



iConference 2020

Sustainable Digital Communities

23–26 March, 2020
Borås, Sweden

OSLOMET



2020 Virtual Presentation Guidelines for Workshops

SCHEDULE

- Your session timeslot is noted in our online program schedule; search on your workshop title to find it: <https://www.conftool.com/iconference2020/sessions.php>. Please note that your timeslot will have changed compared to the original schedule since the schedule has been adjusted to the fact that presenters and audience are spread around the world. All Workshops still take place on Monday, though. Make sure you check the schedule the day before your presentation to verify the details.
- Information about how you will access the various rooms of the iConference will be sent to you before the start of the conference.
- If you need to cancel your Workshop, please contact the conference organizers (iconf2020@hb.se) immediately. It is your responsibility to communicate cancellation with any invited speakers at the Workshop.
- If you have scheduled any additional presenters for your session, you should relay the relevant information to them. Please note that all invited speakers must be registered to the conference.

WORKSHOP ORGANIZATION

- All organizers and presenters should show up at least 15 minutes before their Workshop is scheduled to start to test their presentations and coordinate any transitions.
- Each Workshop will have a Zoom room and a Zoom host who will help with any technical issues and who, if needed, can help the Workshop organizers keep an eye on the chat.
- Zoom allows the speaker to share their screen with participants during your presentation, at the same time as their camera view will be visible in a small window. This means that speakers can show slides or any other program on their computer during the presentation.
- Each room can provide possibilities for several activities (please let us know as soon as possible which settings the Workshop will need):
 - Presentations and panels with one or a few speakers.
 - The possibility of displaying slides and sharing the screen of a speaker.
 - A chat channel where questions can be asked. The zoom host can help keep an eye on the chat and alert the session chair to questions and comments that come up.
 - The possibility for a large number of people to be visible in gallery mode, and to engage in discussions (one at a time).
 - Break-out rooms where 2-6 people can be sent to a Zoom room for group discussions or work during a limited time. Participants can be divided into groups manually or automatically.
- Workshop organizers can also use technology with which they have experience to facilitate other types of activities, such as Padlets where groups can document their discussion as post-it-notes in a webpage which you can share and discuss with the large group. You would need to set these up yourselves.

- If you have **specific needs for the arrangement of the Zoom room**, such as the possibility of creating break-out rooms, contact us as soon as possible at iConf2020@hb.se. We cannot promise that all requests can be accommodated.
- The conference has an app, *Conference4me*, with a chat connected to each Workshop. You can use the chat to engage your participants in comments or questions also after the Workshop has ended.
- Presentation Accessibility: Building accessible presentations ensures inclusion and benefits everyone. Please consider the following recommendations, which may seem obvious, but are sometimes forgotten: Make text and visuals large enough so that it is easy to read. Make sure you speak at a pace and make use of pauses to allow listeners who are not native speakers to follow the argument. If reading directly from text, make sure the manuscript is adapted to reading aloud, and provide long quotes on slides so the audience can follow your reading of them. Thank you!
- Please prepare carefully, but also be ready to be flexible during the session in case any problems occur.

WHAT YOU NEED TO DO TO PREPARE

- Please consult the general instructions and technical specifications for Zoom:
<https://support.zoom.us/hc/en-us/categories/200101697>

Please consult the instructions for using Zoom available here:
<https://support.zoom.us/hc/en-us/categories/201137166>
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- All presenters who do not commonly work with Zoom are required to log onto Zoom at <https://support.zoom.us/hc/en-us/articles/115002262083> to test their equipment. This is to make sure that equipment can be supplemented before the presentation should there be need for it.

TECHNICAL SUPPORT

- You can get technical support at the Lobby/Helpdesk from 11 am to 5 pm CET every day. You can access the Lobby/Helpdesk from the web page conference Zoom rooms, which will be available to you from the beginning of the conference. Remember that you can only be in one Zoom room at a time.
- If technical assistance is needed during the session, please notify the Zoom host; the host will assist you if they can or will alert technical expertise of your need.

QUESTIONS

- If you have specific needs for the setup of the Zoom room, please let us know as soon as possible at iConf2020@hb.se
- Workshop organizers can also put questions to the Conference team at iConf2020@hb.se