Guidance for Convenors

Sub-Plenaries

EGOS General Assembly 2021

Closing of the 37th EGOS Colloquium

Welcome

Thank you for joining us as a Convenor for the Sub-Plenaries, the General Assembly, and the Closing of EGOS 2021. 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 an online training session for Convenors in advance of the Colloquium (see previous e-mail and this link: https://cbd.eventsair.com/37th-egos-colloquium/egostrainingsessions/Site/Register). We will make available on our YouTube channel a short video that summarizes the live training. We have also put together this helpful guide. We kindly ask you to read it carefully ahead of the event.

Accessing the training session

Login details and instructions on how to join the training session (if you are attending one) will be sent to you by email 1-2 days prior to the training session.

We will be running the training session in Zoom, which we will also use during the actual event. Your Zoom session will be streamed to the online platform. During the training session, we will show you how the session will look like on this platform.

EGOS Colloquium Platform

The EGOS Colloquium, like in 2020, will be hosted on an event platform called OnAIR. Here, participants can access the program and view a listing, per day, of all their sessions taking place. The Colloquium Opening (including Keynote and Awards Ceremony), the Sub-Plenary sessions, the General Assembly, and the Closing will all take place in the online platform. The Pre-Colloquium Workshops, SAP Community Day, Organization Studies/Theory Meetings, EGOS Women's Network Meeting, Meet the Editors, Sub-Themes and Social Events, however, will take place on Zoom via a link on the online platform.

PLEASE NOTE: All the times listed below are **Central European Summer Time** (CEST). When you log in to the platform, please confirm your time zone in the Check-In window that appears when you first log in. You can also change this later: please go to **Your Settings** in the Lobby area to change your settings.

Sub-Plenaries, EGOS General Assembly 2021 and Closing of the 37th EGOS Colloquium

These activities will take place in the online platform. The sessions will be held during these times (CEST):

| Parallel Sub-Plenary 1	Thursday, 8 July – 13:00 - 14:00
Parallel Sub-Plenary 2	Friday, 9 July – 13:00 - 14:00
EGOS General Assembly 2021	Friday, 9 July – 14:30 - 15:30
Closing of the 37th EGOS Colloquium	Saturday, 10 July – 13:00 - 13:15

Session information

Accessing your session:

- As a Convenor, you will be provided with login details for your session in the week prior to the event. You will be able to start your session as 'host' in Zoom.
- Please inform your presenters and panelists to also join the Sub-Plenary session using the Zoom link (not the online platform).

NOTE: We highly recommend using the desktop version of Zoom. Please make sure you have the most recent version of Zoom downloaded to ensure all functionalities work properly. To download the most recent version, please click this link: https://zoom.us/download (choose the download for **Zoom Client for Meetings**). Throughout the Colloquium, we also recommend to frequently check for updates.

- Please use **Sign In** to log in to your Zoom session.
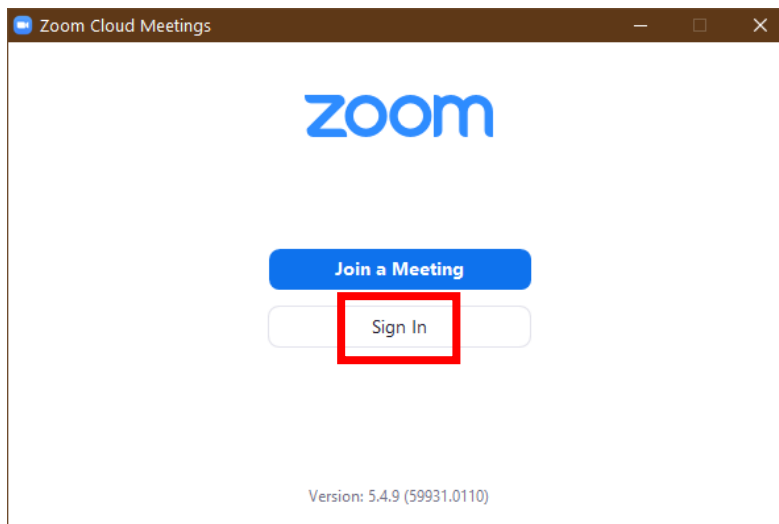
- Use the login details provided by the organisation to sign in.
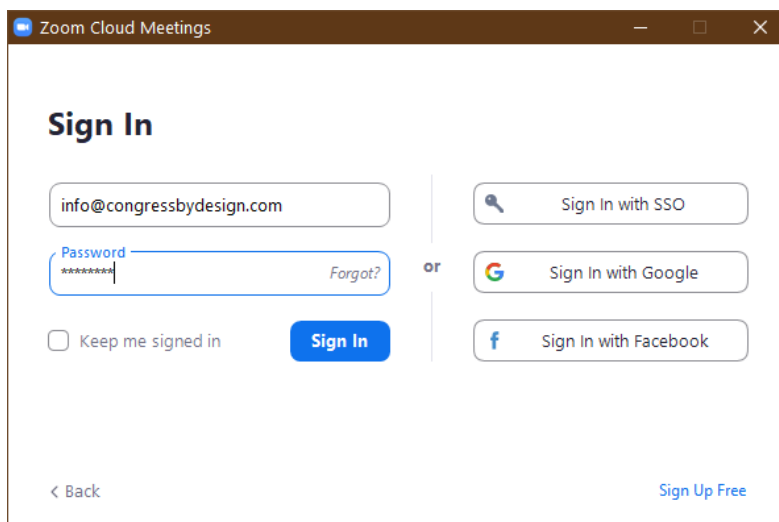
- Once inside the Zoom session, you (and your participants) will be asked to:
  - **Join with Computer Audio** and
 - **Join with Video** or **Join without Video**

  Please select **Join with Computer Audio** and **Join with Video** to allow for an optimally interactive session.

  Note: If you are not asked to join with/without Video, please make sure you enable your video at the bottom of your Zoom window:
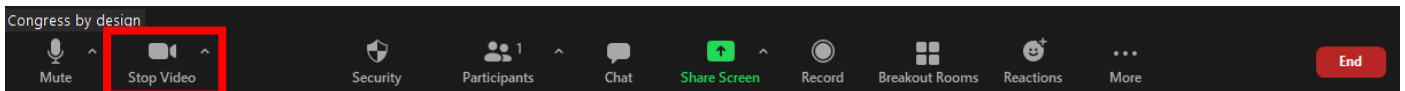
If your audio is not working, click on the arrow next to the microphone icon and select Audio Settings from the menu that will appear.

1. Click Test Speaker to play a test tone
2. If you cannot hear it, select a different speaker from the menu or adjust the Volume.
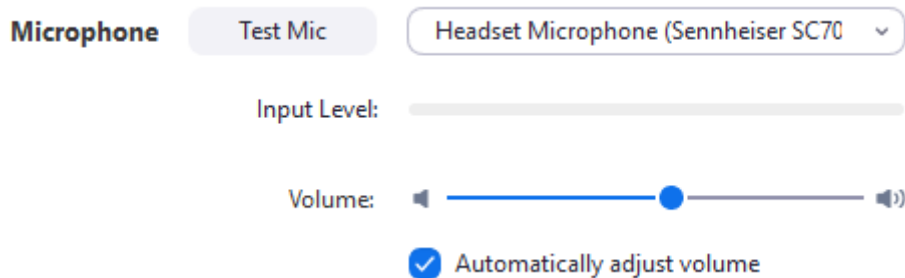

- You will now enter the Zoom Meeting room.

Managing your Zoom session

- All convenors are asked to join their session **30 minutes before** the official starting time for a meeting with all convenors and to do a technical set-up check.
- Only you, your fellow Sub-Plenary convenors and your presenters and/or panellists will join the session directly via Zoom. EGOS participants will watch the session from the online platform, which will live stream your Zoom session.
- An assistant will be assigned to your session for technical support, if and when needed. They can also assist with the Q&A (copy/paste questions from the online platform to your Zoom session) and the settings of your session (Gallery View, Speaker View).
- In order to set up this live stream connection to the online platform, please take the following steps (or request the assistant to do this):

o In the toolbar of your Zoom window, click on **More** and select **Live on Custom Live Streaming Service**
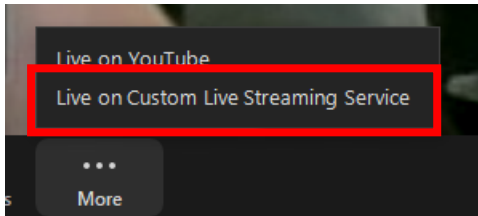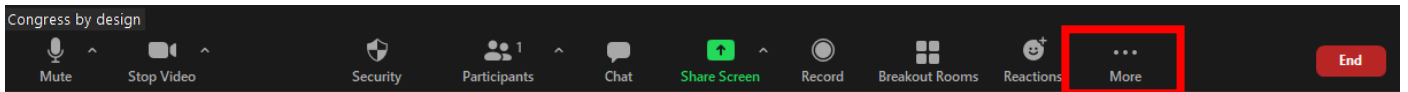

- A screen will then appear in which Zoom is connecting to the live stream.
- The connection of your live stream will be checked by someone from the organisation. In case it is not working, we will assist you in the session. **NB:** it is therefore important to sign in to your Zoom session **30 minutes** prior to the start of the session!


- To record your session click on the **Record** button and select Record to the Cloud few minutes before session start (or request the assistant to do this).
  Note: If you are muted, a Recording Alert pop-up window will appear indicating You are muted. To stop recording, click Pause / Stop Recording or End Meeting.
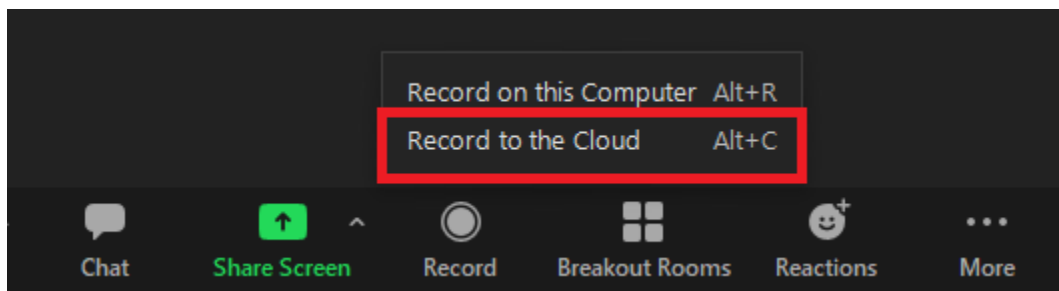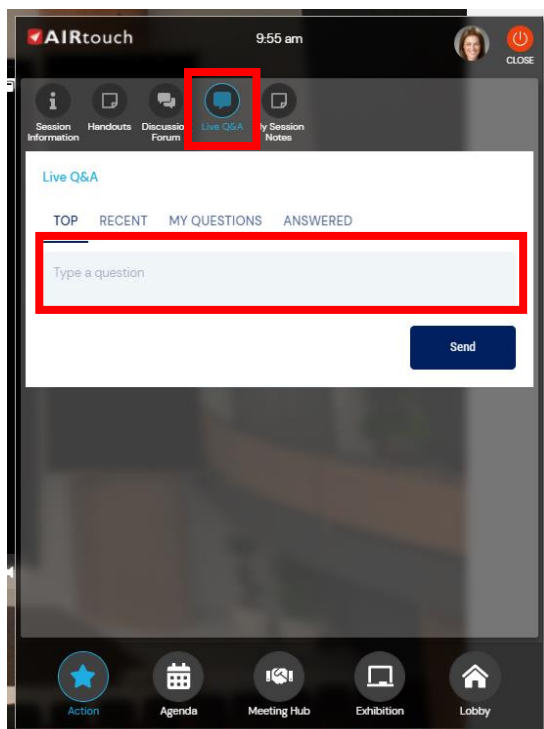
Live Q&A: Participant questions

Participants will be able to ask their questions using the Q&A function in their AIRTouch Device on the online platform, located at the bottom right of their screen.
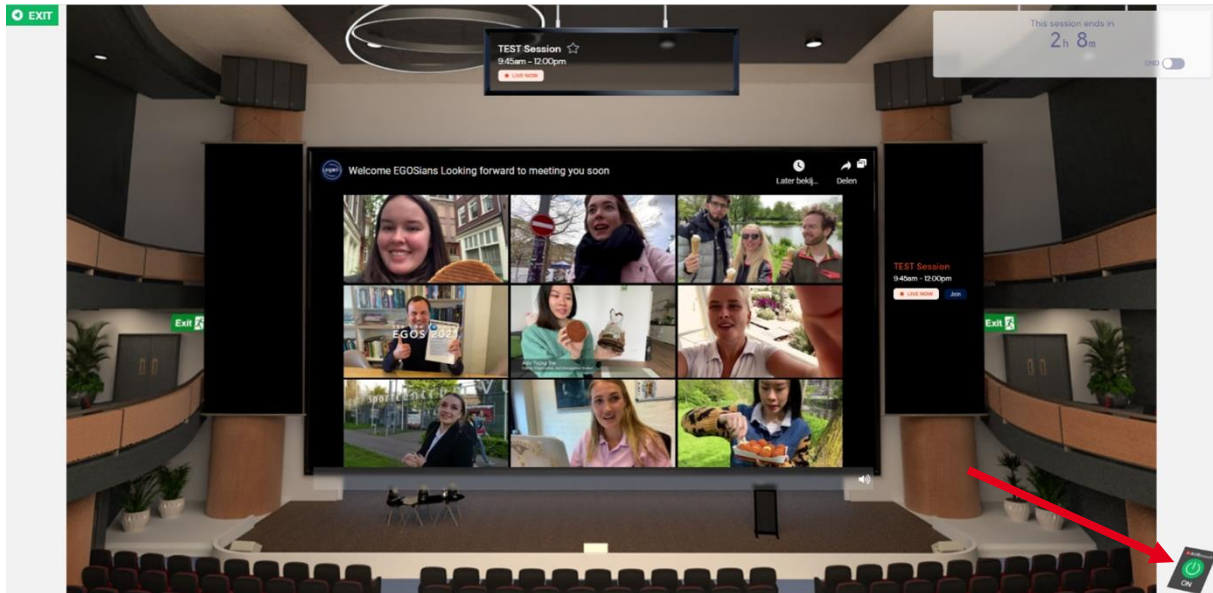
Once they click on the green button, the AIRTouch Device will appear in a pop-up screen showing several functions.

Participants can click on the **Live Q&A** button to type in their question(s) and send it to the session moderator.

Session moderator (Q&A)

Your assistant can help with:

- technical issues
- Q&A, logging in to the online platform and copy/paste questions to the Zoom chat for the convenors, presenters and panelists to see
- changing the view in the correct set up (Gallery View or Speaker View) depending on whether a presenter is speaking or a panel discussion is going on.

Note: If you prefer to be a Q&A moderator yourself, please make sure you log in to the online platform, next to your Zoom session!

Discussion Forum: Participant Chat

Participants will be able to engage in the Discussion Forum in their AIRTouch Device on the online platform, located at the bottom right of their screen (see screenshot under the Live Q&A section).


We advise you to have the event platform open in a separate browser window or on a second screen and join the session as well. This way you will be able to engage in the chat and connect with your participants.

Note: Remember to **Mute** the session in the online platform to avoid an echo.

If your internet connection is unstable, please close the event platform and only keep Zoom open to ensue the session runs smoothly.

- As Convenor, **you are responsible for advising your speakers when to present**. At that point, you can spotlight their video window so they will be in the center of the session. Presenters will be able to share their screen with the other participants and present their paper. To share their screen, they will need to click the button '**Share Screen**' at the bottom of the video panel. Here, they can select the screen they would like to share and click on the blue **Share** button to confirm screen sharing. Presenters should have their file or PowerPoint presentation open on their laptop and set to presentation mode before they start sharing the screen.
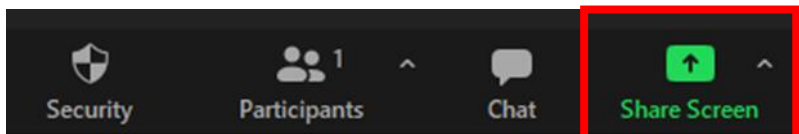
- If presenters decide to share an audio file, please make sure they tick the box **Share sound** in the share screen pop-up window (left bottom corner):
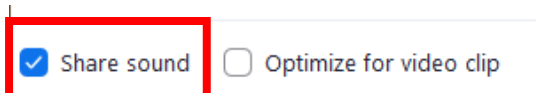
Note: Please be aware of the view and make sure to have it on **Speaker View** at all times.
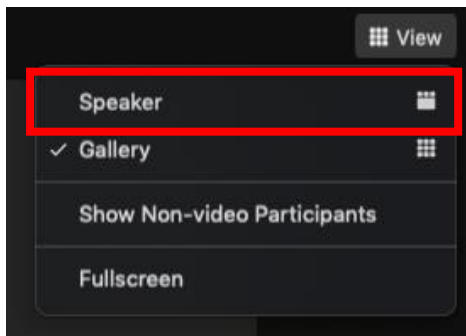

Breakout Rooms

- Please remember, participants will be viewing your Sub-Plenary via the online platform, which is streaming your Zoom session.
- **If you previously opted for breakout rooms during your Sub-Plenary:** Before creating the breakout rooms in your Sub-Plenary, please encourage your participants to click the Zoom link provided in the session information and allow for a few minutes for them to enter the Zoom room. A **Waiting Room** will be enabled so that participants cannot join the session ahead of time. When you are ready for the participants to join, click on Admit all or admit them one by one. The assistant assigned to your session can help you with this.
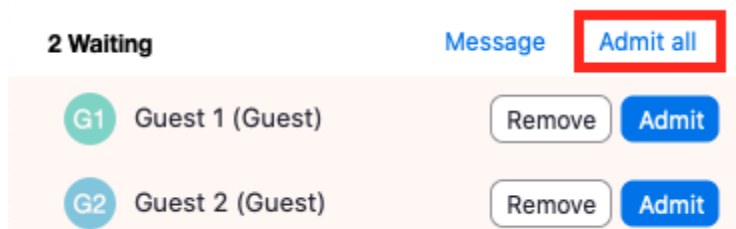
- Once all participants have joined you in Zoom, they are advised to follow the session in Zoom and **Mute** the session in the online platform to avoid an echo.

Creating breakout rooms in your Zoom meeting:

- Click **Breakout Rooms**
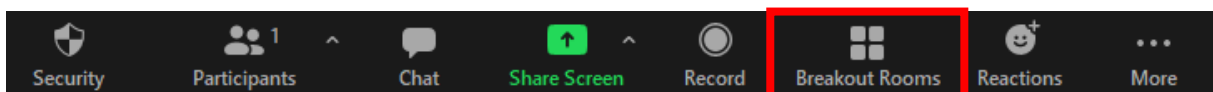
- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms. We advise one of the following two:

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- **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
- **Let participants choose room:** Participants can select and enter rooms on their own.
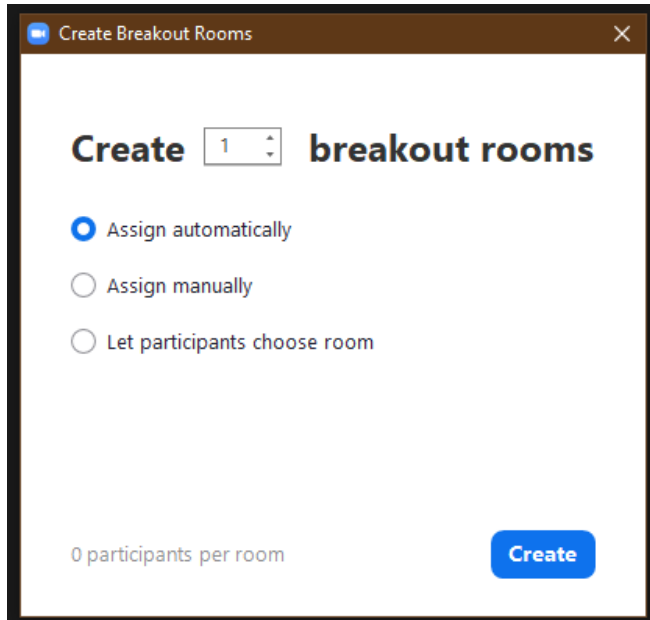
Once you are ready setting up your breakout rooms, click **Create** Breakout Rooms.

Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for breakout rooms

After creating the breakout rooms, click **Options** (on Windows) or the **gear icon** (on macOS) to view additional breakout rooms options.

Check any options that you would like to use for your breakout rooms.

- **Allow participants to choose room:** Participants can select and enter rooms on their own once rooms are launched.
- **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host or co-host to end the breakout rooms.
- **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click the 'Join' button to enter the breakout room.
- **Auto close breakout rooms after (…) minutes**: If this option is checked, the breakout rooms will automatically end after the configured time.
  - **Notify me when the time is up:** If this option is checked, the host and co-hosts will be notified when the breakout room time is up.
- **Set Countdown timer:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

Renaming breakout rooms

- After creating the breakout rooms you will be able to rename the breakout rooms as needed. **Please note**: It is not advisable to rename the breakout rooms BEFORE the session is live. This is because you would need to match breakout rooms with participants beforehand, which oftentimes does not work as it should because

participants do not have a Zoom account or are using an e-mail address not linked to their Zoom account.
- **Not renaming breakout rooms:** if you need to use many breakout rooms, it can be time-consuming to rename them all during the live session. Instead, you can simply set up the rooms which will then be named "Breakout room 1", "Breakout room 2" etc. You can still allow people to select their breakout rooms by screen-sharing an overview of the breakout rooms with their topics, e.g., "Breakout room 1: Managing your PhD", "Breakout room 2: How to navigate academia" etc.

Click **Open All Rooms** to start the breakout rooms.

Managing breakout rooms in progress

Once the breakout rooms have been started, the assigned participants will be asked to join the Breakout Session. The host or co-host that launched the breakouts, will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by (not joined) next to their name. You can click these options in the breakout rooms window:

- **Join:** Join the breakout room.
- **Leave:** Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms:** Stops all rooms after a 60 second countdown, which is shown to the host, co-hosts, and participants, and returns all participants back to the main meeting.

Responding to requests for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help,** question mark icon.

You will be prompted to join the room where the request originated from. Click **Join Breakout Room** to join the room.

Broadcasting a message to all breakout rooms

The host or co-hosts can broadcast a message to all breakout rooms to share information with all participants. This can be done from the main session or from within a breakout room.

- Click **Breakout Rooms** in the meeting controls.
- Click **Broadcast message to all**, enter your message, and click **Broadcast**.

The message will now appear for all participants in breakout rooms.

What will the event platform look like **for participants?**

When participants log in to the EGOS Colloquium Platform, they will enter the **Lobby** of the virtual conference building, which acts like a home page and allows participants to navigate the online platform. Please note that we are still finalizing our digital space; possibly the final design will differ slightly from what you see here in the screenshots.

The **Lobby** provides access to:

- The different elements in the program through clear signage
- The Virtual Exhibition
- The Meeting Hub – to meet and connect with fellow participants (allowing them to send messages, have direct chats, and have video calls)
- Live Support
- FAQs
- Participant Settings – where participants can change their settings and personal details; they can also choose which information will be visible for other participants

From the lobby, participants will be able to click on the individual signs for Sub-Themes, Workshops, or Sub-Plenaries to continue to the Session Lobby to see the sessions in the program overview.

The **Session Lobby** provides:

- The program overview per day with personalized access to the sessions
- Information on sessions and presenters
- Access to sessions by clicking the '**Join**' button that appears 15 minutes prior to the start of each session
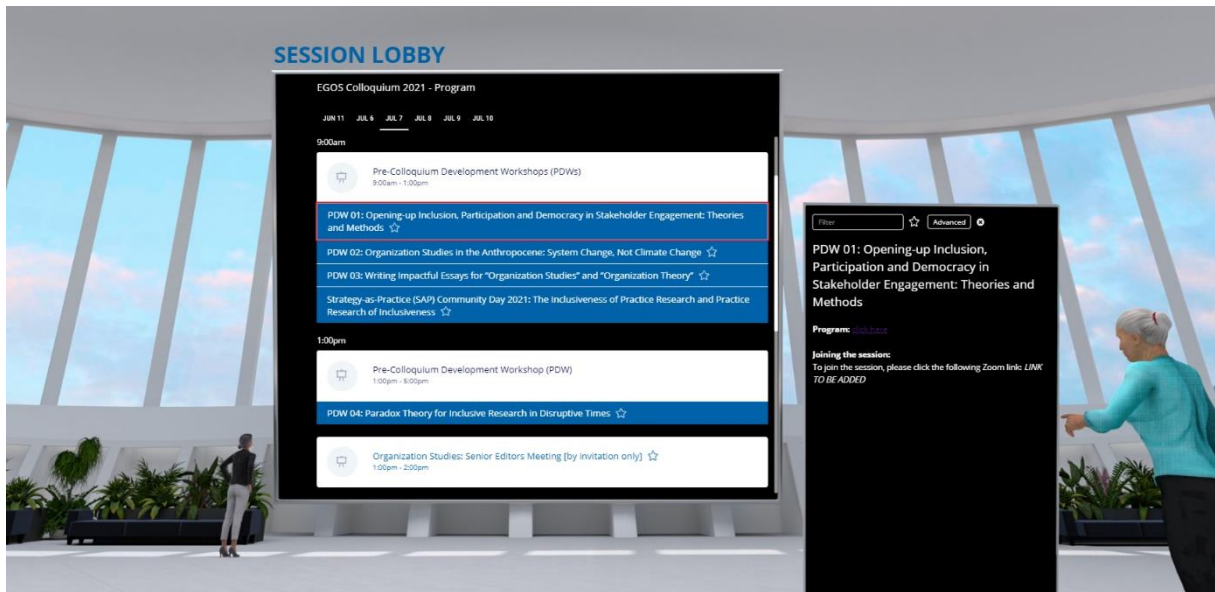
- By clicking on a session in the program overview, more information on the selected session will appear in the Information box on the right-hand side.

- On the day a session goes live, a '**Join**' button will appear 15 minutes prior to the start of the session, which participants must click on to participate.

- They will enter the virtual room where the live stream will play on the screen:
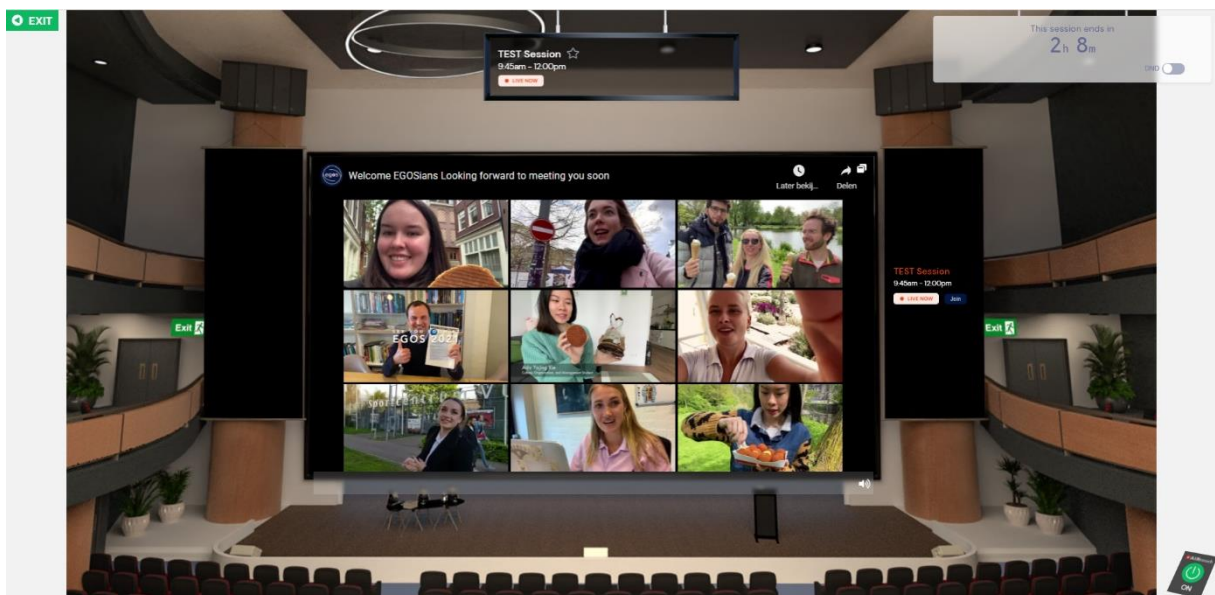
Virtual Session Etiquette

- Engage in the **Discussion Forum**
- Share any questions through the **Live Q&A**
- If you are experiencing any technical difficulties, reach out to Live Support (available in the Lobby or via the link in the session)
- **Respect the time** given to you and ask your speakers in your session to do the same.

Top Tips

- Use Google Chrome as your web browser and a desktop/laptop when using the platform.
- Refresh the browser if the screen goes black.

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 Live Support helpdesk can be found in the Lobby of the online portal. If you are having trouble logging in to the online portal, e-mail egos2021@congressbydesign.com or call us at +31 88 0898 116.

01 Pre-session tips: Prepare!

- For the best experience we recommend you **download Zoom** before the start of the session (if you have not done so already): https://zoom.us/download. We advise you to use the app instead of the web version, to ensure a smooth running of your Zoom session. Please make sure that your Zoom app is updated to the latest version.
- For the best possible virtual experience in the online platform, we advise you **use Google Chrome as your web browser and a desktop computer or laptop**. Make sure to test your system and ensure your computer and browser have the latest updates. This avoids situations where your computer suddenly updates on its own!
- All convenors are asked to join their session **30 minutes before** the official starting time for a meeting with all convenors and to do a technical set-up check.

02 Start virtual session tips: You are on!

- **Welcome the participants** and show the welcome slide. Walk the participants through the virtual session etiquette.
- **Present the agenda** for the session. Also, mention how participants should submit any questions. Appoint a timekeeper.
- **Take a moment** to thank the presenters and/or panelists in your session, and the participants for attending the session.
- **Promote ways to stay in touch**: Encourage people to stay in touch and follow-up, for example by using the Meeting Hub function on the online platform.

03 During & after the session tips: Be a star!

- If someone's microphone is not working ask them to try the following: (a) unplug & plug earphones; (b) check your audio settings in Zoom (see instructions above); (c) close all other programs, tabs, and windows; (d) re-fresh page; (e) allow microphone access in browser settings.