ONLINE CONFERENCE
SESSION GUIDELINES

Background

This year's annual EAERE conference will be an online-only event. While there will be some centrally organized (semi-)plenary sessions, the majority of Parallel, Thematic and Policy Sessions will be *decentrally organized by volunteering presenters/session organizers*. While we provide some technical and organizational framework conditions, the details of any session are decided by their organizer and presenters. This includes the choice of an online conferencing tool, the temporal arrangement of papers in the session, the moderation, discussants, etc.

This document is intended to give *guidance and advice* to the organizers and presenters of decentral sessions.

Contents of this document

25th EAERE
Annual Conference
BERLIN_online 2020

Checklist

Your online tool
- ❏ Optimally, you already have experience using the chosen tool
- ❏ The tool provides all mandatory functions (see below) and all presenters are able to use it
- ❏ The tool is convenient for other participants to use/access
- ❏ Check and adapt the settings of your tool to your needs

Before the conference
- ❏ Distribute the **session roles** (Who chairs/moderates the session? Who manages the online tool? Must roles be swapped during the session? ...)
- ❏ Coordinate with all presenters to have a **test run**
- ❏ How can people attend? Make sure the **access code** is made available in the conference programme by the Programme Committee

Before the session
- ❏ Have your presentations ready in an appropriate format (.pptx, .pdf)
- ❏ Get there on time! Chairperson should be present 15 minutes, presenters 15-10 minutes before the start of the session
- ❏ Consider showing a single **slide with session rules and description** of the functionality of your tool before the session starts so participants can get familiar
- ❏ Name tags: all presenters should use their own name and institutions as identifier
- ❏ Prepare your **presentation environment** (glass of water, phone muted, surrounding free of distractions - if possible, use the EAERE-branded background which you can download from [the conference website](#))
- ❏ Prepare your **technical devices** (camera and microphone, good light,
- ❏ Turn off applications such as email, browser and instant messaging (e.g. Skype) that could send noisy notifications)
- ❏ Recorded sessions: Obtain the agreement of all presenters if you plan to record your session

During the Session
- ❏ Make sure all participants and presenters are **muted when not speaking** (somebody should keep an eye on that during the session, usually the moderator is too busy to do this). Optimally, people who join the session are muted by default.
- ❏ Recorded sessions: Notify all participants that this session is recorded and later made publicly available and make sure nobody objects (If people object, they should disable their camera and their questions have to be removed from the final video)

EAERE
European Association of Environmental
and Resource Economists

Porta dell'Innovazione Building
2nd Floor - Via della Libertà 12
30175 Marghera-Venice, Italy

Tel. **+39.041.2346066**
eaere@eaere.org
www.eaere.org

Codice Fiscale: 94063890274
P.IVA: 04249320278

Requirements of the online tool

To successfully carry out an online session, the following conditions need to be fulfilled:

Mandatory

- Video streaming for all presenter(s) - for panel discussions, simultaneous streaming for all panelists. In case there are quality problems, turn off the camera to reduce the needed bandwidth and thus improve sound quality.
- Screen-sharing possibility for presenters to share their slides - presentations should be shared in full screen, e.g. full screen for pdfs (press Ctrl + L) and presentation mode for PowerPoint presentations (press F5 or).
- Screen-sharing a specific window (PowerPoint/PDF) and not the whole screen. This prevents private information from being broadcasted like email notifications popping up and so on.
- Possibility for the organizer to mute/turn off video of all participants (optimally, everybody is pre-set to muted when entering the session and only unmuted when speaking, participants should only use video if asking questions).
- Possibility for participants to indicate that they have a question. Optimally chat and/or raise hand (or similar) function.
- Reliable server stability.
- Access - some institutions forbid the use of some tools for various reasons. While you cannot guarantee that the session is accessible to all potentially interested participants, make sure it is for all presenters/panelists (see also "Practice Session" below).
- Tool should not depend on extra software for participants (i.e. should be accessible through the browser).

Optional

- Possibility to record the session. If presenters/participants agree, we would like to upload session recordings to an online platform after the conference (e.g. Youtube).
- Possibility to keep a good level of interaction between participants and panelists (e.g. through a chat or similar).

EAERE
European Association of Environmental
and Resource Economists

Porta dell'Innovazione Building
2nd Floor - Via della Libertà 12
30175 Marghera-Venice, Italy

Tel. **+39.041.2346066**
eaere@eaere.org
www.eaere.org

Codice Fiscale: 94063890274
P.IVA: 04249320278

Tool suggestions

The choice about the tool to use is left to the session organizers (in coordination with all presenters). Most institutions will have subscription to a professional tool. Surely everyone has made some experience in the last months with various online tools.

Even though the choice of tool is free, find below a priority list of tools to use. By sticking to this list, you can ascertain that the variation of tools is limited and thus increase the convenience for all participants. The less common the tool you will be using, the more likely that people will encounter technical difficulties to attend your session.

Table 1: Priority list of tools that are recommended:

Priority Level	Tool	Short description
1	Zoom	Commercial (subscription needed for host) Very commonly used Comprehensive functions **The central parts of the conference will be organised in Zoom!** www.zoom.us
2	Gotowebinar	Commercial (subscription needed for host) www.gotomeeting.com/webinar
2	Google Meet	Commercial (free, Google account needed) apps.google.com/meet
3	Jitsi Meet	Open source and free Decent alternative if no subscription is available Works best in Chrome Browser jitsi.org meet.jit.si
4	All other tools	

Zoom
EAERE and the LOC have had good experiences with Zoom. Zoom satisfies all the criteria listed above and is very user-friendly. However, **a paid subscription is necessary** (otherwise, the session will end after 40 min!). More information on subscription is available here.

The Programme Committee will likely be able to host a limited number of sessions on Zoom. Please contact us if you want to organize a session via Zoom and nobody in your session has the required subscription available.

Jitsi Meet

EAERE
European Association of Environmental
and Resource Economists

Porta dell'Innovazione Building
2nd Floor - Via della Libertà 12
30175 Marghera-Venice, Italy

Tel. **+39.041.2346066**
eaere@eaere.org
www.eaere.org

Codice Fiscale: 94063890274
P.IVA: 04249320278

Comprehensive explanations on how to use Jitsi are available here.
Works best with Chrome Browser.

Google Meet
Anyone with a Google Account can create a video meeting for free and invite up to 100 participants. Anyone can join with a link. To join a video meeting, you need the Meet mobile app or a supported web browser. Meet works with the current version of the browsers listed below: Chrome Browser (preferred), Mozilla Firefox, Microsoft Edge, Apple Safari.

Operation systems and institutional firewalls

It is important to note that issues may arise with some online tools if "non-standard" operation systems are used (e.g. Linux), or if institutes have some restrictions on tools they can use. We recommend organizers check these aspects before buying a subscription to any tool.

Test run

A test run should be planned with all people who actively participate in the session so everybody gets a feeling on how the chosen platform works and for a technical check. For the test run, everyone should use the same devices they are going to use for the official session and be in the same location.

Everyone should have access to a stable Internet connection and use high quality microphone and camera (external headset with microphone). Usage of the microphone built into the computer should be avoided.

How do you want to organize the Q&A? For instance, live questions, chat or other built-in functions might be options. Check whether everything works as expected.

Note: panelists should show their presentation in *full-screen* mode when sharing their screen.

Session recording

We would like to make all EAERE sessions as accessible as possible. For this reason, we wish to upload recordings of the centrally provided sessions to the EAERE YouTube channel if the session presenters, organizers, and participants agree.

If you as a session organizer decide to record your decentrally organized session and to provide the recording online, feel free to send us a link to the video and we will add it to your session on Fleximeets. Please ask for permission to record and distribute from presenters and participants before/during the session. Please exclude everyone from the video, who has not indicated his or her consent.

EAERE
European Association of Environmental
and Resource Economists

Porta dell'Innovazione Building
2nd Floor - Via della Libertà 12
30175 Marghera-Venice, Italy

Tel. +39.041.2346066
eaere@eaere.org
www.eaere.org

Codice Fiscale: 94063890274
P.IVA: 04249320278

Roles during the session

Within each session, there will be a moderator/chairperson, a technical coordinator, multiple panelists/presenters and participants. For the sake of clarity and effectiveness, it is important that each role is clearly defined at all times before starting each session. Of course, roles may change during the session (e.g. one presenter takes the moderator role while the original moderator presents).

Chairperson/moderator:
- mediates Q&A session, e.g. collecting questions, keeping a list of speaking requests from participants (hands-up)
- manages the chat
- takes care of helping each presenter with respect to time constraints

Technical coordinator:
- must have admin rights in the session
- allows presenter to share their screens (e.g. by making them co-hosts in zoom)
- mutes/unmutes participants
- excludes distracting participants

Panelists:
- present and answers questions

Participants:
- enjoy the show, might ask questions

Useful additional tools to be used in the session

A number of online tools are available for live polling/surveys that can be integrated in the session. For instance, check www.sli.do or https://www.mentimeter.com.

Lastly... some presentation tips

- Choose a .pptx or .PDF format for your presentation
- Keep your energy level up while presenting
- Keep your slides simple:
    - One topic per slide
    - 3-4 bullet point maximum per slide
    - Use graphics to illustrate your point. Do not include too much detail. Have a clear purpose for the graphics
    - People generally remember your first and last points: make them count
    - Create information which is relevant to your audience
    - Include your contacts and useful links in your last slide.

EAERE
European Association of Environmental
and Resource Economists

Porta dell'Innovazione Building
2nd Floor - Via della Libertà 12
30175 Marghera-Venice, Italy

Tel. +39.041.2346066
eaere@eaere.org
www.eaere.org

Codice Fiscale: 94063890274
P.IVA: 04249320278