



**36th EGOS
COLLOQUIUM
JULY 2-4, 2020
HAMBURG**

ORGANIZING FOR A SUSTAINABLE FUTURE:
RESPONSIBILITY, RENEWAL & RESISTANCE

Delegate Joining Instructions



www.egosnet.org

#EGOS2020



Welcome

We are looking forward to welcoming you to the 36th EGOS Colloquium. We invite you to virtually network with colleagues, exchange research findings and discuss new topics of emerging significance in organizations, organizing and the contexts in which organizations operate. [EGOS](#) and the local organizers, the [University of Hamburg](#) have assembled an outstanding scientific program for the Colloquium.

We kindly ask you to **read the following information and FAQs carefully** to help you get the most out of EGOS' first virtual Colloquium!

Colloquium Dates

Tuesday 30 June – Saturday 4 July 2020

Accessing the Colloquium

Your personalised link and login details to access the Colloquium will be sent to you by email. Please click on this link to join the Colloquium. If you sign out of the portal, please use this link/login details to sign in again.

When you first login to the portal, you will be asked to update your profile. We kindly ask that you **select your First Name and Last Name** option so that you will be visible in the Meeting Hub and fellow Egosians will be able to find you to connect!

Colloquium Program

The full program can be found [here](#).

PLEASE NOTE: The Colloquium agenda is in Central European Summer Time (CEST) hours, however, when you log into the Colloquium portal, the timings will default to your local time zone.

Don't worry if you miss a session – the opening ceremony and sub-plenary sessions will be recorded and available on demand after the event.

Do I need to do anything prior to joining the Colloquium?

1. Yes. Some University-owned laptops will have security or firewalls in place that may block live streaming videos. Please **check your firewall allows live streaming videos** as these will be used throughout the Colloquium. To unblock firewalls, speak to your University's IT team, or simply use a personal laptop.
2. Many sessions are broadcast via Zoom, so for the best experience we recommend you **download Zoom before the start of the Colloquium** (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 have the latest updates. We suggest you sign into the portal up to 30 mins before the event start time, to give you a chance to look around before the first session starts.
3. We encourage you to **access the portal in advance of the Colloquium to ensure you can access the Portal, and that it is displaying the Sub-Plenary session you selected during registration**. If it is not appearing in the portal, please contact egos2020@speak.co.uk. We advise you do this a few days before the Colloquium as it will provide a more seamless process for you on the day.
4. Many of the sessions are nearing or at full capacity. If you no longer wish to attend a session, please login to the registration system, and remove that session from your registration to allow someone else to attend.
5. We suggest you **connect with Exhibitors to schedule your 1-2-1 meeting now** - more information on how to do this is provided below.



Top Tips!

- Use Chrome browser and a desktop whenever possible
- Refresh the browser if the screen goes black

Virtual Session Etiquette

- All participants should **mute their microphone**.
- If the connection seems to be bad, turn off your video until you wish to speak or are presenting. You can check your internet connection [here](#).
- Private recordings and screenshots, even if only for social media, are only permitted with **consent** from all participants.
- **Share any questions** through the Q&A function in the portal. For sub-themes, use the chat function or 'Raise hand'.
- **Respect the time** given to you.

Joining the Colloquium

Logging in on the day

We've made joining the Colloquium as simple and secure as possible:

1. Click on your personalised link in the email.
2. Use username and pin as per email.
3. Sit back and enjoy the Colloquium!

Once you login, you will be taken to the timeline which acts like your home page. This shows:

- your personalised agenda
- information on sessions and presenters
- synchronised timer display showing how many minutes left in the current session, and how many minutes until your next session
- access to the virtual exhibition
- access to the meeting hub
- links to live support helpdesk
- instant alert messages
- links to attendee tools.

On the left panel you will find your your timeline.

The screenshot displays the 'VIRTUAL ATTENDEE PORTAL' interface. At the top, there is a navigation bar with the event logo '36th EGOS COLLOQUIUM JULY 2nd - 5th 2020 PRINCETON' and a user profile icon labeled 'NK'. Below the navigation bar, a timeline is shown with dates 'JUN 30', 'JUL 1', 'JUL 2', 'JUL 3', and 'JUL 4'. A red line indicates the current time is '10:55 AM' on July 2nd. The timeline lists several events: 'Post-Colloquium Activities' (8:00am - 6:00pm), 'Pre-Colloquium Post-Doctoral & Early Career Scholars Workshop', 'Pre-Colloquium PhD Workshop', and 'PhD Workshop & Post-Doc Workshop Social' (6:00pm - 8:00pm). To the right of the timeline, there are three main sections: 'No further events today', 'Virtual Exhibition' with a 'Visit' button, and 'Meeting Hub' with a 'View' button. At the bottom right, there is an illustration of a person thinking, with question marks around their head, and the 'OnAIR EventsAIR' logo.

Session Information

Recorded Sessions

- The opening ceremony and sub-plenary sessions will be recorded and available on demand after the event. All other sessions will not be recorded.
- Please note - you are not permitted to record the sessions either.

Joining Sessions

- From the timeline, click once on a session and a description of the session and presenter(s) will appear in the panel on the right. To join a session - in the bottom right hand corner of the screen, under the Session Information box, click 'Join/Preview'. 'Join' will only appear as the session start time approaches.

Joining Sub-Theme Sessions

- Click into the Sub-Theme corridor time in the Timeline.
- You will then see a window open and you will see 'Join Sessions Here' button - click this. Please **see image below**.



To join your next session click the button here →

This will launch the meeting portal where you can select your session



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Session Information

Joining Sub-Theme Sessions continued...

- From here, you will be taken to a list of the sub-themes that you can scroll through to select your room - see image below.
- At the point where you are required to break out into different groups, you will leave the main meeting, go back in to the sub-theme portal screen (image below) and click into the next 'room' or 'track'. You will have been advised by Convenors which track you are required to attend in advance of the Colloquium.



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[SUBTHEMES](#)

[PHD WORKSHOPS](#)

[POST-DOCTORAL WORKSHOPS](#)

[SAP SESSIONS](#)

<p>1</p> <p>[SWG] Organization & Time: Understanding the Past (and Future) in the Present</p> <p>MAIN ROOM</p> <p>Track 1 Track 2 Track 3</p>	<p>2</p> <p>[SWG] Contesting Hegemonies in Organizing Social Responsibilities</p> <p>MAIN ROOM</p>	<p>3</p> <p>[SWG] Civil Society Organizing in the Welfare Society: Forms, Agendas & Responsibilities</p> <p>MAIN ROOM</p>	<p>5</p> <p>[SWG] Organization as Communication: Unpacking the Critical, Transformative, and Emancipatory Role of Communication</p> <p>MAIN ROOM</p>
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Session Information

Joining the Pre-Colloquium PhD Workshop, Post-Doctoral and Early Career Scholars Workshop, PDWs, and SAP Community Day

- Access to all the above sessions is similar to the Sub-Theme sessions: First click the relevant item in the Timeline. When the central window opens, click the '**Join Sessions Here**' button which appears in the window, to the right of the EGOS Colloquium logo - see image below.



- From here, you will be taken to a list of rooms - see images below. Click on the **main room** in the first instance (your convenor should have communicated which breakout spaces you are required to attend or they will direct you to breakout to breakout rooms as and when appropriate throughout the session, but this is where you will also access those breakout rooms).



[SUBTHEMES](#) [PHD WORKSHOPS](#) [POST-DOCTORAL WORKSHOPS](#) [SAP SESSIONS](#)

PhD Workshops

MAIN ROOM

RT1 RT2 RT3 RT4 RT5 RT6 RT7 RT8 RT9 RT10 RT11 RT12 RT13 RT14

Session Information

[SUBTHEMES](#) [PHD WORKSHOPS](#) [POST-DOCTORAL WORKSHOPS](#) [SAP SESSIONS](#)

Pre-Colloquium Post -Doctoral and Early Career Scholars Workshop

MAIN ROOM

Tension 1

Tension 2

Tension 3

Tension 4

Tension 5

Tension 6

Tension 7

[SUBTHEMES](#) [PHD WORKSHOPS](#) [POST-DOCTORAL WORKSHOPS](#) [SAP SESSIONS](#)

SAP Sessions

MAIN ROOM

Track 1

Track 2

Track 3

Track 4

Track 5

Track 6

- At the point where you are required to break out into different groups, you will leave the main meeting, go back to the above portal screen and click into the next 'room' or 'track'. You will have been advised by Convenors which track you are required to attend in advance of the Colloquium.



Top Tip!

If you enter a session and the video does not appear, please wait 10 seconds as it can take a few moments to appear on your device. If it still does not appear after this time, refresh your screen (you may need to login in again).

Session Information

Live Q&A Panel

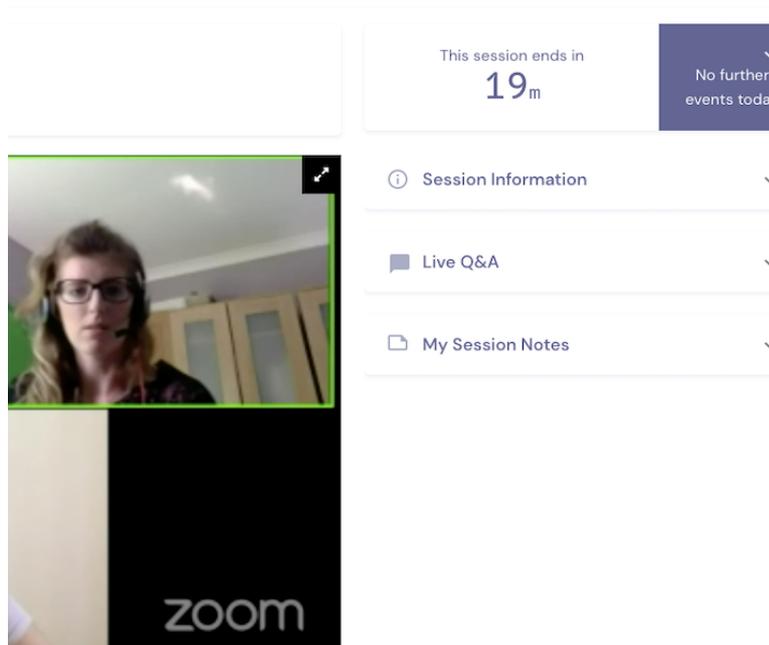
Q&As should be submitted by 'Raise hand' function or in the 'Chat' function within your individual meetings rooms.

However when you are in the **MAIN PORTAL**, the following sessions will have a live Q&A panel where delegates can submit questions. All questions will be moderated by the host.

- All Sub Plenary Sessions
- Getting to Know Organization Theory - Q&A
- EGOS General Assembly

Once you have joined the session, you will see the live Q&A panel on the right hand side. We encourage you to enter your full name (first name and surname) when asking a question, so any unanswered questions can be followed up afterwards.

Please keep this Q&A panel for **questions relating to session content only**. Any technical queries should be addressed via the Live Support Desk (in the top right-hand corner of the portal).



Live Support Helpdesk

Live support will be available via the portal during the Colloquium and our support team will be on hand during this time to assist with any technical difficulties. The helpdesk can be found in the top right-hand corner of the online portal. If you are having trouble logging in to the online portal, email egos2020@speak.co.uk.

Virtual Exhibition Area

EGOS 2020 will host a vibrant virtual exhibition in a dedicated exhibitor space that will include opportunities for live interaction. The Virtual Exhibition area will be open at the following times (CEST):

Wednesday 1 July: 08.00 - 18:00

Thursday 2 July: 08.00 - 18:00

Friday 3 July: 08.00 - 18:00

Saturday 4 July: 08:00 - 13:00

PLEASE NOTE: The above times are in Central European Summer Time (CEST). When you log in to the online portal however, timings will default to your local time zone.

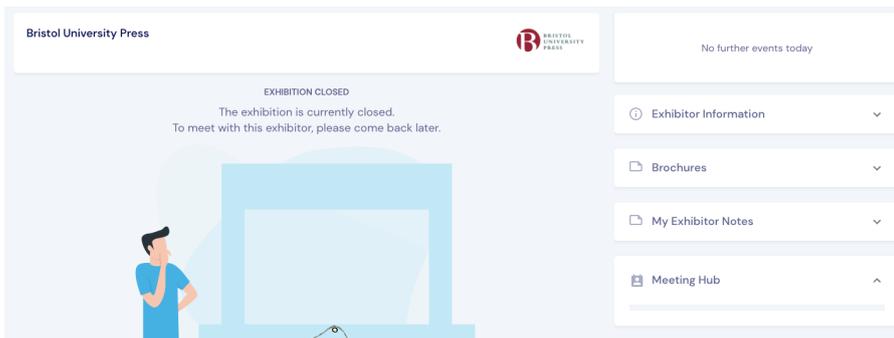
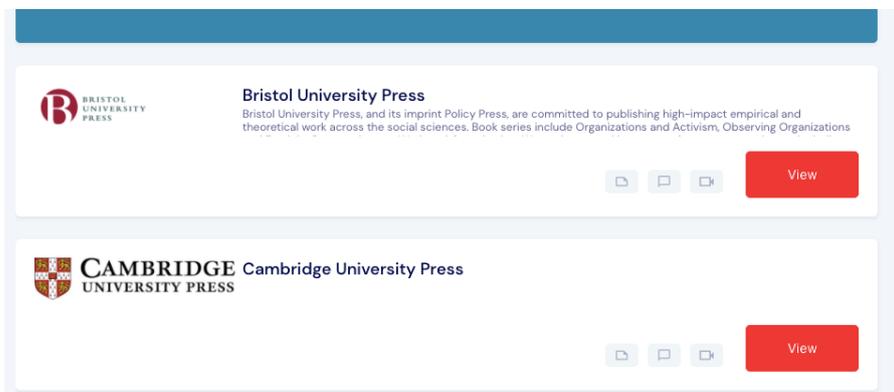
Just like you would at a live exhibition, you can choose to visit exhibition stands, albeit, virtually! The exhibitors (detailed below) will be displaying at the virtual exhibition, and you can:

- choose and visit virtual stands of your choice
- download exhibitor brochures and information
- book 1:1 instant video meetings with exhibitors with screen share slide deck
- option to record exhibitor's presentation

How to access the Virtual Exhibition Area

You will find the exhibition area in the top right on the portal's timeline. Click once on the exhibitor you would like to visit to get more information and click the blue 'View' button. You will then enter that exhibitor's virtual waiting room. By clicking 'Request a Meeting', you will join a queue (if there are people ahead of you) and you can see what number you are in the queue for the next available exhibitor. Please note if you leave the waiting room you will lose your place in the queue.

If no exhibitors are available or are currently offline, you can also browse at the brochures, information available for download.

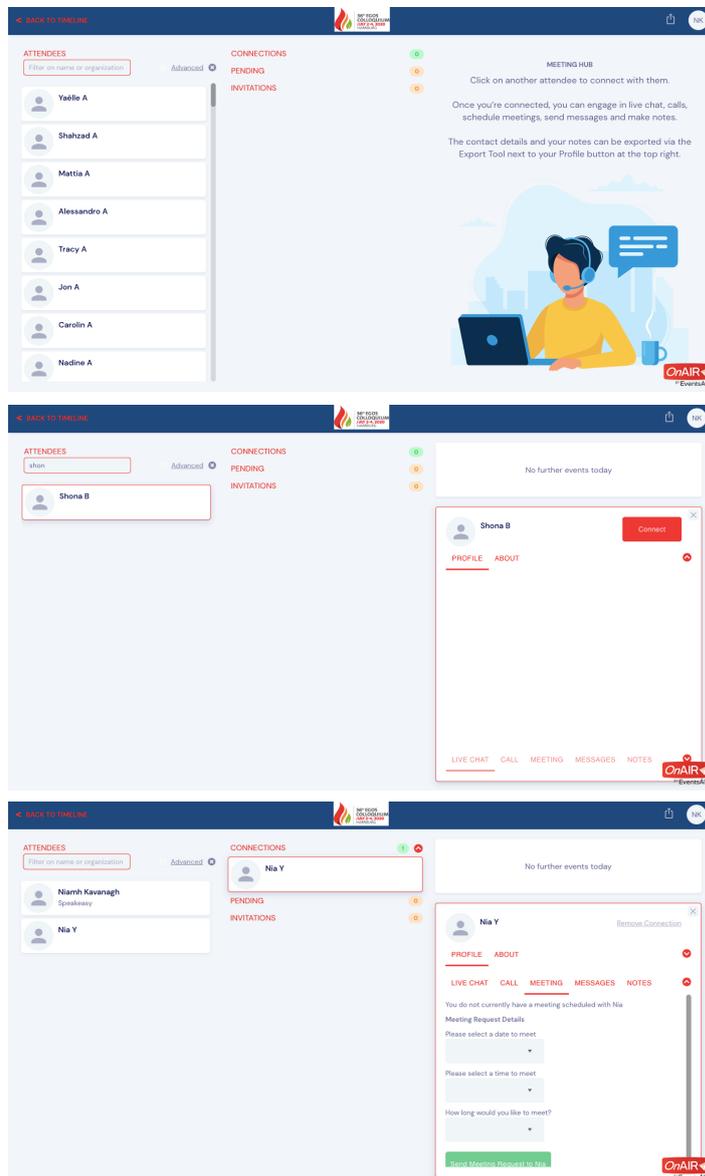


Connecting with Exhibitors

Request your 1-2-1 meetings with Exhibitors now!

You don't need to wait until the Colloquium to request your 1-2-1 meetings. **Connect with Exhibitors now** via the Meeting Hub! Accessible via the main timeline page, here you can invite exhibitors to connect, chat, message, video call and request a meeting. Once connected, you can schedule a 1-2-1 meeting with them at the time of your choice. Once they accept, you will receive a notification and it will appear as an agenda item on your main timeline.

Book your meeting now! Simply **search for Exhibitor Representatives Names** in the Meeting Hub - you will find exhibitor representatives details on the next page.



Exhibitors @ EGOS 2020

Representatives:



Paul Stevens



V Appleby
R O'Rourke



Fiona Allison
Niall Kennedy
Amber Stone-Galilee



Ziyad Marar
Livia Melandri
Kiren Shoman
Ruth Stitt

You can also request to meet exhibitors on the day, although you may need to join a queue. To do this:

- Click once on the exhibitor you would like to visit to get more information and click the blue 'View' button.
- You will then enter that exhibitor's virtual waiting room. Here, click 'Request a Meeting'. You cannot schedule a time here, but you will join a queue (if there are people ahead of you) for a 1-2-1 video meeting and you can see what number you are in the queue for the next available representative.
- Please note if you leave the waiting room you will lose your place in the queue.

Meeting Hub

The Meeting Hub is the **main networking hub**, where you can connect with attendees and exhibitors during the Colloquium. Accessible via the main timeline, here you can invite attendees to connect, and once connected, you can engage in live chats, calls, schedule meetings, send messages and take notes.

All attendees and exhibitors names and organisations will appear in the meeting hub so you can connect. Please ensure when you first login that you update your profile to ensure both your first and last name are visible so that your fellow Egosians can connect with you!

Personalising your profile

We encourage you to do so! You can personalise your profile by clicking your profile in the top right-hand corner of the portal. If you plan on doing lots of networking, we suggest you update your profile and make it as complete as possible! Here you can:

- add/replace your photo
- edit your biography and social details
- change camera and mic
- set time zone
- set privacy options
- change password
- export contacts and notes.

How to Connect with Attendees

- Click on 'View' Meeting Hub on right hand side of the screen. This will bring you to the main networking function on the portal - see image below. Here you can search attendees by name or organization.
- Click on the attendee you would like to connect with and click 'Connect'. Once they accept, you can live chat, call, message and request a meeting within this function of the portal. (If someone instant messages you, you will receive a notification even if you are elsewhere in the portal and not in the Meeting Hub). You can export all your connected contacts in an Excel file at anytime by Clicking on 'Export My Contacts' in the top right hand corner of the portal.

The image displays two screenshots of the Meeting Hub interface. The top screenshot shows the 'ATTENDEES' list with a search filter and a 'MEETING HUB' section with instructions on how to connect. The bottom screenshot shows the search results for 'shon' with a 'Connect' button for 'Shona B' and a profile view overlay.

Frequently Asked Questions

A full list of FAQs can be found below. If you have a question that isn't covered here, please don't hesitate to get in touch with us at egos2020@speak.co.uk.

We look forward to seeing you there!

The EGOS 2020 Colloquium Organisers

Which browser should I use?

Use the most up to date version of Google Chrome.

Can I view the Colloquium on my phone or tablet?

Live sessions cannot be viewed on phones or tablets. For optimal experience, we suggest using a desktop computer.

Do I need to have a webcam and mic for the Colloquium?

Yes. You are encouraged to use your webcam and mic during the Colloquium to allow for a virtual face-to-face experience with other attendees. You will also require a mic to interact with other delegates and facilitators in the sub-theme sessions.

Can I log in to the portal on multiple devices?

No. In order to keep the colloquium secure, each delegate has been allocated one pin to access the platform, meaning you can only log in to one device at a time. If you try to log in with a second device, you will be logged out of the other device.

Can I view full screen?

Yes, and we highly recommend that you do. Please click on the expanding arrow image at the bottom right hand side of the video screen. This will automatically make your view full screen. To exit full-screen mode, simply hit the "Esc" button on your computer keyboard.

How do I ask a question?

In most sessions, you will see the Q&A function on the right-hand side of the screen. Type your question into the Q&A box and click Send. You can also choose to submit your question anonymously if you prefer. In sub-theme and similar sessions, please 'Raise hand' or ask a question in the Chat function.

Frequently Asked Questions continued

What happens to unanswered questions?

Please ensure you submit the question with your full name and we will pass this onto the convenors of those sessions so they can contact you.

Can I take notes in sessions?

Yes. In each session in the portal, there is a note box on the right-hand side of your screen. Notes save automatically (there is no save button). You can export your notes at any time by clicking the 'Export notes' button at the top right-hand corner of the screen. This will export into a word document.

Can I speak during a session?

All attendees' mics will be muted throughout sessions (in certain sessions that require discussions you will be unmuted). If you have a question, please use the Q&A function or raise your hand.

Will the Colloquium be recorded?

No. Only the opening ceremony, sub-plenaries and General Assembly will be recording. Recording of other sessions is strictly prohibited.

A session I have registered for is not appearing in my timeline. How can I access it?

Please email egos2020@speak.co.uk and we will look into this for you.

Can I join a sub-theme I have not registered for?

For the sub-themes, you would need to have obtained permission in advance from the Convenors.

I can hear the host, but I can't see any slides or video.

Please refresh your screen. This will require you to log back in but will nudge the system to allow you access to all areas of the Colloquium. If your Internet connection is not fast enough, it might cause the video to be disrupted but allow the audio to continue. Also check to be sure no other programs or applications are running on your computer.

I can see the slides or video, but I can't hear the host.

1. Check to see that your speakers are on.
2. Ensure that your speakers are not muted.
3. Check the volume level.

I can't login to the online platform.

If you have tried all of the above and can still not access your session, contact our **Live Support Helpdesk** who will do their best to get you back online as soon as possible. If you can't access the online portal, email egos2020@speak.co.uk.