

Session Organisers Guide



Sensing the City

Antwerp, 14-16 July 2021

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1. Prepare your session

- **Remind your speakers about the arrangements for your session**
 - ✓ Presentations last no longer than 10 minutes unless you provided different instructions (e.g. when there are less than five speakers in your session)
 - ✓ Presentations are saved and uploaded as a PDF file
 - ✓ Presentations are uploaded in advance in your virtual room
 - ✓ Remind speakers about the virtual room, day and time of your session
 - ✓ Remind speakers about the order of presentations during your session
 - ✓ Remind speakers that they should enter the virtual room 15 minutes before the session starts

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**



3. Prepare for moderating your session

- **Familiarise yourself with the platform**

The RC21 Local Organising Team 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.

Test your virtual room together with presenters

We strongly encourage you to plan a moment in advance of the conference, in which you and the presenters in your sessions test the virtual room together.



3. Prepare for moderating your session

▪ Upload the introduction movie of your virtual room

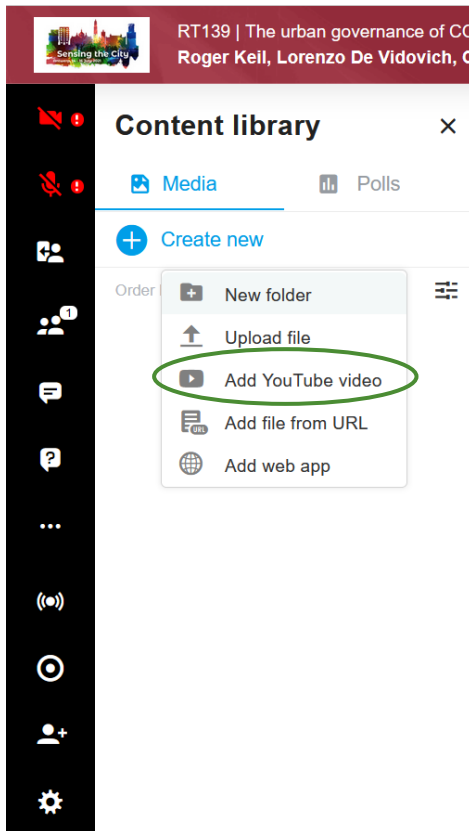
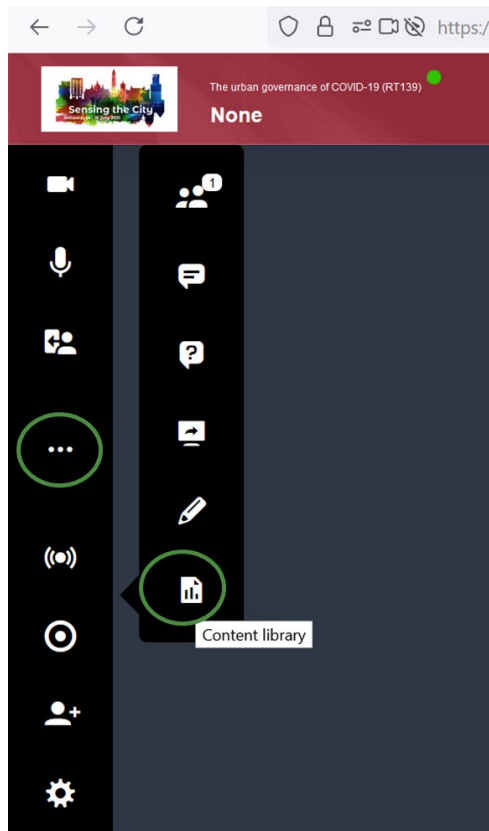
Each room is named after a relevant place in Antwerp. To give you a glimpse of these places, we created small introduction videos (10 seconds) for you to upload in your room and play at the start of every session.

- Room 01 | Aula Rector Dhanis: <https://youtu.be/Qw02d7gqe7U>
- Room 02 | Market Square: <https://youtu.be/jzfel65nOy0>
- Room 03 | Social Housing Units Braem Towers: <https://youtu.be/xX27oXzQliU>
- Room 04 | Port of Antwerp: <https://youtu.be/TMYic2EJ9oY>
- Room 05 | Antwerp Central Station: https://youtu.be/si_IJ301_7s
- Room 06 | R1 Ring Road: <https://youtu.be/S-73-U4-Etw>
- Room 07 | Square De Coninckplein: <https://youtu.be/UDUAKrWZHfc>
- Room 08 | Cathedral of our Lady: https://youtu.be/qkGke5DjU_0
- Room 09 | Auditorium Patrice and Pauline Lumumba: <https://youtu.be/5-C3DcgnBg8>
- Room 10 | Mosque El Fath En Nassr: <https://youtu.be/e9LHPI6R6vQ>
- Room 11 | Park Spoor Noord: https://youtu.be/9e-xqcB_zk4
- Room 12 | Diamond District: <https://youtu.be/Zg4q-J2KSrA>
- Room 13 | Cultural Centre deSingel: <https://youtu.be/ppeeD-rrvmg>
- Room 14 | Square Dageraadplaats: <https://youtu.be/fx7TQFsAqAU>
- Room 15 | The Port Authority Building: <https://youtu.be/FFlyTOoNS9E>
- Room 16 | MAS Museum: https://youtu.be/G_8JgyhSH6U
- Room 17 | The Bourse of Antwerp: <https://youtu.be/qMaSfCpT7uc>
- Room 18 | Entrance road Turnhoutsebaan: <https://youtu.be/wPt4IJemvk0>
- Room 19 | Cultural Centre De Roma: https://youtu.be/6mk51PPV_T8
- Room 20 | Political Centre Peperfabriek: <https://youtu.be/WRd7pznZ138>
- Room 21 | Farmer's Tower: <https://youtu.be/LDpfzrKDwFg>
- Room 22 | Square Theaterplein: <https://youtu.be/bbjZCqQJXhI>



3. Prepare for moderating your session

- Upload the introduction movie of your virtual room



1. Open the Content library

2. Copy paste the link to the You Tube video of your Virtual Room in your Content Library. You can find the link in the previous slide

3. Prepare for moderating your session

- **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>



3. Prepare for moderating your session

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:



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**

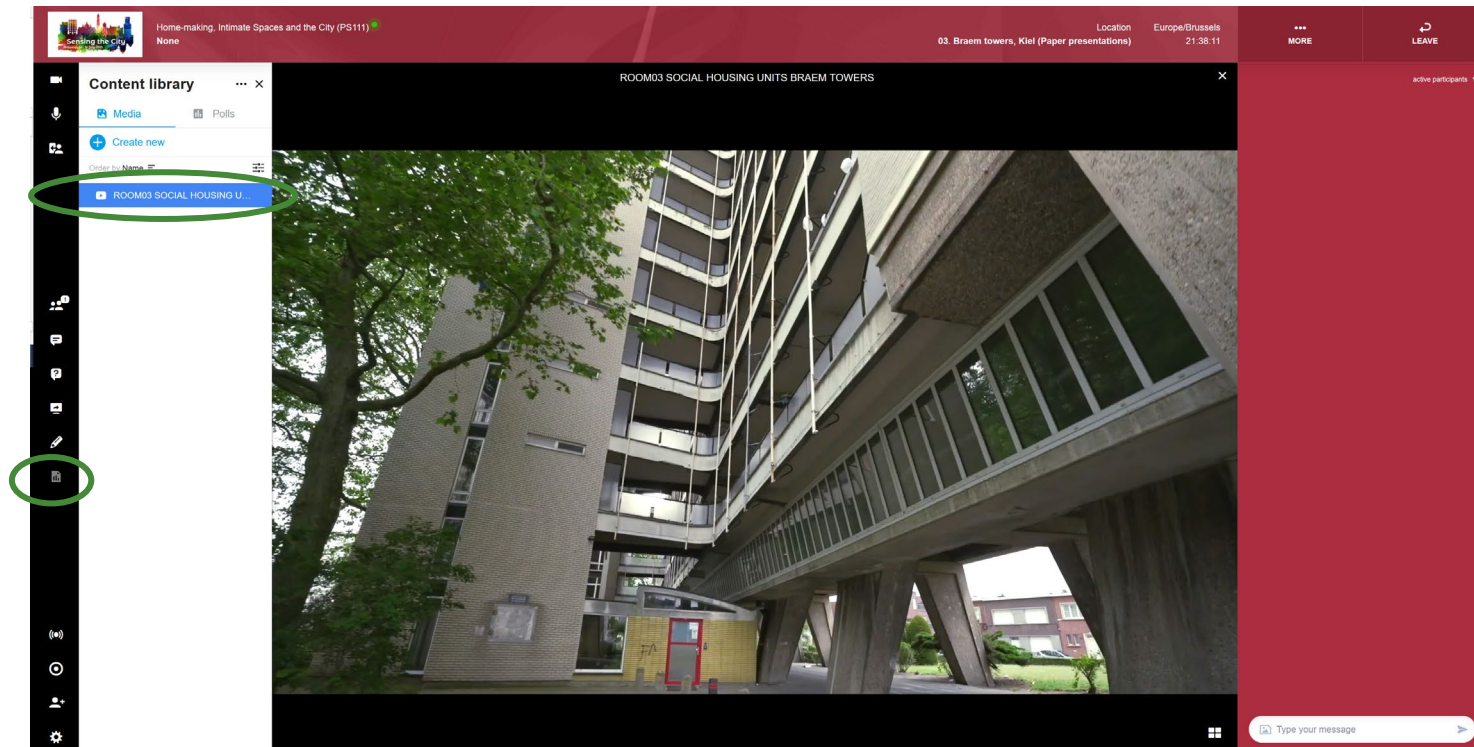
Via the bottom right of your virtual room you can set your layout.

Participants can also adjust this individually (unless you have applied a forced layout).



5. During your session

- Start your session with a short introduction and the video of your virtual room

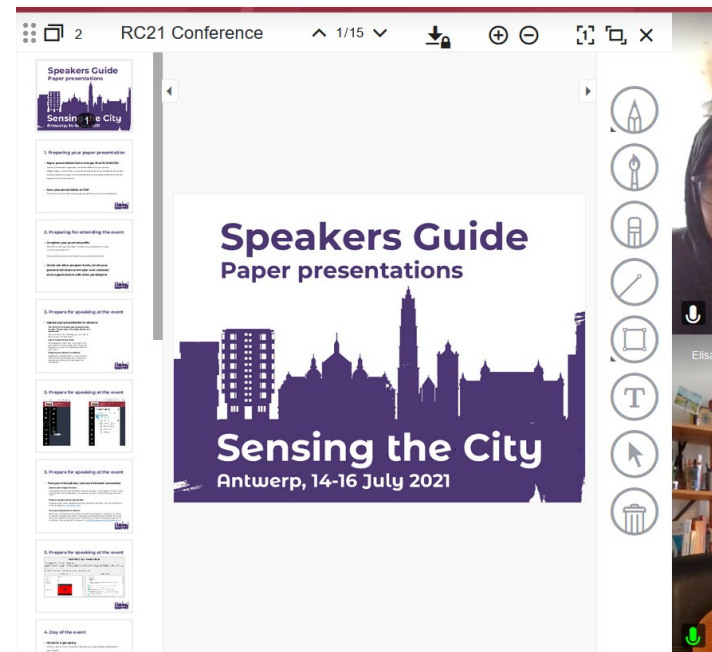


5. During your session

■ Moderate your speakers

Presenters at your session have automatic speaking rights and will be able to turn their micro and camera on and off.

CAUTION: All speakers also have rights to move the presentation of other speakers to the next slide. As a moderator it is your job to make sure they do not interfere while others are presenting.

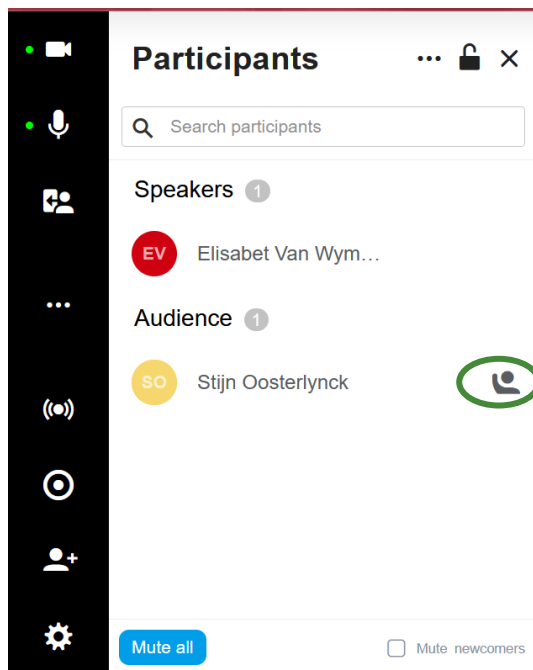


5. During your session

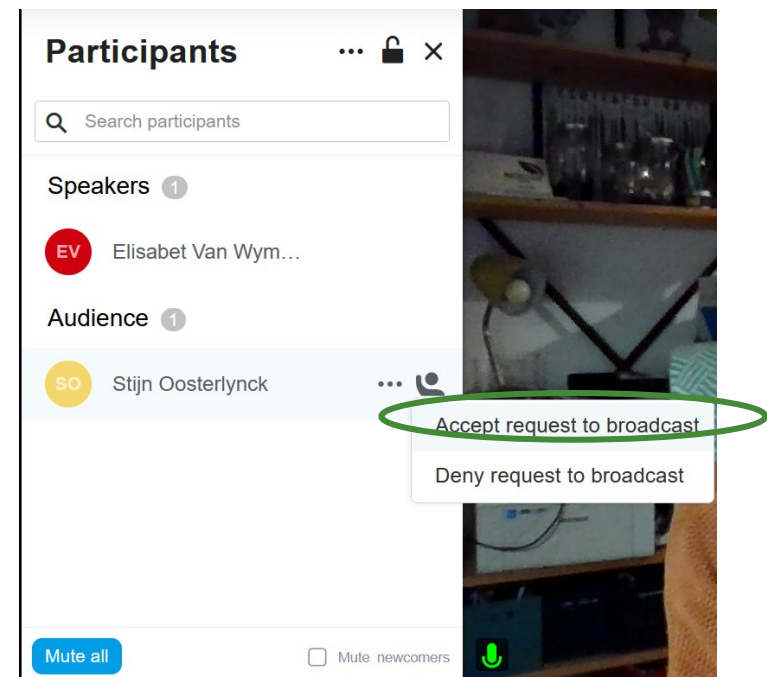
▪ Give the floor to attendees

Attendees cannot turn on their micro or camera, only speakers can do so. If attendees wish to ask a question, they will ask permission to broadcast. As a moderator you need to give them permission.

1.



2.



6. Networking at the event

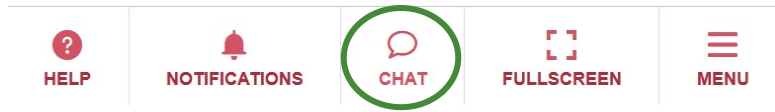
▪ How can I speak with my participants after my session has ended?

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
 - Instant video conversation
 - Schedule an appointment
 - Add to connection

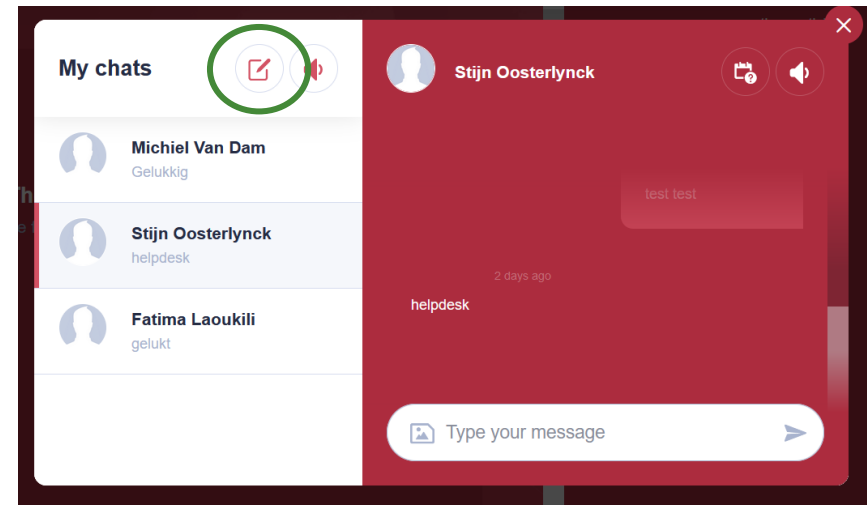
6. Networking at the event

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

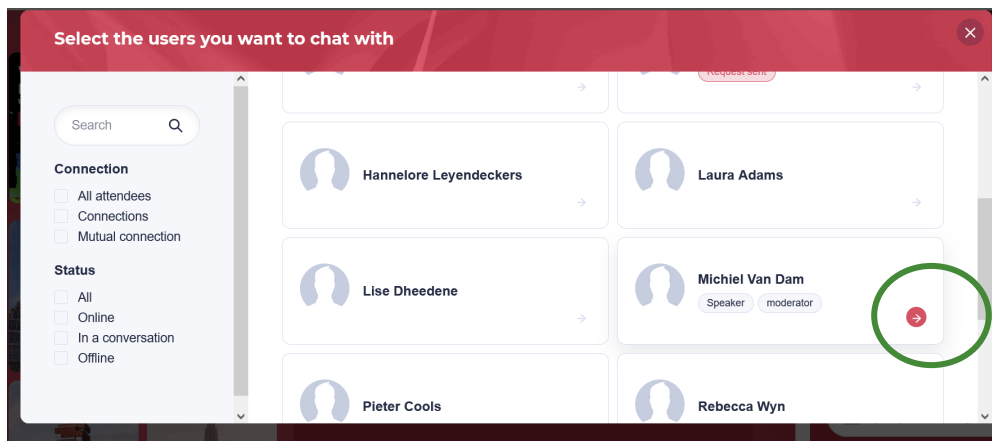
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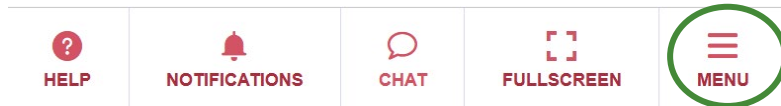
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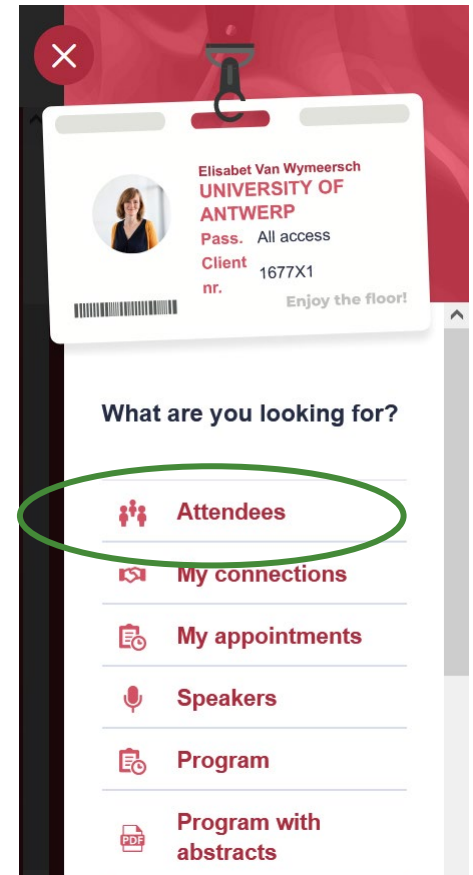
6. Networking at the event

Instant video conversation

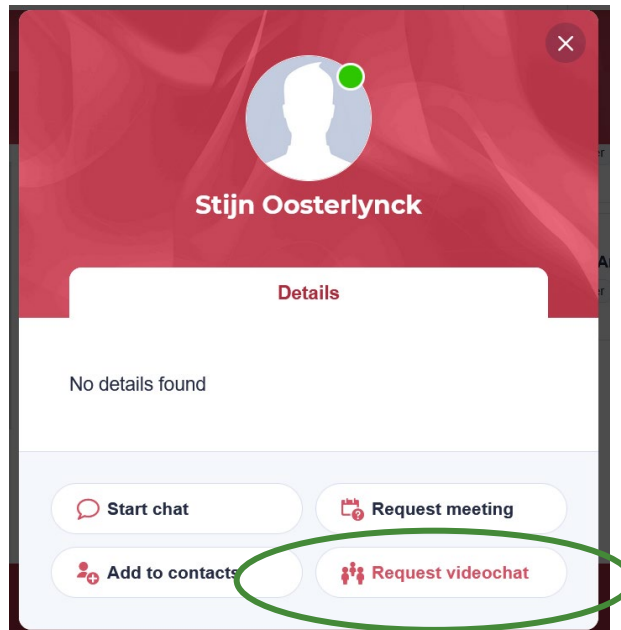
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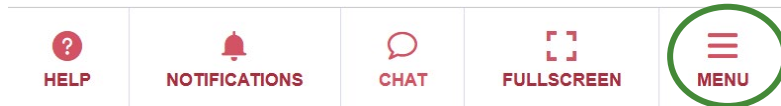
3.



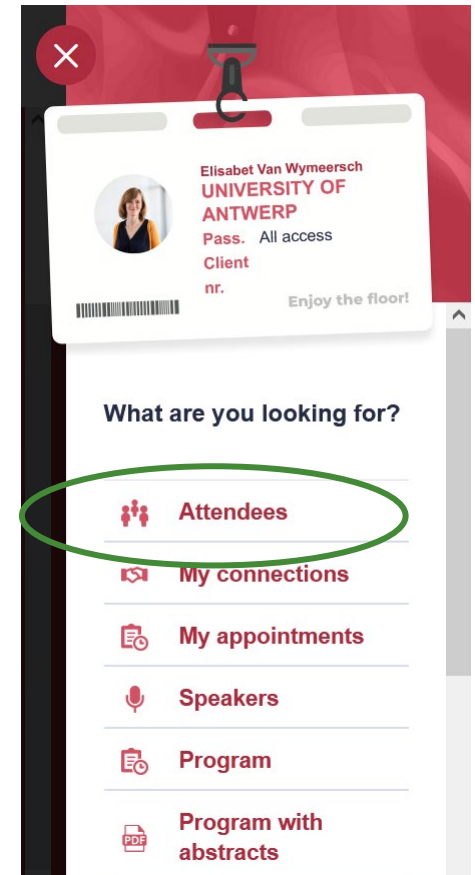
6. Networking at the event

Schedule an appointment

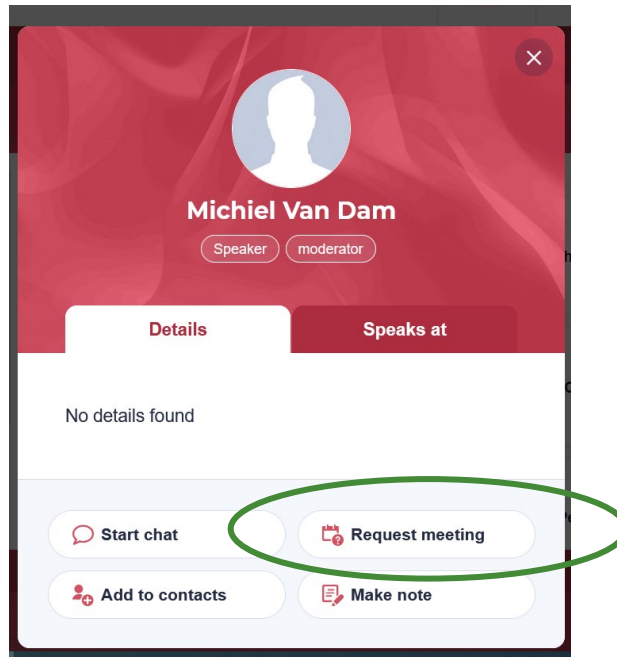
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7. After the event

- **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/>)



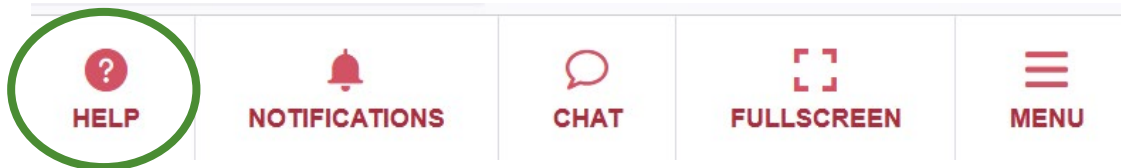
8. Questions

- **Before the conference**

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

- **During the conference**

Ask your question at the helpdesk





University of Antwerp
| Urban Studies Institute



University of Antwerp
| ARIA | Antwerp Research
Institute for the Arts



University of Antwerp
| CRESC | Centre for Research on
Environmental and Social change