

## **Frequently Asked Questions (FAQs)**

### **#1. How do I log in and access the virtual conference?**

Everyone that have registered for the conference will have a login to access the virtual conference. The login will be sent by email and the conference platform is available at <https://eara2020.leading.pt/>. If you do not receive your login on the 29<sup>th</sup> of August, please check your Spam folder just in case the email got delivered there. Please send us an email (eara2020@fpce.up.pt) if the login information doesn't reach your email by August 31.

### **#2. Can I access the virtual conference platform and watch one or more presentations without a valid/paid registration?**

No. Only paid registrants will have single-user password-protected access to the platform and all its features.

### **#3. In which time zone the EARA conference will take place?**

The virtual conference will take place at Portuguese time zone (GMT + 1). Therefore, in order to participate in all programmed live sessions, participants will have to synchronize their watches as if they actually were in Porto.

### **#4. When can I access the conference platform?**

The conference platform will always be available for consultation from August 29<sup>th</sup> until September 19<sup>th</sup>. During this period participants can access the platform to (re)view presentations and to take part in the networking activities, regardless of the time zone they are in.

The live conference will run from September 2<sup>nd</sup> – 5<sup>th</sup>. Please check the conference program for more details on the live sessions.



## **#5. Do I have access to the conference presentations beforehand?**

All individual papers and posters will be accessible from August 29th on and can be consulted anytime. The keynote and symposia presentations are not accessible beforehand and will be broadcasted in a designated time slot indicated in the program.

## **#6. Will I have access to the conference presentations afterwards?**

All conference pre-recorded presentations will be available asynchronously for visualization after the conference ending, from September 6th to 19th. Individual papers and posters will be accessible since August 29<sup>th</sup>. Live sessions, keynote and symposia presentations will be accessible 4 to 6 hours after their live session take place.

## **#7. I already recorded my presentation. Do I still have to be present virtually during the conference?**

As a presenting author, you are expected to participate virtually in the thematic session or symposium where your work will be discussed. Even though most presentations are pre-recorded, the EARA conference is thought to give participants the opportunity to engage in rich discussions around their works.

## **#8. How will a Keynote address run?**

Keynote addresses can be watched at the scheduled time slot. A keynote live session will have 3 consecutive moments:

- First, the chair will introduce the keynote speaker;
- Then, the pre-recorded keynote presentation will be shown to the audience;
- After the presentation, the Chair will moderate a 20m live discussion session between the keynote speaker and the audience.

## **#9. How can the audience participate in a Keynote address discussion?**

Participants may use the **session chat** mode feature in the platform for interactions with other participants. Each room will have its own session chat where you can comment and interact live with other participants.

You can also use the **ask question button** (top right corner) to write your question(s) to the Speaker(s). The Chair will receive the audience questions and will direct them to the keynote. Participants will be able to read the questions from all participants and vote on the ones they would also like to see answered. Moderators will then ask the most voted questions to the speakers.

Speaker(s) might also pose questions to the audience. If they decided to do so, the **live polling button** will start blinking. Participants should click on it and choose the answer to the question posed by the speaker.

## **#10. How will a Symposium run?**

At the time slot of the symposium, the recorded presentations will be broadcasted. A Symposium live session will have 3 consecutive moments:

- Each symposium session will begin with the broadcast of the recorded papers' presentations (10min each);
- Then, the discussant will have 10min for comments and integration;
- Finally, the Chair will moderate a 20min live discussion session between the authors, the discussant, and the audience.

## **#11. How can the audience participate in a Symposium discussion?**

Participants may use the **session chat** mode feature in the platform for interactions with other participants. Each room will have its own session chat where you can comment and interact live with other participants.

Participants can use the **ask question button** (top right corner) to write their question(s) to the author(s). The Chair will receive the audience questions and will direct them to the assigned author(s).

Participants will be able to read the questions from all participants and vote on the ones they would also like to see answered. The Chair will then ask the most voted questions to the author(s).

Speaker(s) might also pose questions to the audience. If they decided to do so, the live polling button will start blinking. Participants should click on it and choose your answer.

## **#12. How will a Thematic Sessions run?**

Individual papers were pre-recorded and uploaded in the conference platform. Papers are grouped into thematic sessions and available from August 29th. At the time slot of the thematic session, there will be a 20-minute live discussion between the authors and the audience. Thematic Sessions have the following steps:

- From the moment the platform opens, the audience can consult and watch the pre-recorded presentations of their interest.
- On the scheduled time slot, the authors will be live with the audience for a discussion in a Q&A format. The moderator will receive the audience questions and will direct them to the assigned author.

## **#13. How can the audience participate in a Thematic Session?**

Take your time to watch the individual papers of your interest, which will be available in the conference platform since August 29th. Then, meet the authors during the Thematic Session time slot, as they will be ready to answer the audience questions. Participants can use the **ask question button** (top right corner) to write their question(s) to the author(s). The moderator will receive the audience questions and will direct them to the assigned author. Participants interested in these sessions are encouraged to preview the presentations' videos before the scheduled session.

## **#14. How will Roundtables & Meet-the-Editors Sessions run?**

Roundtables and Meet-the-Editors Sessions will be broadcasted live. Roundtables will gather 3 or 4 researchers who will discuss a common theme/issue.

### **#15. How can the audience participate in Roundtable & Meet-the-Editors Sessions?**

All participants are invited to engage in the discussion by posing their questions to the researcher, using the **ask question button** (top right corner). The moderator is responsible for selecting and directing the questions to the respective researcher. During the session, the audience might be invited to participate through the **live polling** feature. If the speaker(s) decide to ask audience a question, the live polling button will start blinking. Participants should click on it and choose your answer.

### **#16. How will a Poster Session run?**

Posters are uploaded in the conference platform and will be available for visualization from August 29th. Posters are grouped into thematic sessions and scheduled in a specific time slot. Poster sessions do not have a live component programmed.

### **#17. How can the audience participate in a Poster Session?**

Participants may send a private message to the presenting author or write a public message in the comments section. The latter is visible for all participants. Authors are expected to be online and available in chat mode to respond and interact with the audience, especially during the assigned time slot.

### **#18. How long do live sessions last?**

Different sessions have different lengths.

- Keynote addresses should not last more than 40min, followed by a 20min live discussion.



- Each symposium paper lasts 10min. The discussant will also have 10min for her/his address. The symposium will conclude with a 20-minute live discussion between the Authors, the discussant, and the audience.
- Each thematic session will have a 20-minute live discussion.

### **#19. Is there a printable version of the conference program available?**

Yes, you can find the printable final version of the conference program at the conference website: <https://www.fpce.up.pt/eara2020/home.html>. This program contains all the information about the conference agenda, including the schedule, title, and authors of all the presentations.

### **#20. How can I consult the abstracts of the presentations?**

There is also a printable pdf version of the book of abstracts, which will be available at the end of the conference, at the conference website.

### **#21. Are there any networking functionalities in the conference platform I can use?**

Yes, the conference platform includes the following networking functionalities:

- Find attendees features to access participants' list;
- Private meeting feature to schedule a meeting;
- Message inbox to check your private messages with other attendees;
- Event feeds (general and by topic) for sharing your thoughts, photos, videos and links.

### **#22. I will be moderating/chairing a live session. How exactly will this happen?**



If you are assigned to moderate a live session, you will receive 2 web links about 30min before the session starts: one to access the live session (“Session Link”) and the other to manage the audience questions (“Questions Link”):

- Use the **Session Link** to join the session you will be moderating. This link works just as a Zoom or Teams meetings . You should use this link to join the other speakers in the session you are moderating;
- Use the **Questions Link** to consult the list of questions to be asked to the speakers. The audience will be able to see all the questions and vote (**thumbs up button**) on those they would like to see answered. Your role is to verbalize the most voted questions aloud in the right moment during the live session. There is no need to filter the questions as they will be ranked from the most to the least voted. Questions will be removed from the platform window once they have been answered.

These links will open two different windows. You can have both windows open at the same time, next to each other. Alternatively, if it makes you more comfortable, you can open the Questions link in a different device (smartphone, tablet) or second screen.

**IMPORTANT:** Please note that you should close the event platform and any other tabs and programs running while participating in a live session, in order to maximize your device’s performance. The live streaming in the event platform might have a delay, hence you should never follow the session you moderate from there.

### **#23. How can I use the conference platform’s polling feature during my live session?**

If you want to use the conference platform’s live polling feature during your live session, please send your questions and set of answers (multiple choice) to Leading (eara2020@leading.pt) no later than 12:00PM GMT on Friday, August 28<sup>th</sup>. Together with the questions, please send your PPT presentation with a clear indication of the slide(s) where the questions will be launched, so that we know when to launch it to the audience.



Please note that not everyone visualises the live streaming at the same time, as there might be small delays. Therefore, it is important to leave the question(s) open for around one minute, in order to have a representative set of answers.

**#24. I've never attended a virtual conference before, but I want to take the most out of this experience. How can I get help if I have trouble interacting or navigating the conference platform?**

Don't worry! This is new for most of us. As soon as you login at the conference's virtual venue, you will have full support from the platform administrator, LEADING. The "info" menu will be available right away in the welcome page of the platform.

Access this menu to get general information about the conference, the Organizing Committee and to download your virtual conference bag with some relevant literature, such as the Abstract Book and the Full Program. You will also find further tips on how to navigate the platform. Also, LEADING's very nice staff will be ready to answer any further queries you might have related to the platform navigation in the **Helpchat**. Please, feel free to send a message with your question(s) and they will be happy to guide you.