ERICA CASH II Final Conference
January 25-27, 2021
virtual via Zoom & Gather.Town

This document aims to outline how the virtual conference will run practically, and what is required of presenters, chairs, and attendees.

General instructions regarding Zoom meeting:

- Delegates joining the meeting using the provided Zoom link, will have the default capabilities of an "Attendee", meaning they can observe the meeting content but cannot use their microphone, video or share their screen.

- Questions can be submitted using the Q&A chat function.
    - There will be a short Q&A at the end of each invited presentation.
    - There will *not* be a Q&A after each contributed presentation. Rather there will be a group Q&A at the end of each session-group of contributed presentations.
    - There will also be a "Town Hall" meeting in Gather.Town at the end of each session.

- Attendees are encouraged to submit their questions on-line on the Zoom Q&A at any time during or after the presentations (please always make clear to which presentation the question is referred to). The Chair will summarize the questions and ask them on behalf of the attendees.

- Attendees are requested to login at the meeting with their full name enabling the organizers to easily verify the valid registration for allowing you to enter the virtual conference.

General instructions regarding Gather.Town:

- Instructions for Gather.Town will be provided before the conference.

Instructions for Presenters:

- All presentations will be streamed from the recordings provided to the conference organizers using Zoom. There will be no requirement to give a live version of the presentation. Please see separate instructions for pre-recording.

- Time allotted for presentation is as follows:
  - *25 mins. for invited talks* + 5 mins. for discussion
  - *10 mins. for contributed talks* with no immediate discussion after the individual presentations; there will be a group Q&A at the end of each session-group of contributed presentations.

- Please send the recorded file as well a pdf-file of your presentation to info@erica-etn.eu by using a file transfer service (e.g. WeTransfer) by Monday, January 11, 2021, at the very latest. Please note that presentations exceeding the allocated time cannot be accepted.

- Presenters are requested to login well in advance of their presentation – please check the conference programme. We request you to join the session where your talk is scheduled at least 10 minutes before the start of the session. After entering, please press the "raise hand" button to indicate you require attention. The conference organizers will change your zoom status from "Attendee" to "Panellist" – this will enable you to use your microphone and video, which will allow you to address questions from the audience after your pre-recorded presentation has ended. Please note that when your role will be changed again after your presentation, Zoom will reboot – don't worry, it has not removed you from the meeting.

- The chairs will ask each presenter to show up live at the beginning of each presentation. Please be prepared to turn on your video and microphone and say a few words of welcome to all participants.

Instructions for Sessions Chairs:
- Each session will have 1-2 invited or 4-6 contributed presentations. All presentations will be pre-recorded and streamed.

- Discussion will take place as follows:
  - There will be a short Q&A at the end of each invited presentation.
  - There will *not* be a Q&A after each contributed presentation. Rather there will be a group Q&A at the end of each session-group of contributed presentations.
  - There will also be a "Town Hall" meeting in Gather.Town at the end of each session.

- Throughout each session, the Chair will be assigned to be a "panellist".
  - Invited speakers will be promoted to "panellist" at the end of their presentation.
  - Contributing speakers will be promoted to panellists at the end of the session after all presentations have finished.

- At the start of a session, the Chair should:
  - Encourage the attendees to submit their questions on-line on the Zoom Q&A at any time during or after the presentations (please always make clear to which presentation the question is referred to).
  - Make clear that everyone will have the chance to participate in the 20-minute Town Hall session after the plenary questions to ask additional questions to the speakers.

- During the session the Chair should:
  - Briefly introduce the speakers.
  - Speakers are requested to show up live at the beginning of each presentation and say a few words of welcome.
  - Then, the presentation will be played by the conference managers.
  - Monitor the questions submitted on-line.

- At the proper time, the Chair should summarise questions and ask them on behalf of attendees requesting the speakers to respond. The proper time is after each invited talk or after groups of contributed talks.

- Chairs need not worry about the operation of Zoom. However, they may intervene to ask, for instance, that panellists "mute" or "un-mute" their microphones if background noise is becoming prohibitive.