

COVID 19 MEETING GUIDELINES FOR ONLINE PRESENTATIONS AT EUROSIS CONFERENCES

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Electronic Participation Guidelines

There is just no substitute for good manners in all of our daily interactions, and they are certainly appreciated more than ever at conference meetings. There are some age-old guidelines that comprise good meeting etiquette — being on time, maintaining eye contact, paying attention — and applying those same principles to our online meetings can go a long way toward a productive scientific environment. It can also help elevate your personal reputation into “great meeting host” territory.

Some of the most common-sense meeting decorum — avoiding eating and drinking, minding your body language, and being respectful to whoever is speaking — are no-brainers. So here are seven additional etiquette tips to help ensure a focused and effective electronic conference meeting.

Pre-conference Organization

For the participants taking part online at a EUROSIS event the following information will be your guide:

- a) The local organizers and EUROSIS will inform the participants which online meeting software programme will be used (Skype/ZOOM/WEBEX/Livestorm/Microsoft TEAMS/Starleaf/Jitsi).
- b) The local organizers will provide login details to the online participants with a cc to EUROSIS.
- c) The online set-up could be as follows (depending on the on-site presentation software/hardware(*) available :
 - i) The participant presents remotely, shares slides in his screen and the videoconference audiovisual signal is projected in the room and is also seen by everyone else that is in the remote videoconference session
 - ii) Anyone in the room can also do it with their slides shared in the videoconference screen, projected in the room, available for everyone in the room and in the videoconference remote session
 - iii) Sessions would be in pre-set time blocs set in the late morning and or afternoon so that speakers from around the world can be

- accommodated. A time schedule and time slots will be worked out three weeks prior to the conference.
- iv) All online presentations should feature a slide with a legible email contact address.
 - v) All authors who present electronically also need to forward their slides and a video presentation of their paper to the local organizers as a back-up measure and as physical evidence of his or her participation.
 - vi) The videos will be posted on the EUROSIS website and the best video presentation will be awarded a **Best Video Presentation Award**, which entails, that the author, will receive a free registration to any EUROSIS conference from the date of receipt of the Award to maximum two years after that date of receipt.
- d) The local organizers and authors will do a dry run of the electronic programme three weeks before the event to iron out any possible problems.
 - e) The local organizers set up passive and active online sessions in blocks, depending on the connection requests of the participants (as far as these requests can be answered) and the available connection times on site. Passive refers to sessions where the presentations are on site and the online participants are viewers/interlocutors. Active refers to sessions where the presentations are online and the onsite and online participants are viewers and interlocutors.
 - f) All at conference participants receive a copy of the printed and/or electronic proceedings.
 - g) The authors would need to inform EUROSIS at the time of the final paper submission date, how they will present their paper. (after that date no changes can be made to the author registration fee)
 - h) The electronic online participant registration fee would be set as the normal fee minus the coffee breaks, lunches, dinner, social event costs, plus the video setup cost/online participant if any, the cost of the printed proceedings and the forwarding of the printed proceedings cost fee (with or without VAT – only valid in Belgium) , **if the latter is requested**. An electronic version of the Proceedings is free. **If the full at conference participation EUROSIS conference registration fees have already been paid before COVID restrictions came into force, a voucher will be provided for the difference to each speaker who paid the full regular registration fee and now presents his or her talk electronically. This voucher will be valid for 2 years after the conference and can be used for any EUROSIS event. The amount will be communicated after the event.**

At Conference Video etiquette

Think of an electronic conference meeting as a face-to-face meeting and conduct yourself as you would if you were all present in the same room. In addition there are some additional useful tips below to observe to help ensure the meeting goes smoothly for all involved:

- a) Join early – up to 10-5 minutes before the meeting start time. You also can manage how you start and join meetings — with video on, entering a meeting muted, etc. — in f.ex. your [Zoom Meeting Settings](#).
- b) If you haven't used video conferencing software before, click the link to download the software prior to the day of the meeting and familiarise yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare etc. The software used will be communicated by the conference organizers/EUROSIS. A test meeting will be set up three weeks prior to the conference, when you will also need to forward a copy of your slides to the conference organizers as a back-up measure.
- c) Have your video on unless you are experiencing connection issues.
- d) Find a quiet space without interruptions / background noise.
- e) Have a plain background – avoid backlight from bright windows. F.ex Zoom's [virtual background](#) feature is an easy way to eliminate background distractions.
- f) Have good lighting on your face so you can be seen clearly.
- g) Look into the camera when talking instead of looking at yourself. If you are looking at yourself on the screen while you're talking, it will seem like your attention is elsewhere. Direct eye contact into the camera while speaking gives attendees the impression that you are looking at them rather than off to the side, which creates an environment where everyone feels engaged and present in the conversation. Adjust your camera to be at around eye level if possible – especially take note of the angle of your laptop screen if using the built-in camera so you can look into the camera and simulate that eye-to-eye connection with other attendees. Aim for Good lighting, good angle, plain background.
- h) Mute your microphone when not talking.
- i) Try to avoid talking over / at the same time as other participants.
- j) Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc. Switch off notifications from messaging applications, ringtones, and applications running on your desktop.
- k) Introduce yourself at the bequest of the session chair at the beginning of the meeting.

l) Wait till the session chair closes the session and leaves the meeting before disconnecting.

NON ACCEPTED LOGINS

Generic Company, University or Research Centre logins to any EUROSIS online meeting are **NOT** accepted. These are immediately removed from the online meeting. Your name is your one and only non-transferrable login. The EUROSIS office acts as a gatekeeper to the meetings.

Screensharing

Here are some links and tips on screensharing with

- a) Skype: <https://support.office.com/en-us/article/share-your-screen-in-skype-for-business-2d436dc9-d092-4ef1-83f1-dd9f7a7cd3fc>
- b) ZOOM: <https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation>
- c) WEBEX: <https://help.webex.com/en-us/i62jfl/Share-Your-Screen-or-Application-in-a-Cisco-Webex-Teams-Meeting>
- d) Livestorm: <https://support.livestorm.co/article/43-how-do-i-share-a-presentation-on-livestorm>
- e) Microsoft TEAMS: <https://docs.microsoft.com/en-us/microsoftteams/configure-desktop-sharing>
- f) Starleaf: <https://support.starleaf.com/using/starleaf-app/in-call-conference-controls/>
- g) Jitsi: <https://jitsi.org/>
- h) Bluejeans: https://www.bluejeans.com/free-video-conferencing-trial?utm_source=google&utm_medium=cpc&personsource=paid_search&utm_content=trial&utm_term=bluejean&utm_campaign=EMEA%20-%20Branded%20Core&utm_adgroup=EMEA%20-%20Branded%20Core%20-%20BlueJeans&gclid=CjwKCAjwm_P5BRAhEiwAwRzSOzKYzkcCrFBTd5SO98hO4jAmrOoqXAw5LDLtfDFPOe1yZcK52WhVFxoCIW0QAvD_BwE
- i) BigBlueButton: <https://cpb-us-e1.wpmucdn.com/wp.wvu.edu/dist/b/758/files/2016/12/How-To-BBBuploadPresentation-1wg8s1l.pdf>

Addenda:

- 1) presenting in ZOOM
- 2) presenting in BigBlueButton