



## Use of Vimeo for the keynote sessions during the virtual Citylab conference

Friday October 2, 2020

### INSTRUCTIONS FOR ALL PARTICIPANTS

Please use this link to enter our live event through Vimeo: <https://vimeo.com/event/337218>

While watching the international conference event, you may be given the opportunity to participate in a live chat, a poll, or a Q&A session on the event page. Below you'll find an outline on what to expect and how to use each of these features as a viewer. Keep in mind there is no guarantee you will always see these features used as they are enabled and controlled by the event's producer.

#### CHAT

As soon as we enable chat, you will see a chat window to the right of the video player. If you wish to participate, you will need to enter your name and accept Vimeo's Terms and Conditions and Privacy Policy before selecting **Join**. Please use your **first name followed by the name of your institution (or abbreviation)** to login. This chat box can be used to say hello to other participants and ask practical questions regarding your viewer experience.

When the chat is open you can adjust how it's displayed by clicking the **...** menu in the upper right corner. **Minimize** will show only a chat bubble icon next to the player, whereas **Pop out** will open the chat in a separate browser window. If you choose **Minimize**, you can re-open the chat window by clicking the chat bubble icon.

#### Q&A

During the Keynote speeches, we will utilize the Q&A (Question and Answer) feature. When this feature is turned on, you and other viewers will see a **"Have a question?"** prompt; click **Ask** to participate.

You can see your question and all other questions below, either in the order in which they were asked (**Recent**) or in order of those with the most votes (**Popular**). You can vote on any question by clicking the thumbs up icon next to it. **At the end of the Keynote presentations, these questions will be addressed by the keynote speaker.**

#### POLL

In order to ask the audience some questions, we will use the Poll feature at certain times during the online event. If we do so, you will see the poll question at the bottom of the chat window. Click **Vote** to participate.

The poll will take over the chat window with the question and possible response options. **Click on a response to choose one.**

As soon as the poll is closed and the results published, you will see the results in the polls window; they may also appear in a graphic overlay.

Looking forward to welcome you online!

Team Citylab