

# Infovaya Virtual Conference Platform

## Instructions

The [Infovaya](https://events.infovaya.com/) (<https://events.infovaya.com/>) platform provides an integrated tool for access to your paper and presentation video and slides. The flexible platform has full device compatibility, including iOS and Android apps. It is recommended to use a desktop browser for virtual interaction as it provides the best experience.

These instructions highlight the material you may upload to your paper profile which include:

1. Slides\*. In pdf format (max. 20MB).
2. Video presentation\* In mp4 format ( max. 150MB).
3. Supplementary material . Any material that authors consider relevant regarding to their publication ( for example annexes, test data, images...) . In pdf format of maximum 10MB.
4. Poster. An image of maximum 10 MB that summarizes the advances and the relevant points of your proposal.
5. Keypoints. Set of bullet points that summarizes the proposal.
6. Image. This image will be the first view that visitors will have from your paper, similar to an introduction slide.
7. Infovaya profile for author search within Infovaya

\* mandatory files.

## Technical Questions

For Infovaya issues please use the contact <https://events.infovaya.com/contact-us>.

### **“Error loading playlist load error: File not found”**

If you see this error, please be patient while the system uploads the file. Your video file needs to be uploaded and prepared for the JWPlayer system.

## Basic Instructions

Log into Infovaya. Upload missing information for your papers (minimally slides [pdf] and video presentation [mp4]).

Among all the documentation described above, only slides and video presentation are mandatory. However, we recommend authors to include all the documentation in order to provide visibility and gather attention to your paper.

# Login Instructions

First-time users:

- Visit <https://events.infovaya.com/register>
- Enter your email address (normally the one you used to register for the conference).
- A link to set your password will be emailed to you.

Existing InfoVaya® users: Simply log into your existing account.

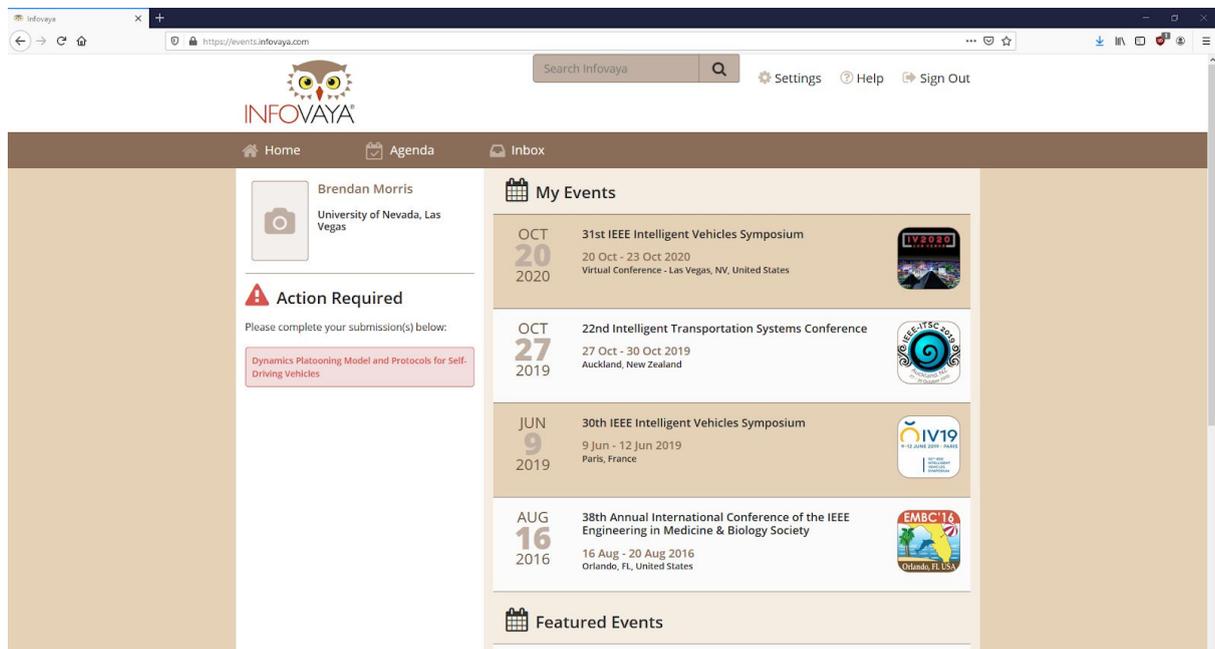
# Uploading Content

## Home Screen

From the [Infovaya homepage \(https://events.infovaya.com/\)](https://events.infovaya.com/) you will have access to your account after log in.

On the right hand side will be links to Infovaya events where you will find [IV2020](#). On the left hand side is your profile. You can click on your name to edit/update your profile. ]

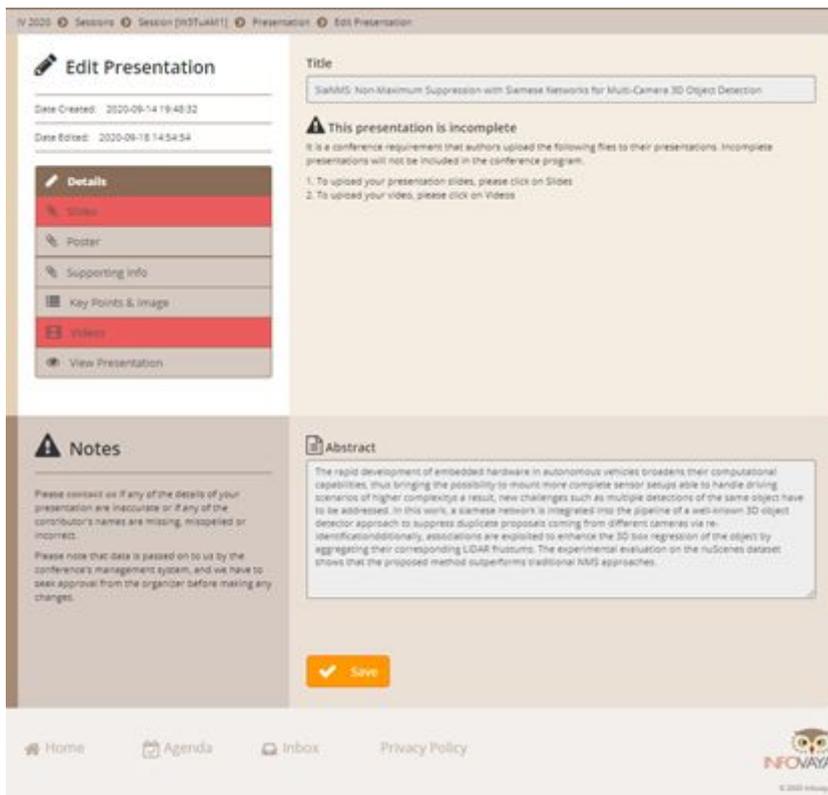
In red are the papers on which you are assigned as the corresponding author, where there are pending uploads, by clicking in the red box you will access to the “Edit presentation” page.





## Edit Presentation

Here you have access to your paper page where you can upload your video, poster and all the supporting information. Required content that is missing will appear in red (Slides and Videos in the example below)



In the page you will have access to the upload pages for:

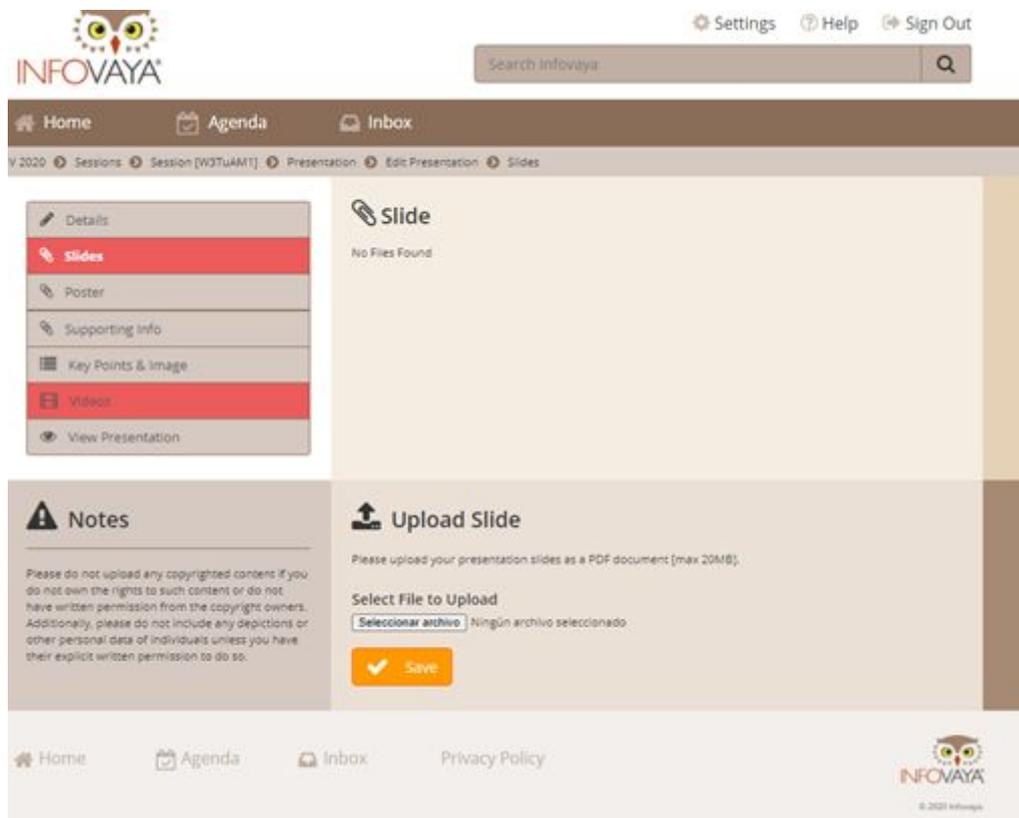
- Slides
- Poster
- Video
- Supporting info

- Keypoints & Image

Again, in red there will be those mandatory files that are missing for your paper

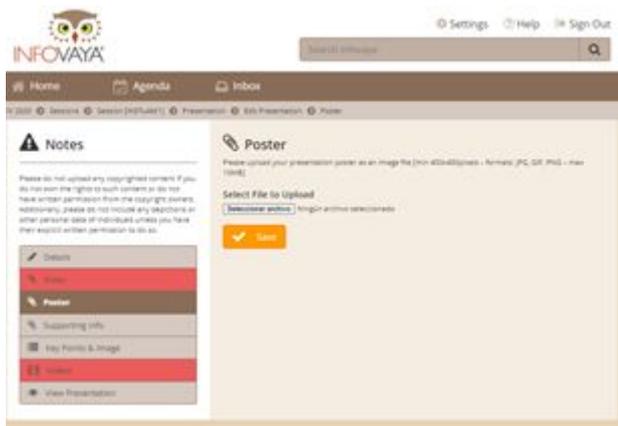
## Slides - Mandatory

Selecting slides you will have access to the upload page. Here you have to select the file and click save to upload it to the system. Be aware that your slides should be in pdf format and be less than 20MB. Additionally, there have been some issues converting Powerpoint 2016 slides to a compatible pdf format using the save as pdf option.



## Poster

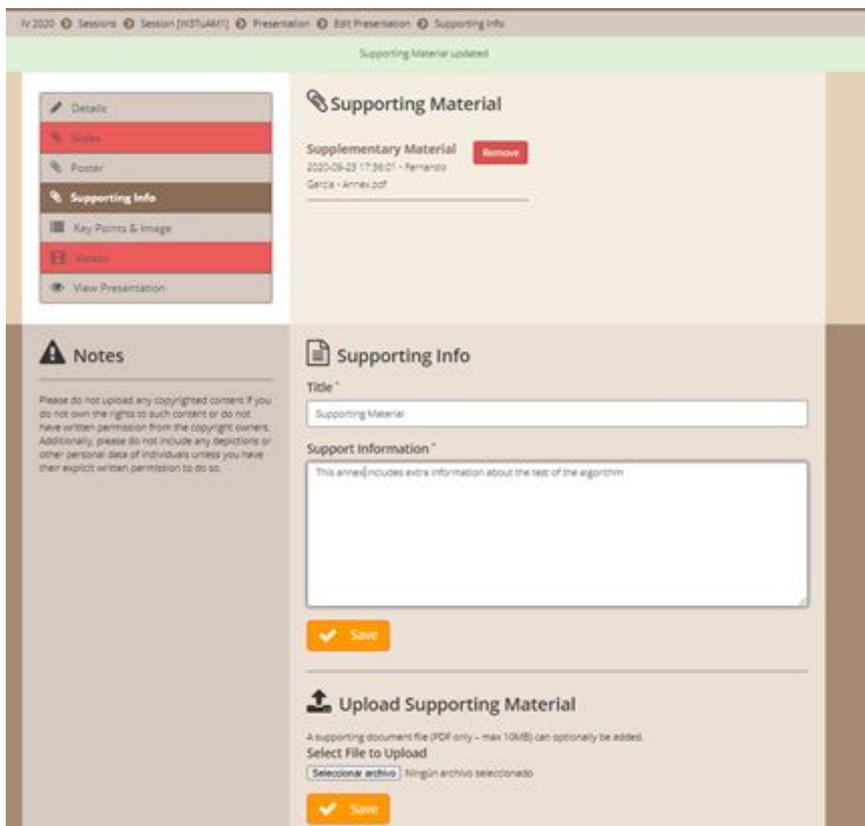
In the Poster page, you have the possibility to select a poster of your paper. This is not a mandatory file, but it will help you to summarise in a simple image the main advances of your work and garner more attention from attendees. The page is very similar:



## Supporting Info

In the Supporting Info area, you have the possibility to include other files that you may consider important for your publication, extra content such as links to a project website, code, Github, ArXiv, supplementary test, images, etc. The format of the supporting file is pdf and the maximum size is 10MB. As you can see in the image, you have to select the file and the format of the file.

Note: Make sure you click on Save after adding the information!



## Key Points + Image

In the Key Points + Image page, you can include key points of your presentation which summarize the advantages and novelties of your work and an image that will be used in the main page of your paper. These will be available for view at the top of your paper Presentation (image in left and keypoints after title). This image is optional but will be the first glance that visitors will have from your paper, similar to an introduction slide, so we highly recommend that you add it and include something that will attract attention to your paper! Additionally, the image is used in the conference [Digest](#) menu really helps improve visibility.

The screenshot displays the INFOVAYA web application interface. At the top, there is a navigation bar with the INFOVAYA logo on the left, a search bar labeled "Search infovaya", and links for "Settings", "Help", and "Sign Out" on the right. Below the navigation bar is a secondary menu with "Home", "Agenda", and "Inbox". The main content area is titled "IV 2020" and contains a breadcrumb trail: "Sessions" > "Session [W3TUAM1]" > "Presentation" > "Edit Presentation" > "Key Points & Image".

On the left side of the main content area, there is a sidebar menu with the following items: "Details", "Slides", "Poster", "Supporting Info", "Key Points & Image" (highlighted), "Videos", and "View Presentation".

The main content area is divided into two sections:

- Key Points:** This section is titled "Key Points" and contains the instruction "Please provide the key points of your paper". It features four input fields for "Key Point One", "Key Point Two", "Key Point Three", and "Key Point Four". The first three fields contain the text: "- Multi camera detection NMS solution", "- Suitable for real time application", and "- Really works!!". A "Save" button is located below these fields.
- Image:** This section is titled "Image" and contains the instruction "Please provide a representative image for your paper [min 400x400 pixels - formats: JPG, GIF, PNG - max 10MB]". It includes a "Select File to Upload" button, a file selection area showing "Seleccionar archivo" and "Ningún archivo seleccionado", and a "Caption" input field. A "Save" button is located below these fields.

At the bottom of the page, there is a footer with navigation links for "Home", "Agenda", "Inbox", and "Privacy Policy", along with the INFOVAYA logo and the copyright notice "© 2020 Infovaya".

## Videos

In the Videos page, you can access the video upload. Select or drag the file in mp4 format and max size of 150 MB and click upload to submit the video! Please be aware that they system is sensitive to

- Filename - make sure it is not a long name and does not contain any special characters. Simpler is better.
- Be sure to only press the Upload button once as it operates in the background. Multiple presses will cause an error.
- Finally, you will need to be patient for the video to appear in the system. The upload happens in the background and your file must be transferred and prepared for the JWPlayer.

The screenshot shows the 'Upload Video' interface on the Infovaya website. At the top, there is a navigation bar with 'Home', 'Agenda', and 'Inbox' links. A search bar is positioned on the right side. The main content area is titled 'Upload Video' and contains the instruction: 'Please upload your presentation video [Format: mp4 - max size: 150MB]'. Below this, there is a 'Select files to upload' section with a dashed box for dropping files, a 'Select files' button, and an 'Upload' button. A sidebar on the left lists options: 'Details', 'Slides', 'Poster', 'Supporting Info', 'Key Points & Image', 'Videos', and 'View Presentation'. At the bottom, there is a 'Video' section stating 'No videos found' and a footer with 'Home', 'Agenda', 'Inbox', 'Privacy Policy', and the Infovaya logo.

## Profile

The [Profiles](#) link will provide author information through your Infovaya profile (this is not connected to Papercept). This profile will contain links to your papers from all Infovaya conferences in addition to IV2020 as well as any information you provide. Note: Only profiles that have uploaded an image are viewable. If you don't want to share your picture,

upload a blank background image (or image of your work) so that you are still able to be found.

Users can populate/update their profiles as follows: In the Home Page, click on your name to go to your profile page, and then click on the Edit Profile button.

When searching [Profiles](#) using the magnifying glass icon, be sure to click the search icon again to Reset the field before trying to perform a letter-based filter.

## Navigating Infovaya System

Note all the pages have search functionality on the top. The search fields are slightly different depending on the page.

- [Program](#) - provides the daily schedule for the online “highlight” portion of the meeting. Virtual sessions can be joined to simulate an in-person experience. Here you can listen in on thematic sessions and interact with authors.
- [Sessions](#) - provides a listing of all the thematic sessions ordered by day. Here you can get a quick overview of all the sessions. Use the search to find thematic sessions of interest.
- [Presentations](#) - provides a listing of all the papers in the program along. Use the search to find papers/authors/etc. of interest and click on a title to access all the presentation content (video, slides, etc.)
- [Digest](#) - provides a quick overview of sessions and easy access to papers and videos without need to go into a specific presentation. We highly recommend authors upload an image as it makes your presentation more enticing here.
- [Profiles](#) - provides information on authors that have uploaded a profile picture.