Contributor's Instructions

Building Consistency for Open Science in Europe: Rhetoric and Practice

Link to this document: [Contributor's Instructions (Building Consistency for Open Science in Europe: Rhetoric and Practice)](#)

This document describes the interaction with technology for all contributors during the online workshop [Building Consistency for Open Science in Europe: Rhetoric and Practice](#). These are: chairs, speakers and panelists.

The general interaction with technologies

The workshop will be broadcasted (live stream). There are two important places to acknowledge: The Studio (for chairs and speakers) and The Live Stream (for the audience and for all speakers that are not in the Studio at that given time - see ANNEX 1 and ANNEX 2).
This document is mainly describing your activities as a contributor (speaker, chair) with a little touch to your activity as an attendee (if you would like to watch the rest of the event).

The platform in use for the speakers and chairs will be StreamYard (The Studio). You will be invited to join the Studio as a guest. No software is necessary to download or install. The links for joining the studio are in Annex1 and Annex 2 of this document. Once you click the link, you will be asked to choose your microphone and camera.
Attending a rehearsal meeting and joining the studio 5 minutes earlier will make you feel at home with our technical solution.

We designed this event as following:
   a) all contributors will perform from a Studio[1].
   b) once a contributor has finished her contribution (including Q&A), she will exit the studio and take place in the audience (watch the live stream). The Director of Studio will facilitate this.
   c) all attendees will follow a live stream[2]. The delay between what is happening in the Studio and what attendees could watch is approximately 20 seconds.
The easiest way to understand these instructions is to compare them with what is happening in a physical event, where the Studio is the physical stage and the livestream is the equivalent of the sitting area of a conference room.

Rehearsal sessions

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[1] Please see the Studio links in Annex 1 and Annex 2. Each day of the event has a different link to the studio.
[2] https://scholarly.events/building-consistency-for-open-science-in-europe/

There are 3 open sessions available for you as a contributor, to test the platform and to ask any further questions. Please let us know if you are unavailable and would like to suggest a separate call. These sessions are set as Zoom sessions and we will go into the Studio from there.

- **13th of April, Tuesday - 15.00 CEST**
- **14th of April, Wednesday - 11.00 CEST**
- **15th of April, Thursday - 13.00 CEST**

You can join the rehearsal meetings from the following link:
https://zoom.us/j/98072343192?pwd=cloxWEhjMW9kNXVrTklGR2U3L1V5Zz09

Meeting ID: 980 7234 3192
Passcode: 846829

While recommended, participation in these test sessions is optional and is intended to help you feel more comfortable with the technical aspects of the event. Alternatively, you can join the studio 15 minutes before your contribution, which should be also sufficient to make you familiar with the platform.

VERY IMPORTANT:
1. **While you are in the Studio, please have all your other applications with audio turned off, most importantly, the browser tab with the live stream.**
2. **If you want to have your slide deck controlled by a member of our team, please let us know in good time. For this case, you will be saying "next slide" during your presentation and we will do the rest.**

Before the broadcast

Please make sure you do the following:
- Have a recent version of Chrome (or Firefox).
- Have a reliable internet connection. If possible, connect to your router with an ethernet cable instead of using WiFi.
- If possible, use an external microphone (e.g. lavalier mic) and a better (external) Webcam.
- **Cut the audio off from all other windows and applications.** Mute all your other devices.
- Plug your computer to the electricity network.
- Consider restarting your computer at the beginning of the day, in order to have a clean, fresh memory.
- Make sure your Webcam has clean lenses.
- Avoid having a strong source of light behind you.
- Check the order of presentations in the workshop programme (this document and https://scholarly.events/building-consistency-for-open-science-in-europe/) and become familiar with the time of your contribution (e.g. presentation, panel discussion).
- Please ignore if domestic interferences occur during your contribution (e.g. pets, roadwork noises, children, door deliveries). These are normal occurrences in the new reality and are perfectly acceptable.

- We warmly recommend you to look at your camera lens as much as possible. That is the real connection with the audience - and not your display (!). Eye contact with your audience is a prerequisite to the specific bond which is built during online conferences, workshops and other similar activities.
- Right before you enter the Studio (the stage), we recommend you to close the window or the tab which is broadcasting the event (the sitting area i.e. focusopenscience.org website) to avoid echo and other audio issues. You can return to the live broadcast (your sit) after you make your contribution. The text in parentheses is making the comparison with physical events

Joining the broadcast

1. Please check with the ANNEX 1 and ANNEX2 below (Screenplay) to see your time to enter the studio and to be on air.
2. The host should provide you with a link before the event. Click the link and you'll be taken to the broadcast studio.
3. Allow StreamYard to access your camera and mic. Make sure you have the correct camera and mic selected.
4. Enter your full name (Name and Surname) and then enter the studio.

The host will be informed that you've arrived. You won't be part of the live broadcast until the host decides to make you visible. The page will update to let you know when you've been added. Then everyone will be able to see and hear you. As long as you are not visible, you are muted as well. You will be able to hear the other participants in the Studio while you aren't visible.

If the connection fails during a session, try to reconnect. If you don't succeed within one minute and it is your time to present, the next speaker will take the stage and then you are moved down the line. Please keep trying to reconnect as we plan to have your contribution, although a bit later in the programme. Hence, please become active before your presentation time, so that you can step in if your precursor has connectivity problems.

For troubleshooting, you can get in touch with the organisers at any time in the Whatsapp group or by email: https://chat.whatsapp.com/LuAyDI7nPIDEcbpJU7ZkZK

Screen sharing

Let us know if you prefer us to move your slides during your presentation. If this is the case, please send us your presentation no later than April 15th, at this email address: goran@scientificknowledgeservices.com

If you chose to do it yourself, here are **the instructions**:

1. In the broadcast studio, there's a toolbar at the bottom of the screen. Click the "Share Screen" button.
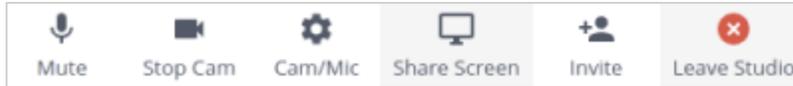
2. The screen sharing tips will pop up on screen. Click the blue "Share Screen" button.
3. Another popup will appear with three options:
    a. Your Entire Screen: Shares your entire desktop screen
    b. Application Window: Lets you choose one application at a time; great for sharing a presentation.
    c. Chrome Tab: Lets you share ANY file from your computer in a Chrome Tab. Open a new tab, drag the file into Chrome from your computer desktop or folder. Your cursor displays a little '+' sign if the action is successful. This is the best way to share audio
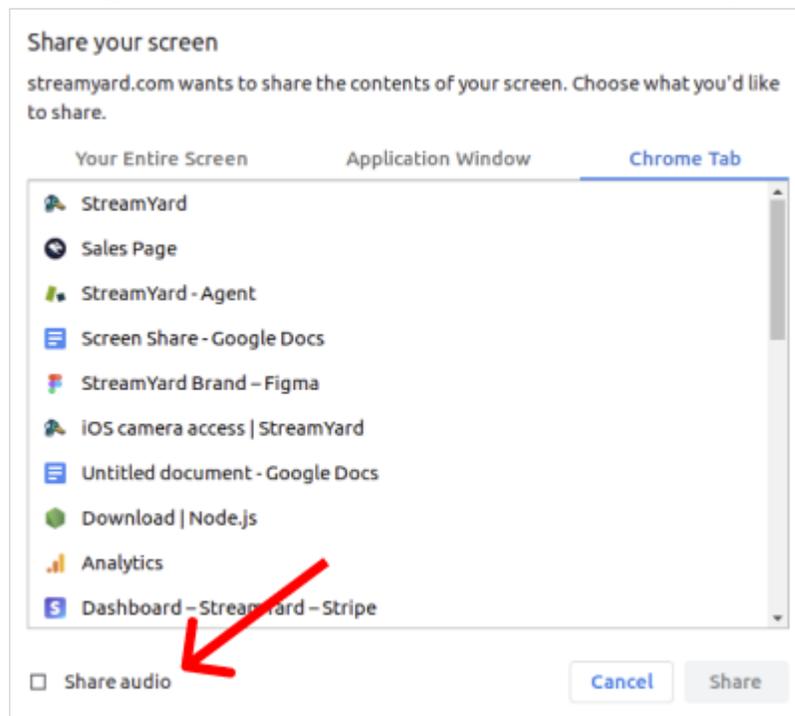
4. NOTE: To share audio from your screen you MUST click the "**Share Audio**" button.
    a. Thereafter, click Share, and your screen will be added to your studio.
    b. We recommend you let us know if you have other items to share except presentation, PDF, or webpages.

Troubleshooting mic issues

1. Are you using the correct mic? Click the settings button to check.
2. Did you connect a lavalier mic to the headsets port of your laptop? Make sure you instruct your computer to use the External Microphone and your computer's speakers.
3. Are you using a headset or mic with a mute button? Make sure it's not muted.
4. Is another program using your mic (Skype, Zoom)? Quit those then refresh the page.
5. Did you mute your mic in your computer settings?
6. Does your browser have access to the microphone (Permissions in Privacy Settings of your browser and/or your computer)?

7. Restart your browser. If that doesn't work, restart your device. This fixes most issues.

Interaction with the audience

We work hard to implement an outstanding Engagement Hub for audience interaction. Please don't forget to invite your audience to use the engagement hub to ask questions! We recommend you repeat this invitation a number of times during your contribution.

The Engagement Hub allows you to share files, multimedia, links and create tasks for your audience (e.g. polls) or even set a jamboard where the audience could contribute with notes. Depending how engaging you wish to prepare your contribution, please let us know prior to the workshop and we can add all these treasures to your session. We will start running it at the given time. If you choose to run a poll during your presentation, please send us the question and multiple answers in advance. We will allow voting as long as you want and release the results that you can then present. The Engagement Hub will allow the audience (and you) to engage in conversations and find people with similar interests. It will make the meeting feeling closer to an in-person event.

Please note that the video is broadcasted with 20 seconds delay. It means that the audience won't be able to give you immediate feedback, so allow them some time to vote. In the meantime you can continue with your presentation and come back after a few slides.

Note to Q&A moderators: it happens that there are too many questions in the Engagement Hub to be answered during the pre-set Q&A time slot. That is why we will choose the most interesting questions and copy them to the private chat in the Studio for you to see them. In other words, there's no need for you to get out of the Studio and check the engagement hub. Some participants in the studio may find it useful to run the engagement hub on a mobile device and have it at hand.
On the other hand, in order to incite the audience, it is recommended that you send us a set of 2-3 warm-up questions, from your side.

Final notes

Apart from joining and sharing your screen, all the other technical aspects are in the hands of the Director of Studio. Please place confidence in his skills while you concentrate on the content and performance.

We will not use comments in the Studio for troubleshooting and internal communication. Here are 3 ways to communicate with us and to troubleshoot issues in the Studio:

A. Contact the organisers via the a dedicated support WhatsApp Group by following this link on your phone: https://chat.whatsapp.com/LuAyDI7nPIDEcbpJU7ZkZK
B. Send an email to goran@scientificknowledgeservices.com (we will monitor this inbox). If possible, please carbon copy tiberius@scientificknowledgeservices.com.

Emergency situations

If the Studio breaks for any reason and we are unable to continue using it, we will run the event via this Zoom meeting:

https://zoom.us/j/93329006791?pwd=dEp6bkNjQ0FlRmZzejVaalJmRGlXUT09

Meeting ID: 933 2900 6791 | Passcode: 688670

Please don't use this link if not needed. Please don't make this link public. This link is only to be used as an emergency solution, if we face other technology problems. For such an unlikely case, please mind that the event will be a regular Zoom event.

ANNEX 1 - The screenplay of April 19th. All times in CEST

LINK TO STUDIO (April 19th): https://streamyard.com/bqpxihdv94

Please enter the studio according to this screenplay. Exit the studio according to it.

Studio activity	Join Studio	On AIR	Exit Studio
Studio is open. Director of Studio: Goran Borojevic. Studio Assistant: Domagoj Dragas. Studio Supervisor: Tiberius Ignat.	11:30	**12:00**	16:20
Day Moderator	11:45	**12:00**	16:00
Emily Poznanski (chair)	11:45	**12:00**	13:55
Rune Vistad (speaker)	11:50	**12:10**	13:55
Prof. Dr Adrian Curaj (speaker)	11:50	**12:20**	13:55
Dr Ignasi Labastida (speaker)	12:25	**12:35**	16:00
Dr Marie Louise Conradsen (speaker)	12:45	**12.55**	13:55
Q&A Session - after Q&A session, *speakers (except Dr Ignasi Labastida) and the first chair leave studio* -	-	**13:15**	13:55
MUSIC BREAK AND NETWORKING	13:45	**13:55**	14:05
Dr Ignasi Labastida (chair)	-	**14:05**	16:00
Julien Roche (speaker)	13:55	**14:05**	15:55
Dr Huma Shah (speaker)	14:15	**14:25**	15:55
Lightning Talks contributors	14:35	**14:45**	15:55
Q&A Session - *after Q&A session, speakers leave studio* -	-	**15:15**	15:55
Closing Remarks -*after closing remarks, the chair and MC leave studio* -	-	**15:55**	16:00
MUSIC BREAK AND NETWORKING	15:50	**16:00**	16:10

ANNEX 2 - The screenplay of April 20th. All times in CEST

LINK TO STUDIO (April 20th): **https://streamyard.com/pe85twdwdw**

Please enter the studio according to this screenplay. Exit the studio according to it.

Studio activity	Join Studio	On AIR	Exit Studio
Studio is open. Director of Studio: Goran Borojevic. Studio Assistant: Domagoj Dragas. Studio Supervisor: Tiberius Ignat.	11:30	**12:00**	16:20
Day moderator	11:45	**12:00**	16:00
Iryna Kuchma (chair)	11:45	**12:00**	15:55
Colleen Campbell (speaker)	11:50	**12:05**	13:50
Dr Paolo Budroni (speaker)	12:15	**12:25**	13:50
Dr Paul Ayris (speaker)	12:35	**12:45**	16:00
Q&A Session - after Q&A session, *speakers (except Dr Paul Ayris) leave studio -*	-	**13:05**	13:50
MUSIC BREAK AND NETWORKING	13:40	**13:50**	14:00
Dr. Paul Ayris (chair)	-	**14:00**	16:00
Iryna Kuchma (speaker)	-	**14:00**	15:55
Emily Poznanski + Dr Frances Pinter (speakers)	14:05	**14:15**	15:55
Teodor Ivanoaica (speaker)	14:20	**14:30**	15:55
Lightning Talks contributors	14:35	**14:45**	15:55
Q&A Session - after Q&A session, speakers leave studio -	-	**15:15**	15:55
Closing Remarks -after closing remarks, the chair and MC leave studio -	-	**15:55**	16:00
MUSIC BREAK AND NETWORKING	15:50	**16:00**	16:10