

Workflow for the Open Science Conference (OSC) session

(OSC 1-4, Monday, 6th July – Tuesday 7th July, 2020)

The OSC session will take place as a Webinar in Zoom. There will be two volunteers (a **Zoom Technician** and a **Chat Monitor**) to help moderate each session.

Before the session starts

A day or two before the session starts, the chair(s) and the volunteers will receive the link to the Nextcloud folder with the talks in his/her session already in the right order. If there are talks missing, it implies that those talks have been cancelled. During cancelled talks, the session is paused in order to not change the session schedule for the following talks.

15 minutes before the session starts, the **Zoom Technician** will log in as a host via the iDiv Zoom license assigned to that session (we will provide the respective credentials to the Zoom Technician and the chair(s) (in case of technical issues) before the conference starts).

Session **chair(s)**, the **Chat Monitor** and all **speakers** should also join the meeting 15 mins prior to the official start of the session by clicking on the Zoom link provided in the Chat of the respective session in AccelEvents (the virtual platform we are using). Please, use the Zoom application (following the link) instead of the embedded version, as we noticed that the video and audio quality might be better.

The **Zoom Technician** then gives the chair and the Chat Monitor co-host status and then assigns “panellist” status to all speakers. The **Zoom Technician** has to unmute the speakers. The **speakers** should inform the chair before the meeting starts if they would like to introduce themselves live before the recording starts playing or if they already included the introduction in the recording.

All other participants will automatically be assigned “attendee” status when they join the meeting at the official starting time. The Zoom Technician will allow attendees to only be able to contact the hosts and the panellists via the chat box (in the chat box, allow attendees to chat only with hosts, co-hosts, and panellists). The chat can therefore only be used for contacting the hosts/co-hosts/panellists for technical issues. Attendees cannot chat among each other. Questions to the presenters in the chat will not be answered.

All attendees are automatically muted upon entry into the meeting. They can only be unmuted by the hosts/co-hosts.

Both **Chat Monitor** and **Zoom Technician** will make sure that the session is recorded (the meeting is set up so that the recording starts automatically at the beginning of the meeting and ends when the meeting is ended). If, for some reason, the meeting is not being recorded, the Zoom Monitor and the Zoom Technician will activate the recording function in Zoom (the audio of the Chat Monitor and the Zoom Technician must never be muted or else the audio will not record!).

The session starts

The chair opens the session.

The **chair** will name the first speaker and ask him/her to introduce him/herself live (if not done on the pre-recording yet). When the speaker has finished the introduction, the chair will play the recording from Nextcloud by sharing his/her screen.

After the talk, the **Chat Monitor** will look who raised his/her hand and ask the person to ask his/her question; the person to ask the question has to be unmuted by the **Chat Monitor** and muted again

after the question has been answered; this is repeated until the time for questions is up. The **chair** keeps an eye on the time and interrupts the Q&A session when the time is up.

In the case that nobody used the raise hands function, the **chair** will read one question in the Q&A box out loud. **Speakers** [panellists] can answer Q&A questions in writing any time in the Q&A box during the session or afterwards via the chat tool / Q&A in AccelEvents) and lets the respective speaker answer the question until the time is up.

When the time for questions is up, the **chair** will ask the next speaker to introduce him/herself and the **chair** will share his/her screen again to play the next pre-recorded talk. During the entire session, the **Chat Monitor** also monitors the chat box for attendees to ask the hosts or the panellists questions related to technical issues. The **Zoom Technician** will end the webinar at the end of the session by clicking on "end the meeting for all".

The session has ended

The recording will automatically end when the meeting is ended by the **Zoom Technician** and uploaded to a cloud that the organizers will access later to add the recording to the respective session in AccelEvents.

Workflow for the All Hands and project Meetings

(Tuesday 7th, Wednesday 8th, July 9th and July 10th)

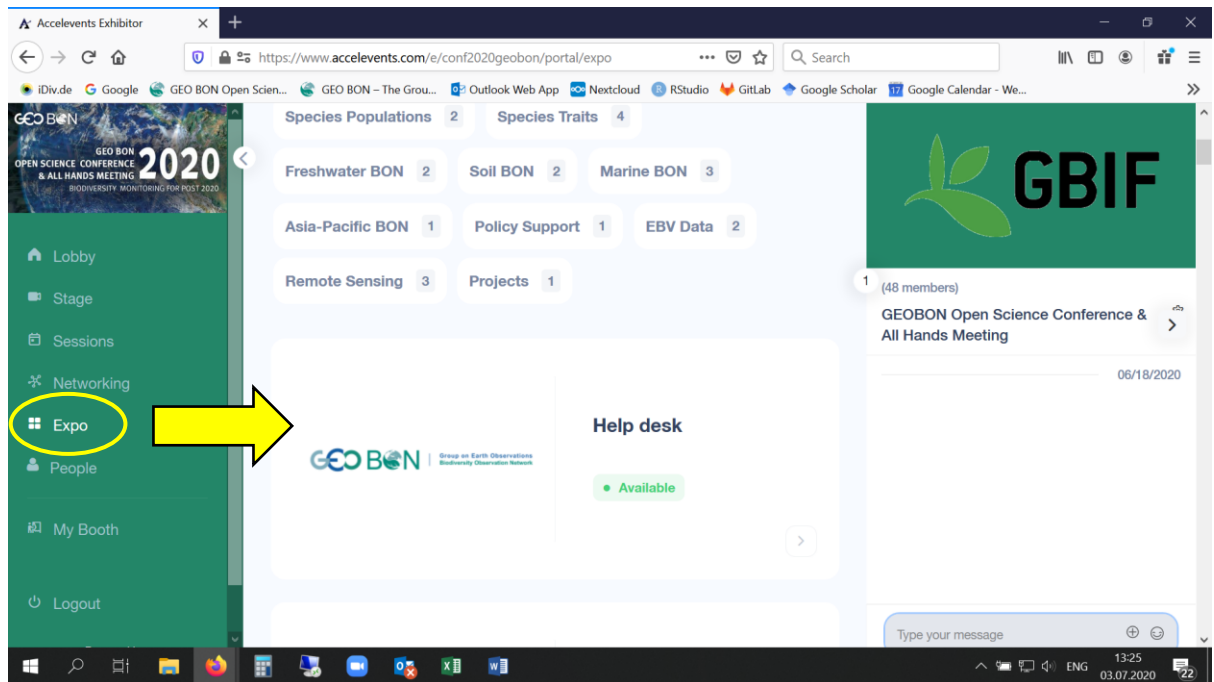
The All Hands meetings and project meetings will take place as a regular Zoom meeting.

If a volunteer is required for the meeting, the **volunteer** will log in as a host via the iDiv Zoom license assigned to that session and give the host/co-host rights to the chair(s). If no volunteer is required the credentials will be shared with the **chair(s)** so that they can log in as the **host** (it is possible to change the status in Zoom at any time).

The **host** can create breakout rooms and assign participants to it as needed.

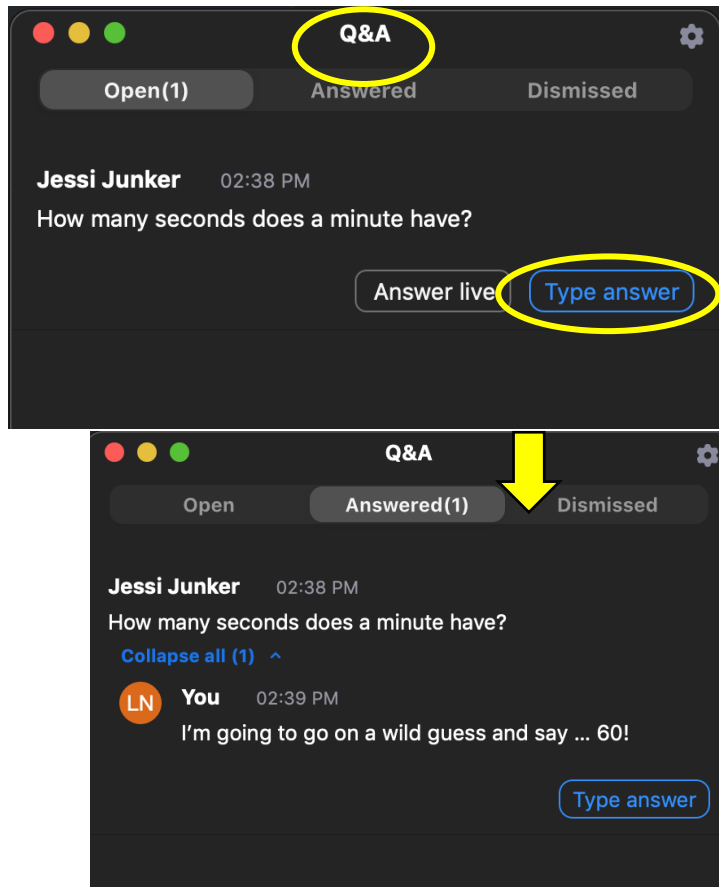
Where you can get help during the conference

- For Frequently Asked Questions and Troubleshooting (troubleshooting is mostly for session/meeting chairs and volunteers) go to the "FAQ tab" on our conference website <https://conf2020.geobon.org/faq.php>
- For tutorials on Zoom and other useful links, go to the "Online Material" tab on our website <https://conf2020.geobon.org/online-materials.php>
- If you have specific questions that you would like to ask us in real time, please go to the "Help desk" in the Expo tab in AccelEvents (see screenshot below)



If you are a presenter, these are your tasks:

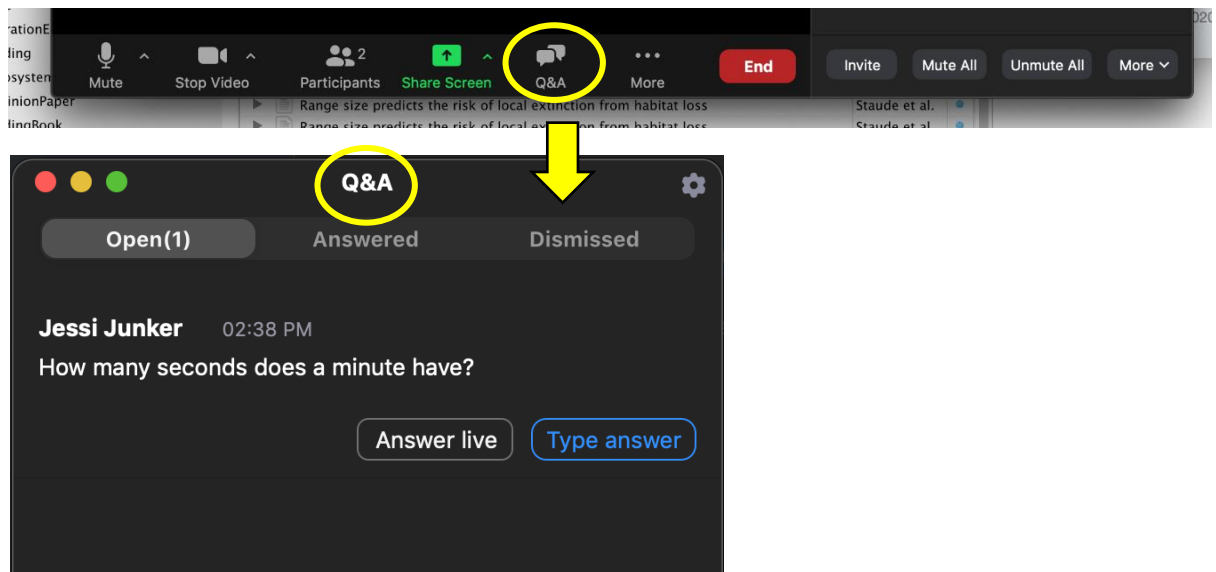
- Install Zoom on your computer - You can use the Zoom version embedded in AccelEvents but the quality is less good. We therefore advise you to use the external Zoom application.
- Make sure you are in a quiet place during the session - you will be speaking live during the introduction and the Q&A session after your talk.
- Join the meeting 15 mins prior to the official start of the session
- You will be given panellist status by the Zoom Technician (host)
- Let the chair know if you will introduce yourself live or not (you do not need to introduce yourself live if you already introduced yourself in the pre-recording)
- Briefly introduce yourself when prompted by the chair (if you did not already introduce yourself already in your pre-recording)
- Answer questions asked live by attendees after your recording finished playing and until the time for questions is up (the Chat Monitor will moderate the Q&A session; the chair will remind you when the time is up)
- Answer additional questions in writing that were posted to you by attendees in the Q&A box during the session.



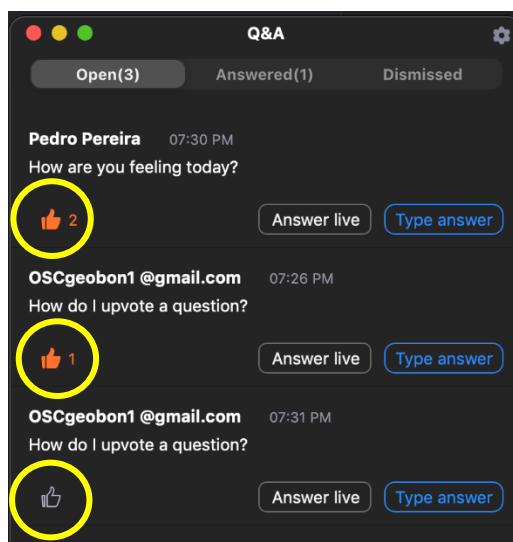
- You can also chat to attendees *after the session* via the chat tool in AccelEvents
- You may upvote questions already listed in the Q&A (thumbs up)

All conference attendees - these are your tasks/options:

- Close all other software during sessions/meetings
- Make sure that the Zoom name displayed on the screen is actually your name, if not, please change the name accordingly; this is important for asking questions (so that the presenter knows who asked the question) and for the chairs to identify the speakers, volunteers, etc.
- Use the "raise hands" function in Zoom (at the bottom of your screen) to ask live questions during Q&A sessions; once you have raised your hand, you may be prompted by the co-host to ask your question to the presenter if time allows
- Please also use the Q&A tool in the Zoom webinar to ask questions to the presenters in writing; make sure that with each question you ask, you indicate the name of the presenter that you are asking the question to (i.e., Name: how do we upload our talks?)



- You may upvote questions already listed in the Q&A (thumbs up)



- The chat can only be used for contacting the hosts/co-hosts for technical issues. Questions to the presenters in the chat will not be answered.

Useful links for AccelEvents and Zoom

AccelEvents - Attendee & Speaker Info

<https://support.accelevents.com/en/articles/3992320-i-m-a-speaker-in-a-session-what-do-i-do>

<https://support.accelevents.com/en/articles/4009021-i-m-an-exhibitor-at-a-virtual-event-what-do-i-do>

<https://support.accelevents.com/en/articles/4106362-i-m-an-attendee-at-a-virtual-event-what-do-i-do>

<https://support.accelevents.com/en/articles/4045754-intro-to-virtual-events-for-attendees>

AccelEvents - Virtual Networking

<https://support.accelevents.com/en/articles/4209469-connecting-with-other-attendees>

<https://support.accelevents.com/en/articles/3997262-how-does-virtual-networking-work>

Zoom - Host vs. co-Host

<https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting>

Zoom - Webinar vs. Meeting

https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-Webinar-Comparison?mobile_site=true