

37th
EGOS
COLLOQUIUM
2021
JULY 8-10



Participant Joining Instructions

Welcome

We look forward to welcoming you as a participant of the **37th EGOS Colloquium**! We invite you to exchange research findings, discuss new topics of emerging significance in organizations, organizing and the contexts in which organizations operate, and virtually network with colleagues. [EGOS](#) and the local organizers, the [Vrije Universiteit Amsterdam](#), have assembled an outstanding scientific and social program for the Colloquium.

We kindly ask you to **read the following information and FAQs carefully** to help you get the most out of this 37th EGOS Colloquium!

Colloquium Dates

Thursday 8 July – Saturday 10 July 2021

Pre-Colloquium Activities Tuesday 6 & Wednesday 7 July 2021

Accessing the Colloquium

Your personalized link and login details to access the Colloquium platform will be sent to you by email on 1 July. Please click on the link in the email to join the Colloquium. If you sign out of the platform, please use this link/login details to sign in again.

When you first login to the platform, you will be asked to update your profile. We kindly ask that you **select the First Name and Last Name** option so that your name will be visible in the list of participants in the Meeting Hub section. This will ensure that fellow Egosians will be able to find you!

Colloquium Program

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

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

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. We encourage you to **access the platform in advance of the Colloquium to ensure you can access the platform, and that the platform is displaying the sessions you selected during registration.** If your sessions for some reason do not appear on the platform, please contact egos2021@congressbydesign.com. We advise you do this a few days before the Colloquium starts as optimal preparation will provide a seamless conference experience for you on the day.
2. For the best possible virtual experience in the online platform, we advise you **use Google Chrome and a desktop or laptop computer.** 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! We suggest you sign into the platform up to **30 minutes** before the event start time.
3. We suggest you **personalize your profile** in the platform – further details on how to do this can be found in the FAQ section below.
4. In order to join the sessions taking place in **Zoom** (Pre-Colloquium Workshops, Sub-Themes, Meet the Editors, Social events, Organization Studies/Theory Meetings, EGOS Women’s Network Meeting 2021), we recommend that you **download Zoom before the start of the Colloquium** (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.
5. We suggest you **connect with exhibitors to schedule your 1-on-1 meeting now** - more information on how to do this is provided below.



Top Tips!

- Use **Google Chrome** and a **desktop or laptop computer**
- **Refresh** the browser if the screen goes black

Virtual Session Etiquette

- For sessions taking place in **Zoom** (Pre-Colloquium Workshops, Sub-Themes, Meet the Editors, Social events, Organization Studies/Theory Meetings, EGOS Women’s Network Meeting 2021), all participants should **mute their microphone.**
- If the connection seems to be unstable, turn off your video until you wish to speak or are presenting. You can check the quality of your internet connection [here](#).
- Private recordings and screenshots, even if only for social media, are only permitted with **consent** from all participants.
- **For sessions taking place in the platform** (Opening Ceremony, Sub-Plenary sessions, General Assembly, and Closing), share any questions through the **Q&A** function on the platform. For sessions taking place in Zoom (Pre-Colloquium Workshops, Sub-Themes, Meet the Editors, Social events, Organization Studies/Theory Meetings, EGOS Women’s Network Meeting 2021), use the **Chat** function or 'Raise hand'.

Joining the Colloquium

Logging in on the day

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

1. Click on the personalized link you have received from the organization in an email.
The link will take you to the entrance of the virtual conference building.



2. Click **Enter** and use the username and pin as per email to log in.
3. Welcome to the virtual 3D platform. Use the different buttons and functionalities and enjoy the Colloquium!

You have now entered the Lobby of the virtual conference building, which acts like a home page and allows you to navigate through 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 EGOS participants (allowing you to send messages, 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



Session information

Recorded Sessions

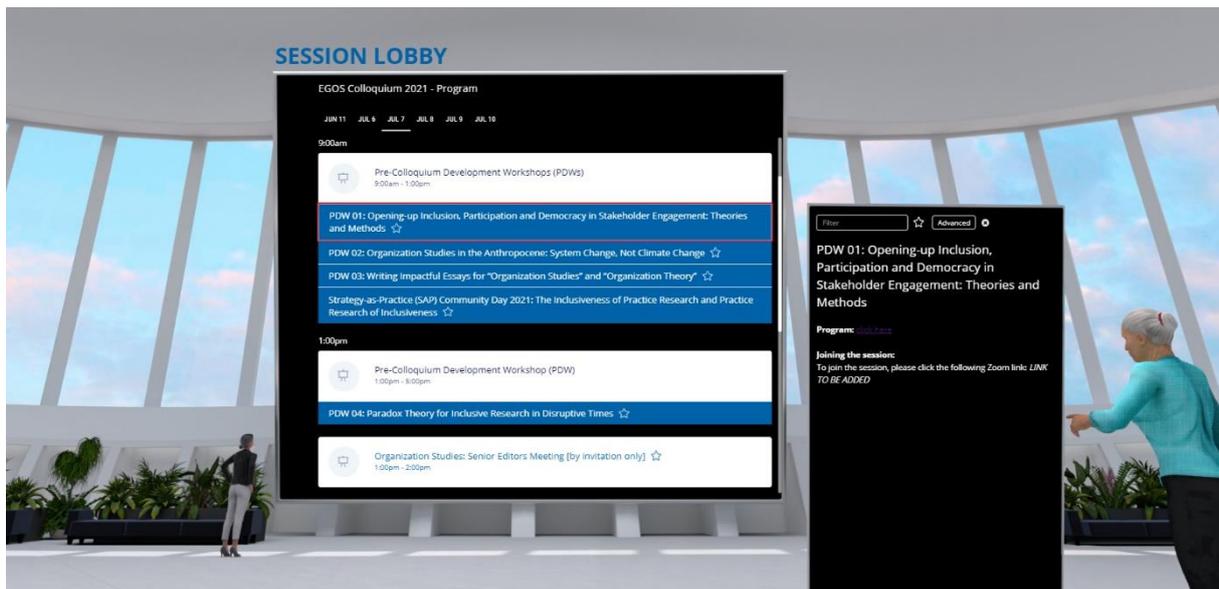
- The Opening Ceremony and sub-plenary sessions will be recorded and available on demand after the event. All other sessions will not be recorded.
- **Please note** – you are not permitted to record the sessions.

Joining Sessions

As a participant, you will be able click on the individual signs for Sub-Themes, Workshops, and 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 you must click on to participate.



- Once inside that session, you will see:
 1. **For sessions taking place in the platform** (Opening Ceremony, Sub-Plenary sessions, General Assembly, Closing Ceremony) – A main stage with screen that shows the livestream.
 2. **For sessions taking place in Zoom** (Pre-Colloquium Workshops, Sub-Themes, Meet the Editors, Social events, Organization Studies/Theory Meetings, EGOS Women’s Network Meeting 2021) – A link provided under the **Session Information** section on the right-hand side. Click this link to join your session in Zoom.



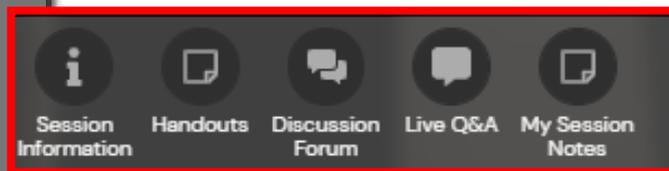
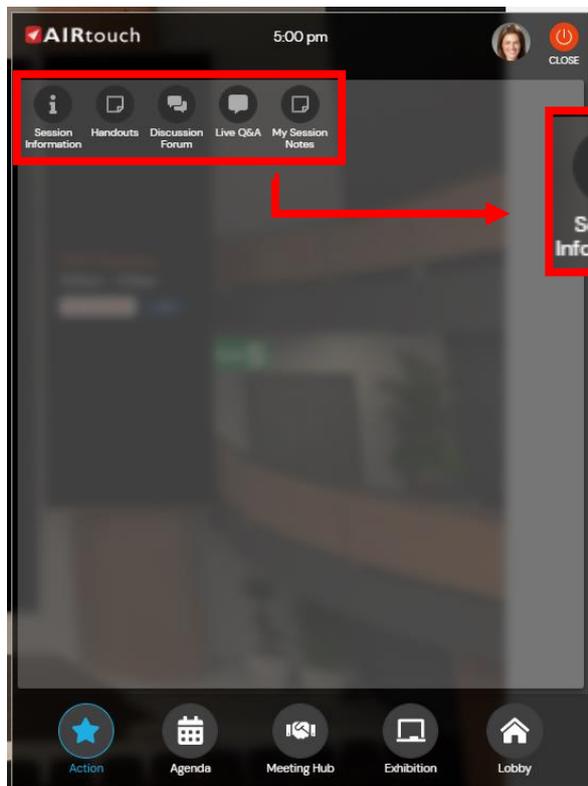
Top Tip!

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, please **refresh your screen** (you may need to log into the platform again).

Live Q&A

In order to participate in the Live Q&A:

- **For sessions taking place in the platform** (Opening Ceremony, Sub-Plenary sessions, General Assembly, Closing) – Inside the session, you will find your AIRTouch Device in the bottom right corner. Click on the green **ON** button. It will open the following screen:



- *Session Information* – More information on the session. If the session takes place in Zoom, you will find the Zoom link here.
- *Handouts* – If the session has any downloadable documents, you will find it here.
- *Discussion Forum* – Discuss amongst yourselves on this forum. **Note:** Questions for presenters/panelists should be posted in the *Live Q&A* section.
- *Live Q&A* – For all your questions for the presenters/panelists.

- **For sessions taking place in Zoom** (Pre-Colloquium Workshops, Sub-Themes, Meet the Editors, Social events, Organization Studies/Theory Meetings, EGOS Women’s Network Meeting 2021) – Enter the Zoom session via the link provided under the **Session Information** section on the right-hand side.
- Q&As should be submitted by **‘Raise hand’** function or in the **‘Chat’** function within your individual meetings rooms.

Please keep the Q&A for **questions relating to session content only**. Any technical queries should be addressed via the Live Support (to be found in the Lobby).



Live Support Helpdesk

Live support will be available via the platform 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 Lobby. If you are having trouble logging in to the online platform, email egos2021@congressbydesign.com or call us at +31 88 0898 116.

Virtual Exhibition

The EGOS Colloquium 2021 will host a vibrant virtual exhibition in a dedicated exhibitor space that will include opportunities for live interaction. The virtual exhibition hall will be open at the following times (CEST):

Wednesday, 7 July	08.00 – 18:00*
Thursday, 8 July	08.00 – 18:00*
Friday, 9 July	08.00 – 18:00*
Saturday, 10 July	08:00 – 13:00*

***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 change this later if needed: please go to **Your Settings** in the Lobby area to change your settings.

Just like at a live exhibition, you can choose and visit exhibition stands, albeit, virtually! You can:

- Choose and visit virtual stands of your choice
- Download exhibitor brochures and information
- Watch videos
- Have 1-on-1 video calls with exhibitors
- Have 1-on-1 chats with exhibitors

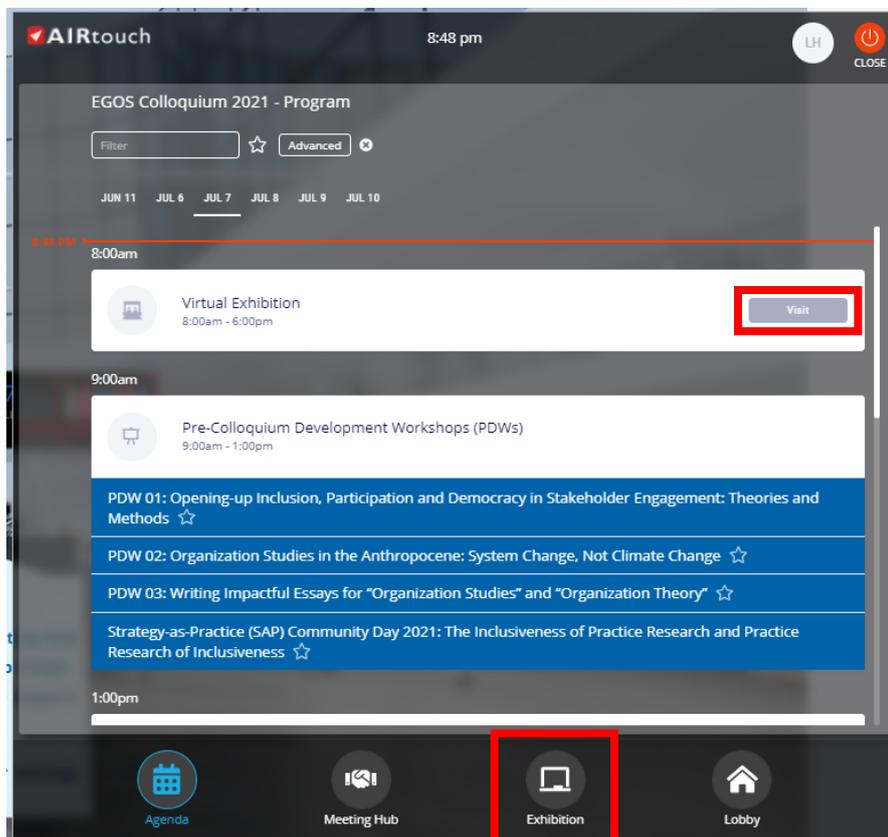
How to access the Virtual Exhibition hall

Access the Virtual Exhibition hall by:

- Clicking on **Exhibition** in the Lobby

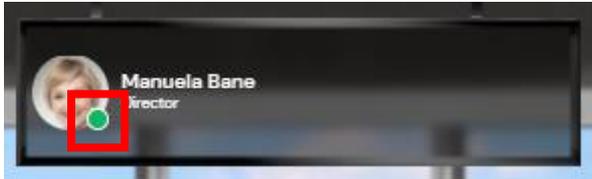


- Opening your AIRTouch Device in the bottom right corner of your screen (green **ON** button) and click:
 - The **Visit** button during virtual exhibition hours or
 - The **Exhibition** button at the bottom



Meet our Exhibitors

In the Virtual Exhibition hall, click on the stand of the exhibitor you would like to meet. You will see the name(s) of the exhibitors. A green dot next to their name indicates they are available at the stand:



There are two ways you can meet with the exhibitor:

- **Request a Live Chat** – written chat
- **Request Live Meeting** – video call. Please make sure to turn your camera on.

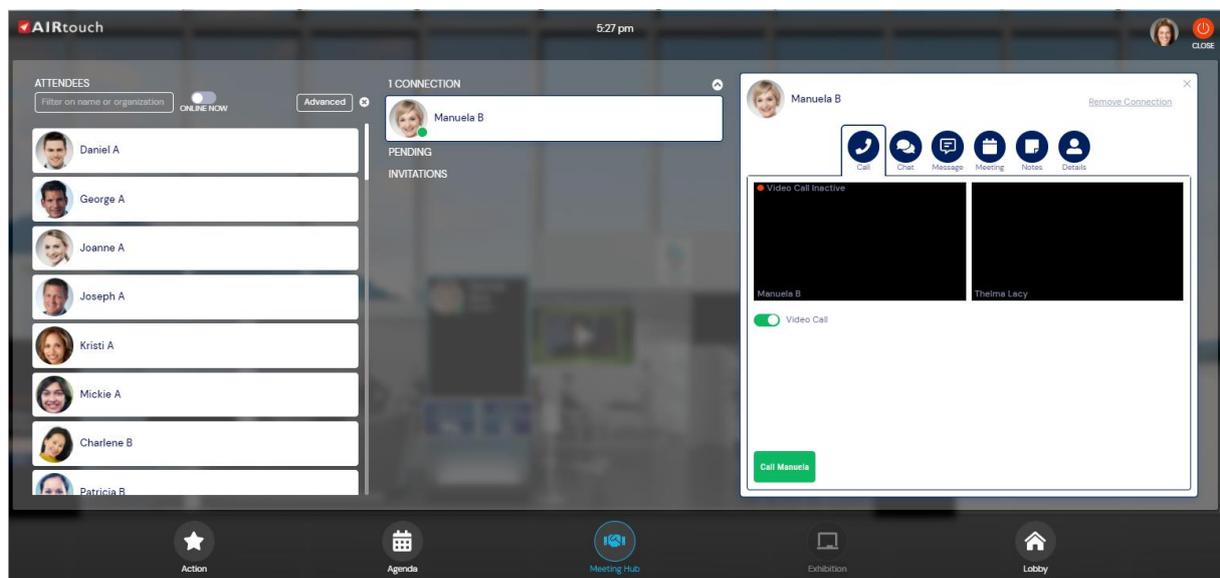


Once you have requested the above by clicking on one of the buttons in the stand, you will be put in a queue and the exhibitor will meet with you as soon as sh/e is available. Your position in the queue will be visible in the stand.

Please note: if you leave the exhibition stand you will lose your place in the queue.

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

You don't need to wait until the Colloquium to request your 1-on-1 meetings with our exhibitors. **Connect with our exhibitors as soon as you log in** (the platform opens 1 July) via the Meeting Hub, accessible via the Lobby and your AIRTouch Device. Here you can invite exhibitors to connect, chat, message, video call and request a meeting.



The screenshot shows a user interface for sending a meeting request to a contact named Manuela B. At the top left is a profile picture and the name 'Manuela B'. To the right is a 'Remove Connection' link. Below this is a navigation bar with icons for Call, Chat, Message, Meeting (highlighted with a red circle), Notes, and Details. The main content area contains the text 'You do not currently have a meeting scheduled with Manuela' and 'Meeting Request Details'. It features three dropdown menus: 'Please select a date to meet', 'Please select a time to meet', and 'How long would you like to meet?'. At the bottom left is a green button labeled 'Send Meeting Request to Manuela'.

Once connected, you can schedule a 1-on-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 2021

 <p>SAGE Publishing</p>	<p>Representatives: Luke Marquez</p>
 <p>BRISTOL UNIVERSITY PRESS</p>	<p>Representatives: Paul Stevens</p>
 <p>CAMBRIDGE UNIVERSITY PRESS</p>	<p>Representatives: Kamini Ramphal</p>
 <p>emerald PUBLISHING</p>	<p>Representatives: Fiona Allison</p>

Meeting Hub

The Meeting Hub is the **main networking hub**, where you can connect with participants and exhibitors during the Colloquium. It is accessible via the Lobby and your AIRTouch Device and allows you to invite participants to connect, and once connected, engage in live chats, video calls, meetings, and messages.

All participants and exhibitors names and organizations will appear in the Meeting Hub so you can connect. Please ensure when you first login that you update your profile such that both your first and last name are visible on your name tag. This is important for your fellow Egosians to connect with you! You can update your profile by going to **Your Settings** in the Lobby.

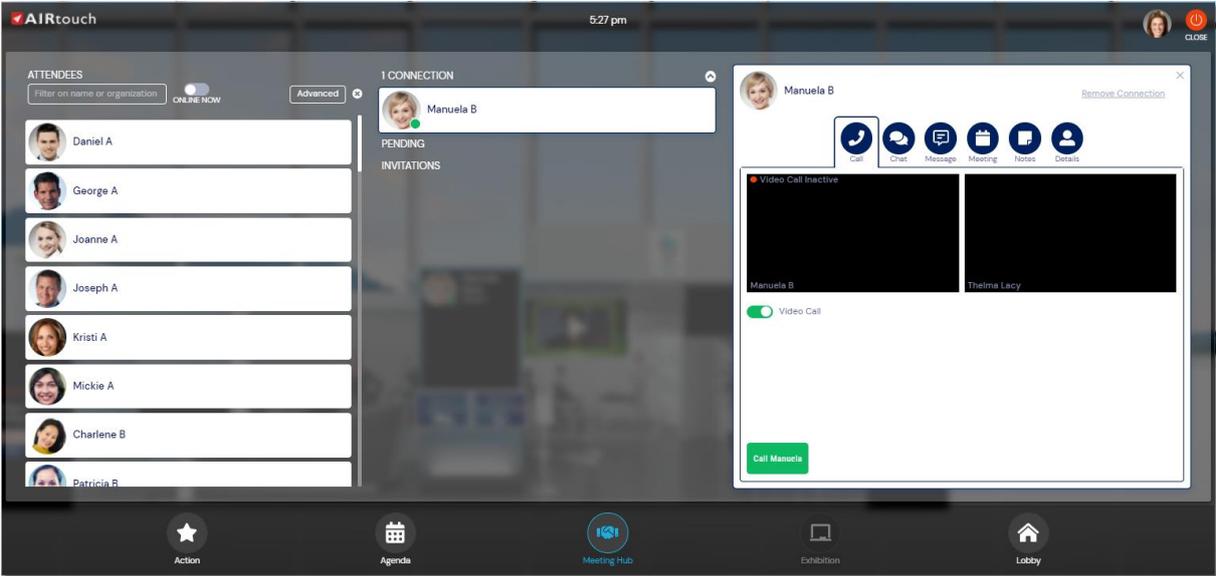
Personalizing your profile

We encourage you to personalize your profile by clicking **Your Settings** in the panel in the Lobby. If you plan on doing lots of networking, we suggest you update your profile and make it as complete as possible. You can:

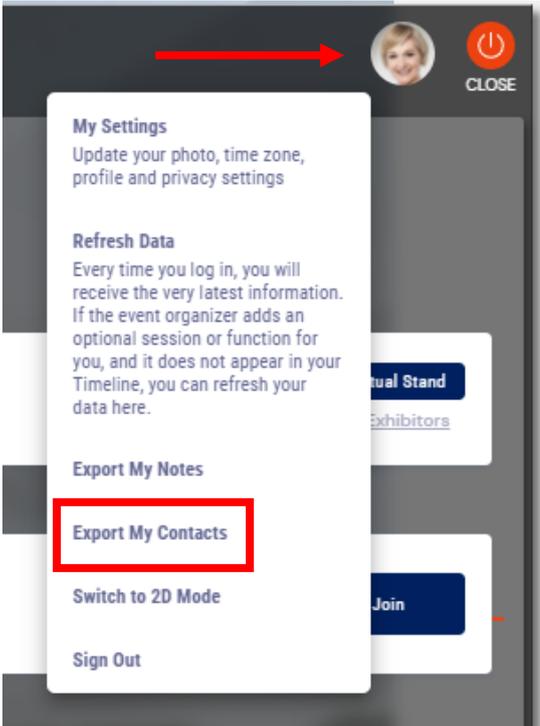
- add/replace your photo
- edit your biography and social details
- change camera and mic
- set your time zone
- set privacy options
- change password
- export contacts and notes

How to Connect with Participants

- Click on Meeting Hub in the Lobby or in your AIRTouch Device located in the bottom right corner of your screen (green **ON** button). This will bring you to the main networking function in the platform – see image below. Here you can search participants by name or organization.



- Click on the participant you would like to connect with and click 'Connect'. Once they accept, you can live chat, video call, message and request a meeting within this function of the platform. (If someone instant messages you, you will receive a notification even if you are elsewhere in the platform and not in the Meeting Hub). You can export all your connected contacts in an Excel file at any time by clicking on 'Export My Contacts' under your **profile photo** in your AIRTouch Device.



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 egos2021@congressbydesign.com.

We look forward to seeing you there!

Which browser should I use?

We advise you to 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 or laptop 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 participants. You will also require a mic to interact with other delegates and facilitators in the sub-theme sessions.

Can I log in to the platform 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 content-related question?

In sessions taking place in the online platform (Opening – Keynote / Awards Ceremony, Sub-Plenary sessions, General Assembly, and Closing), you find the Q&A function during sessions in your AIRTouch Device, located at the bottom right corner of your screen (green **ON** button). Type your question into the Q&A box and click Send. In sessions taking place in Zoom (Pre-Colloquium Workshops, Sub-Themes, Meet the Editors, Social events, Organization Studies/Theory Meetings, EGOS Women's Network Meeting 2021), please 'Raise hand' or ask a question in the Chat function.

Frequently Asked Questions continued

Can I take notes in sessions?

Yes. In the sessions taking place on the platform (Opening – Keynote / Awards Ceremony, Sub-Plenary sessions, General Assembly, and Closing), there is a **My Session Notes** function in your AIRTouch Device. Please make sure to **save** your notes. You can export your notes at any time by clicking the ‘Export My Notes’ button under your profile photo in your AIRTouch Device. This will prompt the platform to send your notes to your e-mail address in a word document.

Can I speak during a session?

In the sessions taking place on the platform (Opening – Keynote / Awards Ceremony, Sub-Plenary sessions, General Assembly, and Closing), you will not be able to speak during the sessions. In sessions taking place in Zoom (Pre-Colloquium Workshops, Sub-Themes, Meet the Editors, Social events, Organization Studies/Theory Meetings, EGOS Women’s Network Meeting 2021), all participants’ mics will be muted throughout the sessions (unless they require discussion). If you have a question, please use the Q&A function for the sessions taking place in the platform (Opening – Keynote / Awards Ceremony, Sub-Plenary sessions, General Assembly, and Closing) or use the Chat or ‘Raise hand’ function in sessions taking place in Zoom (Pre-Colloquium Workshops, Sub-Themes, Meet the Editors, Social events, Organization Studies/Theory Meetings, EGOS Women’s Network Meeting 2021).

Will the Colloquium be recorded?

No. Only the Opening Ceremony, Sub-Plenary sessions and General Assembly will be recorded. 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 send an e-mail egos2021@congressbydesign.com and we will look into this for you.

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

No. This is because for sub-themes other than your own, registered one, you would have needed to obtain permission 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.

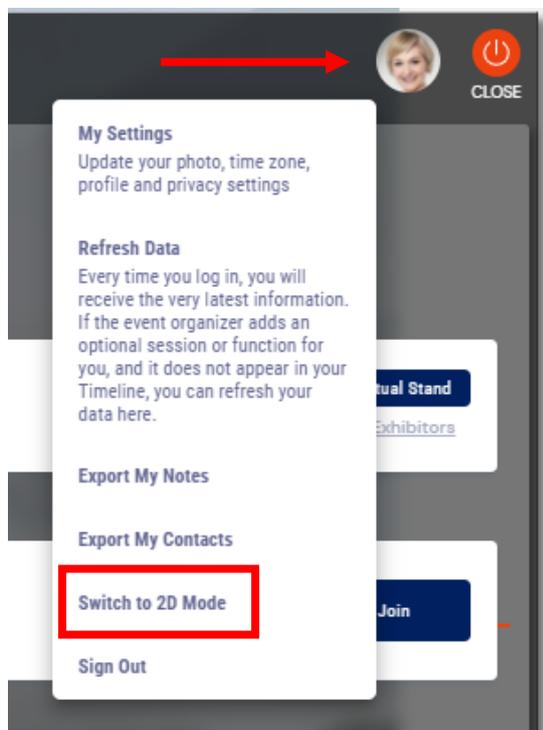
Frequently Asked Questions continued

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.

My internet connection isn't strong enough for the 3D platform. Can I still attend the Colloquium?

Yes, if your internet connection finds it difficult downloading the 3D graphics, you can always switch back to the 2D platform and join sessions from there. Simply click on your profile photo in your AIRTouch Device and choose 'Switch to 2D Mode':



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 platform, email egos2021@congressbydesign.com or call us at +31 88 0898 116.