



# **RESEARCH ETHICS CONFERENCE**

## **Session Chairs Guide**

REC2021 Hosted on the Hopin Platform

# Notice to all attendees and presenters

## Important

Currently, Hopin online events platform is fully compatible with Desktop (web) on the following browsers updated to the latest version:

- **Google Chrome**
- **Mozilla Firefox**

We recommend running a desktop browser for the best and seamless experience across the Hopin platform.

**Note:** Other independent browsers that accept webRTC technology may be compatible.

- *Safari is not fully compatible for video on desktops*
- *Explorer/Edge is not compatible on desktops*

We hope that this guide helps you navigate REC2021 with ease.

All links that are [underlined and in blue](#) are interactive links that either direct you to self help guides and videos or email addresses for you to contact us with any queries you may have.

We will also make sure that all guides and instructions are available on the REC website

[www.researchethicsconference.co.uk](http://www.researchethicsconference.co.uk)

Please do make contact with us if you are unsure or need any support by emailing [REC2021@exeter.ac.uk](mailto:REC2021@exeter.ac.uk).

**Note:** On the day of REC2021 we will have email, phone and online chat support. More information about this will be sent with the final programme around 1 week before the 25<sup>th</sup> June 2021.

# Chair Instructions

- Getting Started
- Overview
- Overview: Stage/Backstage
- Using the Moderator Panel (Backstage)
- The Interactive Session Panel

# Speaker Instructions:

**(As a chair you will also be a speaker, these instructions will also apply to you)**

- Getting Started
- On the Day
- Sharing PowerPoints

# Chair Instructions:

## Getting Started

Thank you so much for being one of our Session Chairs at REC2021! Here's what you need to do to make sure everything goes seamlessly.

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### Get set up

- Create a [new Hopin account](#) or [sign in to an existing](#) one.
- If you have not received a dedicated abstract registration link to your email, please email the REC2021 team to send you a link to register for the event by emailing [submissions@researchethicsconference.co.uk](mailto:submissions@researchethicsconference.co.uk). If you have already signed up and registered you can ignore this.
- Register for the event on Hopin platform. Once registered, the REC2021 team will allocate you as a speaker. If you have been asked to Chair a session, you will also be given “moderator” access. All speaker information (name, organisation and abstract) will be added to the Registration page, Schedule, and Reception Page.
- **Each abstract presenter will be sent a session link to a Backstage a few days before the 25<sup>th</sup> June 2021. This is where you should click before your session starts.**

**Note:** [Backstage is a dedicated place](#) where you meet before going live and start sharing your presentation.

# Chair Instructions:

## Overview

### What is a Chair?

Session Chairs (or Moderators) are abstract presenters (or REC2021 team members) assigned to control participants that can go on off-screen as Speakers during the Sessions or Expo Sessions.

Chairs will also ask the audience for any questions after each presentation

### What can Chairs do?

- Manage Speakers during sessions
- Mute Speaker for all attendees in sessions
- [Create and manage Polls](#) for a Moderated Session or Expo Session

#### To Do

We recommend watching a useful video we found on YouTube about being a session chair (or moderator).

[\*Click here to access the video\*](#)

# Chair Instructions:

## Overview: Stage/Backstage

As a Chair (or moderator) you will have access to the '**stage**' and '**backstage**'. You will also have control over the backstage.

Those who are part of your session who are presenting will also have access to the backstage.

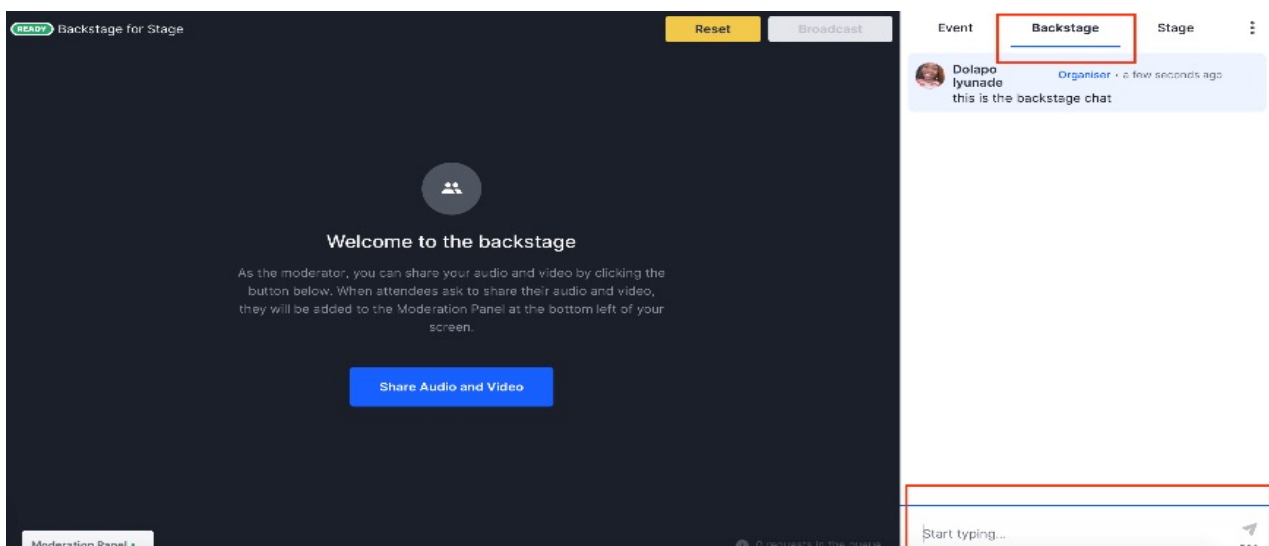
The **stage** is what participants see during a presentation.

**Backstage** is a dedicated space (including video and text chat) that allows **speakers** and **workshop hosts** to meet, rehearse, and test audio and video before going live in front of participants and sharing presentations.

Each session will have a Session Chair who will be an abstract presenter or a member of REC2021.

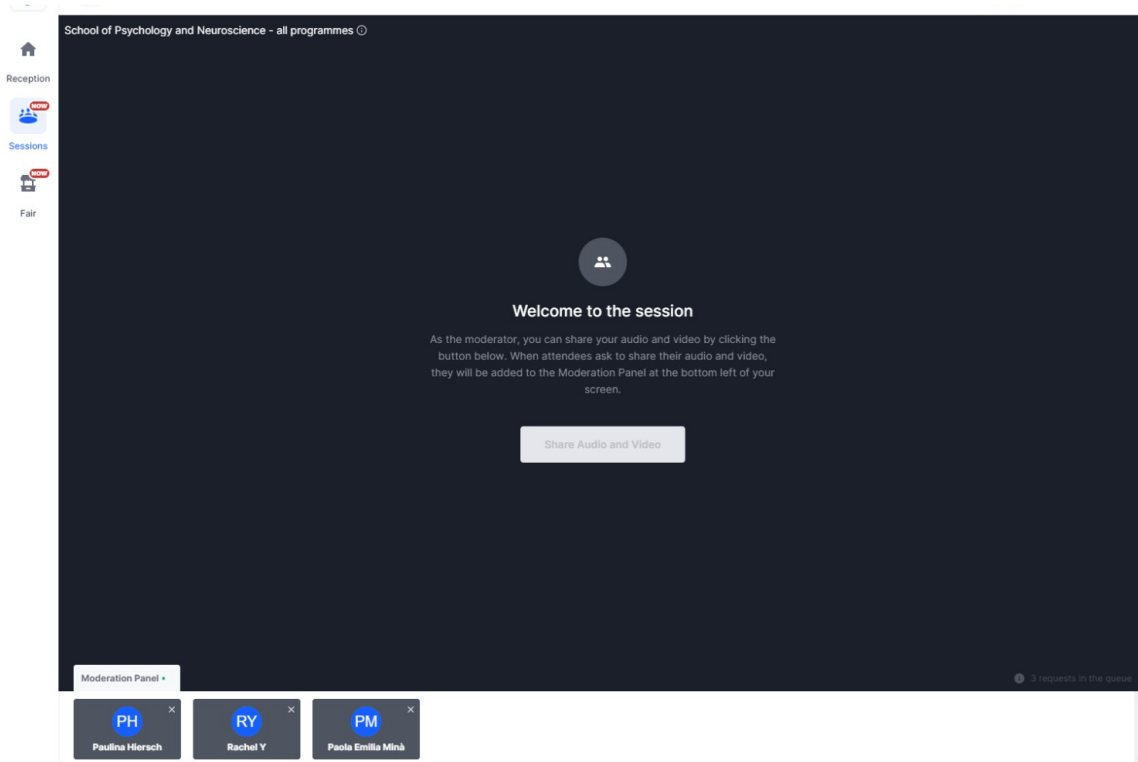
You can use the backstage text chat to chat privately with anyone else in the backstage area e.g. organisers or other speakers.

**Note:** make sure the chat is toggled to '**backstage**', otherwise *all* conference participants will see your messages.



# Chair Instructions: Using the Moderator Panel (Backstage)

**Chairs (Moderators) have to allow speakers within their session to share their video and audio (i.e. be seen and heard by all):**



Speakers/presenters requests within your session will pop-up in the '*Moderation Panel*' – click their name or set of initials to allow them to join the stage. They can then share their screen to present and show their PowerPoint.

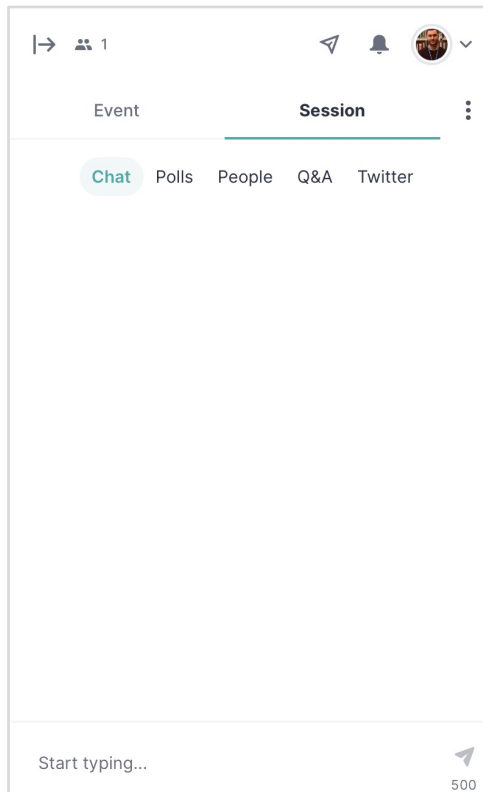
During the Q&A after each speaker/presenter, you may find that you wish to invite attendees to share their video and audio so that you can talk, rather than just answer the chat.

**Please note:** there is a limit of nine who can be on screen at once.

- **If you join a session and see 'ask to share audio and video'**, you are not set up as a chair (moderator). Send a message to [REC2021@exeter.ac.uk](mailto:REC2021@exeter.ac.uk) and we can add you as a chair (moderator).
- **If some attendees can hear you, but one or two cannot**, this will be down to the latter's browser or internet. Leaving and returning again is the best way for them to solve this issue.

# Chair Instructions: The Interactive Session Panel

We are able to do a number of things for you which we have highlighted below.



## Chat

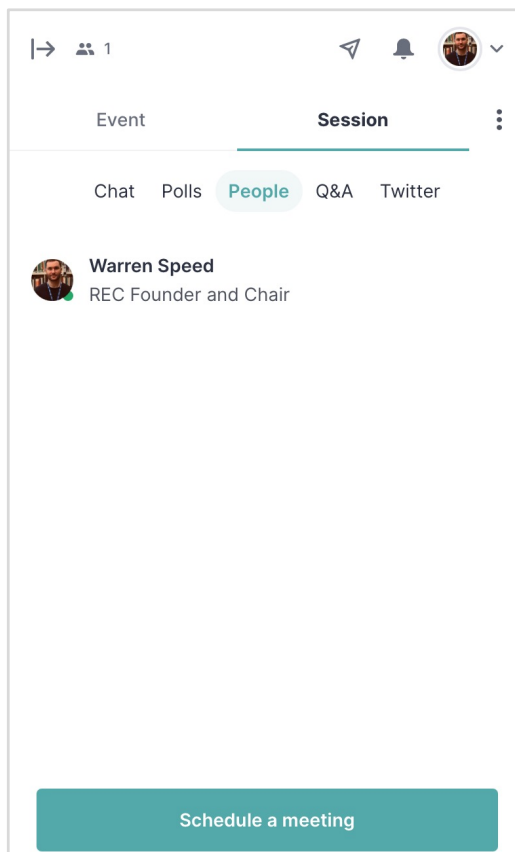
This is where you and your attendees and workshop attendees can speak to each other and ask questions.



## Polls

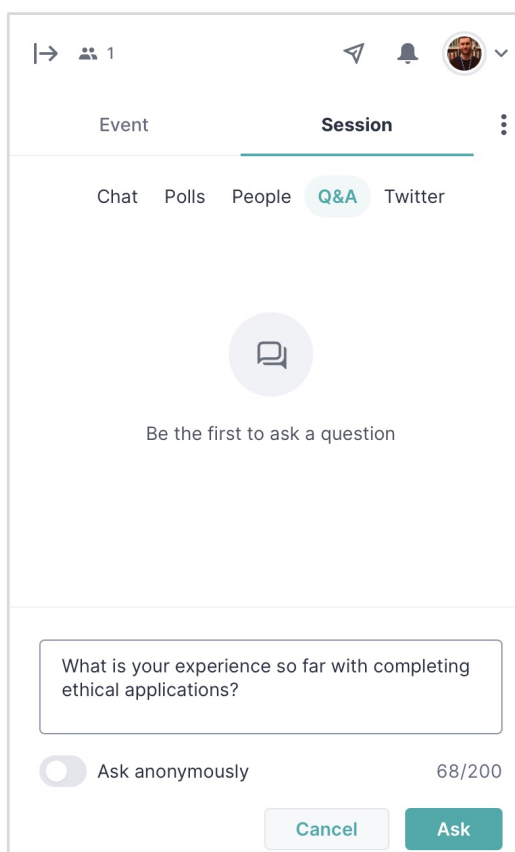
This is where you can set some polls for your attendees and workshop attendees. Only moderators are able to set polls. All polls are multiple choice polls. All attendees and workshop attendees who are part of your *Session* will be able to interact with these polls.





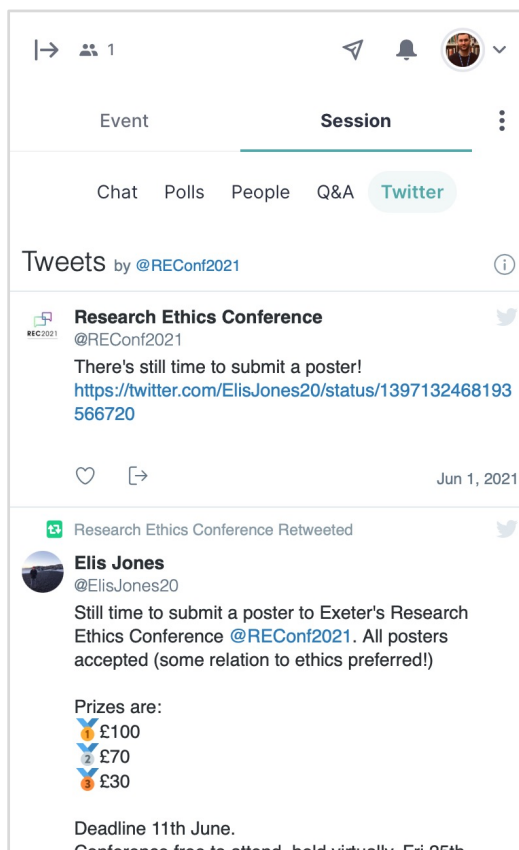
## People

Here you and your attendees and workshop attendees who are part of the session will be able to see who is in the session with them. You will also be able to click on their thumbnail which will open up their profile page if they have a complete profile.



## Q&A

As well as your chat function, you can also ask your attendees or workshop attendees to share ask their questions here. This way it keeps it all tidy and you will easily be able to answer the questions when it is Q&A time.



## Twitter

If you have a Twitter page that you would like us to add to your session/workshop, all you need to do is give us the twitter address or handle and we will put this in for you.

Email us at [REC2021@exeter.ac.uk](mailto:REC2021@exeter.ac.uk) to get your twitter page added.

As a default, we have made all Twitter links to the REC2021 Twitter page.

### TIP

*If you get the opportunity it might be good to ask if anyone in the session you are chairing would like have a poll up.*

*Alternatively, you could put some polls up during the event to make the session interactive.*

# Speaker Instructions:

## Getting Started

Congrats! You're an abstract presenter at REC2021! Here's what you need to do to make sure everything goes seamlessly.

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**Note:** [Backstage is a dedicated place](#) where you meet before going live and start sharing your presentation.

# Speaker Instructions: On the Day

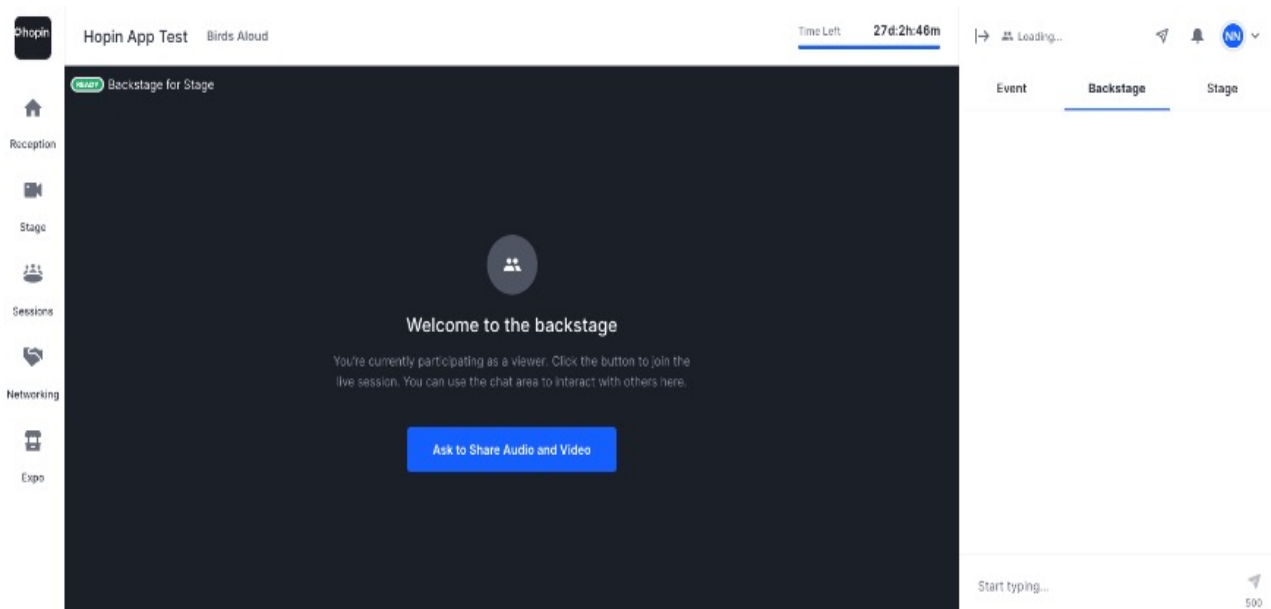
You will be able to access the REC2021 Conference platform 30 minutes before the conference starts at 9:30am BST.

Make sure that you sign in using the correct login details you have used to sign up with REC2021 so that you can access the stage and backstage. If you have difficulty accessing the backstage area try the [troubleshooting tips](#) or contact us by emailing [REC2021@exeter.ac.uk](mailto:REC2021@exeter.ac.uk).

**Note:** You will also be able to carry on as an attendee with your login details.

Check that your audio and video devices are connected and ready to use. Check the [troubleshooting guide](#) if you're having audio or video problems.

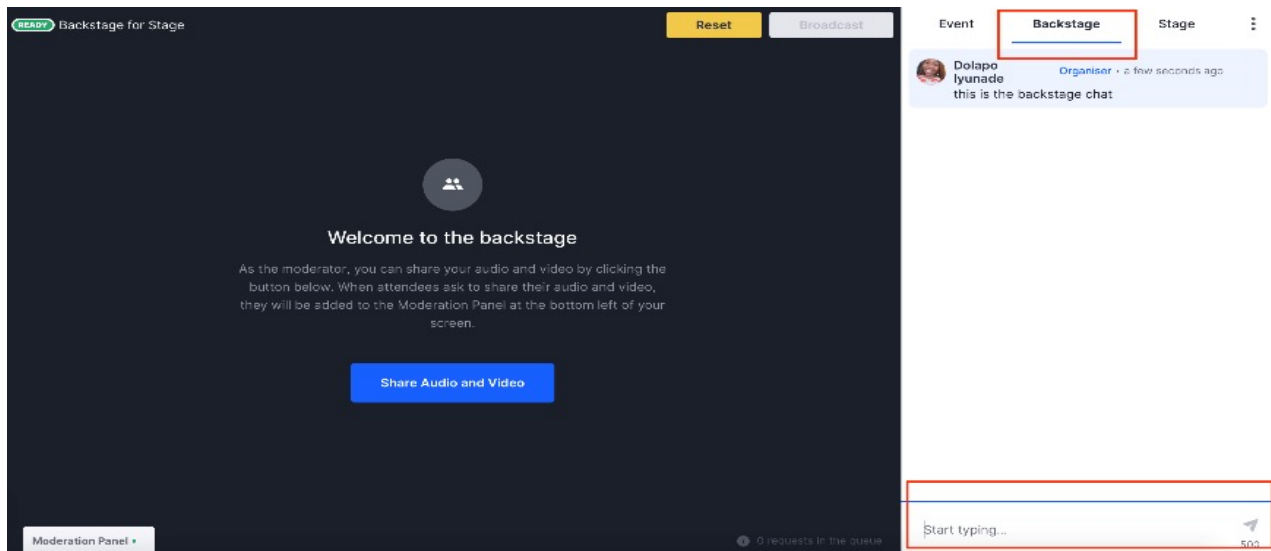
- Just before it's time for your presentation, head to the backstage with the link provided to you by the REC2021 team.
- Click 'Ask to Share Audio and Video' at centre of the Backstage screen



- You'll need to [give browser permissions](#) to use your camera and mic
- The session chair will receive your request to participate and once approved, you will appear on the Backstage screen with video and audio on.

**Note:** Currently you are not live yet and the event attendees cannot see you at the moment. This is the perfect time and place to run final checks. Once all is set, the session chair will click *Broadcast* and you will be live within 15 seconds.

Use the '*Backstage Chat*' tab to let the Organizer know you're there or in case you just want to chat via text and not appear on screen. **Make sure the chat is toggled to Backstage, otherwise the full event will see your message.**



**Tip:** While participating on the Backstage, you can turn off your camera and mic using the controls at the bottom of your screen. This will make you disappear from the event Stage for attendees completely, even though your grey avatar is still showing in the Backstage. It's a sneaky way to transition smoothly between speakers.

Check the Hopin [Sessions tutorial](#) for comprehensive information on Sessions.

# Speaker Instructions: Presenting Your PowerPoint

## Sharing a Powerpoint

**Use Google Chrome:** If you're using Google Chrome, follow these steps to share your slides in a way that you can see both the event page on Hopin and your slides at the same time. Firefox unfortunately currently only lets you share in full-screen and does not have this option.

**Note:** Be sure you are presenting before sharing your desktop.

1. To start, click *Reading View* at the bottom left corner of your PowerPoint. It will switch your presentation to a movable box instead of it taking your whole screen.
2. Next, click on the *Screenshare* button at the bottom of your video.
3. Then, click *Application Window* and select your PowerPoint.
4. After you select your PowerPoint, and click *Share*, you're presenting!

**Tip:** You can resize your PowerPoint window to make it as large or small as you would like on your end, and keep an eye on the chat while you are presenting.

## Sharing your PowerPoint (or any other app) with Sound

1. Click on the *Screenshare* button at the bottom of your video
2. Then, choose *Your Entire Screen tab*
3. Check the *Share audio* box at the bottom left corner of the popup
4. Click *Share* to start sharing

Whenever you play audio from inside of your PowerPoint the attendees will hear it.

**Tip:** In case you don't want to share the entire screen and still want the Audio to come through,

[check Hopin's guide on Sharing audio from third-party apps.](#)

## PowerPoint Sharing for Macs

1. Make sure to allow the browser permissions to access the Screen Recording:
  - a. Open the System preferences
  - b. Navigate to Security & Privacy > Privacy
  - c. Click the box next to the browser you are using
2. Once the permissions are granted, your browser will be able to choose any applications for screen sharing.
3. Open up your PowerPoint presentation and click **Set Up Slide Show** in the Slide Show menu.
4. Select **Browsed by an individual (window)**, then hit **OK** to save.
5. Start your presentation and enter into presenter (slide show) mode.
6. Next, click on the "Screenshare" button at the bottom of your video. Then, click
7. "Application Window" and select your PowerPoint.
8. After you select PowerPoint, and click Share, you're presenting! You can make your
9. slides as big or as small as you would like on your end, and you can keep an eye on the chat while you present.

Check Hopin guides on [presenting slides Backstage](#) or [sharing a PowerPoint](#) for more information and videos.