

## Room Support briefing document

**Event:** ESSHC 2021

**Event dates:** 24 – 27 March 2021

In this document, you will find the briefing information that was explained in the training.

### What does room support mean?

Room Support is given by the Session Chair or a Virtual Room Host, and guides speakers (and chairs) in the virtual sessions:

- The Room Support will give a 30 mins briefing before the session starts to make sure everyone is connected and knows what to do and expect during the session.
- The Room Support will control the broadcasting and respond to any questions coming from the speakers.

### How should you be set up for Room Support?

You have received an invitation for the sessions you are moderating. You can access the sessions from this email or sign in via the link below:

<https://compass.backend.get-eureka.com/>

“Continue with email”

You can use the same account as for your attendee access.

*Note: The Floor Managers (see below) will keep an eye on the attendee’s view from the front end of the Web App and you will see the dashboard. You do not need to open the Web App yourself, as the Web App and the dashboard are two different systems and using them both simultaneously could be too much for your computer system.*

### Who will be in the virtual room of the session?

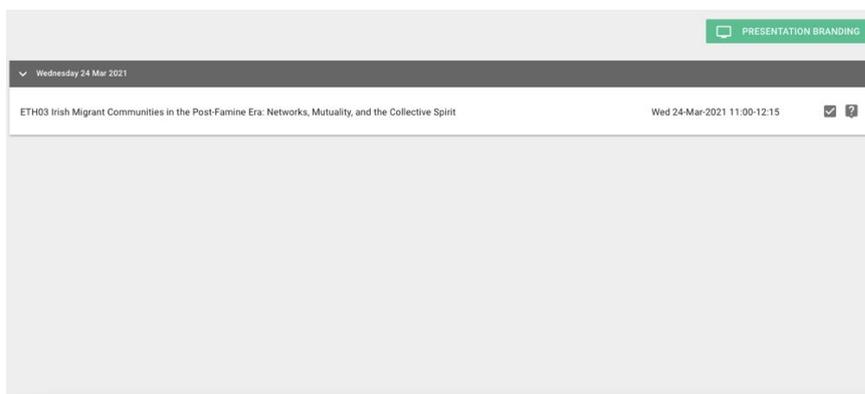
- 2-4 Speakers
- 1 Session chair
- 1 Virtual Room Host  
(if the session chair is not doing Room Support themselves)
- 1 Floor Manager (passive)

*If there are questions you cannot answer, you can contact your floor manager. You will receive the phone numbers of your floor managers.*

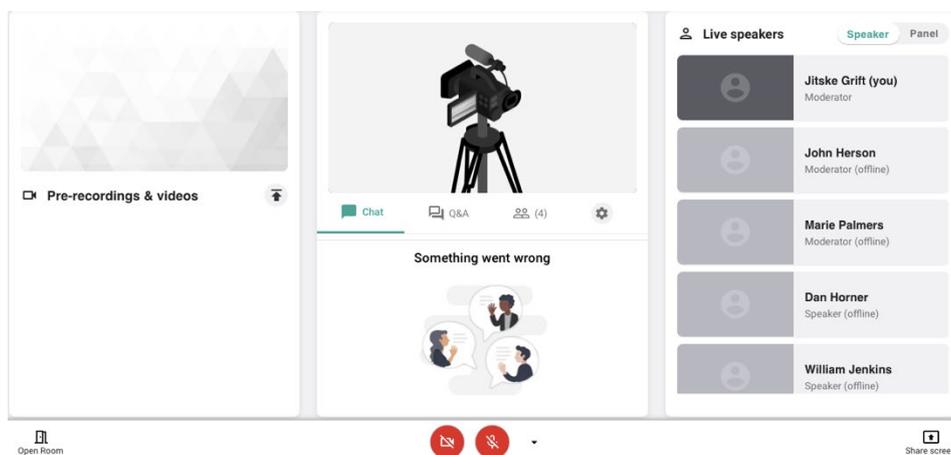
### Planning of the session:

The planning of the session looks as follows for Room Support:

- **35 minutes prior:**
  1. Enter your moderator dashboard

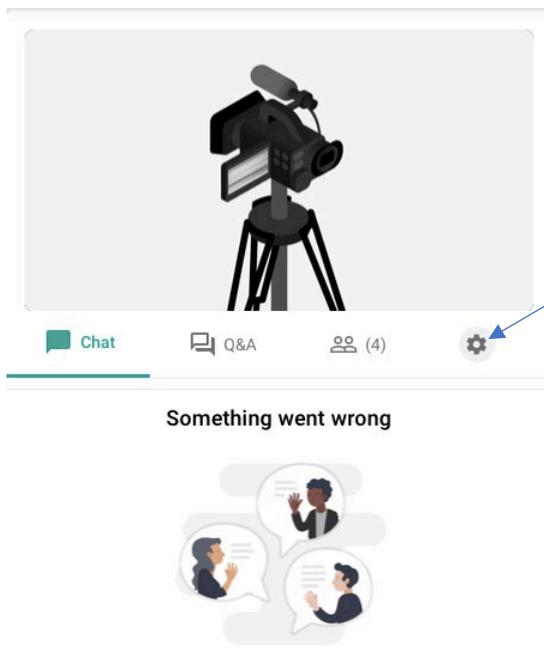


You can access the moderator dashboard through clicking on the session in your Conference Compass

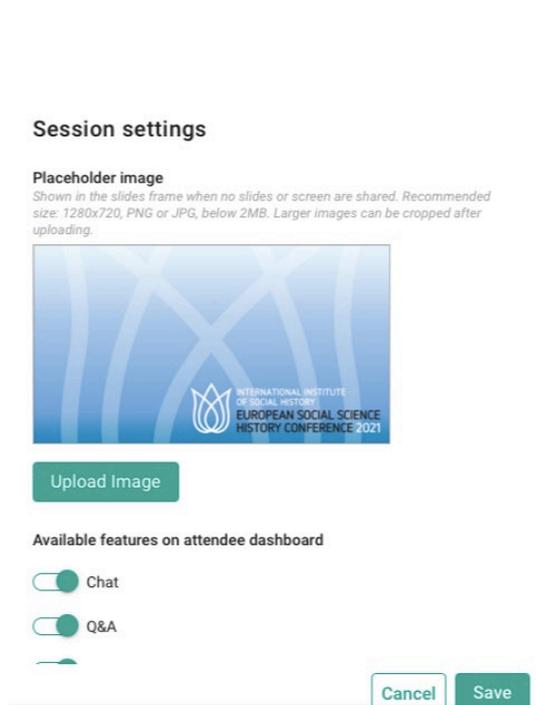


The moderator dashboard will look like this

2. Upload the placeholder image.



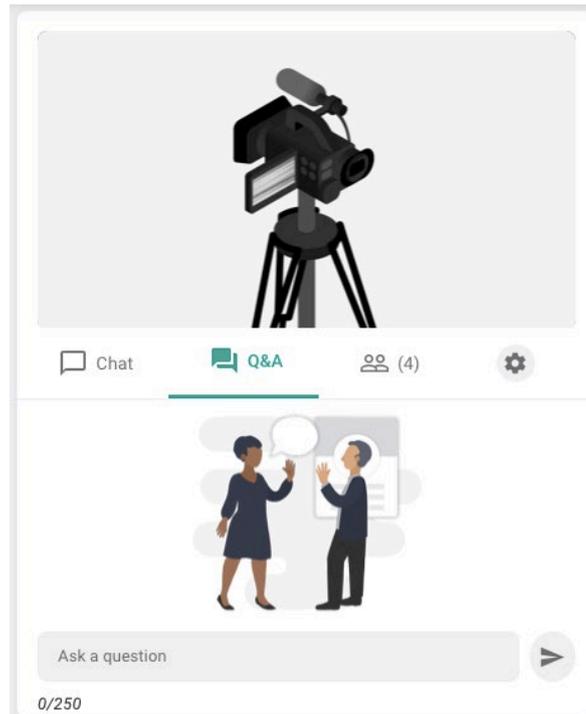
To upload the placeholder image, click on the little gear in the middle of the dashboard, as is pointed at by the arrow in the photo



Click on upload image and select the placeholder image that has been send to you, then click on save

You can find this image attached to the email that included this document. You can also upload this image in advance.

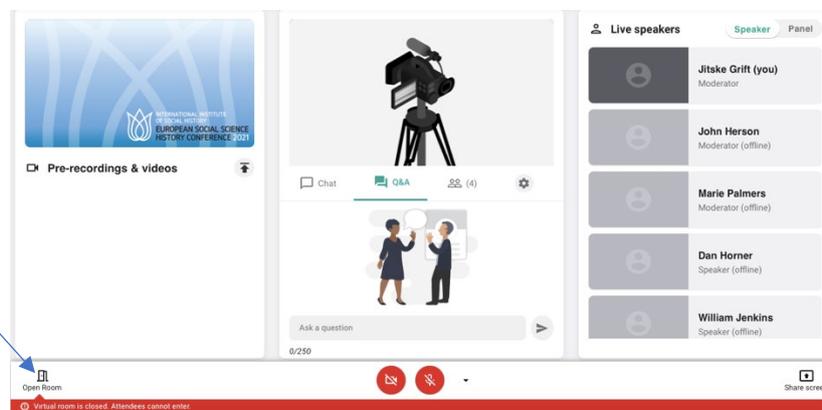
3. Submit this text in the Q&A and make it visible:  
“Welcome! If you have any questions to the speakers, please address them as @Speaker's name - the question”



You can put the text in the Q&A in the middle of the dashboard, as shown in the picture above

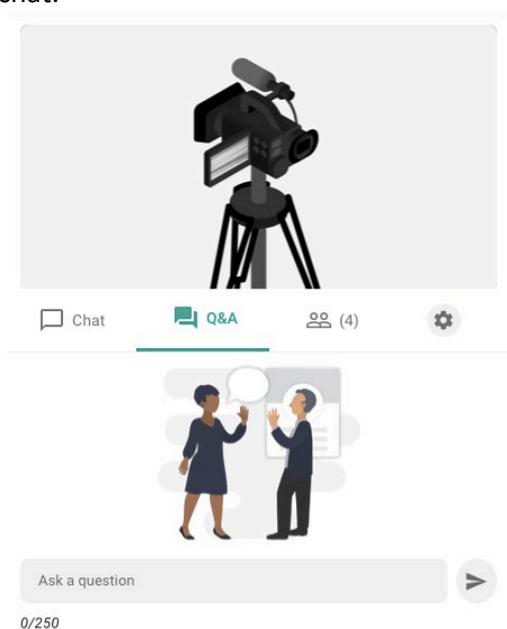
***It's very important to be in your session 30-35 minutes before, in order to prepare well.***

- **30 minutes prior:**
  - Speakers and Chair come in for the briefing.
  - Check if everyone is present and introduce yourself.  
*If someone is missing, the chair has the email addresses of the speakers to contact them.*
  - Start the briefing (see script below on page 8-9 of this document).
- **10-15 minutes prior:**
  - Open Room so attendees can enter.



You can open the room by clicking on the Open Room button in the left bottom of the screen

- **When the session can start:**
  1. Disable the chat.



Disable the chat by clicking on the little gear in the middle of the screen

### Session settings

#### Placeholder image

Shown in the slides frame when no slides or screen are shared. Recommended size: 1280x720, PNG or JPG, below 2MB. Larger images can be cropped after uploading.



Upload Image

#### Available features on attendee dashboard

Chat

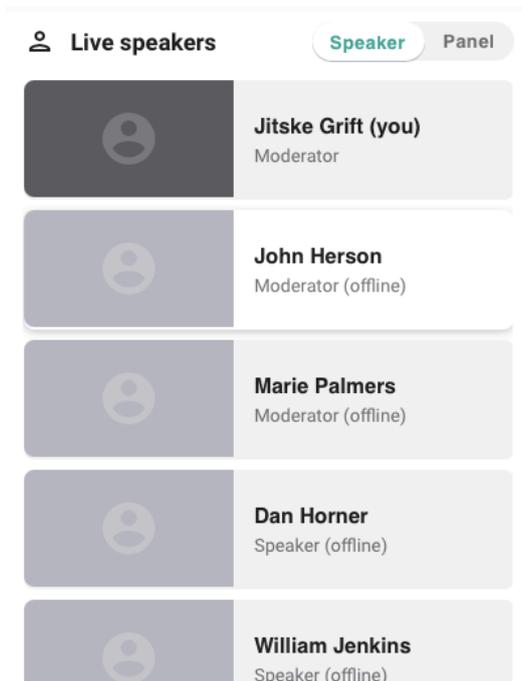
Q&A

Cancel

Save

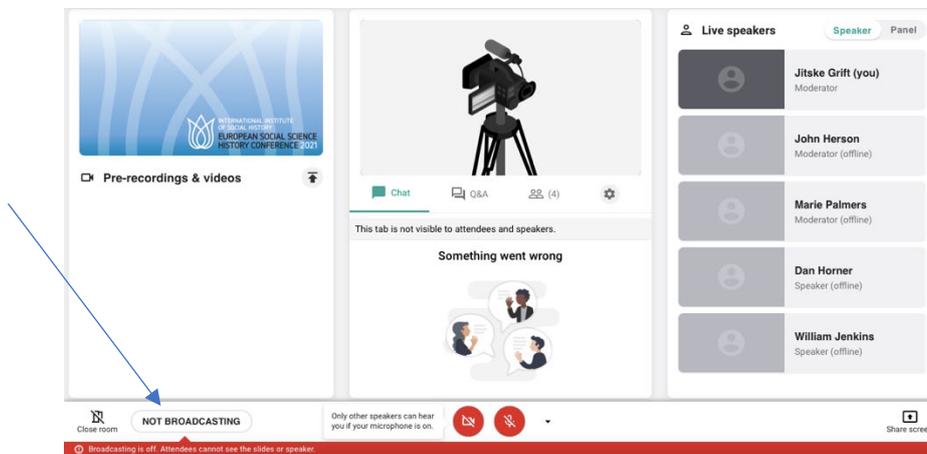
Make sure the slider is to the left and grey, click on the slider to switch it

2. Select the chair to be broadcasted.



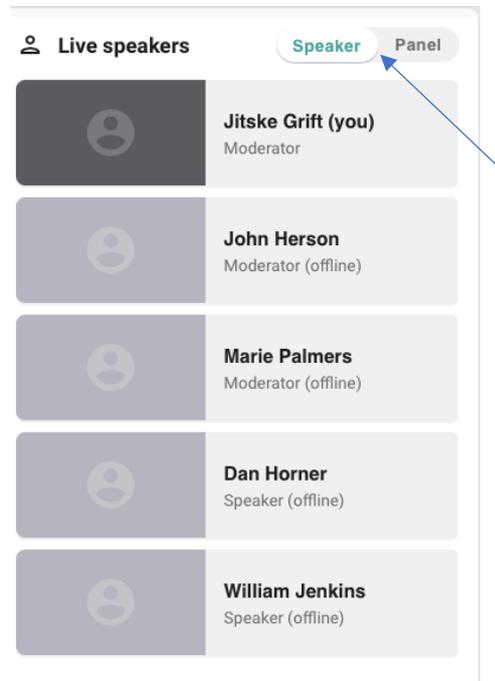
You can select the chair by using the speakers column to the right of the screen

3. Start broadcasting.



You can start broadcasting by clicking on the Broadcasting button on the bottom left of the screen, as is indicated by the arrow. Please be aware that this button will only show up when the room is opened, so ensure the room is opened first

- **During the session:** Control and monitor the session. You are in charge of selecting the right person to be broadcasted throughout the session. You are also responsible for switching the view from speakers to panel for the Q&A and the moderating of questions during this. You can find more information on this in the session flow, and see the picture below on how to switch the view



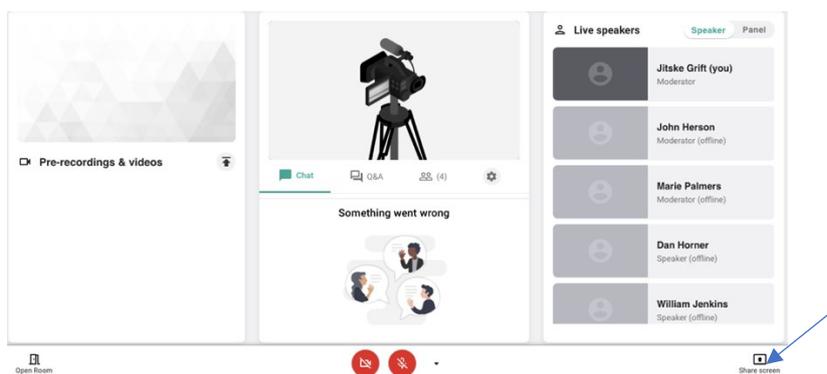
Change the view from Speaker to panel by clicking on the slider on the top left of the Live speakers screen, as indicated by the arrow

- **After the session:** Stop broadcasting and close the room.

### Briefing script (30 minutes before the start of the session)

Start the briefing in panel discussion mode and introducing yourself. Explain that you will first make sure everyone is set-up correctly and that after you will go through the session flow.

If you are a speaker as well as a moderator, please be aware that you are unable to upload slides for your presentation. If you do wish to use slides, there are two options, you can either share them as a PDF file, or share your screen. You can share your screen by clicking on the Share screen button on the bottom right of your screen, as shown in the image below, and upload a PDF file in the same way you will upload the placement holder slide, which is mentioned above. Please test whatever option you would like to do before the meeting starts.



The Share screen button is at the bottom right of the screen, as indicated by the arrow

### **Making sure everyone is set-up correctly**

Ask everyone to enable their video and microphone and make sure they can be heard and seen by everybody. Remind everyone that since you are not broadcasting, the audience is not able to see or hear them. In case of any issue:

- Confirm if everyone selected the right **video and/or audio source**



To change the video and/or audio source, click on the little arrow at the bottom of the screen, next to the camera and microphone image

- Confirm if camera and microphone is allowed in **Google Chrome browser** (You can check these settings by loading this website in the URL bar: <chrome://settings/content>)
- Suggest to refresh:
  - On Mac you can refresh by pressing **Command + Shift + R**
  - On Windows you can refresh by pressing **Ctrl + F5** or **Ctrl + Shift + R** if they're using Chrome

Go through the list below to make sure everyone is set-up correctly:

- Ask everyone if they are using the **same Computer and WiFi network** as during practice. If they're not, ask if everything is still working correctly.

- Ask if everyone is using the [Google Chrome browser](#). In this one, we can ensure they have the best quality.
- Tell everyone to please [quit any other applications](#) on their computers and close all other tabs on their browsers to have a smooth session flow.
- Suggest everyone to [turn off their notifications](#) on their computers, and silencing their mobiles and tablets to not be distracted.
- Remind speakers to not open another tab to view the session. They can watch other presentations through the “[Audience view](#)” on their dashboard. This button becomes visible when they hover over the slides frame.
- [Select the speakers \(and chair\) one by one](#) to make sure their slides are uploaded or that their screen sharing is working for their presentations.

If speakers are experiencing issues, check the troubleshooting document that is attached. If there are any questions that you cannot answer, contact your Floor Manager.

### Explaining the Session Flow

*The session flow described below explains when you need to switch between people during the broadcast.*

10 minutes prior to the session, we will [open the room](#) so attendees can gradually come in. They will see the placeholder slide, but won't see or hear us.

I would like to remind you that [from the moment that the session is broadcasted, everyone can be heard by the audience](#). Unless you mute yourself. Speakers and chairs, [please leave your camera enabled all times](#), but your microphone off if you are not presenting. If your camera is off, I cannot select you as the next speaker for your presentation.

*Tip: Moderators, you are able to mute others when needed (in case they forget) but you can't unmute them, they need to do this themselves [point out the mic icon on the camera previews]*

When the session is about to start, I will [disable the chat](#) for speakers and attendees so they can focus on your presentations. The chat tab will only remain visible to the moderators (Virtual Room Host and the Chairs). I will then [select the chair and start broadcasting](#). The chair starts with a short welcoming, introductions and general notes. The chair should [point out the Q&A](#). Since there are many presentations, please ask attendees to add the presenter's name in the question Speakers & Moderators, you are able to submit questions yourself as well, but you cannot upvote like attendees can. The hearts indicate how many likes the question received from attendees.

After the introduction, we will [go through all the presentations](#). When it's your turn to present, enable your microphone and I will select you **[do it one by one, so they see what happens. Point out the tag “you are presenting” next to their mic icon]**. After each presentation, I will select the Chair to introduce the next presentation, except for when the chair is also the room host. Please make sure every speaker sticks to their given time, and watch the time closely yourself as well. You can remind speakers of their time limits by for instance warning them when they have two minutes left, and mention their time is up at the end. You can do this by turning on your microphone, and the audience will hear this as well. [When all presentations are done, everyone](#)

should unmute themselves. We will then do a Q&A on panel mode [select panel mode to illustrate].

During the presentations, the Chairs should pay attention to the incoming questions [point out where the Q&A is placed] and make some or all of them visible by clicking on the eye icon. If you would like to modify a question (if it has a typo, for example), you can click the 3 buttons on the right side, and Edit the question. From the same menu, you can also delete questions and get info: you can see who sent it, which can be useful if you'd like to introduce the question for everyone.

Speakers, if you are not presenting, you can hover over the slides frame with your mouse and you will see a button called "Audience". Click here to watch the presentations of the other speakers. By clicking again on "Present live" in the lower-left corner, you go back to your own slides and camera preview.

At the end of the session, I will stop broadcasting and close the room.

If you require any help, please contact room support or the chair through the contact information roster given to you. Support is available during scheduled times and only during the conference.

Lastly, some important notes:

1- It can be that one of the speakers needs to leave early, in that case an exception can be made by doing the QA right after their presentation. Please note: the session chair needs to organise this themselves or inform room support!

2- There are 7 sessions that do have a different session flow:

- SPE04 Publishing about Technology in Social Science History Context. Meet the Editors of Technology and Culture
- SPE05 Book Presentation: Lepanto and Beyond. Images of Religious Alterity from Genoa and the Christian Mediterranean
- ANT04 Round Table: the Futures of Ancient History
- ASI04 Roundtable on Wealth Creation in Continental North East Asia
- ELI15 Roundtable: European Land Reforms from Late 19th to Post-Soviet Period
- THE08 Roundtable: Applied History in European H2020 Projects
- WOM15 Roundtable: Precarious Work between Production and Reproduction

These sessions start directly on panel mode. The chat should also be disabled when broadcasting starts, and QA stays available.

3- We advise to practice with your speakers and chairs.

- Session chairs: you can contact your speakers to organise a rehearsal session.
- Virtual room host: the session chairs might contact you if they wish to have rehearsals as well.