SIG 27 manual

Practical information

Thank you for joining the SIG 27 virtual conference. We hope to make this conference interesting and interactive! We will make use of two tools to create a lively virtual environment to interact in: Gather Town and Blackboard. Below you can find specific information about the technical requirements needed to use these tools and the etiquette for using them. In addition, we provide more detailed information for attendees, presenters and chairs in the conference on how to use the different tools.

Websites and browsers

We use two tools for this conference: Gather Town and Blackboard.

Gather Town

The conference venue is in Gather Town. This is a virtual version of a real venue where you can walk around and meet other people. In Gather Town you can walk around with your avatar, interact with people and enter different rooms/sessions. The poster session, social activities and topic lunches are hosted in the Gather Town environment. Also symposia, keynotes and Q&A sessions are hosted in Gather Town, but you will be redirected to live sessions in Blackboard Collaborate.

Blackboard

The Blackboard environment will be used to provide you with all necessary information: announcements, the programme, access to all materials, live sessions, discussion boards, etc. Since Blackboard Collaborate only works in **Google Chrome**, we advise you to install and use Chrome as your browser. Gather Town also works perfectly in Google Chrome.

Etiquette

We would like to ask you to act professional during the conference, and take the following etiquette rules into account.

- Do not make screenshots or record sessions without permission of all other attendees in the session.
- Use your full name (no anonymous or funny names please).
- Mute your mic when entering a session and during a presentation. However, we appreciate it if you keep your video on as much as possible, as that will make it easier to feel connected.
- Close the Gather Town environment if you are not present.
- Discuss as much as possible in the sessions. Many researchers hope to receive feedback on their work.

Contact

Before the conference

If you have any questions before the start of the conference, you can always contact us via SIG27@uantwerpen.be.

During the conference

There are several options to contact the organizing team during the conference:

Mail

Our mailbox will be monitored constantly, so you can contact us via SIG27@uantwerpen.be.

Gather Town

- Virtual help desk

We have a virtual help desk in Gather Town, where you contact us throughout the day from 11h30 till the end of the programme. Our students are sitting at our virtual helpdesk and have a question mark in their name. You can always ask them questions when they walk around in Gather Town as well.

- Organizing committee

The members of the organizing committee will have a diamond in their name in Gather Town. You can always ask them questions. However, since most of us are also presenting in the conference, we might not be available at all times.

More instructions on how to interact with people in Gather Town can be found here.

Blackboard

Less urgent questions can also be posted in the Discussion Board in the Blackboard environment. More instructions can be found here.

After the conference

If you have any questions after the conference took place, you can always contact us via SIG27@uantwerpen.be.

For attendees

Gather Town

Log in

You can access the SIG 27 venue in Gather Town via a link that will be communicated later. You can only login with your e-mail address you registered with for the conference (see our tutorial on Blackboard). Upon entering, you will be asked to give the website access to your webcam and microphone. Your name will automatically be filled in. After that, you enter the conference venue. The bar below appears on the bottom of your screen and has several functions:
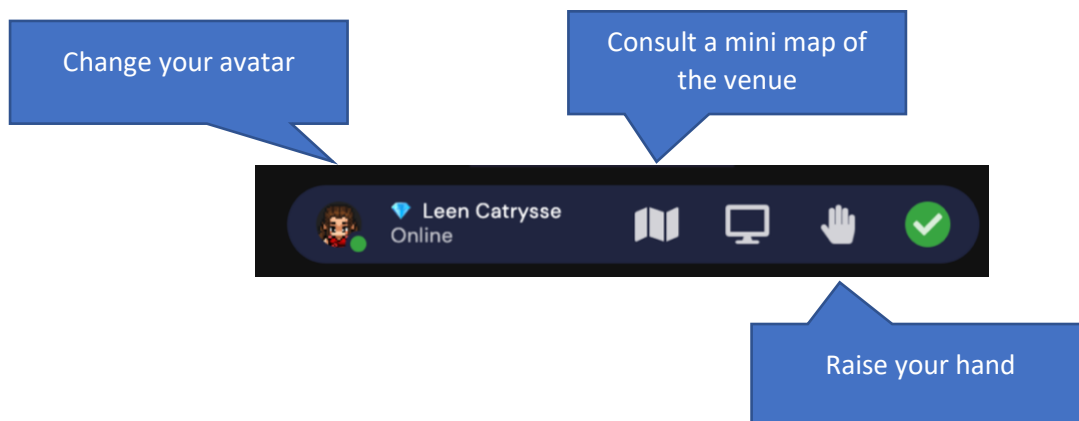

The other functions will not be used.

How to move around in Gather Town?

You can use your arrow keys to move around with your avatar. You can follow the arrows and lines to go to different rooms. As in a real life conference, we will not allow you to walk on tables. Just walk around them, your avatar is not stuck! In addition, we also installed that you cannot walk over the room names, so they are visible all the time.

Got lost? Click on the setting menu to "respawn" to the original entry point of the space:
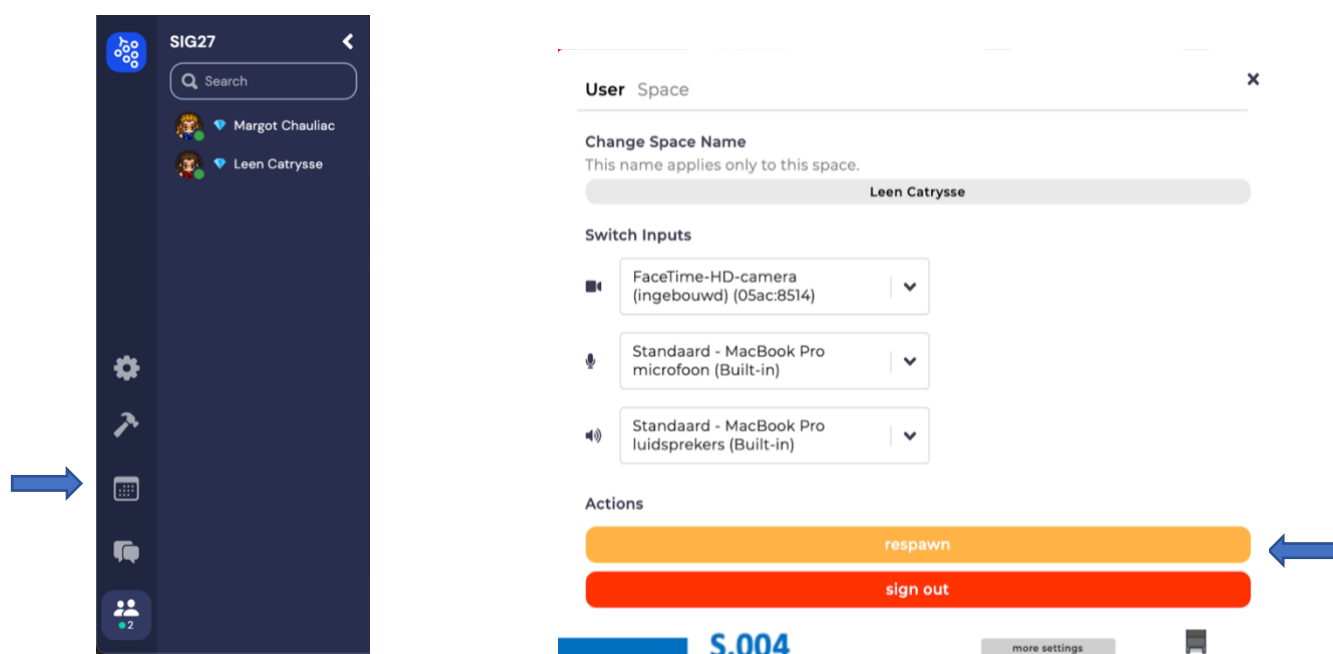
Find someone? Click on individual participant's names on the participant panel to "locate" them, then follow the brick road:
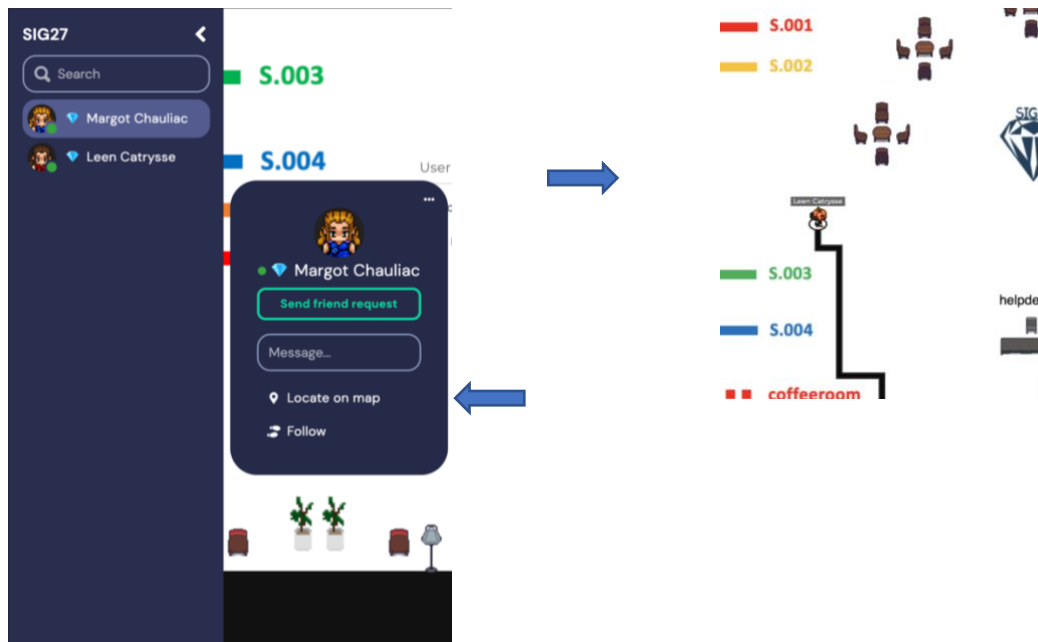

How to interact in Gather Town?

You can interact in different ways with people in Gather Town:

Chat

1. Nearby: messages sent here are only seen by the people you're currently connected to (people connected in a private space or people within 5 steps of you) Everyone will have a different local chat history, based on who they were around. New users joining a space do not see the chat history.
2. Everyone: messages here are sent to everyone who is in the room at the time. Different people may have slightly different histories if they were in the space at different times. New users joining a space do not see the chat history.
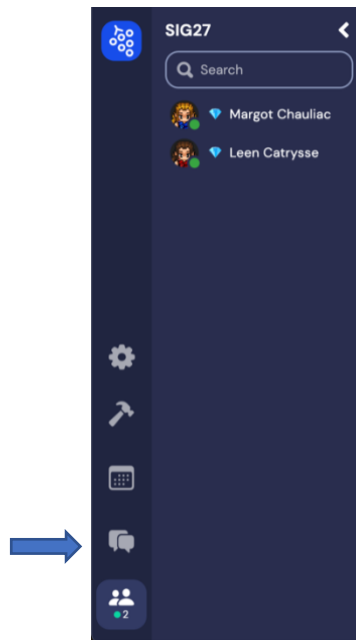
Talking through webcam and microphone
Your interaction distance is what governs whose video and audio you can connect to. The default interaction distance is everyone within 5 steps. Whenever you are close enough to someone, you can talk to each other. You can adjust the viewing settings like this, by clicking under the double arrow under the video. That will make your videos larger on the screen.
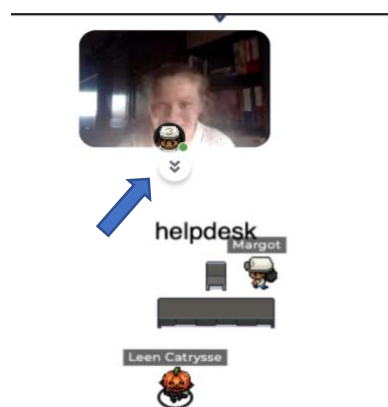
You can also interact in so-called private spaces. Private spaces are areas in the map where everyone inside can see each other. Only other users in the same private space can see or hear you. This is frequently used for tables with chairs around them in the lobby, lunch rooms, coffee room and beer garden. Below, you can only interact with the four people sitting around your table.

Also in the poster room you will see colored dots around each poster. This also indicates a private space where you can interact with all the other people around that poster.

Private space around poster 4

Private space around poster 9
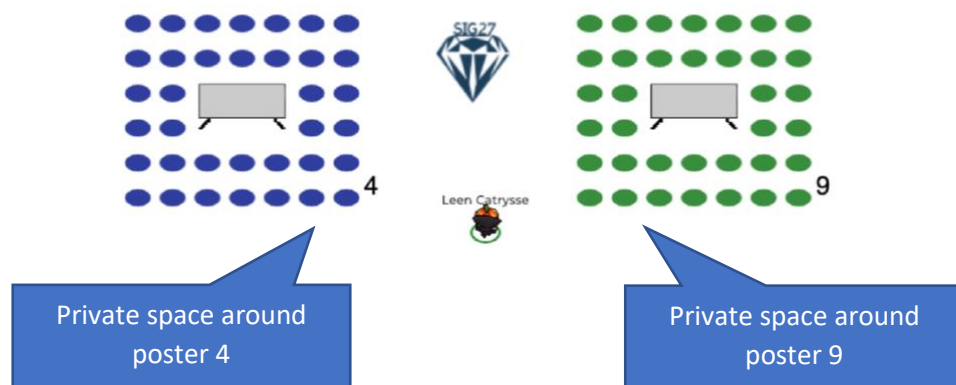
Rooms

When entering the SIG 27 venue, you will enter the lobby. Next to the lobby, there are four session rooms, a poster room, an auditorium, four lunch rooms, a beer garden and a coffee room.
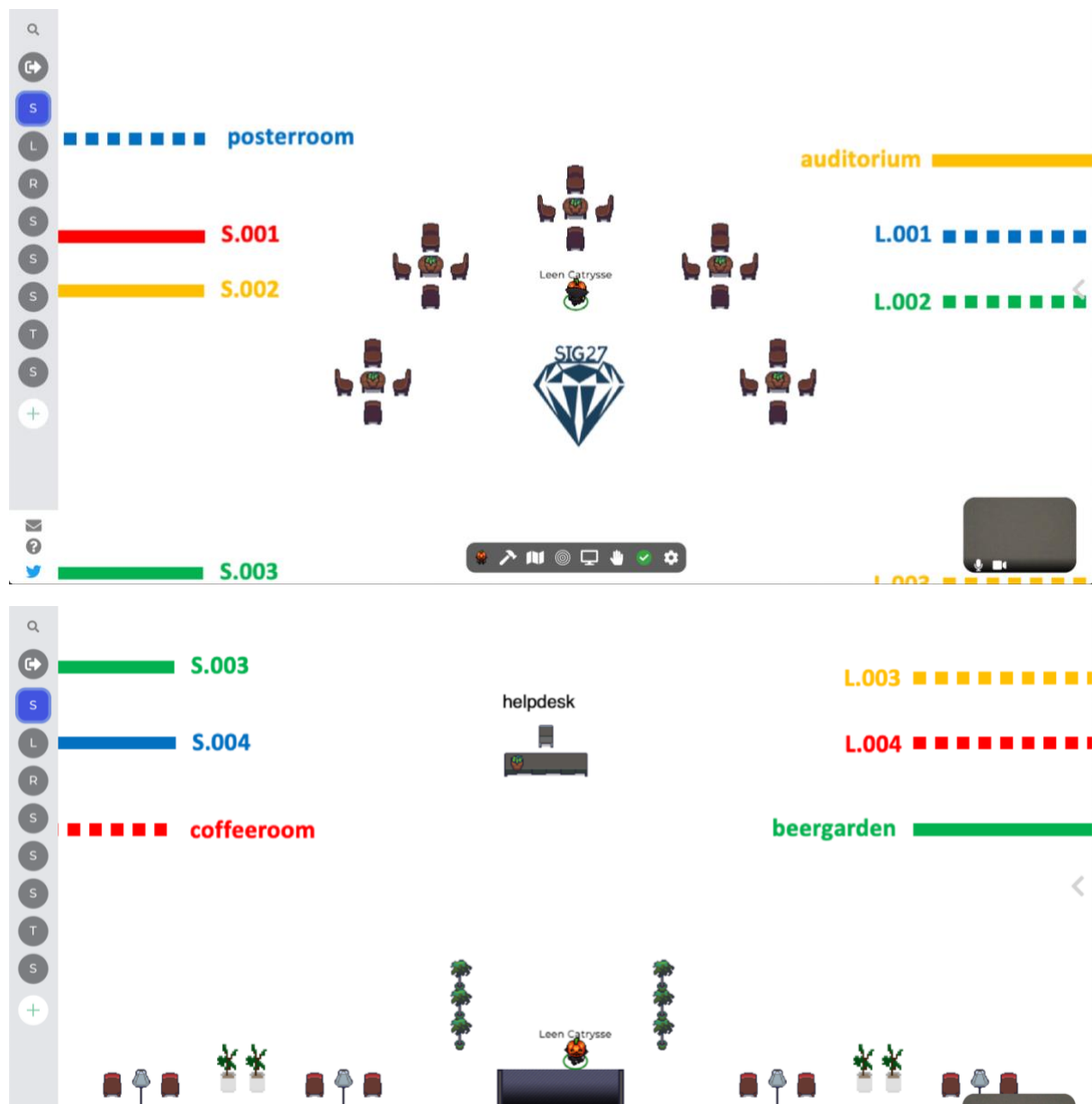
Lobby

In the lobby, you can find a help desk, a few spots where you can talk to people, and lines on the floor to lead you to different rooms. You can enter a room by simply walking through the doorway. Entering different rooms work somewhat differently. This will be explained for each room separately.

In the lobby, there are a few spots where you can talk to people (tables with chairs). You can only talk to people when you take place on a virtual chair. Sitting around a table means that you are in a private space. People passing by the table cannot join the conversation.

Session rooms and the auditorium

Session rooms (S.001 to S.004) and the auditorium have a door, but no virtual room behind them. When you go to the door, you will be redirected to the Blackboard Collaborate live session. To be

redirected you need to press 'X' and you will automatically leave Gather Town and enter the live session in Blackboard Collaborate. Your webcam and microphone will be switched off automatically in Gather Town, so you can use them in Blackboard Collaborate.

More information on how to behave during online sessions in Blackboard Collaborate can be found here.

Other ways to enter these sessions can be found here.
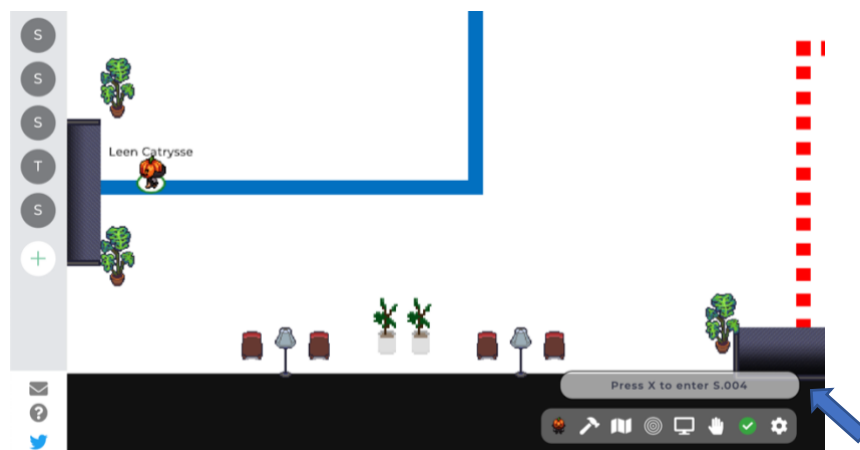
To enter, click this external link:
https://eu.bbcollab.com/guest/21975f82e3da48c4a40ead8f1d07ed55

Clicking the link will disable your audio/video on Gather, so it won't interfere.
To enter back into Gather, just come back to this tab!
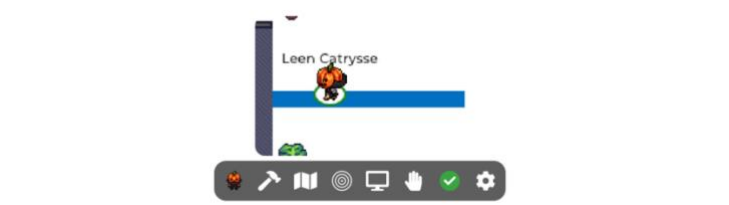
Poster room

The poster room has a door and a virtual room behind it. The poser session takes place in Gather Town only and you will not be redirected to a Blackboard Collaborate session. In Gather Town, each poster is assigned to a so-called private space. Around every poster, there will be virtual chairs. If you go near the poster you can interact with the presenter of the poster. Participants can also open the poster and read it and ask questions. Participants will be present during the poster session, but you can visit the poster hall during the whole conference.

Lunch room

The lunch rooms are reserved for our topic lunches. In the lunch rooms, we have placed tables for 10 people. Sit down at one of the tables to join the conversation. Once a table is filled, a new table can be started. Would you prefer to have lunch with colleagues without a preselected topic? Use the coffee room or beer garden!

The lunch rooms are only occupied during lunch breaks. If you would like to talk to a colleague and there is no place left in our coffee room or beer garden, you can always come here.

Coffee room

In the coffee room, you can interact with other people. If you stand close enough to them (generally within 5 steps), a webcam image pops up and you can talk. In addition, there will be tables that are so-called private spaces. You can have a seat at a table and talk to other people sitting at the table. We recommend that you take a look in the coffee room during coffee breaks or lunch breaks.

Beer garden

Also the beer garden is meant for interaction and has the same set up as the coffee room.

Demo

Would you like to try out Gather Town before the conference? A demo version of Gather Town can be found on https://gather.town/app/m3g7K51gEdohTFiN/Live%20Walkthrough. Note that we do not use all the functions explained in the demo.

In addition, we will also prepare a short video tutorial on how to navigate in our own SIG 27 Gather Town. This will be available in the Blackboard environment a week before the conference.
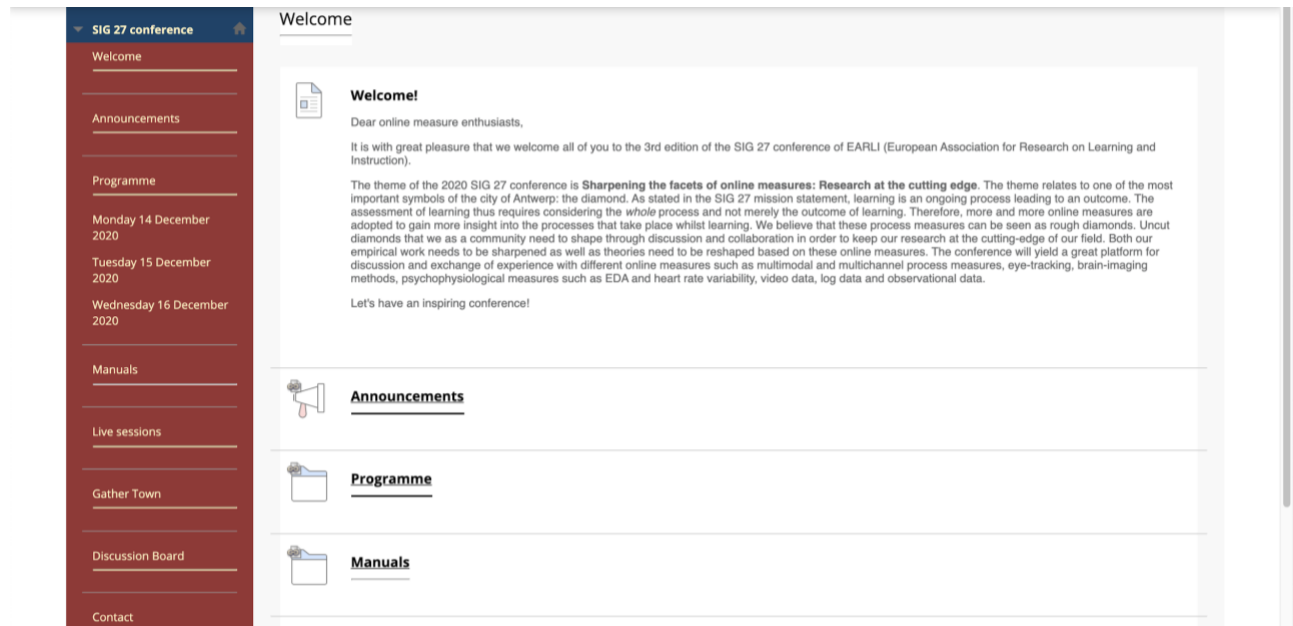
Blackboard

Log in

You will receive your log in for the Blackboard environment one week before the start of the conference by mail. Once you received the log in, you can log into our Blackboard environment via this link: https://vice.uantwerpen.be

Blackboard environment

The blackboard environment will contain all necessary information for the conference. This information is accessible in the left column.

1. Welcome

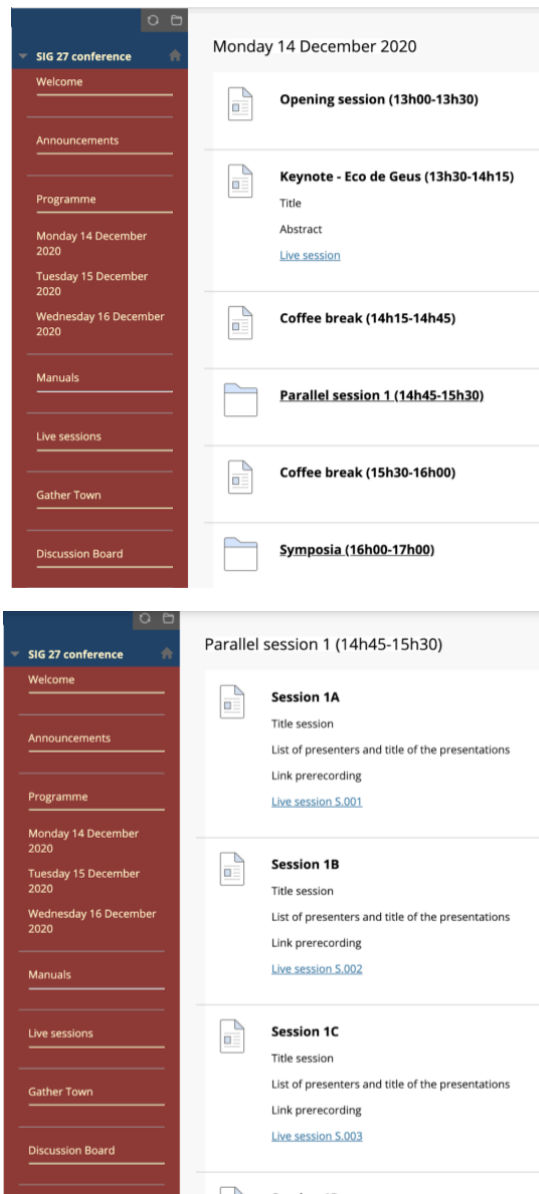Contains an overview of all other links in the Blackboard environment.

2. Announcements

Contains last-minute announcements of the organizing team.

3. Programme

Contains the time schedule per day and the full programme and abstract book in PDF-format.

The programme is displayed per day with links to the pre-recorded presentations and links to the live sessions.
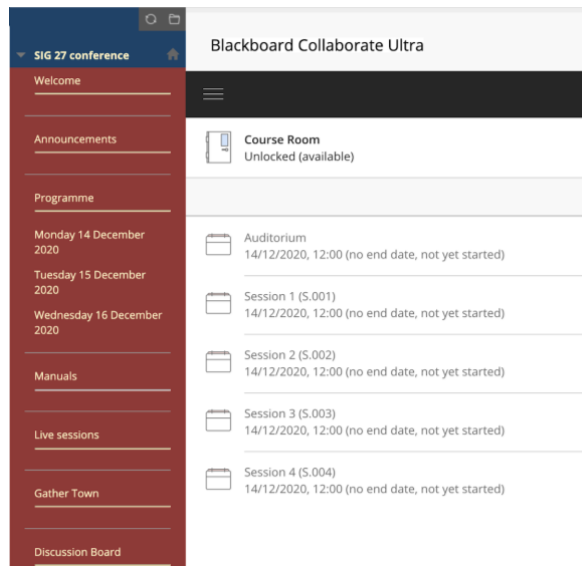
4. Manuals

Contains video tutorials on how to navigate the Blackboard environment, how to attend and present in live sessions and how to navigate Gather town.

In addition, we will also provide written manuals.

5. Live sessions

Contains links to the live sessions, more information about getting access to the live sessions is added [here](#).

6. Gather Town

This is a hyperlink. Once you click on this link, you will be redirected to our SIG 27 Gather Town environment.

7. Discussion Board

This is a place where you can discuss with all attendees on certain topics.

8. Contact

Here you find our contact information. Our mailbox will be monitored constantly during the conference.

Preparing Q&A sessions

All pre-recorded presentations and posters will already be accessible via the Blackboard environment on 7/12/2020. You can find the pre-recordings in folders attached to each session.

Please come prepared to the Q&A sessions, since presenters will have no time to present their work. There is only room for interaction and discussion.

Live sessions in Blackboard Collaborate

Getting access to the live sessions

The live sessions will be open during the whole conference. However, we would like to ask you to only enter these sessions when they are scheduled in the programme. If you want to talk to people throughout the conference, we advise you to use the lobby, coffee room and beer garden in Gather Town. Live sessions can be entered in three ways:

1. Via Gather Town

When you enter the session rooms in Gather Town (S.001, S.002, S.003 and S.004) or the Auditorium, Gather Town will ask you to click X to interact. Once you click X, you will be redirected to the Blackboard live sessions. Your webcam and audio will be switched out automatically in Gather Town. Once the live session in Blackboard Collaborate is finished, you can close the session and you can re-enter Gather Town again.

Back from the talk?
Click this button to re-enter Gather:

Re-enter
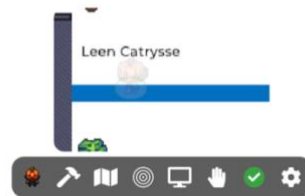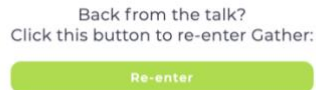
2. Via the links in the Programme

The full programme will be available in PDF version and a day-by-day programme will be available in the Blackboard environment as well. Here you will find the links to the live sessions per session. When you click the links, you will enter the live session.

3. Via the Blackboard environment

Go to live sessions in the Blackboard environment and enter the link of the session you wish to attend. Then join the room.

Upon first entering a live session, you will be asked to give Blackboard Collaborate access to your webcam and microphone. Select your microphone, try it out and select "Yes, it's working". Select your webcam, try it out and select "Yes it's working". To change these settings later on, click on the purple icon in the lower right corner once you have entered the session.
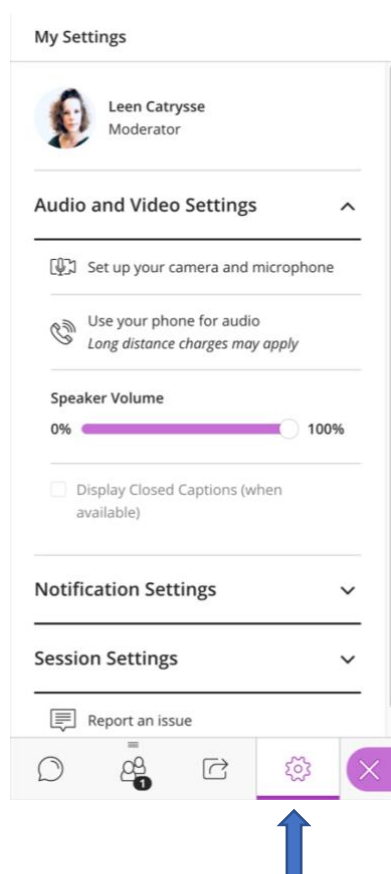
How to behave during the live sessions

When attending all the sessions, please mute your microphone. This will be the automatic setting when entering the Blackboard Collaborate sessions.

1. Keynotes

The keynote speaker will take 30 minutes to present and then there is 15 minutes time for questions. You can ask questions during the talk with the chat function or you can wait until the end of the presentation and raise your hand when you have a question. The chair of the session will then give you the word and then you can unmute your microphone to ask your question.

You can ask a question by clicking the "chat icon" and by clicking "everyone". You can now type your questions in the chat.
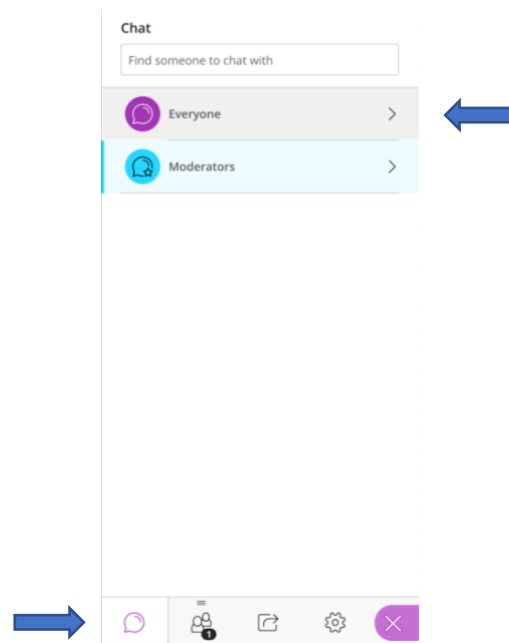
You can ask a question by raising your hand. Wait until the chair gives you the word and unmute your microphone. After asking your question, lower your hand again and mute your microphone.
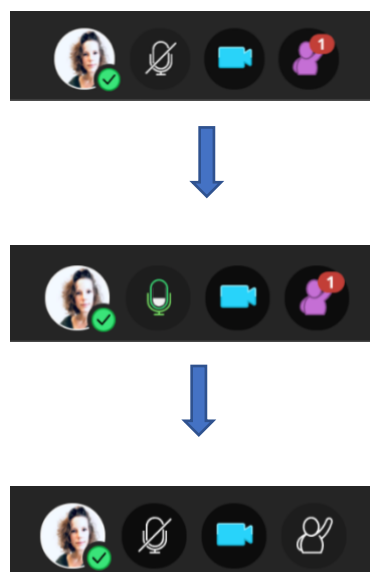
2. Symposia

You will be informed by the organizer of each symposium on how the time slots will be attributed. Please follow the instructions of the organizer on how to ask questions during the session.

3. Q&A

The Q&A sessions are meant to be very interactive since you should/could watch the pre-recorded presentations beforehand. Please come to these sessions prepared, because the presenters will not present again, but get a 10-12 minute slot for discussion. Each speaker will be assigned to be a discussant to another presentation. The discussant does not need to prepare a presentation but is asked to open the discussion by asking the first question. We aim to assign you to a presentation with a similar topic. You can pose questions during the talk with the chat function or you can raise your hand when you have a question. The chair of the session will then give you the word and then you can unmute your microphone to ask your question.

For presenters

Before the conference

Submitting pre-recorded presentations and posters

Posters

Posters need to be designed according to these guidelines:

1. Landscape
2. A0 format and save it in a .png or .jpg format
3. Max 3 MB
4. No transparent background
5. It is recommended to have a clear title on top, as this will be visible for attendees before they open your poster

Please send your poster to SIG27@uantwerpen.be. Save your file under your first name and last name. The deadline is 1/12/2020 at midnight CEST.

Paper and No-or-Not-so-perfect-data presentations

Participants who submitted a paper presentation or No-or-Not-so-perfect-data presentation are requested to record a 5-minute presentation. We ask you to record your presentation in .mp4 format. Please be aware that when you use video's in your presentation that the files will be very large, so we would suggest to avoid this. You can choose to make a screen recording or to combine screen recording with a recording of the presenter as well.

Please send your pre-recorded presentation (with WeTransfer or whatever platform you like) to SIG27@uantwerpen.be. Save your file under your first name and last name. The deadline is 1/12/2020 at midnight CEST.

Preparing presentations for the symposia

Participants who are part of a symposium can present in live sessions. You are requested to prepare a PowerPoint presentation and save it in PDF. Because of the Blackboard Collaborate environment, the following things need to be taken into account:

1. Presentations in Blackboard Collaborate do not allow you to use animations and show all information on a slide immediately. If you want information to appear gradually on your slide, you need to add several slides.
2. Integrating videos in your slide does not work, please limit the content of the slides to text and images only.
3. Save your presentation in PDF, in PowerPoint the lay-out sometimes changes in the Blackboard environment.

Testing

There will be a few test slots on Thursday 10 December and on Friday 11 December for presenters only to test the environment. A registration form with several slots will be send out in the week of 30 November 2020.

During the conference

How to present a poster in Gather Town

In Gather Town, each poster is assigned to a so-called private space. Around every poster, there will be virtual chairs. Participants can 'sit down' in the private space and interact with the presenter.

Participants can also open the poster and read it or ask you questions. As people will come and go, no pitch will be held but you are asked to stay in the private space of your poster.

How to present a Q&A session in Blackboard Collaborate

Please make sure to be in the right room at least 15 minutes before the start of the session. There will be support from the organization, and you will be assigned as a presenter by them in the session. The chair will introduce the speaker and open the floor for discussion. Attendees were requested to watch your 5-minute presentation before the session and use the session to ask questions and discuss, so please do not use the time to present your work but use it for discussion. Each presentation is assigned a discussant who will ask a question or open the discussion.

How to present a symposium in Blackboard Collaborate

Please make sure to be in the right room at least 15 minutes before the start of the session. There will be support from the organization, and you will be assigned as a presenter by them in the session. The chair/discussant will introduce the speakers and monitor the presentation. You are able to share a presentation. Be aware that you will only see your slides, and the presenter mode is not available. Also have a look at the presentation guidelines here.
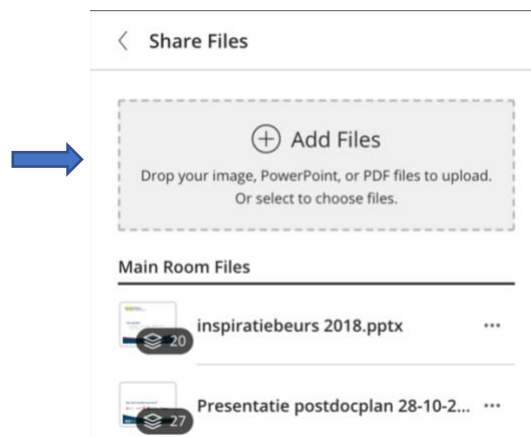
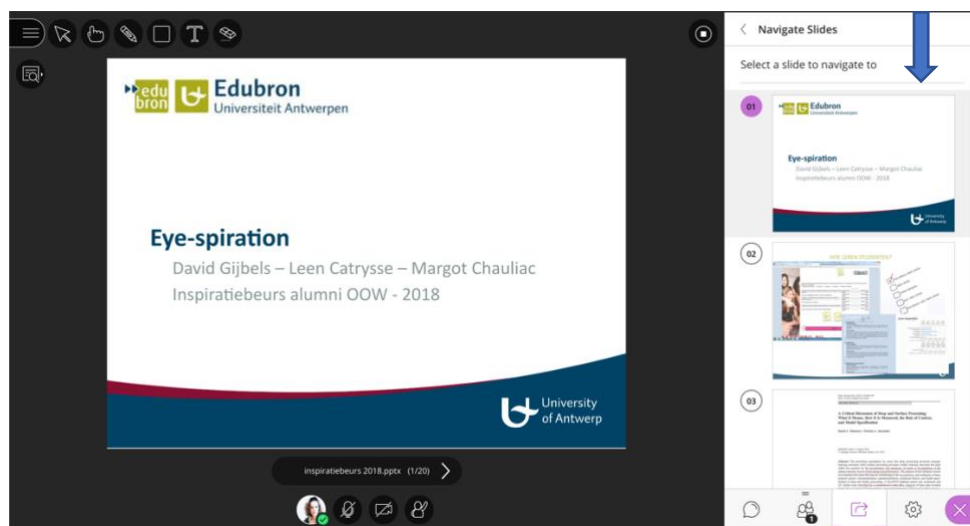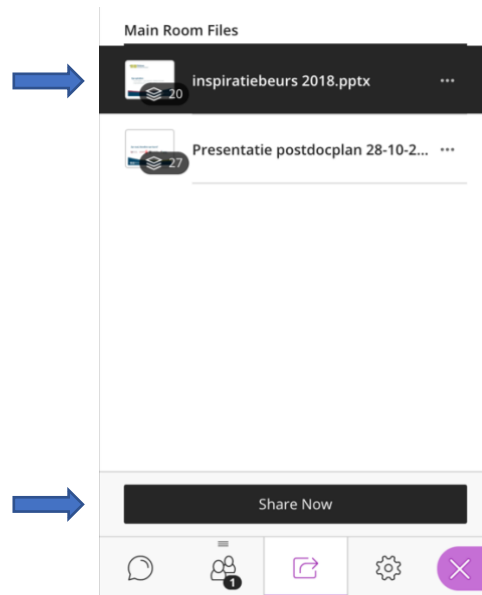This is the start screen in Blackboard Collaborate:
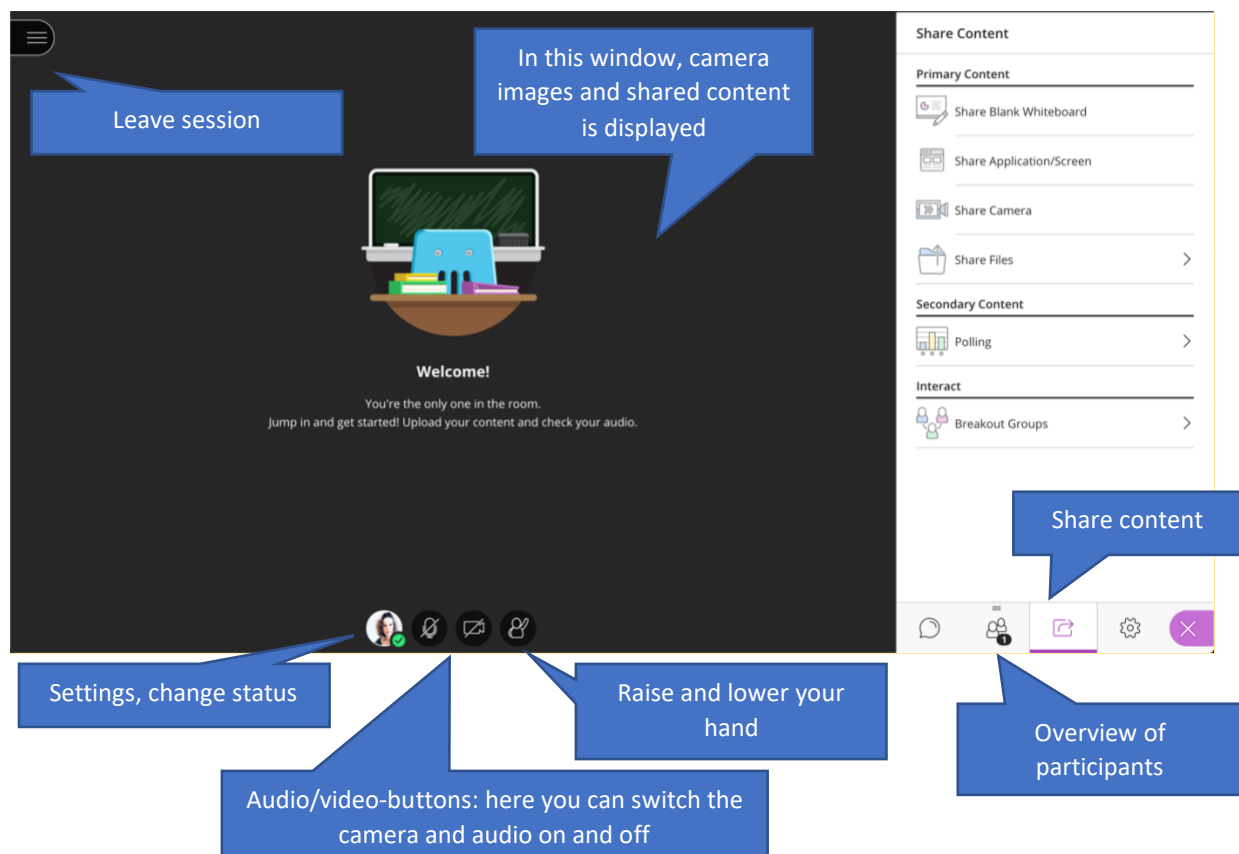
1. You can share your presentation by selecting "Share content" in the lower right hand corner of the screen.
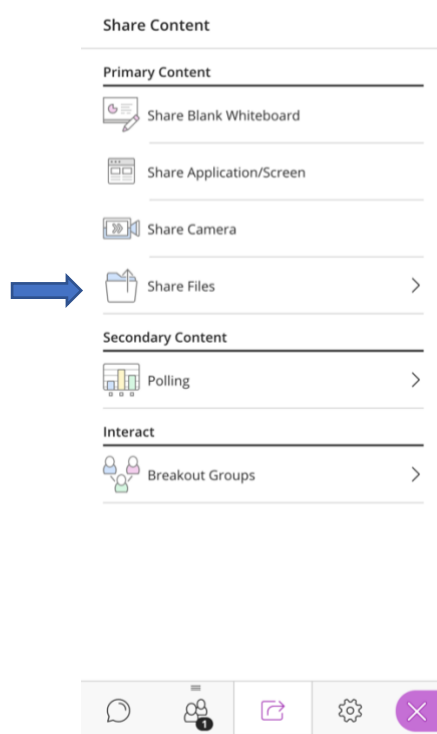
2. Attach the Powerpoint/PDF you want to show. Wait until the upload is complete. Select the file, choose "Share now" below and select your preferred slide/page.

3. Select the microphone icon below to enable the speaking function. Now you can talk to your audience.
4. Select the "Stop Sharing" button in the upper right corner side of the screen.

5. As a presenter, you will receive general notifications (e.g., someone entering the session) and chat messages. This might be distracting, so we recommend to turn off all the notifications, which you can do in the side menu:
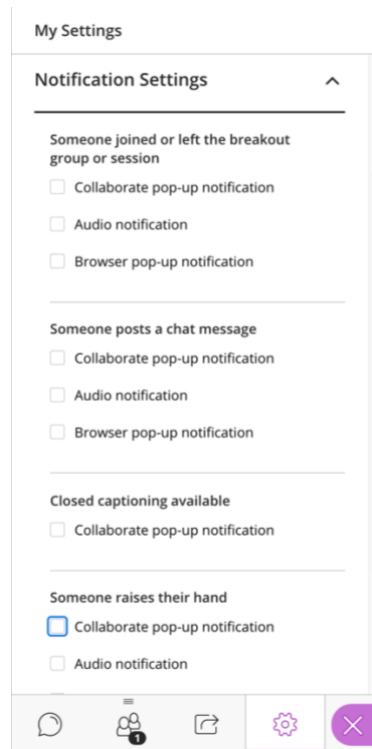
For chairs

How to chair a Q&A session in Blackboard Collaborate

Please make sure to be in the right room at least 15 minutes before the start of the session, and inform the organization if a speaker is not present 5 minutes before the start of the session. As a chair, please introduce the speaker and open the floor for discussion. Please monitor the discussion: you are requested to give turns to attendees who raise their hand or type a question in the chat. Please try to foster a lively discussion, but also make sure that all attendees have the opportunity to ask questions. Make sure that each attendee has the same amount of time for questions. People might go back and forth between sessions, so if a speaker is not there, wait for the set amount of time before the next speaker starts.

How to chair a symposium in Blackboard Collaborate

Please make sure to be in the right room at least 15 minutes before the start of the session, and inform the organization if a speaker is not present 5 minutes before the start of the session. As a chair, please introduce the speaker and open the floor for presentation. Please monitor the short discussion after each presentation: you are requested to give turns to attendees who raise their hand or type a question in the chat.