

GEO Virtual Symposium 2021

Guidelines for Participants

1 HOW TO PARTICIPATE

The [Symposium website](#) is the place to get the Zoom link for each session.

The session link will be available on the Symposium website at 00:00 CEST on the date of the session. Click the link, do a simple registration with your name and email address, you will get a direct access link to session.

Please come back regularly to the Symposium website to check updates.

2 MEETING PLATFORM

Zoom will be used as the meeting platform while different functions will apply in the three session types – Plenary Session, Parallel Session and Spotlight Session.

You are recommended to install the Zoom app in advance if you are allowed, otherwise use the browser version. **Not all features are available in the browser version.**

To learn more about zoom please visit their support centre:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

3 MEETING PROTOCOLS

3.1 Basic Settings

- Close all unnecessary applications on your computer and avoid others to conserve your internet bandwidth.
- Try to find a quiet place where you will not be disturbed and switch your phone to silent.
- Use a neutral (virtual) background, and make sure your face is well lit.
- Test your speakers / microphone before the session.
- Start or join the session 15 minutes in advance to check everything is working properly.

3.2 Plenary Session

The Plenary Sessions will use Zoom Webinar.

Participants will be able to ask questions in the Q&A function and make comments in Chat, while moderators and speakers will present by video and audio.

3.3 Parallel Session

The Parallel Sessions will use Zoom Meetings.

Participants will be able to use their video and audio.

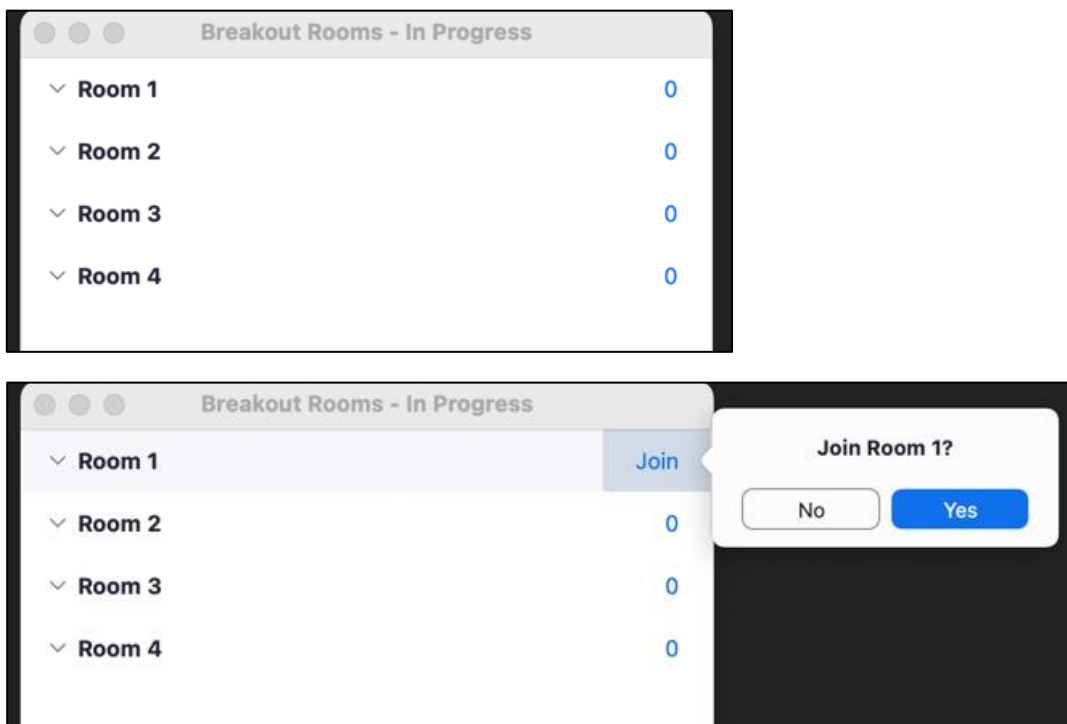
Participants should click the ‘raise hand’ button to request the floor to ask questions to the Panel. To find the ‘raise hand’ button, participants need to hover their mouse at the bottom of the screen to make the buttons appear. In some cases, the ‘raise hand’ button is invisible, then they should request the floor in Chat.

Participants may provide comments in the Chat.

3.4 Spotlight Session

The Spotlight Sessions will use Zoom Breakout Rooms.

Participants may choose a Breakout Room to attend and may also move between Breakout Rooms. In Windows, click the ‘join’ button to attend the session. On a Mac, place your cursor on the number at the far right side and the ‘Join’ button will then appear, as illustrated in the figures below.



Participants will all be able to use video and audio.

Participants should click the ‘raise hand’ button to request the floor to ask questions to the Panel. To find the ‘raise hand’ button, participants need to hover their mouse at the bottom of the screen to make the buttons appear. In some cases, the ‘raise hand’ button is invisible, then they should request the floor in Chat.

Participants are able to make comments in Chat.

4 NETWORKING

When you don't have any session to attend, visit our virtual coffee area available through the Symposium website and start networking with audio and video! The virtual area is already accessible and will stay open throughout the Symposium 24 hours.

How to proceed:

Please use Google Chrome or Microsoft Edge to visit the Symposium website and click on the virtual coffee area image at the top right corner of the page, as shown below.

Some of our Speakers:

(EO images credits: NASA Earth Observatory <https://earthobservatory.nasa.gov/>)



You will be led to the virtual coffee area. Make sure you have muted your video and audio in any other teleconference tool.

As a first step you will have to allow your browser to access your microphone and camera. Once done proceed as follows:

- Use your computer camera, then you will be asked to take your picture and enter your name. This will be used to identify you in the virtual coffee area. Once done, you will be placed in the virtual area.
- Click and hold your cursor to move around the room.
- Join a conversation by moving your cursor closer to a person or to a different group by placing yourself in the "circle".
- Once you get close to another participant or a group, the platform starts a video conversation at the top of the forum.
- To leave a conversation, move your cursor away from the person or group you are chatting with, or click on "leave conversation" button available during the video conversation.

The public networking area is the **GEO Coffee Corner**. But you can have private conversations by bumping into another person or group.

Please note:

- Wonder is designed for use on desktop or laptop computers. **It does not currently function on tablets or mobile devices.**
- Wonder is optimized exclusively for Google Chrome and Microsoft Edge. **Safari is not currently supported.**

To learn more about Wonder, please watch this short tutorial video:

<https://www.youtube.com/watch?v=nJS5zqHtn2k>