Speakers Guide
Paper presentations

Sensing the City
Antwerp, 14-16 July 2021

CONTENT

1. **Prepare your paper presentation**

2. **Prepare for attending the event**

3. **Prepare for speaking at the event**

4. **Day of the event**

5. **Presenting during your session**

6. **Networking at the event**

7. **After the event**

8. **Questions**

Sensing the City
Antwerp, 14-16 July 2021

1. Prepare your paper presentation

- **Paper presentations last no longer than 10 MINUTES**

  unless the session organiser provided different instructions.

  Please bear in mind that it is more demanding for an audience to remain concentrated during an online presentation and keep sufficient time for questions and discussions

- **Save your presentation as PDF**

  This is the only format that is guaruanteed to work on the platform.

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Antwerp, 14-16 July 2021

2. Prepare for attending the event

- **Complete your personal profile**

  The RC21 Local Organising Team will send you a personal link to log in at the virtual platform

  Add a profile picture and complete the contact details and bio

- **Check out other program items, create your personal schedule and maybe even schedule some appointments with other participants**

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Antwerp, 14-16 July 2021

3. Prepare for speaking at the event

- **Upload your presentation in advance**

  The RC21 LOT will send you an email invite to your "virtual room" one week before the conference

  This contains a link whereby you can visit & test out your "virtual room".

  Log in to your virtual room

  To access your room, you must log in with your personal event credentials. Once you logged in, you can familiarise yourself with your room.

  Prepare your content in advance

  Upload your presentation in your content library. Save your presentation as pdf and upload your presentation by selecting 'Upload file'.

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Antwerp, 14-16 July 2021

3. Prepare for speaking at the event
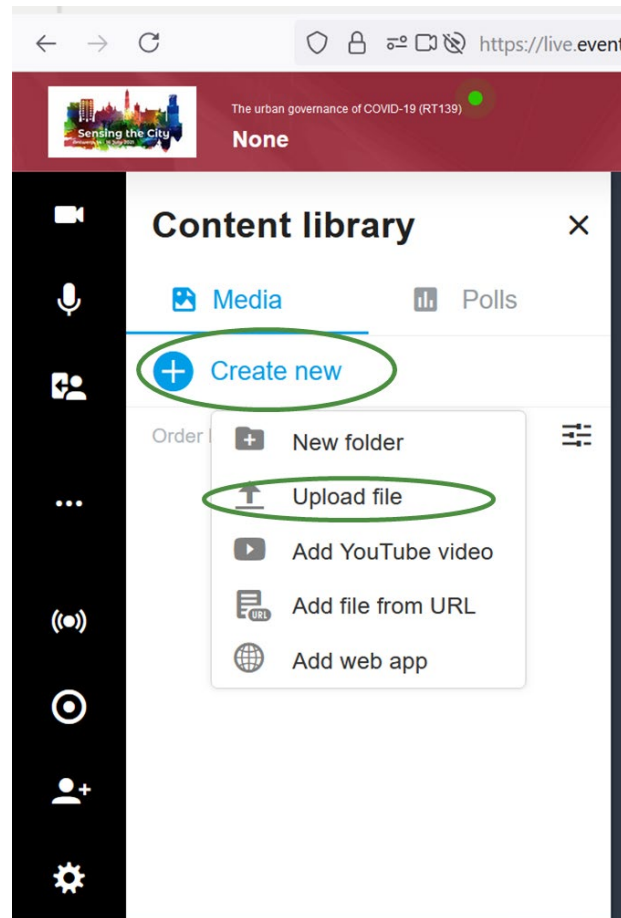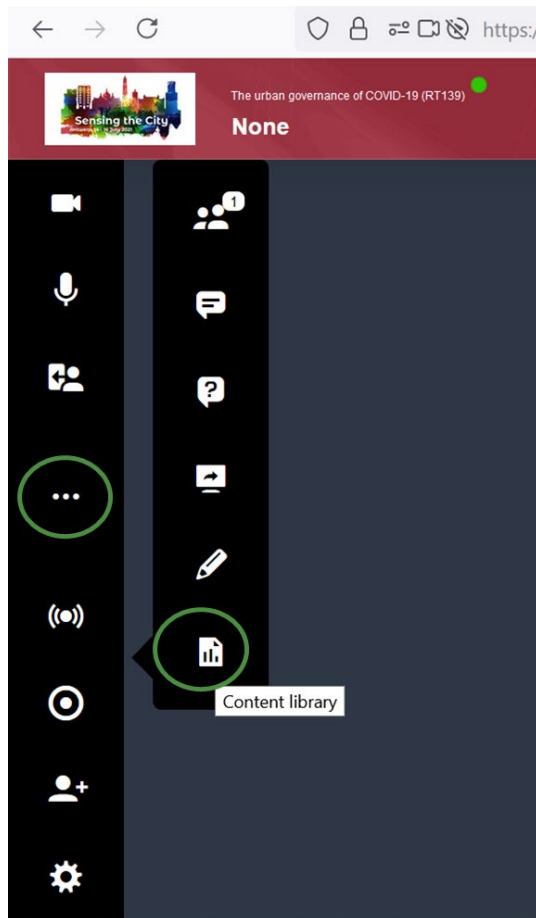
1. **Open the Content library**
2. **Upload your PDF file**

Please be aware that the Content library is personal. Only you will see the documents that you have uploaded.

3. Prepare for speaking at the event

- ▪ **Test your microphone, camera & internet connection**

    ### Update your Google Chrome

    All speakers should attend the event via Google Chrome. Make sure your browser is fully updated on the device that you will use to attend the event.

    ### Ensure a stable internet connection

    Make sure you have a reliable & strong internet connection. You can check your internet speed at: https://fast.com/

    ### Test your microphone & camera

    Test if your microphone & camera are working correctly in the platform. VPNs or specific corporate networks may block outbound/inbound media. To make sure that a specific network is not interfering, it is recommended to perform a small test. You can perform the test at: https://live.eventinsight.io/check.html

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Antwerp, 14-16 July 2021

3. Prepare for speaking at the event

Let's Get Digital Testing Suite

Use this page to troubleshoot common issues and find a quick solution.

Most of these errors lay with connection restrictions imposed by organizations themselves. A simple fix would be to try and enter the summit on a personal device (not connected to a company network, not connecting over a vpn connection, not using a corporate device). If this is not possible or is not working for you please contact the helpdesk at the bottom of this page.

Click here for common questions & solutions

Below, these checks give you a quick overview of the services we can reach as platform and which we don't.

Platform services

Timezone:	Europe/Amsterdam
Socket connection:	OK
Jquery:	OK
Jquery Request:	OK
Websocket:	OK
Browser features:	OK
Youtube video test:	

A Monitor Color Test / M... ⋮

Session services

IP: 91.233.22.125

Browser name: chrome

Browser version 89

Platform.: Win32

User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/89.0.4389.114 Safari/537.36

✅ **Browser check**: You are using Google Chrome, which is the recommended browser for the best experience.

✅ **Signalling server check**: Connection to IP 95.168.174.119 on port 443 was successful.

✅ **Media server API check**: Connection to IP 213.227.131.204 on port 443 was successful.

✅ **Media server stream check**: Connection to IP 213.227.131.204 on port 46369 over UDP was successful.

This connection will give you the best possible experience. Please check the video coming back from the server below to see how others will see you.

✅ Remote video loaded.

4. Day of the event

- **Check-in & get going**

  Click on event link or roomlink & enter your login details (received in your email)

- **Enter your virtual room**

  Do this at least 15 minutes in advance of your session start-time. Participants who do not speak in your session, cannot enter your session before the start-time.
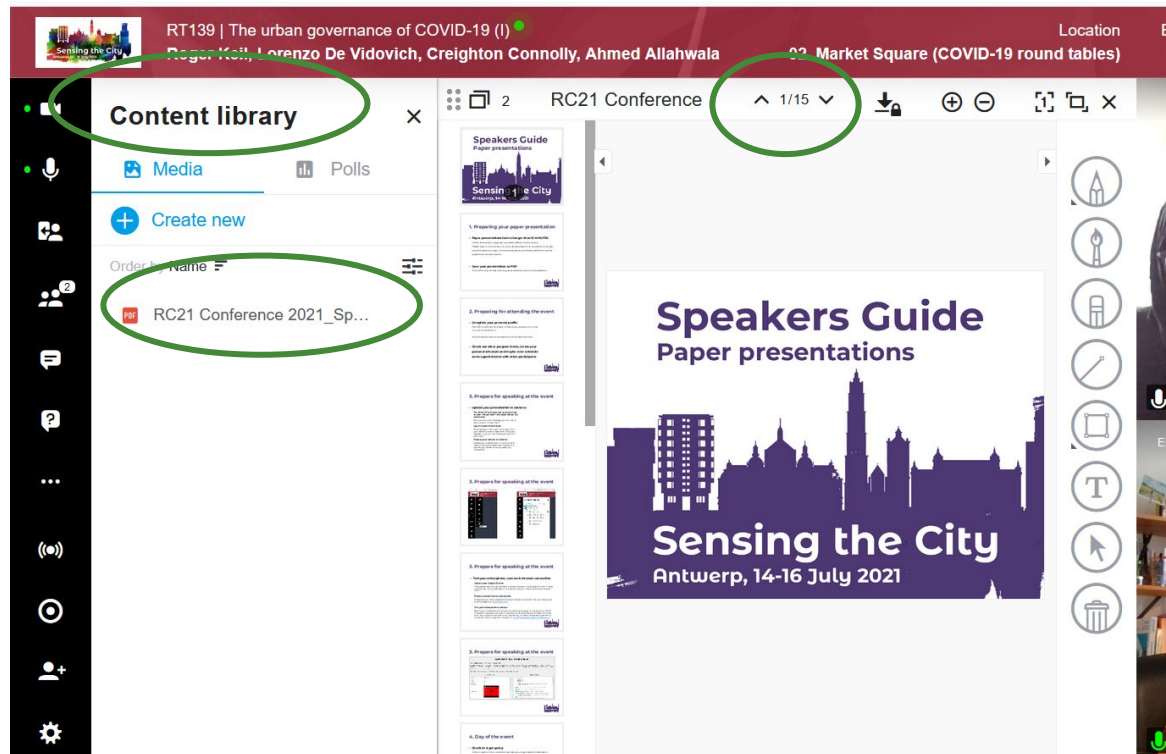
- **Set your layout**

  Via the bottom right of your virtual room you can set your layout. Participants can also adjust this individually.

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Antwerp, 14-16 July 2021

5. Presenting during your session

1. **Open the Content libray**
2. **Open your PDF file**
3. **Move the presentation with the arrows on top**

CAUTION: as a speaker in a session you are able to move the presentation of other speakers to the next slide. Please only use this function when you are presenting.

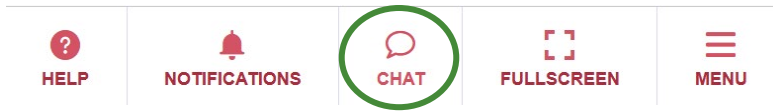# 6. Networking at the event

- **How can I speak with my participants after my session has ended?**

  1. Note the name(s) of participants who questioned/commented in your session

  2. Search their name(s) in the attendees list

  3. Continue the discussion via:

     - 1-on-1 messages through the chat function on the platform

     - Instant video conversation

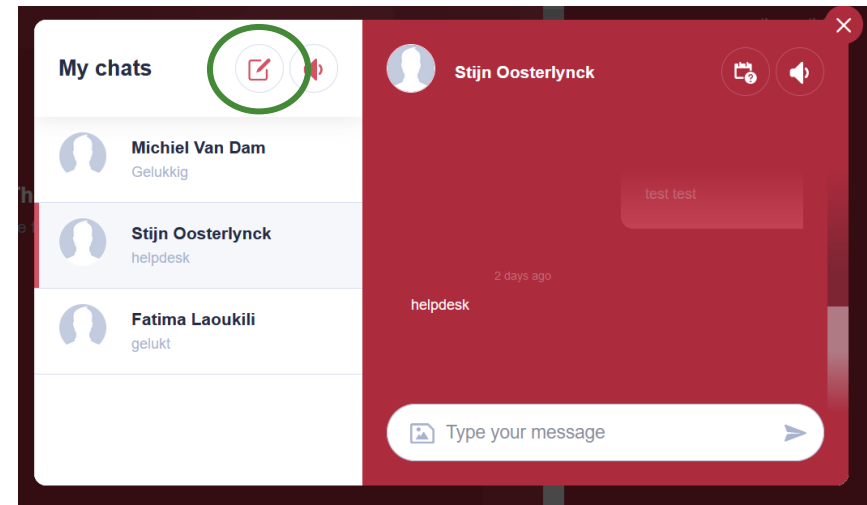   - Schedule an appointment

     - Add to connection

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Antwerp, 14-16 July 2021

6. Networking at the event

1-on-1 messages through the chat function on the platform

1.

HELP | NOTIFICATIONS | CHAT | FULLSCREEN | MENU

2.

My chats

Michiel Van Dam
Gelukkig

Stijn Oosterlynck
helpdesk

Fatima Laoukili
gelukt

Stijn Oosterlynck

test test

2 days ago

helpdesk

Type your message

3.

Select the users you want to chat with

Request sent

Search

Connection
- All attendees
- Connections
- Mutual connection

Status
- All
- Online
- In a conversation
- Offline

Hannelore Leyendeckers

Laura Adams

Lise Dheedene

Michiel Van Dam
Speaker | moderator
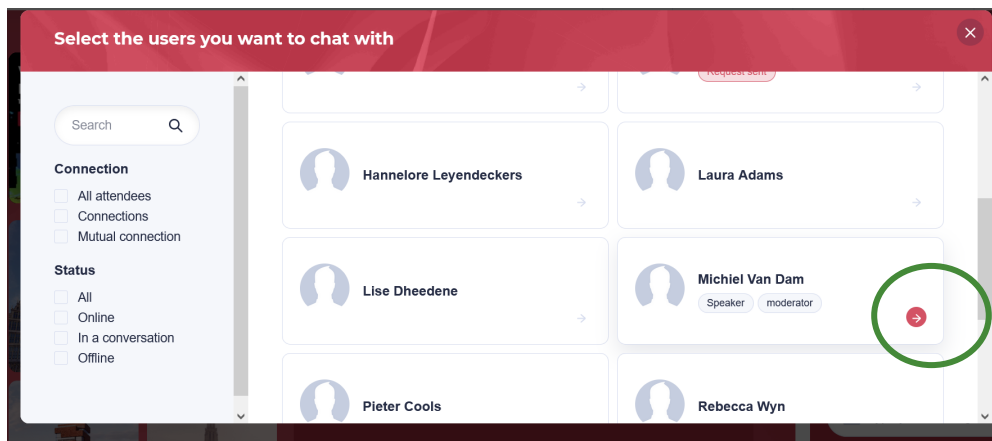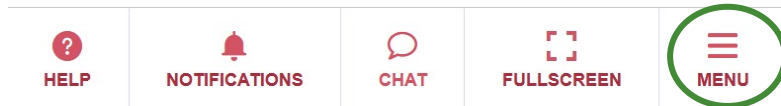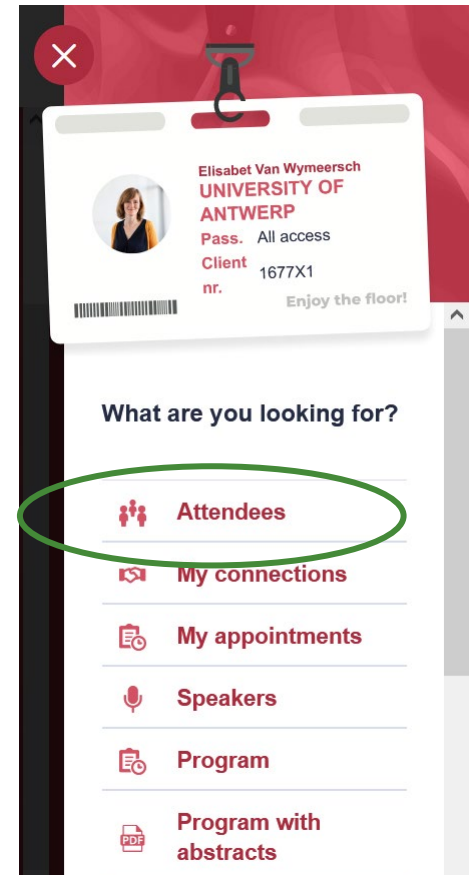
Pieter Cools

Rebecca Wyn

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6. Networking at the event

Instant video conversation

1.

? HELP	🔔 NOTIFICATIONS	💬 CHAT	⛶ FULLSCREEN	☰ MENU

3.

Stijn Oosterlynck

Details

No details found

💬 Start chat   📅 Request meeting

👤+ Add to contacts   👥 Request videochat

2.

Elisabet Van Wymeersch
UNIVERSITY OF ANTWERP
Pass.   All access
Client nr.   1677X1

Enjoy the floor!

What are you looking for?

👥 **Attendees**

🔁 My connections

📋 My appointments

🎤 Speakers

📋 Program

📄 Program with abstracts
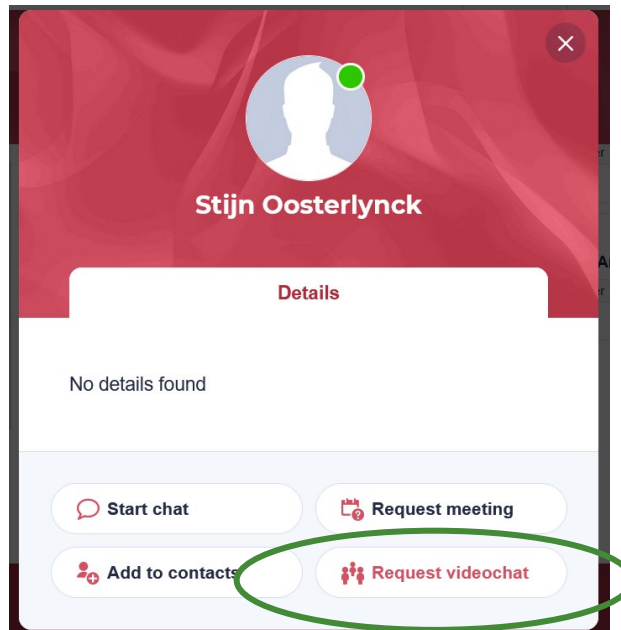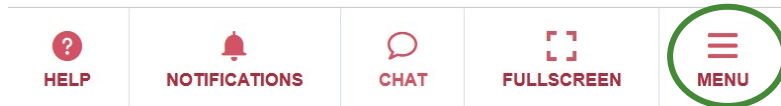
6. Networking at the event

Schedule an appointment

1.

| HELP | NOTIFICATIONS | CHAT | FULLSCREEN | MENU |

2.

Elisabet Van Wymeersch
UNIVERSITY OF ANTWERP
Pass. All access
Client
nr.

Enjoy the floor!

What are you looking for?

- **Attendees**
- My connections
- My appointments
- Speakers
- Program
- Program with abstracts

3.

Michiel Van Dam
(Speaker) (moderator)

Details | **Speaks at**

No details found
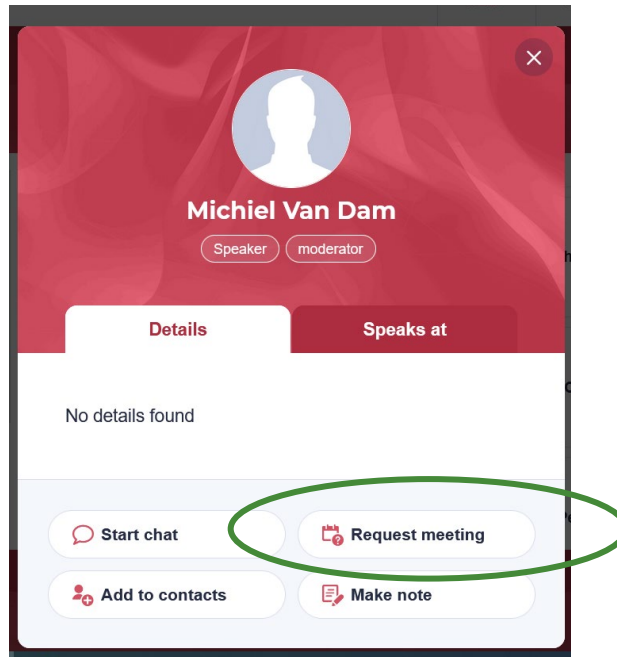
- Start chat
- **Request meeting**
- Add to contacts
- Make note
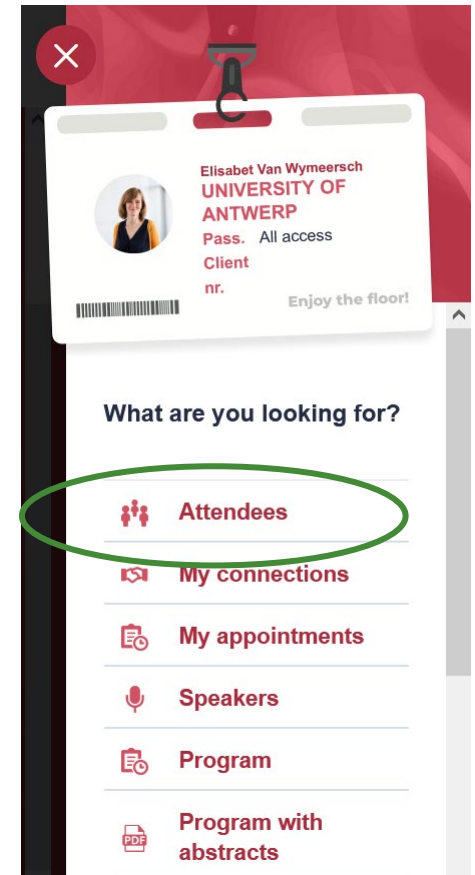
7. After the event

- **Rewatch the keynote sessions**

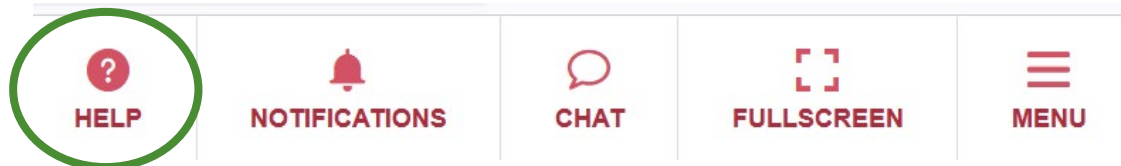 The RC21 Local Organising Team will upload all keynote lectures on their website (https://www.uantwerpen.be/en/conferences/rc21-conference-2021/)

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Antwerp, 14-16 July 2021

8. Questions

- **Before the conference**

  Mail us at RC21-2021.Conference@uantwerpen.be

- **During the conference**

  Ask your question at the helpdesk

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Antwerp, 14-16 July 2021