

## **GEO Virtual Symposium 2021**

### Guidelines for Session Organizers, Moderators and Speakers

#### **1 MEETING PLATFORM**

There are three types of sessions at the GEO Virtual Symposium 2021:

- **Plenary Session:** 4 sessions in total, only one session taking place at a time, expecting all participants to join.
- **Parallel Session:** 6 blocks with 5-6 sessions taking place simultaneously in each block. Participants can choose one to attend in each block.
- **Spot Session:** around 10 sessions taking place at the same time. Participants can choose one to attend.

**Zoom** will be used as the meeting platform while different functions will apply in the three session types. Please read both the general guidelines and the specific guidelines for your session type.

As a session organizer, moderator or speaker, 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>

#### **2 GENERAL GUIDELINES**

##### **2.1 Basic Settings**

- Close all unnecessary applications on your computer and avoid others to share your internet bandwidth.
- Be in 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 alright.

##### **2.2 Session Organizers**

- Prepare a run of show: a detailed timeline with who is doing what when, what has to be screen-shared, etc.
- Create one slide deck for all presentations and have one support person handle the screen share (including for pre-recorded videos). This avoids screen share problems.
- Share the slide deck with all your presenters as an editable document in the cloud, so that presenters can make last minute changes and the support person has always access to the latest version.
- Share the moderator / speaker guidelines and adapt them as you see fit.

### 2.3 Moderators

- Introduce the session including the purpose, structure and flow. Use a housekeeping slide to remind participants of the meeting protocols.
- Read the speakers' bios in advance so you properly introduce them.
- Be strict with time management: speakers should stay within their time limit. Interfere if needed.
- Prepare 1-2 ice-breaking questions for the discussion
- Have someone manage the Q&A / Chat so the chosen questions can be past to you for example using Private Chat in Zoom or [WhatsApp Web](#).
- Prepare 1-2 points from the discussions as highlights to wrap up the session.

### 2.4 Meeting Operators

- Share the screen of slide deck and advance the slides
- Monitor the Q&A / Chat and make sure the moderator notices the requests of floors.
- Mute a participant who is not invited to speak.

### 2.5 Speakers

- Stick to the time limit given to you by the Session Organizers.
- If you have animations in your presentations, inform the slide operator in advance what to do.
- Stick to the speaking points / themes agreed upon with the Session Organizers.
- During the Q&A, keep your answers short and concise.

### 2.6 GEO Secretariat

- Create a web presence for the Parallel Sessions including the title, abstract, speakers/moderator pictures and bios, etc.
- Create a central point of entry on the Symposium website for participants to join sessions.
- Upload the slides, videos and recordings on the Symposium website after the Symposium.
- Set up the Sessions in Zoom, including simple entry registration (name and email address).
- Provide basic guidelines for moderators / speakers – feel free to adapt them as needed (see below).
- Provide a house-keeping slide for Session Organizers to adapt as needed.
- Provide necessary technical support as needed.

## 3 SPECIFIC GUIDELINES

### 3.1 Plenary Session

The Plenary Sessions will be run as Zoom Webinar by the GEO Secretariat. The capacity of the webinar is 1000 participants.

Settings for the Plenary Session:

- Automatic recording will be enabled.

- The moderators and speakers will receive a link from GEO Secretariat to attend the session.
- The moderators and speakers will present by video and audio, while the normal participants will be only able to ask questions in Q&A and make comments in Chat.

### 3.2 Parallel Session

The Parallel Sessions will be run as Zoom Meetings by the **Parallel Session Organizers**. The GEO Secretariat will give the Session Organizer access to a Zoom account – the credentials will be sent by email. This Zoom account has a limit of 1000 participants.

Settings for the Parallel Session:

- Automatic recording will be enabled.
- The moderators, speakers and normal 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. 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.
- Polling and Breakout Rooms are also enabled as optional tools.

For Zoom Meeting hosts, you are recommended to:

- Assign co-host roles to colleagues who moderate breakout rooms (in case there is any), run the slides and monitor the Q&A/Chat. This assignment can only be done after the Zoom Meeting starts.

In the case of someone disturbing the session, Zoom Meeting hosts and co-hosts have the full authority to remove this participant who will not be able to rejoin. You can do the following to remove a person:

- Mouse over the **participant name** you need to remove from your meeting in the Participant list.
- Click on the **More** fly-out menu that appears and select **Remove**.

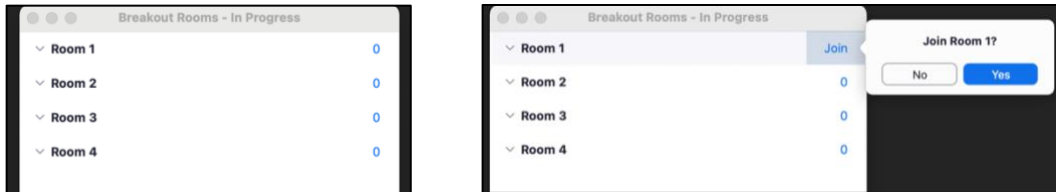
### 3.3 Spotlight Session

The Spotlight Sessions will be run as Zoom Breakout Rooms by the GEO Secretariat and the Spotlight Session Organizers. Each Breakout Room allows for 1000 participants.

Settings for the Spotlight Sessions:

- Breakout Rooms will be created by the GEO Secretariat, with full session titles as room names.
- Co-host roles will be assigned to Spotlight Session Organizers to manage their Breakout Rooms. **Please avoid interfering with other sessions and never click the ‘Close All Rooms’ button.**

- Participants will be able to choose a Breakout Room to attend and move between Breakout Rooms. On a Mac, you have to put the cursor on the number at the right end and the 'Join' button will then appear, as illustrated in the figures below.



- The moderators, speakers and normal 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. 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.
- **Recording of a Breakout Room has to be made locally by the Spotlight Session Organizer, as automatic recording in the cloud will only capture the main room.**

#### 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=nJSzqHtn2k>

## 5 CONTACT INFORMATION FOR SUPPORT

For support, please contact Wenbo and Rik

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