General information

UMAC-Universeum 2021 will be organised virtually using the Zoom platform.

Links to the sessions
Closer to the date, you will receive by email the final version of the program. This will include all links to the sessions, except Workshops, the announcement of the UMAC Award 2021 and UMAC AGM.
- Workshops: If you have registered (register here), you will receive the workshop(s) link(s) directly from the workshop moderators.
- UMAC Award 2021: open access, live on YouTube.
- 21st UMAC AGM: Access to the zoom session is limited to UMAC members only and the link will be sent by UMAC Secretary Wenjia Qiu. You can however watch the AGM live on YouTube. Read more here.

We strongly recommend you download, install the Zoom desktop version and familiarize yourself with Zoom in advance.

During sessions
- Please note that all sessions will be **recorded** and made available after the conference on UMAC and Universeum websites.
- Keep your **microphone** muted whenever you are not speaking (it will improve the session quality for everyone). You can turn your camera off if you don't want to be recorded.
- Check your settings and use your **full name** and, if possible, also your organisation's acronym (not a nickname or the name of your device). To edit your name, click on the "Participants" button, find your name on the list and click the "More" or "Rename" button.
- If you have a **question or a comment**, write it in the chat or use the "Raise Hand" feature in "Reactions". Please, lower your hand again after the question has been answered.

If you'd like to ask some questions or get some help, we will open the Zoom session room on Wednesday, September 1 one hour early at 9:00 AM Lisbon/London.

GUIDELINES FOR SPEAKERS
We recommend speakers install the current desktop client for stability and feature completeness.

- Make sure your room is quiet and silence your phone or other devices.

- Your webcam should be at eye level, and you should test your audio when entering the room.
- You will be made co-host by the session chair and operate your own powerpoint presentation through the "Share Screen" feature.
- So, be ready: open your presentation before the session begins and leave it running when you connect to the session; quit all applications you're not using.
- Strictly stick to your time – **10 minutes** for oral papers – but speak slowly and clearly. This is an international conference with automatic audio live transcription.

GUIDELINES FOR CHAIRS

We strongly recommend chairs install the current desktop client for stability and feature completeness.

Start of session
- You will be made co-host by the session host
- The session host is there to help and assist you technically
- Please coordinate with the session host and/or co-chairs who is going to look out for Raised Hands and comments in the chat

Things to do at the beginning
- Assign co-host to all speakers and co-chairs. This will show them first in participants lists and tiles and additionally enables the speakers to share their screens and presentations
- Make sure "Live Transcription" is enabled (the session host may have done it already) and explain to the participants that they can enable it now for themselves
- Explain to the participants the procedure for questions and comments
- The session host will start recording, but you should announce it, because when recording starts everybody has to agree or leave the session

Session management
- Session durations should be rigorously respected (we have participants from all time zones!)
- Each talk is allocated 5 minutes of questions and debate; we recommend first all papers and the discussion at the end
- Comments and questions may be indicated by writing in the chat or by the "Raise Hand" feature in "Reactions"

At the end of your session
- The session host will stop the recording
- In many cases there will be immediately another session in the same room, otherwise the session host will technically end the session

Workshops

Same rules as above, plus:

- You can use the Breakout Rooms feature. You will have, as co-hosts, full control. See Zoom Help: Managing Breakout Rooms for details. Please note: Live Transcription is not available in Breakout Rooms.
- For workshops, recording is your responsibility, including getting consent from participants. You can, as co-hosts, record locally on your computer or assign a participant local recording rights on their computer. You can record locally the main room and breakout rooms, but you have to be in the room during the recording. If you think you need recording in the cloud, please contact the conference organisers in advance.

23 August 2021

UMAC-Universeum 2021 LOC

If you have questions, please contact Martin Stricker <martin.stricker (at) hu-berlin.de>