ONBOARDING
Check-in
We have made check-in smooth and easy.
2. Check-in using the email address from your ConfTool user account (important).
3. Once you are in, complete your profile and set a password.
4. The check-in process needs to be completed only once; after that, you just login as explained below.

Future logins:
2. Enter your ConfTool e-mail address and the password you provided when you first checked-in.
3. If you do not remember your password, request a new password.

Set up your profile
To improve the social aspects of the conference, please upload a profile picture and provide some information about yourself. The information will be visible for other conference participants, but not outside the platform.

Matchmaking
Set your profile tags based on your interests and receive suggestions of potentially relevant connections based on your selected profile tags.
We care about our environment
SCOOCS has implement a CO2 calculator to show how much emissions we save by holding the conference virtually compared to traveling to the physical venue in Beijing, China. Please indicate which means of transportation you would have used if you were to commute to the conference physically. Note that for this to work you need to provide your location information (e.g. Berlin, Germany) in your profile setup.

Entering the session
The sessions can be entered 5 minutes before their scheduled start. A green JOIN button indicates that the session can be entered.

If the green JOIN button does not appear 5 minutes before the beginning of the session, please refresh your browser.
In the session: SCOOCS conferencing room

After clicking the JOIN button, you will be brought into the session. Please allow the room permissions to access your microphone and webcam when prompted.

![Image of SCOOCS conferencing room interface]

The Scoocs conferencing room’s is similar to Zoom.

1. On the left side (1) is a summary of all participants, the Public Chat, and Shared Notes. Shared Notes might be handy for Workshops, SIEs, and VIS to write up summaries or instructions etc. Only the moderator or tech host can write up shared notes, but they are visible for all participants.
2. Next to this, is the general presentation window (2), where all content is going to be presented. Webcams, shared screens and recordings will be displayed in this window.
3. Below the presentation window (3), all users have at least three of four icons that control the following:
   - **Microphone**: Toggle on / off your microphone
   - **Phone handle**: Toggle on / off the sound that you hear in the room.
   - **Camera**: Toggle on / off your webcam
   - **Screen**: Share your screen

Note that screen sharing is only available for people with presenter rights. The moderator and tech host can assign presenter rights to enable the screen sharing feature. Presenter rights are indicated with the blue screen icon next to the user’s name icon.

**Presenter Role Features**

Presenter rights unlock additional features to a person who takes the role of the presenter. Features include:

- Sharing screen icon will appear next to the **toggle webcam** icon after taking the presenter role
- Start Poll (Please refer to this video guide if you want to make use of this feature)
- Upload a presentation (Please refer to this video guide if you want to make use of this feature)
- Share an external video – plays a video recording (e.g. Youtube, Vimeo, etc.)

Presenter features become visible when clicking on the blue plus icon on the left side of the screen.
Important

Unlike Zoom, sharing / playing a video recording requires a web link (e.g., YouTube, Vimeo, etc.) in order to work. All Colloquia Chairs and Workshop, SIE and VIS organizers have moderator rights, you can take the presenter role anytime by left-clicking on your name and click “Take presenter”. This will unlock additional features for you (see page 4 - Presenter Role Features). There can only be one presenter role assigned at a time. A blue screen symbol next to the name icon indicates the presenter role status (e.g., see Slava Test below).
Like in Zoom, you have the option to show your slides via the shared screen feature (see page 4 - Presenter Rights Features) that will become accessible to you when you are given the presenter role.

Note: You do not need the presenter role to speak and activate your webcam. The presenter role just unlocks additional presentation features for you.

Important: If you want to present live and play a video, you need to make sure that the video can be accessed via the web (e.g. YouTube, Vimeo etc.). You cannot play the recording from your computer / via shared screen. Please let the tech host know if you plan to share a video.

Q&A / Interactivity

Similar to Zoom, all participants have the ability to “raise their hand” or make use of other reaction emotes.

Participants who raise their hand will be moved up in the users list to make it easier for the moderator to chronologically select users with questions and comments. Note that the name icons now display the hand emote to signal that the users have a question. After the user posed their question, they can either remove the emote status themselves, or the moderator and tech host can do that for them to keep the list up to date.
Breakout Rooms

All Workshop, SIE, and VIS organizers have moderator rights. This will also enable you to create Breakout Rooms. Simply click on the settings symbol in the user window and select “Create breakout rooms”.

![Setting icon with options to create breakout rooms and other moderation tools.](image-url)
A new window will open that gives you options to set the parameters of your rooms. After the end of the set duration, participants will be brought into the main SCOOCS room automatically.

### Breakout Rooms

Tip: You can drag-and-drop a user's name to assign them to a specific breakout room.

<table>
<thead>
<tr>
<th>Number of rooms</th>
<th>Duration (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>15</td>
</tr>
</tbody>
</table>

- [ ] Allow users to choose a breakout room to join

Not assigned (2)  | Room 1 | Room 2

- Slava Sterzer
- Slava Test

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**Zoom Alternative**

We have received a couple of emails by organizers who are concerned to use the SCOOCS room due to the unfamiliarity with its feature set. We totally understand their concern.

If you wish to use Zoom instead of the SCOOCS room, we can easily arrange that. Please send us the link of your Zoom room and we will embed it into your session in SCOOCS. The Zoom room then will become the default room for your session. When participants click the **JOIN** button to enter your session, they will be brought into your own ZOOM room instead.

Please make sure that the Zoom link is accessible at the time of your session. If you want to secure your Zoom room with a password, make sure that it is embedded within the link and does not require entering it manually.
Note that if you opt to use your own Zoom room, the conference tech host will not be able to assist you with Zoom-related issues.

Summary

Workshop, SIE, VIS Organizers

- Please enter the session room 5 minutes prior to the beginning of the session
- Similar to Zoom, you have elevated user rights to create Break-Out Rooms, share screens, play videos, etc.
- A tech host will assist you if necessary
- Please test your equipment and SCOOCS features prior to your session
  - Contact us at: mailto:iconference2021@ischools-inc.org if you have not elevated rights
- If you feel more comfortable using Zoom, you have the option to set your Zoom room as the default instance
  - Please send us your Zoom link and we will embed it to your session in SCOOCS
  - If you use a password, please make sure that it is embedded in your link
  - Visitors will be able to join your Zoom session the same way as they would join any other session
  - If you wish, we can set up a test room with your embedded Zoom link

Presenter:

- Please enter the session room 5 minutes prior to the beginning of the session
- If you submitted a recording of your presentation, the tech host will play it by default, unless you specifically request to present live
- If you present live, you will be given the presenter role, which will enable the screen sharing function for you
- Note that if you present live and want to share a video, the video needs to be accessible via the web (E.g. YouTube, Vimeo, etc.)
  - See page 4 + 5 - Presenter Rights Features to learn how to share a video, or ask the tech host for assistance

Tech Host Role:

- Play pre-recorded sessions
- Assign presenter roles to presenters who want to present live
- Technical support
- Mute and unmute participants if necessary
Tech Requirements

**Browser**
Prior to the conference, please make sure that your browser is up to date. The SCOOCS platform has been optimized for Google Chrome but other browsers should work just fine. We highly recommend using Google Chrome for the best experience. If you experience any problems accessing and using the features of SCOOCS, please consider switching to Google Chrome.

**Internet Speed**
Please guarantee that your internet speed is at least 3.2 Mbps outbound and 3.2 Mbps inbound. Also, a PING of at least 15ms (the lower the better) is advisable (check here).

**Equipment**
Please test your equipment (microphone, webcam, internet connection) here.

General Sessions Information

Note that some sessions will be hosted in Zoom rooms, this applies to some Workshop, VIS, and SIE sessions as well as all Plenary sessions. Please make sure that you have Zoom installed to enter these sessions. The sessions will be accessible the same way as SCOOCS sessions (see page 2 – Entering the Session), but will lead to a Zoom instance instead.

Helpful Video Links

Please take a couple of minutes to watch the videos below to get an idea of SCOOCS’s general features set.

SCOOCS Presenter Features

SCOOCS Features Interview