

# Guidelines for speakers and session chairs

We are delighted to have you as a speaker and/or session host at the virtual conference GeoKarlsruhe from 19 – 24 September 2021. In this document we provide you with important information to make sure your session will run smoothly and the conference will turn out a success. Should you have any questions do not hesitate to get back to us:  
**session@fu-confirm.de.**

## Software solutions

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

## Technical tests – which date fits for you? Let us know!

To guarantee the overall quality of the congress and to provide room for your questions and remarks well in advance we offer the following technical test opportunities:

- 7 September, 9 am CET
- 9 September 4 pm CET
- 14 September 12 pm CET
- 14 September 5:30 pm CET

We strongly recommend participating in one of these test sessions. To participate log into SCOOCs as follows.

## Please register at our conference platform SCOOCs

Login via the following link and enter your e-mail address:

<https://geokarlsruhe2021.scoocs.co/checkin>

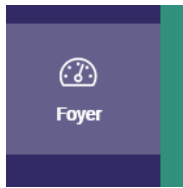
Only use the e-mail address we have been using to communicate with you. Type in your e-mail and click “log in”. Now you will be directed to your profile page which we ask you to fill out as completely as possible. At the bottom you will need to enter a password of your choice.

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.

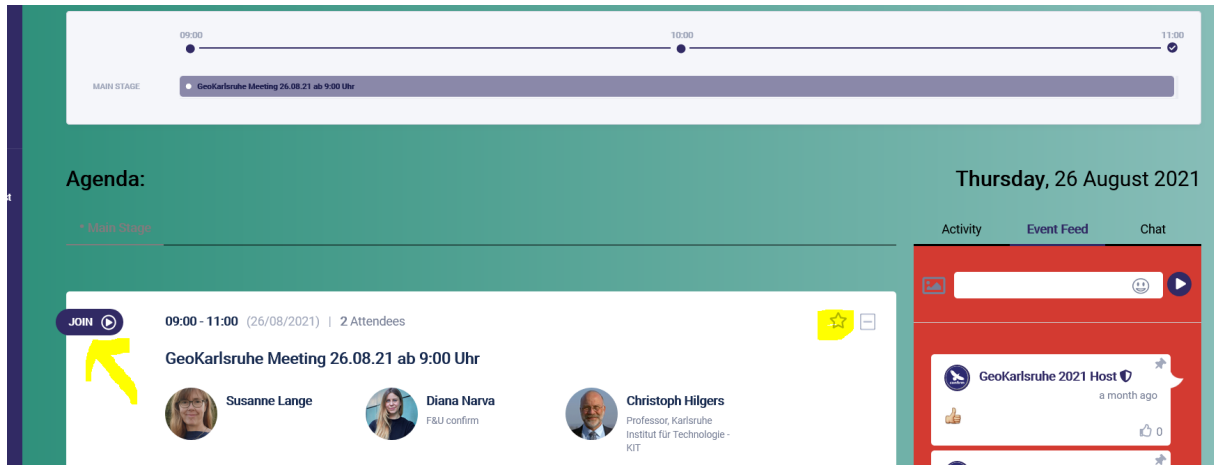
**PLEASE NOTE: All registered speakers and chairs will receive a separate email with an invitation to the conference platform SCOOCs. There you will find the corresponding link to the Zoom room where the test will take place in the SCOOCs agenda.**

## How to get to your 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.



In your own session please join 30 min before it starts (note: before the **session** starts, not your individual talk). Inside the room the technical assistant will do a quick camera, mic and screensharing check with you. In case of any technical issues this gives enough time to react and hopefully fix all issues. As soon as the time is up the assistant will open the room for the audience and your session can start.

**Below please find some guidelines for session chairs and speakers.** As some of you will have both roles during the conference, we took the liberty to send out one single document to everybody. Should you only have one role you may skip the rest. This is followed by general technical tips and information, and some suggestions for setting up your “virtual lectern”.

### What to do as a session chair

Session chairs moderate the session by introducing the speakers, guiding the discussion and managing questions and remarks from the audience.

#### When to be inside the room:

Please be in front of your computer and logged into your session room **30 min before the session starts**. A technical assistant will welcome you and the speakers. Together you check camera, mic and screensharing and prepare for the session. Once the session officially begins the assistant will let in the audience and you may start. There should be room for questions after each talk, please consider this when planning your session.

**How do discussion and feedback work?** The audience can post questions directly into the chat. Should you have enough time and wish to have people interact directly you may also encourage people to ask their questions live. Questions and remarks posted in the chat will be collected and selected by you and asked to your speakers who then answers live. To be on the safe side prepare a handful of questions in advance.

### What to do if someone does not finish in time?

Should a speaker speak too long you need to **step in and ask them to finish their talk**.

**What if a talk gets cancelled at short notice?** Should a talk get cancelled right before the session, or should a speaker not show up, please use the time 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 in your session.

### Questions and problems during the session:

A technical assistant will be inside your session room the whole time. They provide technical support to you and the speakers and will hopefully be able to directly solve any technical problems.

Do not hesitate to contact us in advance with any questions you might have:

**session@fu-confirm.de.**

In case of serious technical or organisational issues during the conference we suggest you call us directly:

+49 (0) 341 / 235 22 64 (organisational)

+49 (0) 173 / 35 39 301 (technical)

## What to do as a speaker

**When to be inside the room:** Please be in front of your computer and logged into your session room **30 min before the session starts** (not your individual talk!). A technical assistant will welcome you and check camera, mic and screensharing with you. Once the session officially begins the assistant will let the audience enter.

Check the conference programme for your place in the session and the length of your talk. Keep in mind that there needs to be room for questions and discussion after your talk. Also make sure you stick to the time schedule.

**How do discussion and feedback work?** The audience can post questions directly into the chat, in some sessions there might also be time for live questions from the audience. Your session chair will collect all questions and read them to you, they might also discuss with you themselves.

**Important: the programme.** Please check the programme regularly to see whether any changes were made in your session.

Should you need to **cancel at short notice** please do so by e-mail **and** telephone. During the conference please call us at +49 (0) 341 / 235 22 64

### Questions and problems during the session:

A technical assistant will be inside your session room the whole time. They provide technical support and will hopefully be able to directly solve any technical problems.

In case of serious technical or organisational issues during the conference we suggest you call us directly:

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**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 than the browser-based version.

**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

**Questions & problems during the conference:**

Our technical support team will be available before and during the whole conference.

Feel free to contact us with any of your questions or requests via e-mail ... or by telephone (+49) 0341-235 22 64.

In case of serious technical or organisational issues **during the conference** we suggest you call us directly:

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## 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:
  - 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.

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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](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>