37th EGOS COLLOQUIUM 2021 JULY 8-10

AMSTERDAM

Guidance for Convenors

Pre-Colloquium Workshops

SAP Community Day

Organization Studies/Theory Meetings

EGOS Women's Network Meeting 2021

Sub-Themes

Meet the Editors

Social Events

Welcome

Thank you for joining us as a Convenor for EGOS 2021. As a Convenor, your participation is key to the success of the Colloquium, and we want you to be as comfortable as possible using the online event platform. To help you, we have put together this useful guide. We kindly ask you to read it carefully ahead of the event. We will also make available on our YouTube channel a short video that explains the platform and Zoom functionalities.

EGOS Colloquium Platform

The EGOS Colloquium, like in 2020, will be hosted on an event platform called OnAIR. Here, participants can access the program and view a listing, per day, of all their sessions taking place. The Colloquium Opening (including Keynote and Awards Ceremony), the Sub-Plenary sessions, the General Assembly, and the Closing will all take place in the online platform. The Pre-Colloquium Workshops, SAP Community Day, Organization Studies/Theory Meetings, EGOS Women's Network Meeting, Meet the Editors, Sub-Themes and Social Events, however, will take place on Zoom via a link on the online platform.

PLEASE NOTE: All the times listed below are **Central European Summer Time** (CEST). When you log in to the platform, please confirm your time zone in the Check-In window that appears when you first log in. You can change this later: please go to **Your Settings** in the Lobby area to change your settings.

Pre-Colloquium Workshops, SAP Community Day, Organization Studies/Theory Meetings, EGOS Women's Network Meeting, Meet the Editors and Social Events

These activities will be held in Zoom and can be accessed via a link in the online platform. The activities will be held during these times (CEST):

Pre-Colloquium PhD Workshop	Tuesday 6 July – 09:00 - 20:00
Pre-Colloquium Post-Doctoral & Early Career Scholars Workshop	Tuesday 6 July – 09:00 - 18:00
PDW 1 (SWG 2): "Opening-up Inclusion, Participation and Democracy in Stakeholder Engagement: Theories and Methods"	Wednesday, 7 July – 09:00 - 13:00
PDW 2 (SWG 15): ""Organization Studies in the Anthropocene: System Change, Not Climate Change"	Wednesday, 7 July – 09:00 - 13:00
PDW 3: "Writing Impactful Essays for Organization Studies and Organization	Wednesday, 7 July – 09:00 - 13:00

Theory"	
SAP Community Day: ""The Inclusiveness of Practice Research and Practice Research of Inclusiveness""	Wednesday, 7 July – 09:00 – 13:00
PDW 4 (SWG 9): "Paradox Theory for Inclusive Research in Disruptive Times"	Wednesday, 7 July – 13:00 - 17:00
Organization Studies Senior Editors Meeting [by invitation only]	Wednesday, 7 July – 13:00 - 14:00
Organization Studies Editorial Board Meeting [by invitation only]	Wednesday, 7 July – 14:00 - 14:45
Organization Theory Editorial Board Meeting [by invitation only]	Wednesday, 7 July – 14:45 - 15:30
EGOS Women's Network Meeting 2021	Wednesday, 7 July – 15:00 - 17:00
Meet OMT@EGOS	Wednesday, 7 July – 20:00 - 21:00
Meet the Editors	Thursday, 8 July – 14:30 - 15:30
Grigor McClelland Doctoral Dissertation Award	Thursday, 8 July – from 20:00
Receptions by partner associations	Thursday, 8 July – from 20:00
EGOS Colloquium 2021 RECEPTION	Friday, 9 July – from 19:30

Sub-Theme Sessions

The sub-themes will be held in Zoom and can be accessed via a link in the online platform. Participants will only see links to their own sub-themes. Each sub-theme will be assigned its unique Zoom link that will remain the same for all five time corridors. **You will have access to you Zoom link at all times from 8 July at 07:00 am until 10 July at 12:30 pm.** As Convenor, you can circulate the exact session times and detailed program.

The EGOS Colloquium program includes the following time corridors for Sub-Theme sessions:

Time corridor 1	Thursday, 8 July	07:00 – 12:30
Time corridor 2	Thursday, 8 July	16:00 – 20:00
Time corridor 3	Friday, 9 July	07:00 – 12:30
Time corridor 4	Friday, 9 July	16:00 – 19:00
Time corridor 5	Saturday, 10 July	07:00 – 12:30

Session information

Accessing your PhD Workshop, Post-Doctoral & Early Career Scholars Workshop, PDW, SAP Community Day session, Organization Studies/Theory Meetings, EGOS Women's Network Meeting, Meet the Editors, Sub-Themes sessions and Social Events:

- As a Convenor of one of the above-mentioned activities, you will be provided with login details for your own session in the week prior to the event. You will be able to start your session as 'host' in Zoom.

NOTE: We highly recommend using the desktop version of Zoom. Please make sure you have the most recent version of Zoom downloaded to ensure all functionalities work properly. To download the most recent version, please click this link: https://zoom.us/download (choose the download for **Zoom Client for Meetings**). Throughout the Colloquium, we also recommend to frequently check for updates.

- Please use **Sign In** to log in to your Zoom session.

- Use the login details provided by the organisation to sign in.
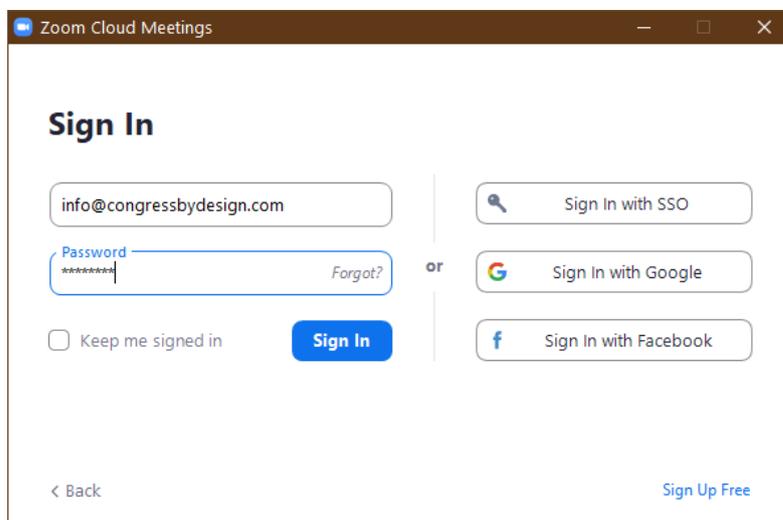
- Once inside the Zoom session, you (and your participants) will be asked to:
    - o **Join with Computer Audio** and
    - o **Join with Video** or **Join without Video**

Please select **Join with Computer Audio** and **Join with Video** to allow for an optimally interactive session.

Note: If you are not asked to join with/without Video, please make sure you enable your video at the bottom of your Zoom window:

If your audio is not working, click on the arrow next to the microphone icon and select Audio Settings from the menu that will appear.

1. Click Test Speaker to play a test tone
2. If you cannot hear it, select a different speaker from the menu or adjust the Volume
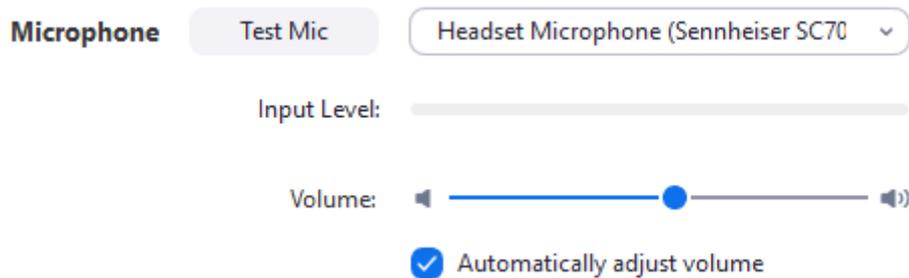
- You will now enter the Zoom Meeting room.

Managing your Zoom session

- All Zoom sessions will be set up as 'meetings'. This means that all participants will be visible in the meeting panel.
- If you click on the '**Participants**' button at the bottom of the Zoom window – highlighted below – the participant list will appear on the right-hand side of your screen.

You can now see who is attending the session. As host, you can control participants' video and audio, if needed. If necessary, you can mute the participants collectively by

clicking on **Mute All** at the bottom of the 'participants' section. If you do use the Mute All option, remember to unmute yourself before you start speaking.

You can also mute participants individually by clicking on the microphone icon next to their name.


- Participants will be able to find the '**Raise Hand**' button under 'Reactions'. This will add a hand icon to their name/screen, which will be visible to all. You can ask them to unmute themselves and speak. By clicking on 'Reactions' again, participants will be able to lower their hand after raising it, or respond with an emoticon to what is being said in the session.
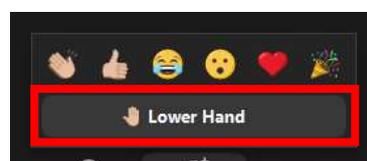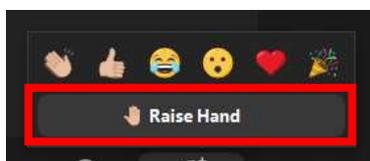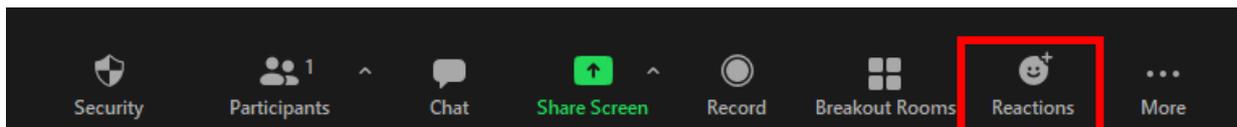
Tips & Tricks

- We encourage you to advise your participants to keep themselves on mute. When it comes to the point where you would like to open up the discussion, to avoid everyone talking over one another, ask them to '**Raise Hand**'. This function is available under the 'Reactions' button (see above). Please run through this process with your group at the start of the session.

- If you would like to facilitate a Q&A, you can ask participants to **submit** their questions through the '**Chat**' function, located at the bottom of the Zoom window. This will open the chat panel on the right-hand side of the window where they can then submit their questions. Participants can choose to submit their question(s) to everyone, or only to you as the host. You can download the chat text at the end of the session. Please note that all chat text is being saved and accessible to you as Convenors - even private messages between participants. **Please advise participants at the beginning of the session accordingly.**


- If unexpectedly someone unauthorized joins your session, you as the session host can remove them from the session:
    1. Click on **Participants** at the bottom of your Zoom window
    2. In the participant list that appears on the right-hand side, hover over the participant's name with your mouse.
    3. Click on **More** and in the fly-out menu select **Remove**.

- As Convenor, **you are responsible for advising participants when to present**. At that point, you can spotlight their video window so they will be center of the session. Presenters will be able to share their screen with the other participants and present their paper. To share their screen, they will need to click the button '**Share Screen**' at the bottom of the video panel. Here, they can select the screen they would like to share and click on the blue **Share** button to confirm screen sharing. Presenters should have their file or PowerPoint presentation open on their computer and set to presentation mode before they start sharing the screen.
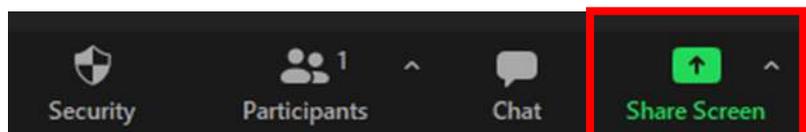
- If participants decide to share an audio or video file, please make sure they tick the box **Share sound** in the share screen pop-up window (left bottom corner):
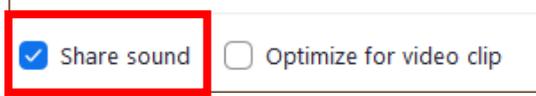
- Depending on the session format, you can encourage the participants to change their view from Galley to Speaker view and vice versa for a better experience.
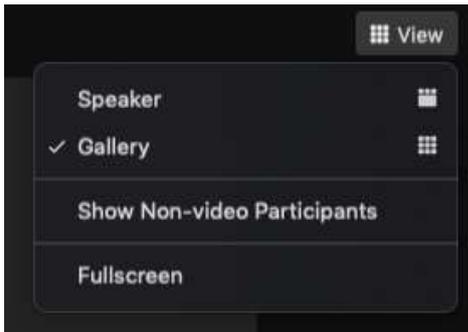

Breakout Rooms

Creating breakout rooms in your Zoom meeting:

- Click **Breakout Rooms**
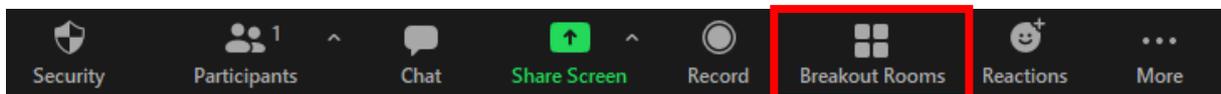
- Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms. We advise one of the following two options:
  - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
  - **Let participants choose room:** Participants can select and enter rooms on their own.
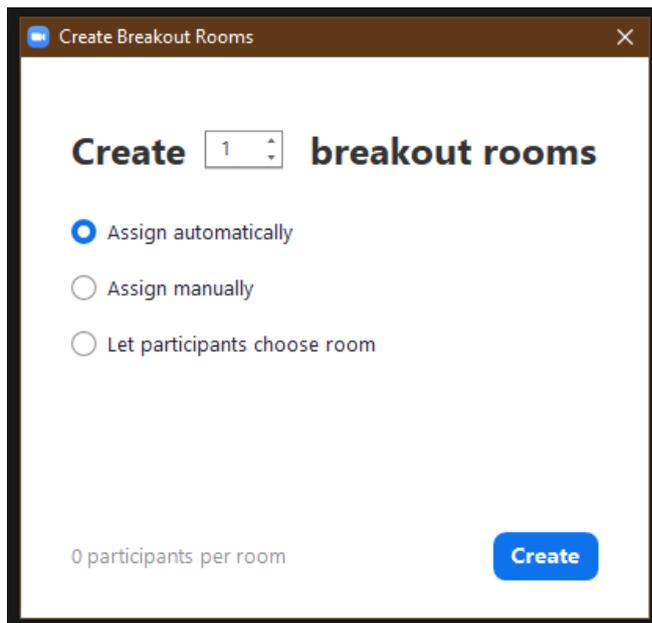
Once you are ready setting up your breakout rooms, click **Create** Breakout Rooms.

Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for breakout rooms

After creating the breakout rooms, click **Options** (on Windows) or the **gear icon** (on macOS) to view additional breakout rooms options.

Check any options that you would like to use for your breakout rooms.

- **Allow participants to choose room:** Participants can select and enter rooms on their own once rooms are launched.
- **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host or co-host to end the breakout rooms.
- **Automatically move all assigned participants into breakout rooms:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click the 'Join' button to enter the breakout room.
- **Auto close breakout rooms after (…) minutes**: If this option is checked, the breakout rooms will automatically end after the configured time.
    - **Notify me when the time is up:** If this option is checked, the host and co-hosts will be notified when the breakout room time is up.
- **Set Countdown timer:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

Renaming breakout rooms

- After creating the breakout rooms you will be able to rename the breakout rooms as needed. **Please note**: It is not advisable to rename the breakout rooms BEFORE the session is live. This is because you would need to match breakout rooms with participants beforehand, which oftentimes does not work as it should because

participants do not have a Zoom account or are using an email address not linked to their Zoom account.

- **Not renaming breakout rooms:** if you need to use many breakout rooms, it can be time-consuming to rename them all during the live session. Instead, you can simply set up the rooms which will then be named "Breakout room 1", "Breakout room 2" etc. You can still allow people to select their breakout rooms by screen-sharing an overview of the breakout rooms with their topics, e.g., "Breakout room 1: Managing your PhD", "Breakout room 2: How to navigate academia" etc.

Click **Open All Rooms** to start the breakout rooms.

Managing breakout rooms in progress

Once the breakout rooms have been started, the assigned participants will be asked to join the Breakout Session. The host, or co-host that launched the breakouts, will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by (not joined) next to their name. You can click these options in the breakout rooms window:

- **Join:** Join the breakout room.
- **Leave:** Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms:** Stops all rooms after a 60 second countdown, which is shown to the host, co-hosts, and participants, and returns all participants back to the main meeting.

Responding to requests for help

Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**, question mark icon.

You will be prompted to join the room where the request originated from. Click **Join Breakout Room** to join the room.

Broadcasting a message to all breakout rooms

The host or co-hosts can broadcast a message to all breakout rooms to share information with all participants. This can be done from the main session or from within a breakout room.

- Click **Breakout Rooms** in the meeting controls.

- Click **Broadcast message to all**, enter your message, and click **Broadcast**.

The message will now appear for all participants in breakout rooms.

What will the event platform look like **for participants?**

When participants log in to the EGOS Colloquium Platform, they will enter the **Lobby** of the virtual conference building, which acts like a home page and allows participants to navigate the online platform. Please note that we are still finalizing our digital space; possibly the final design will differ slightly from what you see here in the screenshots.

The **Lobby** provides access to:

- The different elements in the program through clear signage
- The Virtual Exhibition
- The Meeting Hub – to meet and connect with fellow participants (allowing them to send messages, have direct chats, and have video calls)
- Live Support
- FAQs
- Participant Settings – where participants can change their settings and personal details; they can also choose which information will be visible for other participants
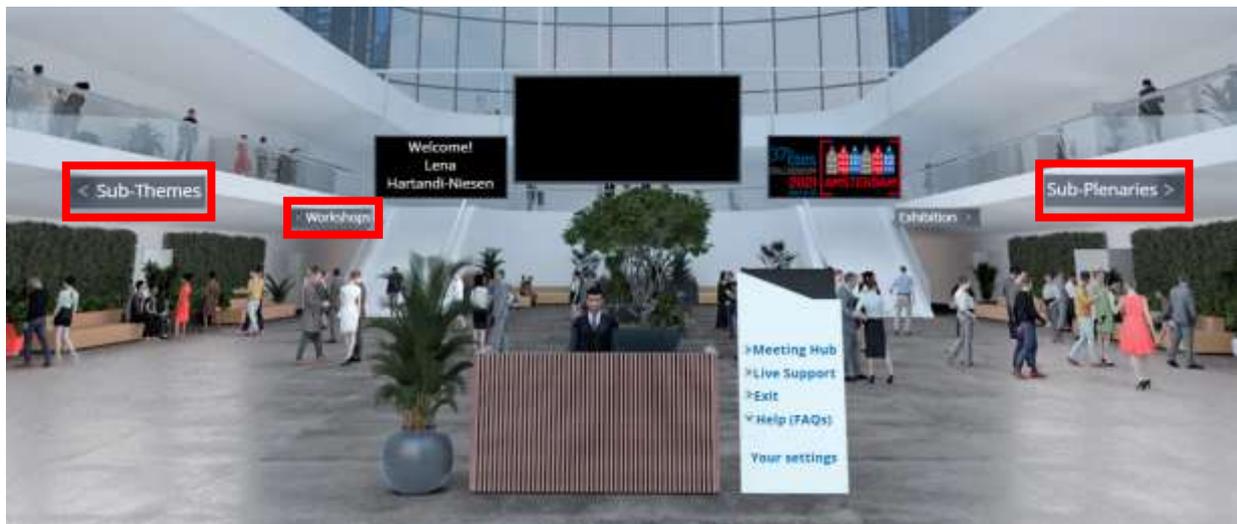
From the lobby, participants will be able click on the individual signs for Sub-Themes, Workshops, or Sub-Plenaries to continue to the Session Lobby to see the sessions in the program overview.

The **Session Lobby** provides:

- The program overview per day with personalized access to the sessions
- Information on sessions and presenters
- Access to sessions by clicking the '**Join**' button that appears 15 minutes. prior to the start of each session
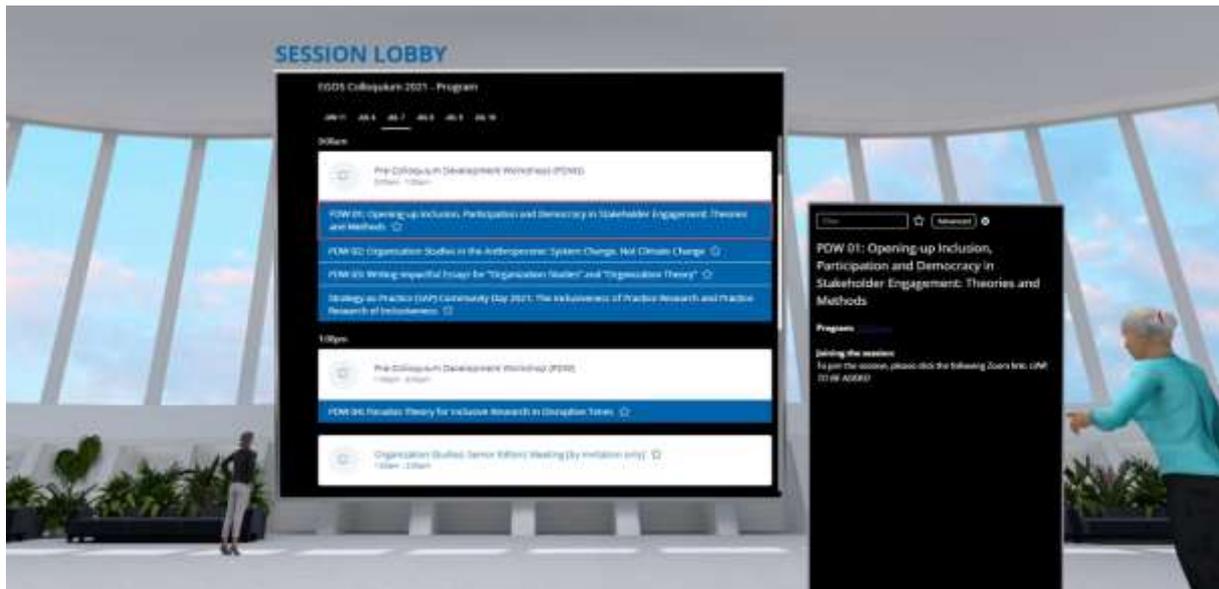
- By clicking on a session in the program overview, more information on the selected session will appear in the Information box on the right-hand side.

- On the day a session goes live, a '**Join**' button will appear 15 minutes prior to the start of the session, which participants must click on to participate.

- Once inside that session, participants will see a link provided under the **Session Information** section on the right-hand side. They will be instructed to click this link to join your session in Zoom.

Virtual Session Etiquette

- All participants should **mute their microphone**.
- If the connection seems to be unstable, turn off your video until you wish to speak or are presenting. You can check the quality of your internet connection here.
- Private recordings and screenshots, even if only for social media, are only permitted with informed **consent** from all participants.
- **Share any questions** through the Chat.
- **Respect the time** given to you and ask your speakers in your session to do the same.

Top Tips

- Use Google Chrome as your web browser and a desktop/laptop when using the platform.
- Refresh the browser if the screen goes black.

01 Pre-session tips: Prepare!

- For the best experience, we recommend you download Zoom before the start of the session (if you have not done so already): https://zoom.us/download. We advise you to use the app instead of the web version, to ensure a smooth running of your Zoom session. Please make sure that your Zoom app is updated to the latest version.
- For the best possible virtual experience in the online platform, we advise you **use Google Chrome as your web browser and a desktop computer or laptop**. Make sure to test your system and ensure your computer and browser have the latest updates. This avoids situations where your computer suddenly updates on its own!
- **You are responsible for sharing the session schedule with your participants prior to the Colloquium.** This is important, because your detailed schedule might be different than the overall schedule on the website.
- You can prepare a short welcome slide with the name, date and time of the session based on our EGOS 2021 PowerPoint template (https://surfdrive.surf.nl/files/index.php/s/OrGSJUiwuSzKGsx). This can be displayed at the start of the session by sharing your screen.
- We advise you to join your session at least **15 minutes before the official starting time**. This will help to make sure that everything works, as it should; and it provides an opportunity for informal chat with your participants.

02 Start virtual session tips: You are on!

- **Welcome the participants** and show the welcome slide. Walk the participants through the virtual session etiquette.
- **Present the agenda** for the session, sharing who will talk, in which order, and how much time each presenter has. Also, mention how they should submit any questions. Set expectations about how strict you will be with time and appoint a timekeeper.
- **Animate feedback**: There is no applause in Zoom session, so you may take a moment to thank the presenters in your session, as well as the participants for joining. You can encourage people to send an emoji or reaction in the chat.
- **Promote ways to stay in touch**: Encourage people to stay in touch and follow-up, for example by using the Meeting Hub function in the online platform. You can also engage with us on Twitter (@egos2021), Facebook (https://www.facebook.com/EGOS2021) and YouTube (https://www.youtube.com/channel/UC20O7ENIYiPhLXwS1pts-mg).

03 During & after the session tips: Be a star!

- It is best for social interaction if all participants have turned on their video. In case of an instable internet connection, people should, however, be allowed to switch off their video.
- If someone's microphone is not working, ask them to try the following: (a) unplug & plug earphones; (b) check your audio settings in Zoom (see instructions above); (c) close all other programs, tabs, and windows; (d) re-fresh page; (e) allow microphone access in browser settings.
- Pick up interesting questions, summarize what was discussed and share these observations with the audience.
- If a participant is making inappropriate comments, you can in extreme cases remove the participant from the session (see above).

Technical Support

Please note: As Convenor, you are responsible for running your own session. If you have any technical issues, please email our support team at egos2021@congressbydesign.com or call us at [+31 88 0898 116].