GUIDELINES FOR PARTICIPANTS

Dear conference participants,

In preparation for our virtual conference on 23-25 September, please note the following tips and guidelines for participating in our virtual conference.

1) Presentation schedule

The programme and book of abstracts can be found here on the website, tab "Programme".

Times indicated are for Central European Time UTC+1 (Spain).

The pre-recorded presentations are marked by a video camera icon.

2) Video-conferencing access:

We will be using Zoom as a platform during the three days of the conference. There are no parallel sessions. *Details will be sent w/b 20 September.*

3) Zoom familiarity sessions

If you are not familiar with Zoom, you can find a short Zoom user guide further below.

If you still feel insecure, we recommend joining a brief Zoom familiarity session with us. We will test your technical equipment (microphone and webcam) and screen sharing. Please email us.

4) Your presentation

To give a live presentation, you will be using the 'share the screen' tool. As a back-up, you are welcome to send us your PPT or PDF with the slides in advance. Please do so the day before your presentation at the latest.

If you opt for a pre-recorded presentation, we will stream your video during your session before the live discussion with you begins. Please send your presentation by Tuesday 7 September, 14:00h Spanish time.

5) Your presentation and equipment

In the 20 minutes live presentations, panel chairs will remind presenters when they have 5 and 0 minutes left. Please ensure a reliable internet connection (wired connection is better than WiFi) and a good sound quality. If possible, use headphones instead of an internal microphone and speakers to avoid audio feedback or echo.

6) Participation in sessions

Presentations are 20 minutes long, followed by 10 minutes for questions and discussion. To contribute questions or comments during the discussions, please use the "raise your hand" function on Zoom. The panel chairs will then call on you to unmute your microphone.

You may also use the Chat during the sessions and the panel chair will read out your question.

7)   Presentation recording

Live presentations will be recorded (unless participants prefer not to) but other participants or attendees are <u>not permitted</u> to record any part of the conference with any technical means.

8)   Socialising

To socialise with other participants outside the conference sessions on Zoom, we will set up "online gatherings" in the **wonder.me** platform for screen/coffee breaks, lunch breaks, and evening gatherings during the three days of the conference. You can come and go as you please.

The advantage of wonder.me is that it allows people to get together and talk in small groups or clusters, just as they would in an in-person event, and it is easy to use. *Details will be sent w/b 20 September*.

We are making arrangements to stream a live music concert with Galician folk music in the evening of Thursday 23 September. *Details will be sent w/b 20 September*.

9)   Questions?

Do let us know if you have any questions. We look forward to seeing you at our conference!

With best wishes
The 6th Prescriptivism Conference team

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6th Prescriptivism Conference, 23-25 September Vigo
Chair: Nuria Yáñez-Bouza
Website: http://prescriptivism2021.uvigo.gal
Contact: prescriptivism@uvigo.es

With thanks to the organisers of the HiSoN 2021 conference

2bis) General video-conferencing guidelines

We ask that you use **a quiet location**, if possible, from which to attend the panels in order to avoid unwanted *sound intrusions* during the presentations and discussion.

When you join the Zoom room, please type in your real **name and surname** in full.

Once you are in the video conference, your **video camera** will be deactivated by default, to give you privacy as you get settled into the meeting. However, we encourage you to turn on your video camera to be visually present during the sessions.

Your **microphone** will be on mute by default as well. To reduce background noise to a minimum, please keep your microphone muted unless you are presenting or asking questions to presenters.

If possible, use **headphones** instead of an internal microphone and speakers to avoid audio feedback or echo.

To contribute **questions or comments** during the discussions, please use the *raise your hand* function on Zoom. Panel Chairs will call on you to unmute your microphone and ask your question. Please don't forget to lower your hand again afterwards. If there wasn't enough time for your question in the discussion session, the presenter will have the option to follow up individually with you on the **wonder.me** platform that we will be using to socialise.

Technical issues/support

If you experience any technical issues during the sessions, you may email to <prescriptivism@uvigo.es> or contact members of the organising committee using the chat function. Our IT technicians will do our best to solve the problem.

Some troubleshooting tips:

Before joining the video conference, take your time to familiarise yourself with the Zoom platform (see Zoom room user guide).

Audio issues: If you hear echoes and your audio is choppy, please ensure you use the right equipment, like headphones and a microphone. Also take a look at the explainer video on audio configuration in Zoom from YouTube.

Poor network connection / lack of bandwidth: If you experience long delays and your audio or video keeps freezing up, you may lack sufficient bandwidth. Try turning off your camera to solve this issue. We also recommend using a wired connection instead of Wi-Fi. If you don't have an Ethernet cable in hand, check the general Wi-Fi connectivity in the room where you are joining the conference.

Functionality issues: If you think that Zoom doesn't work properly, try leaving and rejoining the meeting. Also check out special tips on troubleshooting Zoom meetings.

3bis) Zoom user guide

Here are some tips on using Zoom: **zoom.us**. Presenters are encouraged to familiarise themselves with the Zoom interface.

Getting started (Zoom web client):

After clicking on one of the Zoom links to join our conference sessions and plenaries (see Video-conferencing access), you will be prompted to download the Zoom web client.

>   Note: You will be asked to launch the Zoom desktop client if already downloaded.

Once you download the .exe file, install the Zoom web client and click on "Launch Meeting" in your browser.

A pop-up screen will appear that will ask you to type in your name. Please use your name and surname in full.

Now, enter the meeting password (to be distributed closer to the date) and wait for the host to start the meeting. While you are waiting, test your computer audio (speaker and microphone).

Controls:

Zoom offers a range of controls, which are at the bottom of your screen.

Use the microphone icon in the bottom left corner to unmute yourself when you are presenting or when the session Chair has offered you the floor to ask a question.

Click on the video camera icon to turn off/on your camera.

To see a full list of participants, select the 'Participants' button. At the bottom of this list, you will find the 'Raise Hand' icon. Please click on this icon when you want to comment or ask a question. Click on the same icon to lower your hand. Depending on your version of the Zoom client, you may also click on the Reactions icon at the bottom of your window and select 'Raise Hand' there.

For presenters: When presenting, you want to share your slides with the audience. You can share your screen by clicking on the 'Share Screen' button and selecting one of the different options for sharing.

Have a look at this short explainer video from YouTube:

https://www.youtube.com/watch?v=YA6SGQlVmcA&t=1s

8bis) Wonder.me space

Here is some information about how to access and use our space on wonder.me.

The platform can be accessed through a web browser: we recommend Chrome or Firefox, as it doesn't work on Safari or Opera.

You don't need to download any software or complete an onerous registration or login process. When you click on the link (to be distributed closer to the date), you will simply be asked to enter a username and to allow the camera to take a photo of you. The name and picture will allow others in the reception to recognise you.

Please ensure that you allow wonder.me to access your camera and microphone. This is worth checking in advance, particularly if you have a university computer with centrally managed permissions.

Once you have a username and photo, you enter the room. Just click and hold to move your avatar. If you are the first in, you hover anxiously until someone else comes along. If others are already present, you can decide to join a person or group simply by bringing your avatar close to someone else's avatar. Once you get close enough to the person or group, you will enter the 'bubble', and you should be able to see their videos, hear and talk to them. If there are problems with this, try unlocking the padlock icon at the top right-hand corner of the screen. Once in conversation with a group, you won't be able to converse with or hear any other groups.

If you want to mingle elsewhere, you simply click and hold outside of the 'bubble' and move your avatar to another group.

For further information about using wonder.me, check out the list of FAQs or have a look at this short explainer video from YouTube:

https://www.youtube.com/watch?v=qvptOJ2nGY8&feature=emb_title