



Circular

14 June 2021

Timetable

See here: <https://indico.desy.de/event/27991/timetable>

Core time:

To accommodate participants from time zones from Tokyo (Berlin +7 h) to Los Angeles (Berlin -9 h), the conference schedule is centered around 16:00 h Berlin time. In the core time, plenary presentations (Invited talks, Highlight talks, Rapporteur talks) are scheduled which are live streamed and recorded.

Before and after the core time:

In topical discussion sessions, conference contributions that are relevant to the respective topic are discussed. Usually these sessions will start with a brief introduction of the session and of selected contributions. Presenters of the selected contributions are supposed to be online 15 minutes before the session start. Then follows the discussion part, led by the conveners. These sessions are organised in parallel (12 sessions, up to 5 parallels, 90 min each).

All contributions which are not featured within the Discussion Sessions will be scheduled for small-group discussions with the presenter and interested participants during two "Presenter Forum" sessions. Presenters are expected to be online, in both sessions, and ready to discuss their contributions, with participants from all time zones (see also below: Conference Platform).

A number of fringe meetings (on sustainability, careers and diversity) are also scheduled in the times before and after the core time.

At any time:

Plenary talks, parallel discussion sessions and fringe meetings will be live recorded and stored shortly after in our Conference Archive to be viewed at any time.

All conference contributions (short talks or posters, pre-recorded) are supposed to be uploaded already before the conference.

Speakers (Talks and Posters)

Your contribution/s will be scheduled either in one of the parallel discussion sessions or in the two presenter forums. Please check where and when your contribution is featured here: <https://indico.desy.de/event/27991/contributions/>

Some Discussion Sessions are not filled yet.

After we get the missing information, we will add the remaining contributions to the Presenter Forum. Latest 21 July.

You are expected to be present (15 min before the session or the “Presenter Forum” starts) in order to answer questions explain your work and participate in the discussion, even if it is at an inconvenient time in your timezone. Think of the many participants that otherwise will miss the direct contact with you.

We have two types of contributions: “talks” and “posters”.

For talks we expect

- 12-min pre-recorded talk (.mp4 file)
- the slides for this talk (.pdf)
- a one-page executive summary (.pdf) to introduce a contribution in the discussion session or the presenter forum
- an up to 8-page proceedings article (.pdf upload to proceedings page)

For posters we expect

- a one-page classical poster, 16:9 landscape (.pdf) – better view on screen
- a 2-min pre-recorded flash talk (.mp4 file)
- the slides for the flash talk (.pdf)
- a one-page executive summary (.pdf) to introduce a contribution in the discussion session or the presenter forum.
- an up to 8-page proceedings article (.pdf upload to the proceedings page)

Speakers are expected to

- upload your materials no later than 5 July to the conference platform. This is a strict deadline. Especially, the conveners need to see your submissions to prepare for their discussion sessions. Corrective uploads are still possible.
- be online 15 minutes before the session start
- be online in both “Presenter Forum” sessions (see below “Presenter Forum), if you are scheduled there
- answer Q&As to each contribution. For each contribution participants can post questions and comments on the Conference Platform via the comment field. Speakers are supposed to answer these chat entries for their contributions within a day. They will automatically be informed via e-mail about new comments.

Conference Platform (VIMP & More)

Each session will be streamed in ZOOM (Q&A) and on our Conference Platform VIMP (only viewing, offline comments). Also, each session will be recorded and made available for participants at other times.

Our conference platform is based on VIMP. It will be available from 1 July for all registered participants. The system already knows you as participant from your registration e-mail address. The system already knows your contribution (e.g. title, abstract, discussion session time, link to the proceedings paper, authors,...).

Functions. You can

- correct/amend your personal profile.

LOC Institutes and Organisations



- upload your conference materials.
- create your personal timetable.
- see on the participant list and if a registered person is online and can get in contact via the VIMP messaging.
- search for contributions, topics, speakers, keywords, ...

How to communicate

- To each contribution, questions and comments can be posed via the comment field. Presenters are supposed to answer the chat entries for their contributions within a day.
- Send personal messages to each participant via the messaging tool of VIMP.
- Meet in our ZOOM Coffee Bars (24h/7days) throughout the conference.

The “Presenter Forum”

- is scheduled for two time slots to be reachable for participants from all time zones. The two slots are **Friday 16 July 18:00-20:00 and Monday, 19 July 12:00-14:00 (Berlin time)**.
- **We will provide a practice meeting on 8 July, 14:00-16:00 for all interested participants.** Access details will follow later.
- We use the remo tool (<https://www.youtube.com/watch?v=P01JxUBNU2Y>) for that. Each contribution will be assigned a virtual “table” for up to 5 visitors (in a meeting “room”, on a “floor”, in a “building”) with a whiteboard where posters, slides and papers can be shown and discussed.

Proceedings

Templates are available here: <https://icrc2021.desy.de/proceedings/>

All proceedings articles will be here: <https://pos.sissa.it/395>

A link will be stored with your contribution in VIMP that goes right to your proceedings article in the PoS site.

Career

We will provide two masterclasses on how to write a scientific paper. One is at 12:00 and one at 18:00 (Berlin time), to serve equally very eastern and very western timezones. The masterclasses are meant for Master or PhD students and young postdocs. Each Masterclass has two 90-min sessions. Participation is limited to 30 persons per Masterclass. Please, register here: <https://indico.desy.de/event/30551>
It is on a first-come – first-serve basis.

Diversity

Celebrate the diversity of thought and experience held within our large, international community through an interactive video project. Interactive means: We need your help! If you can spare just 10 minutes of your time to participate, we would really appreciate it! *Everyone* is encouraged to participate in the project - all genders, ethnicities, ages,

abilities are welcome! You can find more information on the ICRC website:

<https://indico.desy.de/event/29256>.

Video uploads via this indico page are due by 27 June. For questions, please contact Summer Blot (summer.blot@desy.de).

Industry and Science Fair

As presenter in the Industry or Science Fair you can portray your company or project in the “Presenter Forums” and use all the communication tools available to all participants (see “How to communicate” above). In addition, you can send us one slide (landscape format) to advertise your exhibit during the coffee breaks of the plenary sessions.

How to apply: <https://icrc2021.desy.de/participate/#e133377>

Registration

The registration is still open. Please continue to advertise the conference and register for participation: <https://icrc2021.desy.de/registration/>.

Regular registration ends on 31 June. Beyond that date late registration fee 200 € applies and no discounts are given any more.

Kind regards,

Johannes Knapp, Julia Eckert for the Local Organising Committee -icrc2021@desy.de -