

Keynote Moderators Guide



Sensing the City

Antwerp, 14-16 July 2021

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1. Prepare your session

- **Make sure your keynote session goes smoothly**
 - ✓ Write down a script and communicate this with the keynote speakers
 - ✓ Ask the keynote speakers to save their presentations as a PDF file, and upload it in the virtual room
 - ✓ Test the virtual room in advance
 - ✓ 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.

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. Ensure this browser is fully updated on the device that you will be attending the event from.

 - 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).

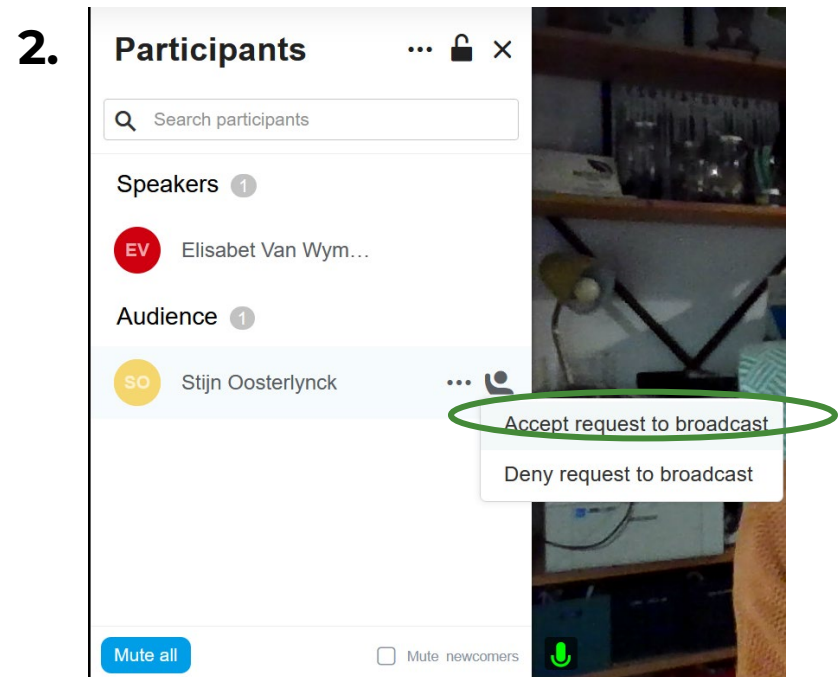
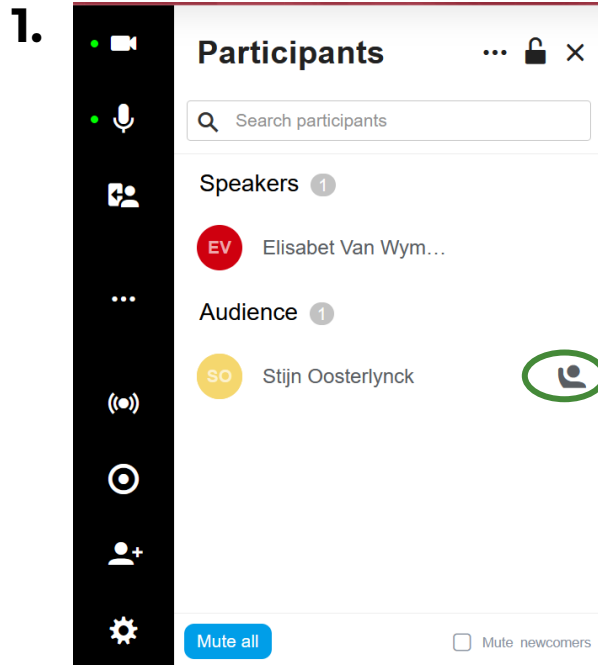


5. Moderating during your session

▪ Give the floor to attendees

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

If other attendees wish to ask a question, they will ask permission to broadcast. As a moderator you can give permission.

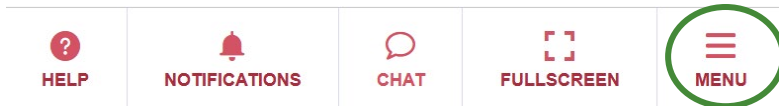


6. Debriefing after the keynote

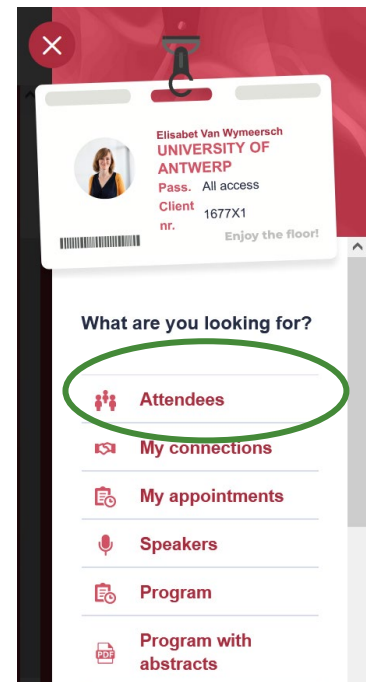
- There is a debriefing moment with the keynote speakers once their session is over. The conference organisers (Stijn and/or Talja) will initiate the chat.

Continue the discussion via “Instant video conversation”

1.

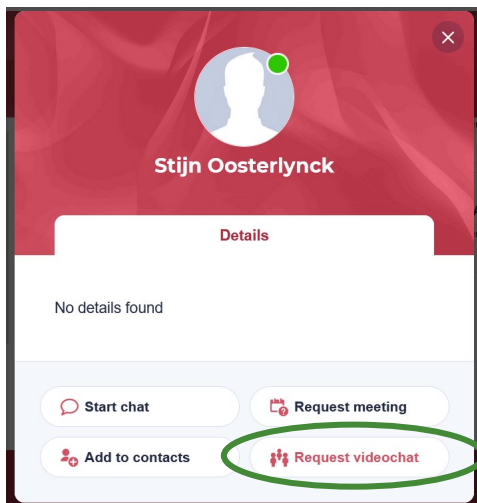


2.

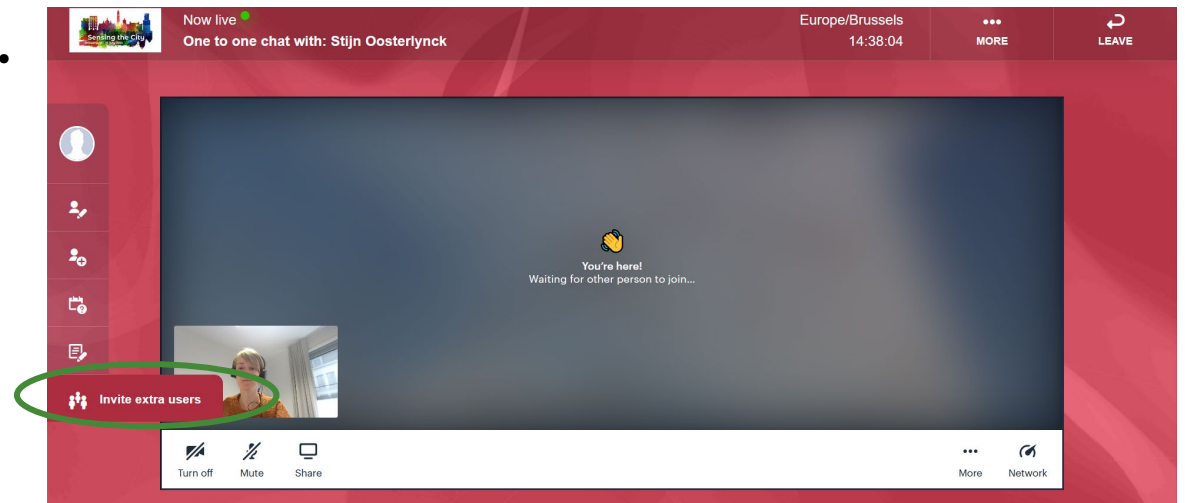


6. Debriefing after the keynote

3.



4.



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/>)

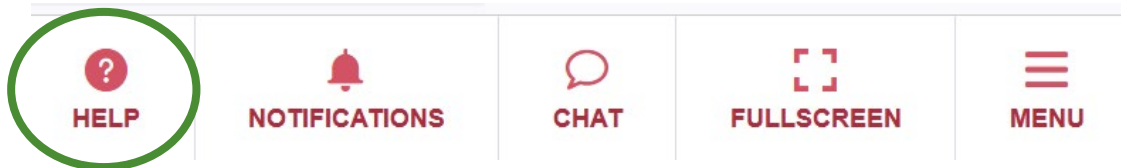
8. Questions

- **Before the conference**

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

- **During the conference**

Ask your question at the helpdesk





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