BALCOR 2020 PARTICIPANT'S GUIDE

Dear participant:

Thank you for being part of the BALCOR 2020. As the entire world is still struggling with the COVID-19 pandemic, the Conference will be held full online during the same dates.

This guide will inform you in detail of how the process will evolve and what your role will be both when presenting your work and participating as an attendee in the rest of paper presentations.

All sessions will take place online and will be broadcasted using the Zoom platform, which can be obtained free of charge from the following address: https://www.zoom.us. To participate in the Conference, you don't need to make an account - just join the sessions as they take place. We have produced a manual on how the platform works. All registered participants will receive the links and passwords in due time.

How to present

If you are a speaker you should consider the following:

The expositions will be video presentations of 12 minutes, with an absolute maximum of 15 minutes. These must be pre-recorded by the authors in accordance with the following instructions:

1. All video presentations should be submitted by the **deadline of September 13th, 2020**. They must include any slides and the narration, as well as additional resources if the author(s) think it is appropriate.

2. **Time limits**: The duration of the videos will be 12-15 minutes with 15 minutes being a strict upper limit. There will be additional 5 minutes for live questions and answers.

3. **Format**: mp4. A medium level quality (640x480 -1280x720) will be sufficient, Full HD is not necessary.

4. **Video recording support**:

   - PowerPoint offers the possibility of video-recording a presentation, including the narrator's voice (see: https://support.office.com/en-us/article/turn-your-presentation-into-a-video-c140551f-cb37-4818-b5d4-3e30815c3e83; https://www.youtube.com/watch?v=xx3ft1B3tDs, https://www.youtube.com/watch?v=selYsj94RQg)

   - You can also use other tools (e.g., ActivePresenter, Looms, Recordit, Camstasia, QuickTime, Monosnap, OBS Studio) if they fit your needs.

- Video camera and microphone.

5. Submission mode: Participants can send shared links to their video presentation preferably by Wetransfer, Drive, Dropbox or any similar file sharing tool to balcor2020@uom.edu.gr

6. Submission deadline: **13/09/2020**

A moderator will be in charge of managing each session. The moderator will request the technical support located in Thessaloniki to broadcast the corresponding video. During the video broadcasting, the speaker will remain silent, viewing the questions of the attendees in the chat. At the end of the video projection, the moderator will enable the audio and the video of the speaker and will raise the questions considered most relevant from those posed through the chat in order for the speaker to respond. The last minutes of the speaker's intervention, the moderator will dedicate to allowing live questions that will be answered by the speaker. In any case, the time allocated for a presentation (video + Q&A) will not exceed 20 minutes.

Sessions will not be recorded. However, the presentation videos, as well as screenshots of the participants may be published on the BALCOR 2020 website. When participating in the conference, you agreed to the potential of publication on the BALCOR 2020 website of the videos with your presentation and the session recordings. If you want to revoke the authorization for your image or your videos to be made public, please notify the organization committee before September 13th. Failure to do so will mean that you accept the publication of the aforementioned images or videos.

How to attend a presentation

If you join a session as attendant:

All sessions will be initiated by the organizers using Zoom. To access each of the sessions, a link and a password will be sent to those registered to the Conference. Links and passwords will also be sent for the Opening and Closing sessions, announcements, and invited talks.

The order of the sessions will follow the official programme of the Conference.

The **Opening and Closing sessions,** the **announcements,** and the two **Invited Talks** will be held live (Greece time). The intervention during the Opening session will not be allowed; in the remaining sessions, the moderator will manage the participation, in order to allow questions from the audience and live answers from speakers.

The screening of the videos will be shared with all participants in the session. During the pre-recorded video presentations, the microphones and cameras of the audience will be disabled (in order to avoid problems of bandwidth and buffering during emission). You can send your questions to the speaker through the chat; the moderator will select those considered most relevant and will pose them to the speaker. The last minutes of the speaker's intervention, the moderator will dedicate to allowing live questions that will be answered by the speaker. The participants will use the 'raise their hands' option and the moderator will then enable the microphone of the person asking the question (please be concise when asking your questions to avoid prolonged discussions). In case that there are many questions unanswered, the authors and audience will be advised to continue their discussion through other means.

The discussion will finish after the questions have been taken, but in any case, the period of 20 minutes will be strictly respected for every presentation. Then the moderator will introduce the next presentation and request the broadcast of the respective video. The session will end by requesting all attendees to open their cameras, and by taking a screenshot of the session's participants; finally, the moderator will close the session.

A Zoom instructions manual is being prepared for all participants, web links on its use will also be provided.

ROLE OF THE MODERATOR (SESSION CHAIR)

Each session will be moderated by a member of the Scientific Committee. This person will be responsible for the questions received via the chat and for deciding on the order of questions that are asked in real-time after the screening of the video. All participants, including the presenters, will be able to see the questions that have been put forward in the chat. The moderator will play a key role in fostering and maintaining the rhythm and dynamic of the session.

Moderators will be given the rights of co-host in the Zoom session by the person in charge of the technical support.

The moderators should carry out the following tasks:

i)   To briefly introduce the speaker of the Invited Talk or the speakers of the session.

ii) To ask the technical support manager to play the session video.

iii) To check the questions sent via the chat that will be put to the speaker after the video has been shown

iv) After the video has been shown, the moderator will put the questions received in the chat to the speaker.

v)   After all the questions from the chat have been taken, the moderator will turn to the participants who have 'raised their hands' during the video presentation; their microphones will be activated and then switched off to allow the speaker to respond. The moderator will also select the video of the participant who is asking the question using the Video Spotlight option (available in the list of Participants or right-clicking on the image); after the question, the moderator will switch again the video to the speaker and will put hand down.

vi) At the conclusion of the questions, the moderator will proceed with the next speaker, reiterating the previous sequence of actions (ii to v). **It is very important to respect the 20 minutes time slot for each presentation.**

vii) At the end of each session, the moderator will ask participants to switch on their cameras in order to take a screenshot, which will be incorporated to the "Pictures Gallery" of the Conference, and then will return control to the technical support.