

Navigating the RSSC2021 Hopin platform: FAQ

Contents

Navigating the RSSC2021 Hopin platform: FAQ	1
Where can I find the Conference Programme and Book of Abstracts?.....	1
How can access the conference?.....	1
Which internet browser should I use?.....	1
Can I use a computer/tablet/mobile to access the conference platform?.....	1
What are the various areas in the conference platform?.....	1
How can I share my PowerPoint? (very important!)	2
My sound/video share is not working. What can I do?	2
Who do I contact if I run into technical problems?	2
Where is the poster exhibition?	2
How can I interact with others in the conference?	3
Can I schedule a meeting with other attendees/presenters?	3
How can I network casually with other people?.....	3
Additional Information for Judges and Chairs	4

Where can I find the Conference Programme and Book of Abstracts?

You can download the detailed programme of the conference and the book of abstracts here:

<https://summerconferencemdxdx.wordpress.com/programme/>

How can access the conference?

1. **Create a Hopin account:** https://hopin.com/sign_up
2. **Register** for the Main Conference on the 23rd June, using [this link](#).
3. You will be able to access the conference from the 22nd of June [here](#).

Which internet browser should I use?

Hopin works best with **Google Chrome** (please avoid Firefox).

Can I use a computer/tablet/mobile to access the conference platform?

- The conference platform works best on a **computer/laptop**.
- You can only use the platform in a tablet/iPad only if you download the [Hopin mobile app: download link for Android, download link for iOS](#). You do not need to download an app to access the conference platform via a computer.

What are the various areas in the conference platform?

There are five areas at the RSSC2021 hosted on Hopin. You can move between the different areas using the icons on the right side of your screen.

1. **Reception** : The Reception area is the welcome page or “lobby” of the conference event. Here you can quickly find out what’s happening at the event currently.
2. **Stage** : It’s a one-to-many interaction area and will be used for our opening and closing keynotes speeches only.
3. **Sessions** : The Sessions segment is where all panel presentations and screenings will take place. All RSSC2021 Sessions have a letter (A – X). In Sessions, you can share your video and

audio and ask questions to the speakers on camera. There will be eight parallel sessions at any time and each session will go live five minutes before the time on Schedule.

-  **4. Networking** : This segment is designed to recreate the “coffee-in-the-lobby” conversations that are important at an in-person event. The Networking area automates the discovery of new connections. When an attendee participates in the Networking, they are matched with a random attendee and meet for three minutes. Attendees can click the *Connect* button during a call to exchange contact information and after the event the newly made contacts will appear at the [Connections](#) page of their individual Profile.
-  **5. Expo** : The Expo area is the virtual exhibitor hall with booths for each poster. Posters can be accompanied by a pre-recorded 2-3 minute presentation that you can watch on demand, i.e. the attendee accessing the booth will have the ability to play/pause/skip the video. During the times set in the schedule for Poster, you can meet with the poster authors and have a conversation.

How can I share my PowerPoint? (very important!)

1. Check this very helpful [Sharing your Powerpoint](#) short video and guide on presenting slides during the event (including sharing a PowerPoint on Mac).
2. 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.
3. Next, switch to your Hopin window and click on the *Screenshare* button at the bottom of your video.
4. Then, click *Application Window* and select your PowerPoint.
5. 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.

My sound/video share is not working. What can I do?

- Ensure you access the conference platform from a computer using Google Chrome or that you are using the [Hopin mobile app](#).
- Close additional tabs and programmes and other apps running on the background (especially video conferencing programmes).
- Refresh the conference page or restart your computer.

Who do I contact if I run into technical problems?

- If you are on the Hopin platform, use the “Event chat” global event chat where all participants can post messages. Type your question/issue mentioning your Session Letter (A, B, C etc.). A student ambassador will get back to you.
- If you cannot enter Hopin at all, you can contact our two student ambassadors on duty on the day (and before):
 - ✓ Ms Audrey Kabir mk1951@live.mdx.ac.uk
 - ✓ Mr Kisho Kumar KS1551@live.mdx.ac.uk

Where is the poster exhibition?

Go to the ‘Expo’ area (click on this icon on the left ). There you can explore the various posters and 2-minute accompanied presentations. You can also interact with the poster authors and have a conversation. There you can see the YouTube videos and you can access the posters in Mural by clicking on the button that says “Access poster here”. Double click in Mural to add comments!

How can I interact with others in the conference?

There are multiple chat channels in online event on the Hopin platform. Each one serves a different purpose.

- **Event chat** — global event chat where all participants can post messages.
- **Session chat** — each session in Sessions has dedicated chat rooms. Attendees who are off-camera can chat to interact with people on camera and vice-versa.
- **Meeting chat** — in Networking, a private 1:1 chat channel is available to the participants.
- **Direct messages** — anyone can send messages to an individual at an event on Hopin via DMs in the People tab. To send a DM, find the person you wish to chat with in the People tab, click their profile photo, and send a direct message to them.

Can I schedule a meeting with other attendees/presenters?

Yes! During a session, click the 'people' tab on the left 'Session Chat' bar. There you can see all attendees of a session, explore their profiles and schedule to meet them for a one-to-one chat.

How can I network casually with other people?

During break, please head to 'Networking' (Click on this icon on the left ). There you can meet others in a 1:1 conversation, 3 minutes each. You can leave at any time. This segment is designed to recreate the "coffee-in-the-lobby" conversations.



Additional Information for Judges and Chairs

Roles:

- There will be a chair and a judge in each session (typically 4 presentations, 15 minutes each, followed by a 5 minute discussion/change of speaker).
- It is the **chair's role** to ensure that presentations do not overrun. Please warn in the chat (or verbally) when the presenter has three minutes left, then 1 minute and then 0 minutes. It is very important to stick to the advertised timetable, to enable movement of attendees between presentations. Also the Session will **automatically close** ten minutes after the scheduled end time.
- **Both the chair and the judge** will evaluate the presentations in their session.
- **If a chair or judge unexpectedly cannot make it: We ask the other member of the chair/judge team for that session to assume both the chair and the judge roles** (of course if we are given enough notice we will arrange a substitution).

During your Sessions:

- Ask presenters to ensure that they click the option "share audio and video" on the top right of their screen, otherwise they won't be able to communicate with the audience.
- Ask the audience to use the 'session chat' and 'Q&A' function in the session chat bar on the right of the meeting, so that you can monitor any questions and comments.
- Encourage attendees to use the 'People' tab in the 'Session Chat'
- We encourage the chairs to ask the first question after each presentation (if none is forthcoming from the audience).

Troubleshooting screen share problems:

- Read the '[How can I share my PowerPoint? \(very important!!\)](#)' instructions for presenters above.
- **Only 19 presenters can be sharing audio and video at any time.** In the unlikely case that there are more than 19 participants who have enabled audio and video sharing, then screen share will be automatically disabled. Therefore, please ask some of the audience members to press the '**leave**' button on the top right corner. They will still be able to see and hear everything and type in the chat, but they will not be able to broadcast their video and audio.

Assessment of presentations

- We will award **prizes** for best presentation in each session and overall best presenter. The prizes will be £50 voucher and a certificate.
- Please fill in the attached **evaluation form** for the sessions you are chairing/judging.
- Email the completed form to **Dr Liang Liu (L.Q.Liu@mdx.ac.uk)** as soon as you can and no later than:
 - o For Sessions A – H (10:10 – 11:30): email completed assessment forms to Liang by **12:00**
 - o For Sessions I – P (11:40 – 13:00): email forms by **13:30**
 - o For Sessions Q – X (14:00 – 15:20): email forms by **15:50**

No shows:

- We have asked all presenters to register for the event and the vast majority have done that already. We are chasing the handful who have not done that yet and we expect a very small number of no shows. We will notify chairs of any presenters who have withdrawn.
- If a presenter does not show up, please do not alter the timing of the other presentations in the Session. Instead, encourage attendees to use the free 20 minutes to either view the Posters (Expo area) or meet other people in the Networking area.