



**36<sup>th</sup> EGOS  
COLLOQUIUM  
JULY 2-4, 2020  
HAMBURG**

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ORGANIZING FOR A SUSTAINABLE FUTURE:  
**RESPONSIBILITY, RENEWAL & RESISTANCE**

# Guidance for PDW Convenors



[www.egosnet.org](http://www.egosnet.org)

#EGOS2020



# Welcome

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Thank you for joining us as a Convenor of a PDW 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

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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.

## PDW Workshops

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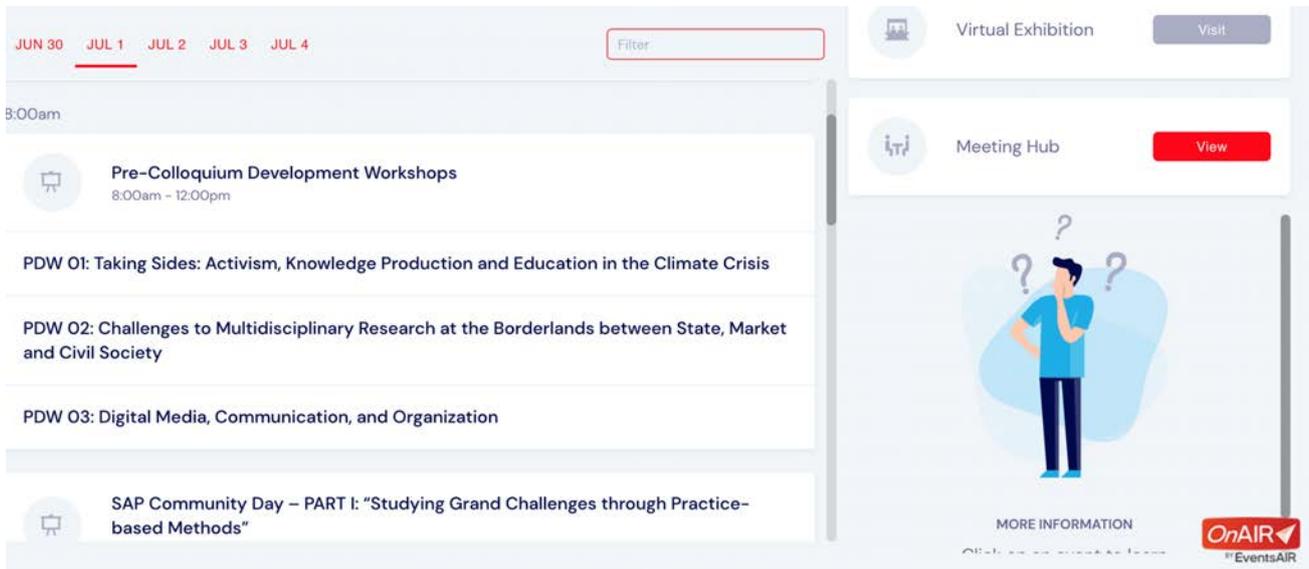
The PDW Sessions will be accessed through the main Colloquium platform. The sessions will be listed within the portal and will be due to run between the following CEST hours.

|                  |                             |
|------------------|-----------------------------|
| Wednesday 1 July | 09:00 - 13:00: PDW 1, 2 & 3 |
| Wednesday 1 July | 13:00 - 17:00: PDW 6        |
| Wednesday 1 July | 14:00 - 17:00: PDW 4        |

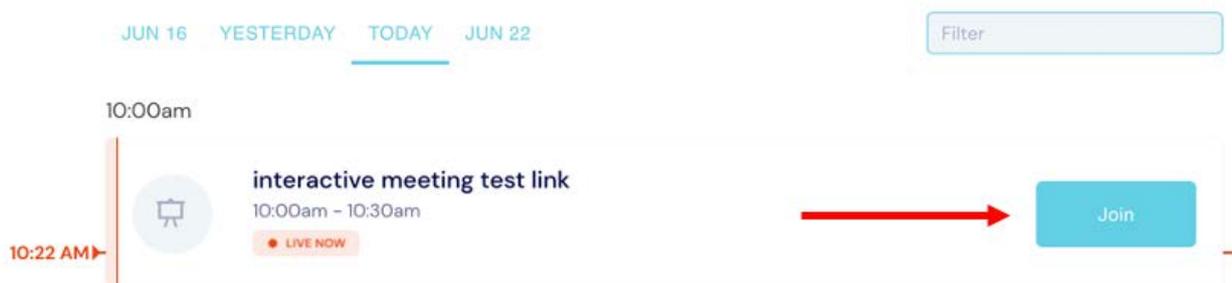
**PLEASE NOTE: The Colloquium agenda is for CEST hours, however when you log into the Colloquium portal, the timings will default to your local time zone.**

## Session Information

- You can access the PDWs through the main Colloquium portal.
- Attendees will log in to the portal and there will be an agenda Item for the PDW they are to join.

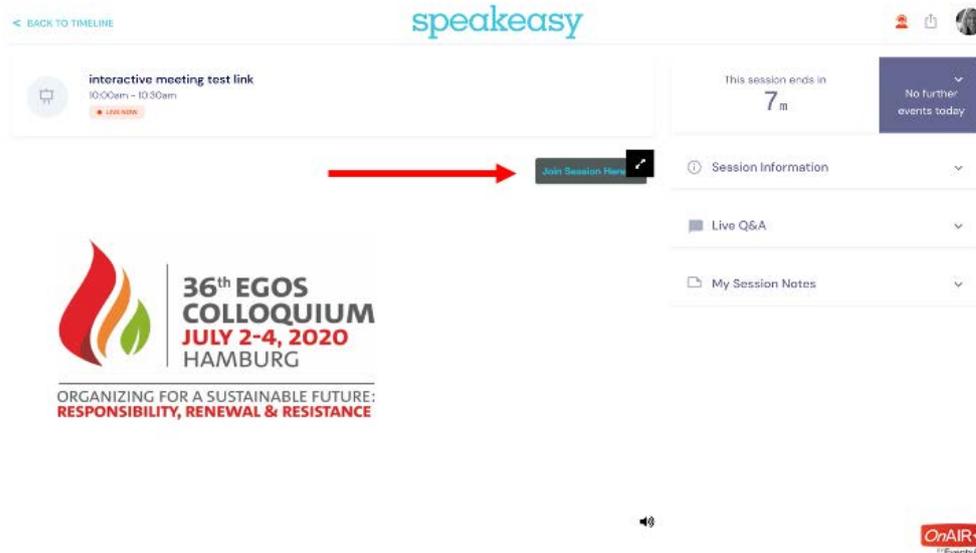


- On the day when the session goes live, a 'Join Now' button will appear with they will click on - please see image below.

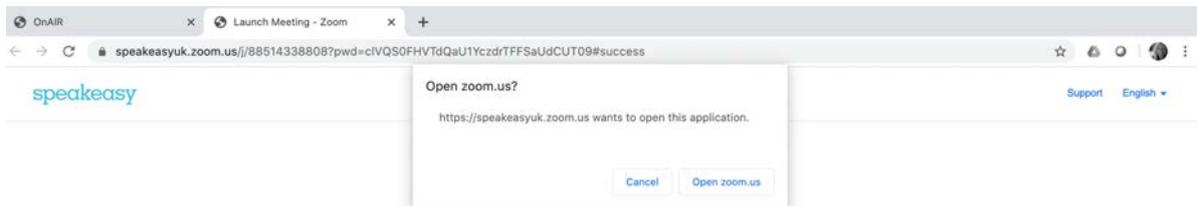


## Session Information

- Within that PDW session, you will see a button to 'Join Session Here' and this will then Launch your Interactive Zoom Meeting room in a separate window outside the portal.



- Next, simply click 'Launch Meeting'.



When system dialog prompts, click **Open zoom.us**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

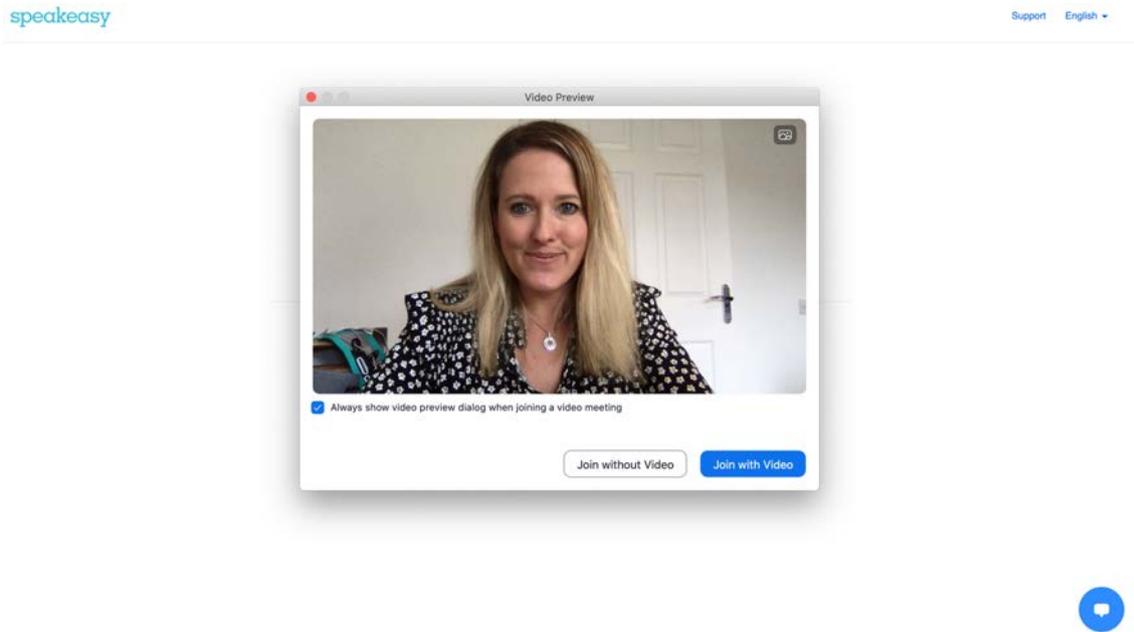
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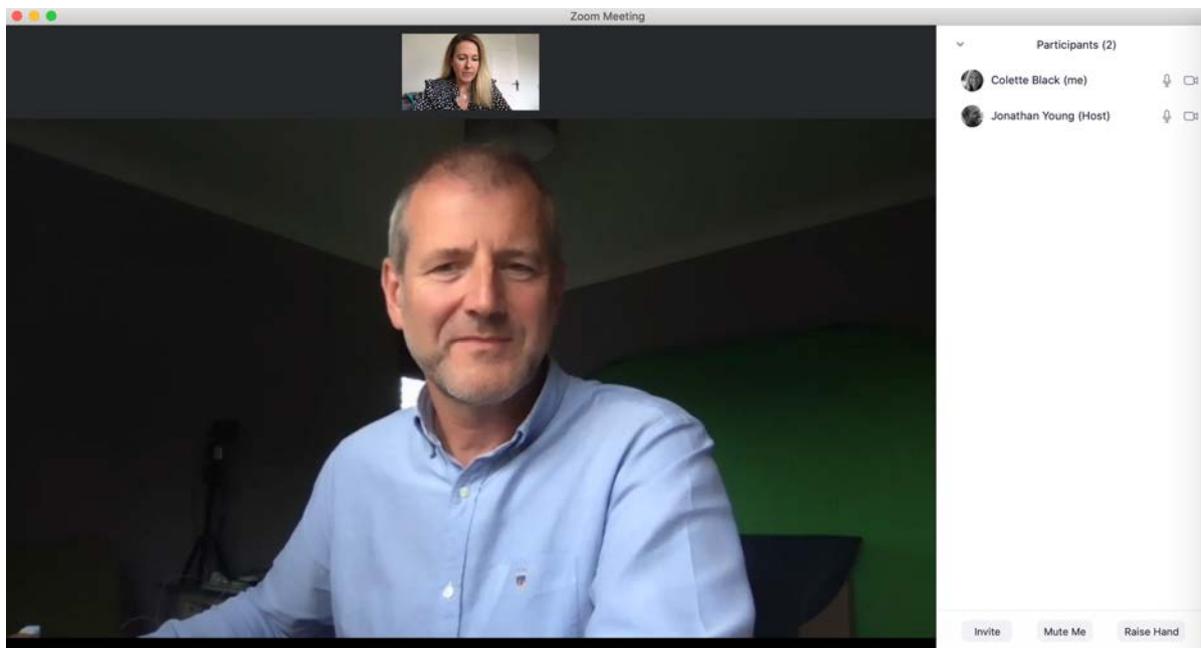
## Session Information

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- This will then ask you and your session attendees to Join by Video or Without Video.



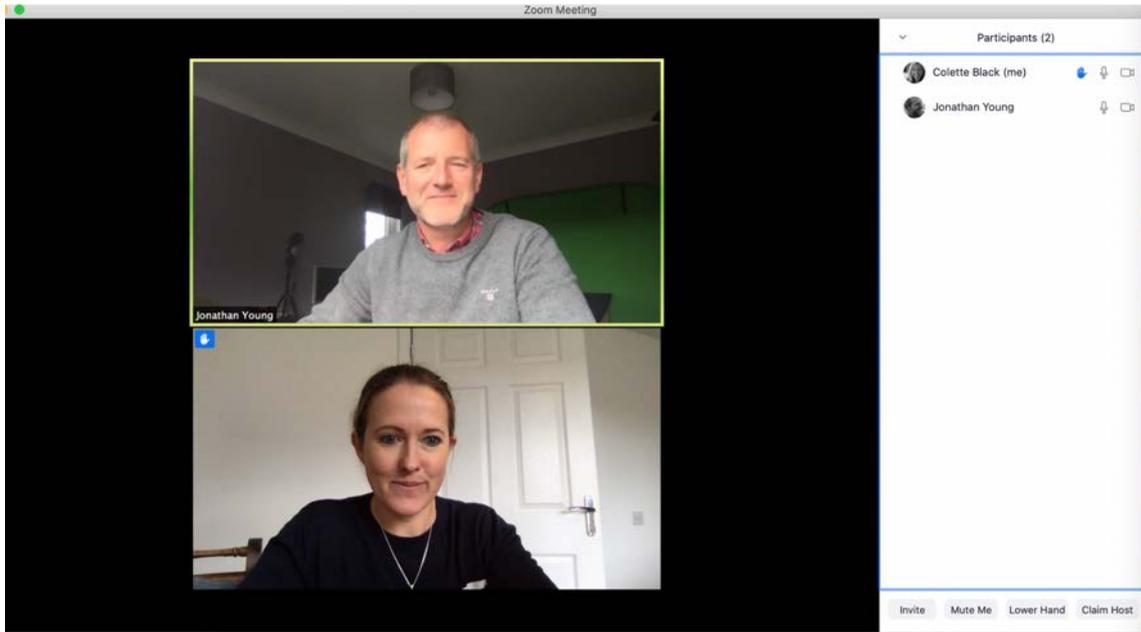
- And you will then be in the Meeting room.



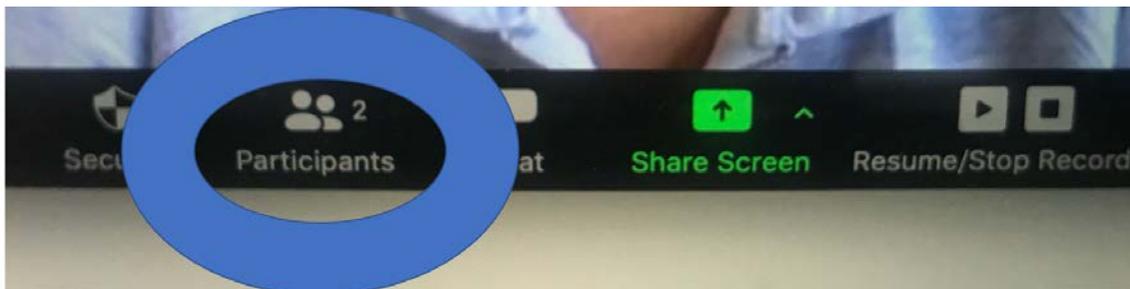
## Session Information

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- All rooms will be set up as 'meetings'. This means that all delegates will be visible in the meeting panel.

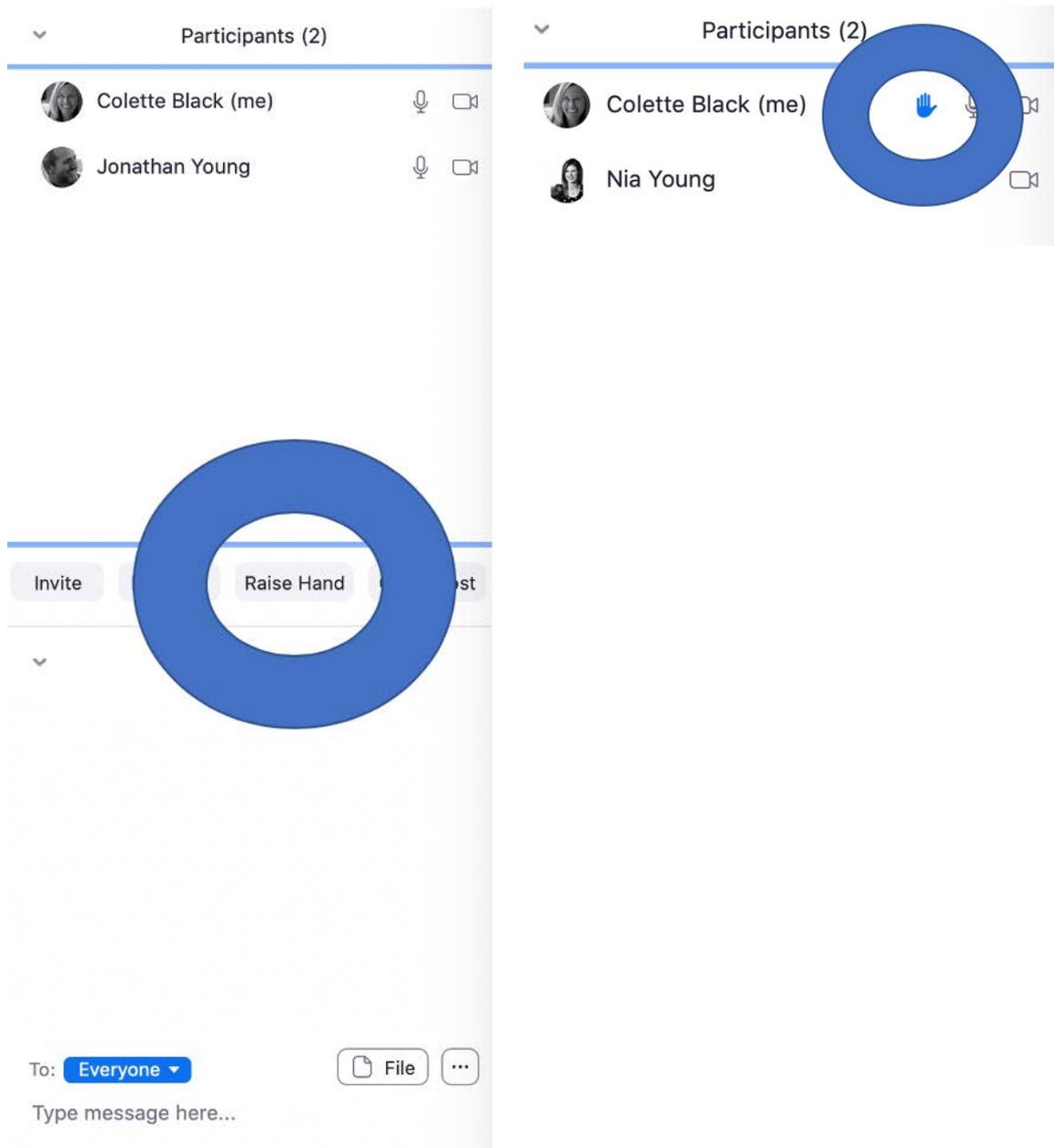


- If you click on the 'Participants' button at the bottom of the window - highlighted below - this will open up the participant list on the side of the video window where you can see all participants. You will also be able to manage the 'chat' and 'raise hand' functions along with muting or unmuting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

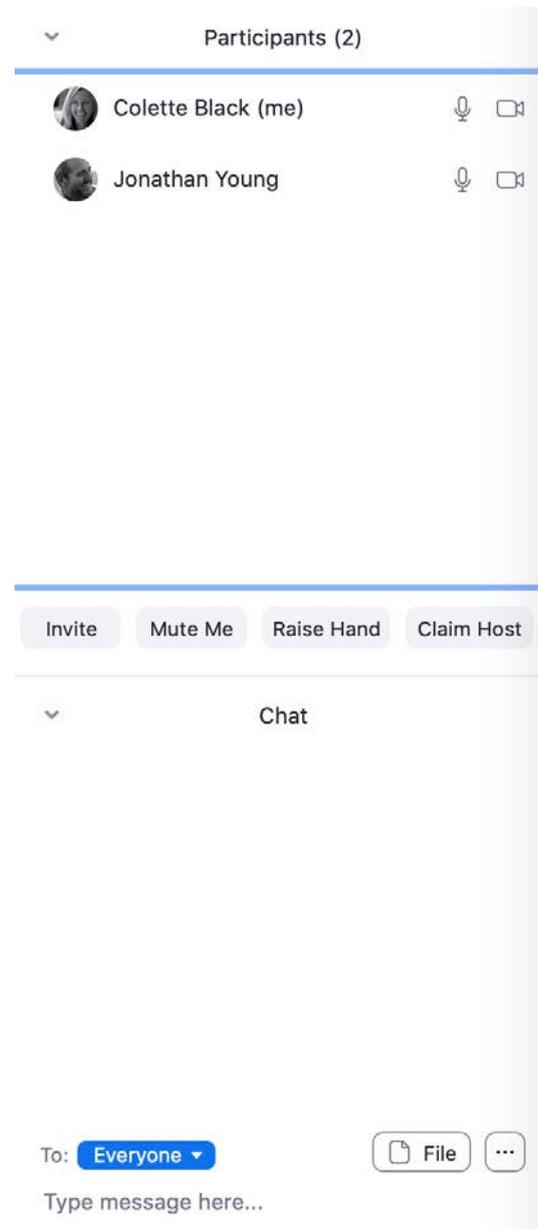
- For more structured sessions, where you would like the facility of Q&A - ask attendees to submit their questions through the chat function. Again, this is located at the bottom of the video panel. This will then open up the participant panel on the right of the screen where they can then submit their 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 you, 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 pin 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.



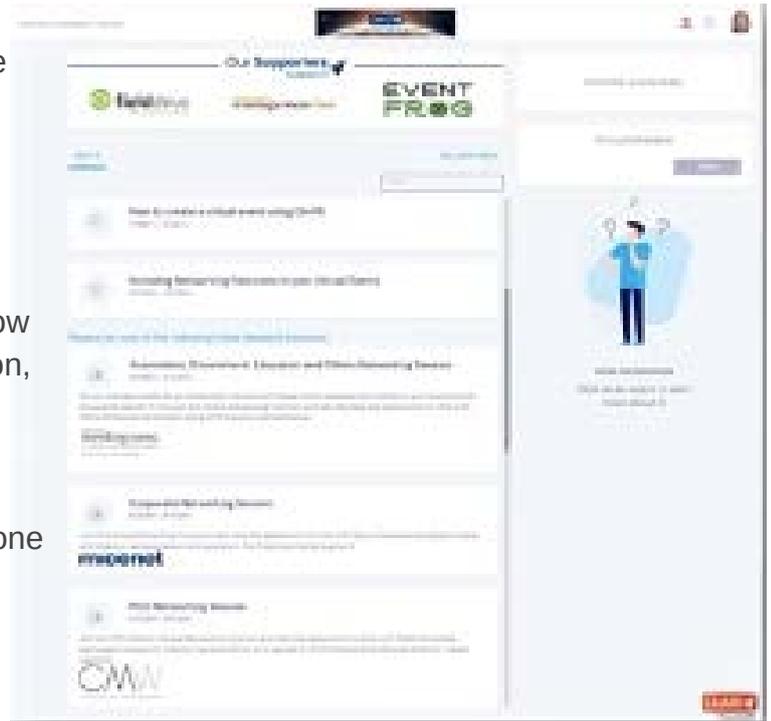
- At the end of your session. Ask them to leave the meeting and return to the Colloquium main portal which will still be available in their browser tab.



## 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.



For the PDWs, there will be an agenda item in the main timeline which attendees will click on to which will then take them to the link to launch zoom.

## 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 [here](#).
- 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.



#### Top Tips

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

# 01

## Pre-session: Prepare!

- The PDWs 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.**
- 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.

# 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. Also mention how they should submit any questions. 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 any technical issues, please email our support team on [egos2020@speak.co.uk](mailto:egos2020@speak.co.uk).