36th EGOS COLLOQUIUM
JULY 2-4, 2020
HAMBURG

ORGANIZING FOR A SUSTAINABLE FUTURE:
RESPONSIBILITY, RENEWAL & RESISTANCE

Guidance for Strategy-as-Practice (SAP) Community Day Organisers

Welcome

Thank you for joining us as a Convenor for the Strategy-as-Practice (SAP) Community Day as part of EGOS 2020. As a Convenor, your participation is key to the success of the Colloquium, and we want you to be as comfortable as possible using the online event platform. To help you, we are hosting training sessions in advance of the Colloquium and have also put together this helpful guide. We kindly ask you to read the following guide carefully ahead of the event.

Accessing the Training Session

Your personalised link and login details to the training session (if you are attending one) will be sent to you by email the week of the training sessions.
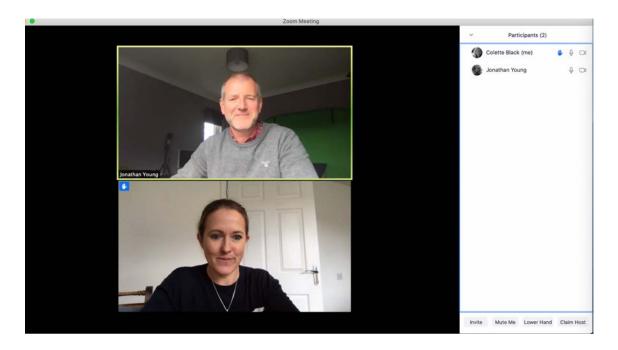
We will be running the training session within the portal that we will be using for the Colloquium, which will give you the opportunity to see how it works. At this point we will also show you how to manage your meeting room/rooms.

SAP Community Day

The SAP Community Day will be accessed through the main Colloquium platform to begin with. The main access from the portal will remain open from:

- Wednesday 1st July   09:00 - 17:30
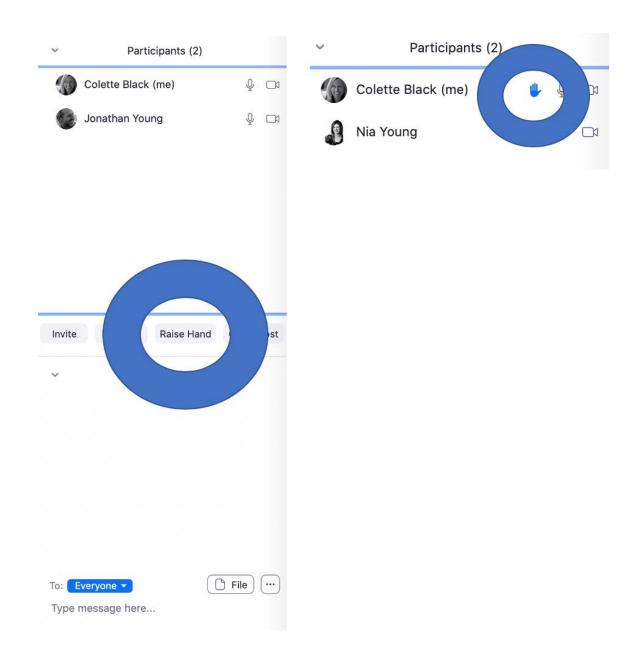
Session Information

- Initial access to the SAP Community Day sessions will be through the main Colloquium portal.
- Attendees will login to the portal and there will be an agenda Item which will say 'SAP Community Day' with a button to 'Join/Preview'.
- This will take you on to a screen with a 'Click here' to access button, which will take the attendee to links to your allocated rooms.
- Your room will open at the first start point and close promptly at the end of the time corridor. Please ensure you are in the room 15 minutes before the start of your session as it will be set to open when you enter it as host. Within this time, you may break up the session structure however you wish. Delegates can leave for breaks and simply log back in and click into the session during the allocated time corridors.
- All rooms will be set up as 'meetings'. This means that all delegates will be visible in the meeting panel.

- If you click on the 'Participants' button at the bottom of the window - highlighted below - this will open up the participant list on the side of the video window where you can see all participants. You will be able to manage the 'chat' and 'raise hand' functions along with muting or unmuting participants if required.
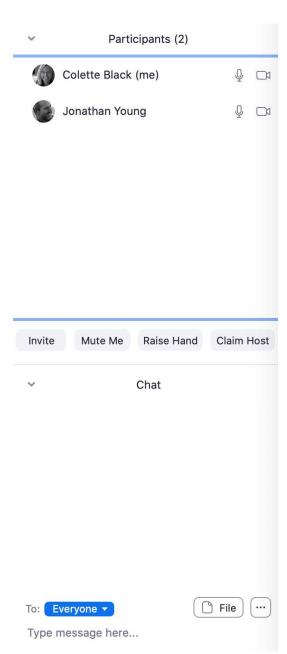
Session Information

- We encourage you to advise your participants to keep themselves on mute. When it comes to the point where you would like to open up the discussion, to avoid everyone talking over one another, ask them to 'Raise hand'. This function is available within the participant panel. This will then add a little blue hand next to the participant and you can ask them to unmute themselves and speak. Please run through this process with your group at the start of the session.

Session Information

- For more structured sessions, where you would like the facility of Q&A - ask attendees to submit their questions through the chat function. Again, this is located at the bottom of the video panel. This will then open up the participant panel on the right of the screen where they can then submit their questions. They can 'Submit to all' or choose to submit to you as the host only. For Q&A, we suggest you encourage this option.

- If someone unauthorised joins your group, you can simply remove them from the session.

- As convenor/host, **you are responsible for advising attendees when to present**. At that point, you can spotlight their video window so they will be centre of the chat, and they will then be able to share their screen with the other attendees and present their paper. To share their screen, they will need to click the button 'share screen' at the bottom of the video panel.

Session Information

- For your breakout rooms - access to these additional rooms is as follows:

1. Within the SAP Community day window, there will be a panel of links - see image below (we will show you this portal live when we do the demonstration at the training sessions, but the layout will be similar to the table below).
2. From your agenda, we have allocated the additional rooms to you as required, and access to them will be in the main page of the Colloquium portal. You will need to **advise your attendees which breakout room they need to attend prior to the Colloquium** in your communications to them with the agenda.
3. At the point where they need to break into different groups, they will leave the main meeting, and will then just go back to the main portal screen and click into the next 'room'
4. We have attached a screenshot of your programme to show how you will need to break it down within your programme that you send to your participants.

Strategy-as-Practice (SAP) Community Day

	Title	Main Room	Track 1	Track 2	Track 3	Track 4	Track 5	Track 6
1	SAP Community day							

Program

Wednesday, July 1, 2020 – *The times below refer to Central European Summer Time (CEST)*

Time	Program item	Requirements
10:00–10:15	**PART I: Studying Grand Challenges through Practice-based Methods** Opening & Overview by the convenors	1 virtual room Click into Main Room on platform
10:15–11:15	Session 1: "Data and methods in SAP to tackle grand challenges"	1 virtual room Click into Main Room on platform
11:15–11:30	(Coffee) Break	
11:30–12:45	Session 2: "Delving into practice-based methods" [Roundtables]	1 virtual room + 4 virtual break-out rooms Click into Main Room on platform Then advise your delegates which group they are in (1 – 4) and ask them to click on the corresponding Track which will take them to their round table
12:45–13:00	Conclusions by the convenors	1 virtual room Click into Main Room on platform
13:00–14:00	(Lunch) Break	
14:00–14:15	**PART II: Paper Development Roundtables** Opening & Outlook by the convenors	1 virtual room Click into Main Room on platform

What will the portal look like for delegates?

When delegates log in to the main Colloquium portal on the day, they will be taken to the timeline, which acts like a home page. The timeline shows:

- the agenda for the day
- information on plenary sessions and presenters
- synchronised timer display showing how many minutes left in the current session, and how many minutes until their next session
- access to the virtual exhibition
- access to the Meeting Hub for one to one meetings
- links to live support help desk
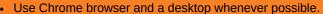- instant alert messages
- links to attendee tools

Virtual Session Etiquette

- All participants should **mute their microphone**.
- If the connection seems to be bad, ask participants to turn off their video until they wish to speak or are presenting. You can check your internet connection <u>here</u>.
- Private recordings and screenshots, even if only for social media, are only permitted with **consent** from all participants - please advise them in advance if you plan to record the session.
- Share any questions through the chat function.
- **Respect the time** given to you and ask your speakers in your session to do the same.

01 Pre-session: Prepare!

- Both the Training Sessions and SAP Community Day rooms will be broadcast via Zoom, so for the best experience we recommend you download Zoom before the start of the session (if you don't already have it). For the best possible virtual experience, we advise you **use Chrome and a desktop**. Make sure to test your system and ensure your computer and browser has the latest updates.
- **You are also responsible for sharing the agenda with your attendees in advance of the Colloquium and advising them of which Round Table Sessions they will need to click into during the course of the programme.**
- Prepare a short welcome slide with the name, date and time of the session. Also add the virtual session etiquette (see above). This can be displayed at the start of the session by sharing your screen.
- Join your session at least **15 minutes early**.

02 Start virtual session: You're on!

- **Welcome the participants** and show the welcome slide. Walk the participants through the virtual session etiquette.
- **Present the agenda** for the session, sharing who will talk, in which order, and how much time each presenter has. Set expectations about how strict you will be with time. Please remember that the **session will end promptly at the end time**.
- **Animate feedback**: There is no applause, so take a moment to thank the presenter, encourage people to send an emoji or reaction in the chat.
- **Promote ways to stay in touch**: Encourage people to stay in touch and follow-up, and to use the Meeting Hub function on the main event portal.

03 During & after the session: Be a star!

- If the internet connection allows it, **remind presenters** that it is always nicer to talk to faces than to black boxes and invite them to **turn on their cameras**.
- If someone's **microphone is not working** ask them to try the following: (a) unplug & plug earphones; (b) close all other programs, tabs, and windows; (c) re-fresh page; (d) allow microphone access in browser settings.
- Pick up interesting questions, **synthesize what was discussed** and share these observations with the audience.
- If a participant is making inappropriate comments you can **remove the participant**.

Technical Support

Please note you are responsible for running your own session and there will be limited tech support available. If you have anytechnical issues, please email our support team on egos2020@speak.co.uk.