end of the given time, the chair will call the next speaker.

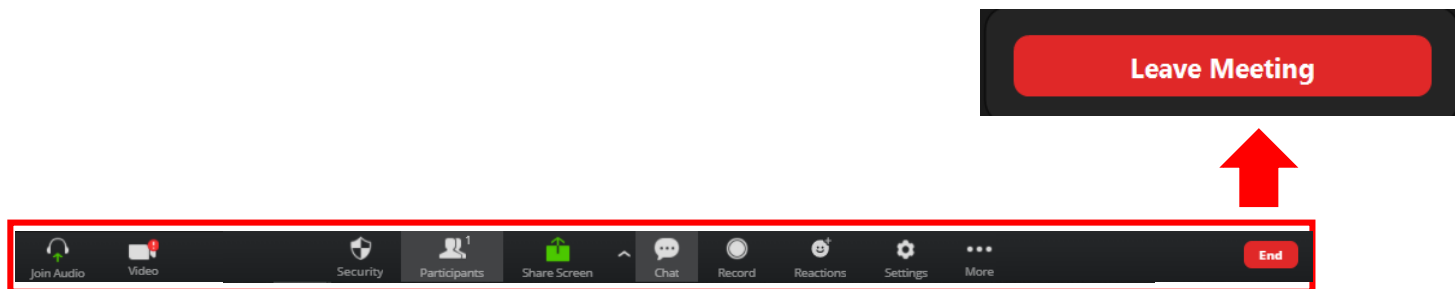
▶ "Raise Hand" feature



▶ Slack Channel

After Session

- At the end of the session, thank all the speakers and participants and declare the closing of the session.
- Re-modify your name on Zoom to be back to just your name.
(The “Chair” must be removed from your name since the session is over.)



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Enjoy Virtual PQCrypto 2021

Contact: pqcrypto21@gmail.com

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