Handbook for Presenters

Degrowth Vienna 2020
Online Conference

1.Next steps

- You have been asked to fill out the [privacy agreement](#) for taking part in the online conference.
- Have a look at our Awareness and Communication Concept.
- For those presenting a workshop, special session or consecutive session (not standard sessions- short presentations), you have the option to communicate with the **IT-supporter** of your session in advance if you have any special requests for your session. [Here](#) you find more information on the role of the IT-support and how to contact your IT-supporter.
- The exact **day/time of your session** is available [here](#) and [here](#) in German or in the discord forum under #programme-overview.
- The **link to the room of your session:**
  - For BigBlueButton sessions you find in the "private programme" that you can access via the discord platform in the channel #programme-overview.
  - For sessions in WebinarJam: A personal link will be sent to you ahead of the session.
- Use Chrome, Chromium or Chrome Edge as **web browsers** for WebinarJam and BigBlueButton and **not** Firefox or Safari. Please use the same browser and setup you used during the test run, if it all worked out well.
- Please enter your **whole name** when you want to enter the room so you can be identified as a presenter.
- Please be available **15 minutes before your session** for the set-up, as well as after the session for a follow-up. Please make sure to share this information with your co-presenters if you're a convener. Your IT-support will be there for you.
- If you signed [the permission](#) (see first bullet point), a **link to Discord** (the central hub of the online conference) will be sent to you. From there you can meet the other attendees, find out the conference program for the day, and access the "private programme".
- After presenting, you are invited to return to the Discord platform to have post-session discussions, join a chatroom for mingling or having a coffee, and attend other sessions throughout the day (links will be posted in advance of each session on Discord).

- **Please have a look at the information about the online tools for presenting below in advance of your session. This will probably answer many of your questions and guarantee a smooth online conference.**

2. The Conference Platform: Discord

The central forum for the conference will be the Discord platform, where you will be able to find up-to-date and live information on the conference, to interact with other participants and to ask questions and raise concerns with the organizers. This is also where the IT and conference helpdesk are, where you can receive help with software problems.

To join the conference forum:

Please create a Discord account and enter our server via the invitation link that was sent to you via email. If you have not received the link to the server, even though you signed the permission form please contact sessions@degrowthvienna.org. If you have trouble joining, please get in touch with us at logistik@degrowthvienna.org
Discord can be used in your browser, or you can also download it as an application to your computer or phone. If you need help getting started with Discord, you can check out this guide and we also recommend our own tutorial where you can get an overview of our server.

Once you have entered our Discord server:

- In the "Information" folder or category, you will find the following text channels, which provide running general information. You cannot comment or ask questions here.
    - #home – This is the first channel you are taken to when you log in. Here we will share up-to-date information with you.
    - #programme-overview – You can find information on the programme.
- In the "Contact Conference" folder, you will find text channels where you can contact us directly:
    - #helpdesk – If you have any problems or concerns with the conference.
    - #it-support – If you have any problems with your software or other IT concerns.
- In the "Community" category there are channels for communication and participation. You can actively post and discuss with other participants, share documents, links and images.

- ○ #introduce-yourself - Text channel to get to know others and introduce yourself.
  - ○ #degrowth-vienna-lounge - Text channel for open discussions.
- In the "Übersetzung/Translation" category, there will be two voice channels EN/DE and DE/EN for translation to and from German, respectively, for panels. These are meant to be "listened to" in parallel to the panel discussions. You will have to join these voice channels, make sure "voice" is connected and that you are not deafened (this info will be visible on the bottom of the navigation column with all the different channels).
- You will also find text channels for each session where the discussion can continue after the session. The links will be shared by IT support at the end of each session.

3. Slides and pre-recorded videos

Pre-record presentations

To limit complications due to network (in)stabilities we recommended to pre-record presentations or introductory statements for your workshop, panel or standard session. Your IT-support will add the videos that you have already uploaded to the session and play them live. It is also possible for the IT-support to play any other kind of video material during the session.

Slides

BigBlueButton

Please upload your presentation-slides in a PDF format to https://degrowthvienna.wetransfer.com/ **until May 25th** and have them ready on your computer for the session. They need to be uploaded to BigBlueButton, screen sharing is not an option.

WebinarJam

Please upload your presentation-slides in a PDF format **until May 25th** here.

Pre-registration of participants

Pre-registration of participants for workshops allows you to get in contact with the participants in advance of the session, ask them about their motivation or share materials with them. If you would like participants to pre-register for your session, please send the email address or link to a form where participants can register to sessions@degrowthvienna.org **by the 25th of May.** The person who is letting the participants into the room (either the presenter of your session that has the admin rights or the IT-support) would then be responsible for letting in the people from the list of pre-registered participants. It will be necessary that these participants indicate their full name when entering the sessions room and you will be responsible to make this clear to the registered participants. If you want the IT-support to take over this task, it is necessary that you communicate the list to the IT-support in advance.

4.Information on BigBlueButton and WebinarJam

BigBlueButton

For many Standard Sessions (i.e. paper presentations), most Workshops and most Special Sessions we will use BigBlueButton (BBB). BigBlueButton is a web conferencing system that runs within your web browser on computers or mobile devices (no app to download and install). Please do not use Firefox and Safari but Chrome, Chromium or Chrome Edge.

Test run

If you want to do a test-run for your session, please contact logistik@degrowthvienna.org.

Room settings on BBB

We will have two different kinds of settings for the sessions in BBB and contact you concerning the setting for your session.

Setting "presentation room"

- Allows for up to 100 participants (if you did not indicate otherwise in the information form).
- In this setting up to five people can join via video and audio.

- The other persons will be locked (microphone and video turned off) for most of the time, they can participate via the chat function, whiteboard, polls and common notes. You can decide if public chat will be enabled or not (can also be modified during session).
- Your IT-support will have the admin role as well as the facilitator, if you think you really need to also have a "moderator" role, please communicate with max.hollweg@degrowthvienna.org.

Setting "interactive room"

- Allows for up to 30 participants (including workshop hosts and IT-support) to participate with audio and to create break-out groups.
- We highly recommend **not to encourage all participants to turn on their webcam**. From our experience, most browsers are overwhelmed by receiving such a high number of videos. As a result videos will freeze, audio might be interrupted and the quality of the session will suffer. Theoretically it is possible for all to participate with video still.
- Your IT-support will have one admin role, one additional admin role can be taken over by one of the presenters/hosts of your session, you will be sent the link in advance of your session.

Roles overview

There are three types of users in BigBlueButton: admin (actually called moderator in BBB but that is confusing in this context), presenter and viewer.

IT-support

- Your IT-support will have admin rights and support you with the technical side of your session. We have recruited a group of motivated volunteers, many with a professional connection to Degrowth, to take this role. You receive the contact details of your IT-support soon so you can get in touch, especially if you have any special requests (standard sessions should not be a problem). Our IT-support volunteer team has received detailed tutorials and briefings and is fully supported by the orga team, so we are sure the cooperation will be a fruitful one. If you experience any problems with your IT-support, please let us know at logistik@degrowthvienna.org.
- The IT-support will start the room 15 minutes before the session starts and let you in. You should have a few minutes then to update each other about the session. The IT-support will communicate with moderation and presenters, let you know when you

have five minutes left and then close the room (we're sorry, but we have to be very strict regarding the time limits).

● For "presentation rooms" the IT-support will be the person that accepts people to join, hand over presenters rights, lock and unlock audience (disable or enable chat, video and audio), mute/unmute viewers.

● For "interactive rooms" the admin rights will be with the IT-support and optionally one of the presenters/hosts of your session. The IT-support could support with the above mentioned tasks and additionally help with creating break-out groups, switch between break-out groups and communicate with all break-out rooms.

Admin role (called moderator in BBB)

● The IT- support will have admin rights.

● Only for the "interactive rooms" you will be sent one additionally admin access for your session which you can give to one of the hosts/presenters of your session.

● The admin role enables to start the room 15 minutes before the session. The admin role allows to accept people to join, hand over presenters rights, lock and unlock audience (disable or enable chat, video and audio), create breakout rooms (only in "interactive rooms"), can switch between break-out groups, can communicate with all break-out rooms, mute/unmute viewers, communicate with moderation and presenters and close room.

● Admins have a squared user icon.

Presenter role

● A presenter can upload slides and navigate them or share a video (from Vimeo or youtube), start a poll, use the whiteboard to annotate and enable/disable multi-user whiteboard annotations. These features are available through the little plus in the bottom left corner.

● There can be only one presenter at a time in the session.

● The presenter role will be handed over by the person with admin rights (either IT-support or for interactive sessions the one of you who has admin rights).

● You can message the IT-support anytime if you would like to switch presenter role.

● The presenter has a little blue screen symbol on the top left-hand side of the user icon.

Viewer

● A viewer can (if not locked) send/receive audio and video, chat, respond to polls, display an emoji and participate in breakout sessions.

- If enabled by the moderator, viewers can be presenters and download slides.
- Viewers have a round name icon in the users list.

Here are two overview videos to show you how the above roles work:

- Moderator/Presenter: https://www.youtube.com/watch?v=Q2tG2SS4gXA
- Viewer: https://www.youtube.com/watch?v=uYYnryIM0Uw

Functions of BBB

Especially regarding the export of session results
- Chat and shared notes
  - These will not be saved after the session. Shared notes can be exported during the session.
- Whiteboard
  - Has to be screenshot to be saved, this is especially important if you plan to use it in break-out groups. You could then upload it as a pdf to the plenary after the break-out groups.
- Break-Out groups
  - Only for the interactive rooms you have the possibility to create break-out rooms.
  - They can be set up by the IT-support or the person with admin rights. Please communicate this with your IT-support before the session (details you will have to provide the IT-support: number of rooms, if participants can chose the room themselves, random allocation to room or chosen, duration)
  - The IT-support or person with admin rights can switch between break-out groups.
  - In the break-out groups everyone has admin rights and can allocate the presenter role.
  - Content from break-out groups can only be transferred to the bigger group if screen saved or exported during the break-out group.

WebinarJam
You have been notified if your session will be hosted on WebinarJam.

- We ask you to be available and ready to connect at least 15 minutes before the start of your presentation. You will receive a link for your session ahead of time, before the start of the conference.
- WebinarJam allows us to stream sessions to a much larger audience (up to 5000) but is not meant for participatory formats.
- There can be up to 5 presenters participating via video and audio.
- Audience input on WebinarJam will be via the chat function only.
- Since each session will have multiple presenters, we ask you to please make sure you deactivate your camera and microphone while another presentation is held.
- WebinarJam runs in your web browser, we recommend you install the latest version of Google Chrome, Chromium or Chrome Edge for this, proven to cause the fewest technical problems (unfortunately Firefox and Safari have caused technical problems with WebinarJam so we recommend avoiding it).

5. Creating an interactive session

Show and allow for (virtual) presence - icebreaker round

To compensate at least a little bit for the lack of the personal exchange which automatically happens in a participatory workshop, we suggest that you plan the workshop in a way that allows for interaction and participation at the start, for example through a quick "icebreaker" round. For engagement and participation, it is important to "meet" each other in virtual space. While it may be impractical to have a long round of introductions, "breakout groups", polls and the chat function in Bigbluebutton are a great way of doing this with larger workshop groups. In general we suggest that you limit the number of attendees for interactive sessions to around 30 or 40 at the most.

Support interaction between participants - virtual breakout groups

In order to engage participants in an online workshop, it helps if they regularly receive opportunities for input and interaction with others. You can achieve this through team and group work, and breakout groups on Bigbluebutton, as well as the chat, whiteboard and poll functions (similar to introduction round). Interaction promotes a sense of community, engagement, motivation and commitment, although virtual group discussions require more effort from participants than face-to-face-group work. We suggest that workshop holders prepare polls and questions in advance (to which the participants can type out answers in the chat box for example) as a way of keeping participants engaged. Please consider in your time management, that it always takes a

few minutes for participants to go into breakout groups and to come back and connect again in the big room.

6. Permissions

To participate in the Degrowth Vienna 2020 online Conference, you need to fill out this permission-form. If you want to participate in the conference, you do have to agree to being recorded and this material to be distributed in sessions you are not a presenter in but an attendee. For the sessions you are a presenter in you can decide whether to agree to recording and distribution of material.