

## ISLE 6 Guide for Zoom sessions

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### The audience:

- Once you have found an interesting talk in Whova, you can either watch the recording at your own leisure (by clicking on the 'Recorded video' link) or enter the Zoom meeting at the given time to follow a live talk. You will be asked whether you want to join the session in Zoom or in Whova – joining in Zoom will allow you more flexibility, but joining in Whova will be just as fine. Simply click on the Zoom link and you will be taken to a waiting room – the session helper will let you in once the presenters have tested their equipment. You will be muted on entry and for the duration of the talks.
- Each session will have help present – you will recognise our helpers from the ISLE 6 background image. The helper will assist the presenters, the chair and the audience, and will also take care of the recording if the authors have given permission.
- During the Q & A session, audience members can 'raise their hand' using the Zoom reaction button, or type 'question' or 'comment' in the Zoom chat. The chair will ask you to unmute yourself when it is your turn – this happens on a first-come-first-served basis.
- During the session, the audience can also leave their comments in the Zoom chat (the session helper will transfer these comments to Whova after the session if there was no time to answer them during the session).
- Since time is limited in the conference sessions, if your question is a long one or asks for a long answer, or if you have more of a comment than a question, please use the Zoom chat or Whova rather than raising your hand during the Q&A.
- The Q&A session is scheduled to take 5 minutes, followed by 5 minutes hand-over time for the next presentation.
- You can also leave questions and comments in the Whova channels for each paper, during the entire duration of the conference – for pre-recorded papers, this will be possible even before the actual presentation session. A brief note acknowledging that you have watched a presentation is a friendly gesture!
- If you have any trouble hearing the audio, please check that your device or the application is not muted and that your volume is high enough. You can also try to change the audio input in the settings on Zoom by clicking the little arrow next to the Microphone icon in the left-side corner. Make sure

that the audio input corresponds to the audio device you are using. If you still can't hear anything, you can try to leave and re-join the meeting.

- We recommend you use a headset during the event since this could prevent audio feedback. Mute yourself and close your camera whenever you are not speaking. We especially ask everyone to mute and hide themselves during mass lectures (plenary lectures, opening words, etc).

ISLE 6 is dedicated to providing a harassment-free conference experience for everyone, regardless of gender identity, gender expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or nationality. We do not tolerate harassment of conference participants in any form.

### The speaker:

- The Zoom meeting room for your session will be opened 15 minutes prior to the start of the session – all presenters should enter the waiting room at this time! For full functionality, we recommend joining the session in Zoom (Whova gives you two options, Zoom or Whova). You will enter a waiting room, but the ISLE 6 helper will let you in the session soon.
- The helper will trial screen-sharing and audio options with all presenters. If your presentation includes a slide show, please make sure you have closed all personal applications and websites before sharing your screen.
  - Screen sharing is started by clicking on the 'Screen share' option in the Zoom control panel. When sharing your screen, you can choose to show a specific application or your whole screen. If your presentation includes audio or video, remember to choose "Share computer sound" in the bottom left-hand corner when starting screen sharing. When showing a video, you should mute your microphone to prevent audio feedback.
- The audience will then be allowed to enter the room just before the start of the session; they will be muted on entry and for the duration of your talk.
- The session chair will introduce the speaker(s) and you may begin your presentation.
- Five minutes before the scheduled end of your presentation, you will briefly be interrupted by the chair to remind you to finish your presentation in 5 minutes. NB. Full papers have 20 minutes + 5 min for Q&A, WIPs have c. 8-10min + 3-5min.
- During the Q&A session, audience members can raise their hand. The host will give the floor on a first-come-first-served basis, by asking the person to unmute themselves.
- The audience can also leave their comments in the Zoom chat (the session helper will transfer these comments to Whova after the session if there's no time to answer them all), or in the Whova channel for the paper in question.
- The Q&A session is scheduled to take 5-7 minutes, followed by 3-5 minutes hand-over time for the next presentation.
- After your presentation, make sure to check your Whova channel throughout the duration of the conference, and reply to any further questions or conversation threads.

- If you have agreed to your presentation being recorded, the session helper will take care of everything related to that. The recording will be uploaded to Planet eStream and linked to Whova as soon as possible (but do note that the uploading may take some time)!

### Poster presentations:

- Your pre-recorded presentation is available on Whova.
- For the poster session on Saturday, please join the Zoom session c. 15 minutes before the start of the session. You can test your audio and screen sharing before the audience is allowed in.
- The session starts with a brief introduction by the organizers, after which each poster presenter can enter their designated breakout room. The audience will have the freedom to enter whichever breakout room and also to change the room mid-session.
- The poster presenter can, for instance, introduce their poster/screen cast the video and then answer questions/comments from the audience. Do take into consideration the fact that the audience may change and you may have to present your research again – just like in a regular physical poster session!
- We ask all poster presenters to stay in the breakout rooms for 30 minutes starting from the moment the organizers announce the breakout rooms open. You may continue longer if you wish (next item in the schedule at 11:00 (UTC+3)).

### The chair:

- Join the meeting c. 10 minutes before the session, the helper will let you in and you can test your audio (the presenters will also test their audio and screen sharing)
- Introduce the speaker(s) and the title of talk
- Each full paper has 20 minutes + 5 min for Q&A; each WIP has c. 10 minutes plus c. 5 min for Q&A (most WIPs are the last of the session so there's no need to provide time for turn-over)
- You will receive a separate file with information specific to your session! (e.g. full vs. WIP, live vs. pre-recorded)
- **Live talks:** Keep time and let the speaker(s) know when they have 5 minutes left (by briefly interrupting them); after the 20/10 minutes, point out 'Time's up'
- **Pre-recorded talks:** Please introduce pre-recorded talks normally. No need to keep time, some recordings may be longer than 20 min, but we'll let them roll to the end. The presenters may or may not be present in the session.
- **The Q&A:**
  - There will be c. 5 minutes for the questions (a few minutes will be necessary to allow the next speaker to get organized)
  - The audience should ask for their turn by raising their hand – first come first served! Please indicate the participant who has the floor by saying their name – this person should unmute themselves and start speaking.
  - There may also be questions in the chat: these are secondary in status compared to live questions – the helper will transfer any remaining chat questions into Whova
    - If there is time for a chat question, please read the question out loud and ask for the speaker(s)' comment

- For pre-recorded talks, if the presenters are there, the Q&A proceeds normally. If they are not there, please remind the audience that they should leave their comments and questions in Whova (Q&A).
- If the Q&A runs over 5 minutes, do remember that the next speaker should be allowed at least a few minutes to get organized. Please ask the audience to leave their questions and comments in the chat/Whova Q&A (the helper will transfer any remaining chat items into Whova after the session).
- After the final Q&A, the student helper will take care of the rest. Thank you for your help!

### The helper:

- Start the meeting (directly via Zoom) at least 15 minutes before the session begins!
- In the panel, select 'Security' and check that the waiting room is enabled, and that the participants are allowed to Chat, Rename and Unmute themselves.
- Activate your ISLE 6 background [go to the Video button in the panel > Choose background > choose the ISLE 6 background or add it via the '+' sign in the upper right-hand corner]
- Rename yourself: "ISLE 6 Firstname"
- Check who the presenters and the chair are for the session and let them in once they enter the waiting room, make them co-hosts [go to Participants > for each participant in question, click on 'More' next to their name and tick 'Co-host']
- Introduce yourself!
- One by one, in the presentation order, allow the presenters to test their audio, and to test screen sharing
  - Audio: ask the presenter to say something (their name for instance)
  - Screen share: ask the presenter to start screen share:
    - They can share just the application needed for their slides all of their screen (they need to select the option in the panel)
    - Ask if they are going to play a sound/video file > Remind them to tick the boxes at the bottom of the screen sharing panel
    - Ask them to stop screen sharing ('Stop share')
  - If there are any issues, refer to the emergency guide: first aid, ask them to leave the session and re-join
- At this point, the chair takes over
- **Live talks** will be recorded if we have permission to do so – you will have this information, but it may be good to check once more with the presenters
  - To start recording, click on More > Record on this computer
    - Recording should be started once the presentation starts (the chair's turn should not be included!), and to stop the recording once the presentation stops (the q&a should not be included!)
  - Each presentation is recorded separately (by stopping the recording, not pausing!)

- After the session, locate the recordings on the computer [C:\users\username\Documents\Zoom], rename the file with the speaker's name and upload them in [network folder]
- **Pre-recorded talks:** the file will be stored on the computer > share your screen and play the recording, we'll test this on Tuesday (1 June)!
- **Q&A:** the talks are followed by a Q&A session (c. 5min)
  - The chair will ask participants who want to say something to unmute themselves
  - There may be questions in the chat: these have secondary status compared to live comments
    - If there are no live questions, you can remind the chair about the chat if it seems they've forgotten about it
    - After the session, copy+paste those chat comments that were not dealt with during the session to Whova, for the talk in question
- After the session:
  - Copy+paste any left-over chat to Whova, separately
  - End the session, wait for the files to be converted
  - Locate the recordings on the computer [C:\users\username\Documents\Zoom], rename the files, and upload them in [network folder]

## In Case of Emergency!!

Paula: +358 50 512 7953 (Whatsapp or call me)

Mikko: +358 50 441 2389

IT Service desk: 02 9445 8880 (between 8-15 on weekdays!)

[https://d1keuthy5s86c8.cloudfront.net/static/ems/upload/files/Whova\\_Organizer\\_Emergency\\_Guide\\_.pdf](https://d1keuthy5s86c8.cloudfront.net/static/ems/upload/files/Whova_Organizer_Emergency_Guide_.pdf)

### What to do if:

- Attendee cannot enter the Zoom session?
  - Try refreshing the Whova page
  - Try the Whova mobile app (or the web app)
  - Make sure you have cookies enabled on your browser to get through the CAPTCHA code
- The host cannot start the meeting?
  - Notify Paula immediately
- The attendees can't hear the audio?
  - Check that the correct device is selected in the audio settings [the little arrow next to the microphone in the panel > the user's microphone and speaker are listed here]
  - Re-join the session, possibly via the other app (Web vs. mobile)
  - Re-join the session, using the other alternative (join via Zoom vs. Whova)
- The speaker can't share their screen?
  - Re-join the session, possibly via the other app (Web vs. mobile)
  - Re-join the session, using the other alternative (join via Zoom vs. Whova)
  - Send the presentations slides to the conference email – the helper will then share the slides