Guidelines for participants

We are delighted to have you at the virtual conference GeoKarlsruhe from 19 – 24 September 2021. In this document we provide you with information to make sure your participation will run smoothly and the conference will turn out a success.

Software: The conference platform is SCOOCS. This software is purely browser based, so nothing needs to be downloaded. Just make sure you have to the latest version of Google Chrome as SCOOCS is **optimised for Chrome**.

The panels and plenaries will be streamed through Vimeo into SCOOCS. Again, no need to download anything.

Individual sessions will be held inside Zoom rooms. Here you may choose whether you wish to open Zoom inside your browser or as the downloaded app. The downloaded version is more stable so especially with screensharing you might find it less error-prone that the browser-based version.

Software solutions

- Our conference platform: **SCOOCS**. →
- **Browser based**, no download needed
- Please use **Google Chrome** (latest version)
- Sessions are realised in **ZOOM** rooms

Please register at our conference platform SCOOCS

Login via the following link and enter your e-mail address:
https://geokarlsruhe2021.scoocs.co/checkin

Only use the e-mail address we have been using to communicate with you. Type in your e-mail and click "log in". Now you will be directed to your profile page which we ask you to fill out as completely as possible. At the bottom you will need to enter a password of your choice.
Now you are registered and SCOOCS starts a short tour through the platform explaining the most important functions. This can be skipped.
Now you are all set and ready to go.

PLEASE NOTE: All registered participants will receive a separate email with an invitation to the conference platform SCOOCS.

How to get to session room
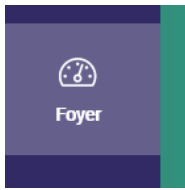
When entering SCOOCS you will always start off at the foyer. (See menu on the left.)

From here you can access all parts of the conference, be it the poster booths, the exhibition, other participants, event information, etc. The foyer also contains the programme and through this access to all conference rooms. Scroll down for a programme overview as well as the detailed version.

Individual sessions can be marked as favourites which makes them appear under "my programme".

When you want to join a session simply click "join" on the top left corner of each session and you get redirected into the session room.
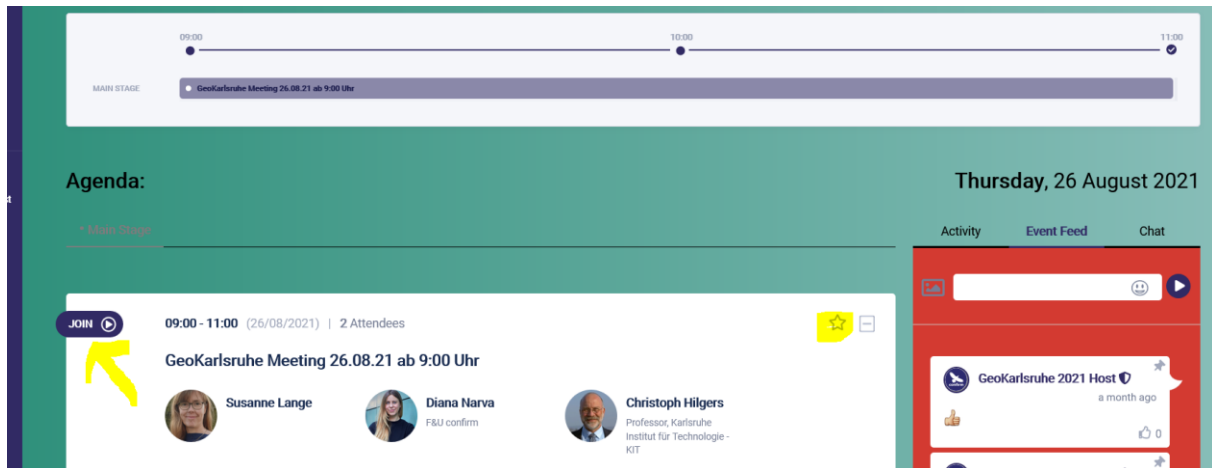
Inside the room a technical assistant will be there. As soon as the time is up the assistant will open the room for the audience and the session can start.

When to be inside the room:

How do discussion and feedback work?

Please make sure that your microphone and camera are switched off! (Only when you are called upon by the moderator/chair, switch them on and then please switch them off again immediately).

You can post questions directly into the chat. Should we have enough time and the chair wish to have people interact directly the session chair may also encourage people to ask their questions live.

Questions and remarks posted in the chat will be collected and selected by the chair and asked speakers who then answers live.

When you are called by the chair, please turn on your camera and microphone!

What if a talk gets cancelled? Should a talk get cancelled right before the session, or should a speaker not show up, the time will be used for discussion. The schedule should stay intact to give everybody the same rights and possibilities.

Be flexible. Expect speaker changes and no-shows even at a really short notice.

Important: the programme. Please check the programme regularly to see whether any changes were made.

Check your equipment:

Here you can check whether your computer's/laptop's default settings are compatible with SCOOCS. This is independent from the personal technical check that we offer.

Internet speed: A speed of at least 3.2 Mbps in both directions (down and upload) as well as a PING of at least 4ms is recommended. **Please test this [here].**

When participating from a computer inside a secure network at an institution or protected by a firewall ask your IT team to open the following ports:
Conference Server:
        Host: 18.197.240.36
        UDP ports: 16384-32768
        TCP ports: 80, 443
TURN server (relay host):
        Host: 18.157.218.165
        UDP ports: 443, 3478, 49152-65535
        TCP ports: 3478, 443

Some basic suggestions for setting up your virtual "lectern"

… while we are convinced you have become virtual conference pros over the last 1.5 years, we still noted down some tips and suggestions so that you can literally show yourself in a positive light.

1. The right place
The right place for moderation and giving a talk
- is free of disturbances or disruptions like machines that make noise (fax, printer, telephone, fridge, etc.), traffic noise or other outdoor sounds (close the window!), or people bursting in (this also includes our four-legged companions)
- has a stable LAN connection instead WiFi (the latter not being very reliable)

2. Camera & lighting
Please set up your camera in a good angle and pay attention to sufficient lighting.
It is quite unfavourable to have the camera angle from above or below. Better set your camera as follows:
- at exact eye level! If necessary put some books or a small footrest underneath your laptop.
- at a distance of approx. 60 – 80 cm (~ 25 – 30") from you
- you should be visible from approx. the middle of your chest upwards, with some "air" above your head (else you may seem cut off optically)
- a distance of at least 1.5 m (~ 60") to any wall or screen behind you
- the main source of light (daylight, spotlight) must always be behind the camera, lighting your face frontally or diagonally
- do not use any overhead lighting as your main source of light
- avoid light sources or shadowing in the background!
- Your face shines too brightly or the lighting blinds you? → The light might be too direct or too strong:
  - o Try to point the light at a bright wall in front of you so that it lights you indirectly.

4. Optimal background
- Choose a neutral, not too crowded background. Optimal colours: white, beige, light grey
  - → no strongly patterned wallpapers or overfilled shelves
- Do not sit directly in front of a wall! Leave some space behind you.
- You may use this space for suitable decoration, e. g. a roll up of the project you are speaking about, or a plant.

5. The right sound
- Using a **headset** is strongly recommended to guarantee optimal sound quality as it highly reduces any acoustic feedback from the loudspeakers

- Sound is almost more important than the picture: Usually the integrated laptop camera is absolutely sufficient.
- You only have loudspeakers: Turn them down as far as possible and position them between you and the microphone in your laptop/camera.
- **Ideal setting: headset with an integrated microphone.**
- The room must not have an echo. If necessary put up a blanket behind your computer and speak into it.

6. The right clothes
- Most importantly: You need to feel good.
  → But: If possible try to avoid checkered or striped shirts, as well as small crazy patterns or colours.
- Do choose colours for your clothing that are different from the wall colour.

We are looking forward to have you as an active participant at GeoKarlsruhe 2021!

Should you prefer to have all this explained in a video:
German:
https://www.youtube.com/watch?v=RuOK6vO5mfE
https://www.youtube.com/watch?v=WmyotzAGv_s
English:
https://www.youtube.com/watch?v=YO6utfQm7Bg
For some more cheap & easy lighting tips and tricks:
https://www.youtube.com/watch?v=jiUpK0dhWTE