Eldorado

Online workshop with Zoom
22-24 April

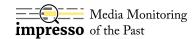# Outline
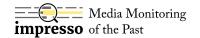
Welcome! (and disclaimer)

Many thanks for joining the Eldorado online workshop!

For many of us, it is one of the first event of its kind. We did out best, but are not 100% safe from unexpected difficulties.

Therefore we prepared these guidelines in order to make the logistic as smooth as possible. Thanks in advance for going through them :)
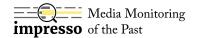
Important links

Eldorado website   https://impresso.github.io/eldorado/

Eventbrite registration   https://www.eventbrite.com/e/eldorado-workshop-registration-91108149929

Online workshop program   https://impresso.github.io/eldorado/online-program/

Impresso public slack
(Eldorado channel):   https://join.slack.com/t/impresso-community/shared_invite/zt-7ir1l7fq-eytu6fm0zHyFg
T45Qqka6A

For all questions   info@impresso-project.ch

Registration and access to Zoom

1. If not done already, **register** via EventBrite (registration is open until 22.04 noon)

2. You will receive a **Zoom link and password** on Wed 22.04 noon for all sessions.

3. Please **install** the latest Zoom (free) and **test** your video conferencing setup beforehand. A video tutorial about how Zoom Webinars work is available here.
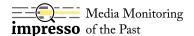
Zoom roles

Host (=organizers and session chairs)
- Someone from the organization
- Assign roles

Panelist (= presenters)
- Paper presenters and session chairs
- Can turn on/off their camera and audio, can share screen
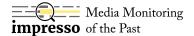
Attendee (= 'normal' participants)
- Cannot turn on camera
- Host and Panelist can turn on their mic
- Can raise hand
- Can participate to Q&A
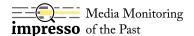
Eldorado Zoom Sessions

- Each session has several presentations (2 to 4).
- Each session has a session chair, who assigns roles (panelist) and moderate the discussion. She/He is supported by a session chair 'assistant'
- A typical session is organized as follows:
  - the session chair introduces the session (1min);
  - presentation 1 (30min):
    - the session chair introduces 1st panelist(s), and the panelist can say a few words;
    - the session chair plays the recorded presentation of the panelist;
    - the panelist has the floor to comment the recorded presentation;
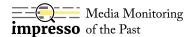   - Q&A sessions, exchange with all the participants, moderated by the session chair.
  - …

Instructions for Attendees

1. Please start preparing to connect 5-10min in advance.

2. Open the link to join the Zoom Room. Zoom will prompt you to install if needed. If it is already installed, allow the use of the app if asked and introduce the password you received by email.

3. Choose to continue in fullscreen or windowed mode in the icon in the top-right corner.

4. Find the participants menu (usually in the bottom), right-click your name and rename yourself **Firstname Lastname – Affiliation.**

5. You can participate to the Q&A after each presentation by (a) raising your hand (look for that button in the bottom) or (b) asking a question in the Q&A chat. The session chair will unmute you to do the question.
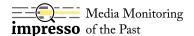
6. Use Slack for longer conversations.

Instructions for Panelists

1. Check attendees instructions.

2. Enter the room 10 min before your session starts and talk with the session chair.

3. At the time of your presentation, the host will make you panelist and introduce you.

4. Your recorded presentation will be played by the session chair.

5. Q&A session:

    a. the panelist turns on his video and audio

    b. other panelists and attendees ask questions in the Q&A window or raise their hands

    c. session chair manage questions, unmute attendees and panelist answers

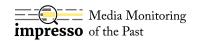6. At the end of a presentation, host demote panelist to attendee

Instructions for Session Chairs

1. Check attendees and presenters instructions.

2. Enter the room 15 minutes before your session starts and talk with all presenters in that session.

3. Receive the role of co-host from the organizers and give the role of panelist to presenters.

4. Open the participants list and the chat screens.

5. We invite Session Chairs to turn on the camera.

6. Check for raised hands and questions in Q&A or chat.

7. Unmute/Mute and Lower the hand of people that raised their hand and want to ask a question.

In general

- use a quiet space, put phones and computer notifications on silent
- avoid visual distraction in the background
- avoid leaving in the middle of a session
- prepare some drinking water
- and enjoy the presentations & discussions!

Zoom Test Procedure (for panelists only)

Wed 22.04, 4pm to 4:20pm

- Please show up 10 min earlier
- The host or session chair will make you panelist
- You will test your audio and video setting

How can I ask a question during a webinar?

- only attendees can write questions in the Q&A window
- simply find the button at the bottom and type your question
- you can ask question at any time of the session

Thanks!

workshop website:
https://impresso-project.ch

impresso application:
https://impresso-project.ch/app

impresso mailing list:
https://bit.ly/3cm7rLz

EPFL

C²DH

University of Zurich UZH

impresso Media Monitoring of the Past

Credits

- Many thanks to all Eldorado participants, including those who could not join the online event;
- Many thanks to the scientific committee;
- Many thanks to other online conference organizers, from whom we got inspiration to organize this online event, in particular ECIR2020.

The impresso-eldorado team.