

## ENRIO 2021 Congress on Research Integrity Practice: Instructions for chairs and speakers

The congress takes place on an online platform created by ProspectumLIVE. ProspectumLIVE also produces the livestream of the programme. Each participant receives a personal link to the platform, so it's important to [sign up](#) if you haven't already done so.

**Time zone: Central European Summer Time (CEST).** Make sure you know at what time your session takes place in your own time zone! Contact Anni Sairio if you're not absolutely certain.

The two congress days are Tuesday 28 September 2021 and Wednesday 29 September 2021. On both days, there are two parallel livestreams. The audience can switch between the two livestreams as they wish. Day 1 (Monday 27 September) is for workshops, which can be accessed through the congress platform.

The programme: <http://www.enrio.eu/wp-content/uploads/2021/09/Programme-for-the-website.pdf>

**The speakers give their presentations in Zoom.** The presentations are then livestreamed on the platform.

### What happens during the sessions:

- Click the platform link and enter the congress platform. Check which livestream will air your session.
- Your session takes place in Zoom. Join the Zoom meeting at the instructed time.
- When your session begins, mute the congress platform and/or turn off the livestream. Your focus is now on the Zoom session.
- Sessions with pre-recorded videos:
  - When it's time for the videos, turn on the livestream to watch them. **Do not leave the Zoom meeting!**
  - When the last video ends, mute the platform and/or turn off the livestream. Discussion begins in Zoom when the director gives the signal.
- Sessions with live talks: Speakers give their presentations in Zoom. Do not watch the livestream at all.
- When the session is over, leave the Zoom meeting. **Leave only when instructed.**
- You can now continue watching the programme on the platform!

The streaming technology creates a time lag of 20 seconds, which means that you cannot simultaneously follow the livestream and participate in the Zoom discussion.

Tip: Use a separate device to access the congress platform when you are in Zoom.

The chairs and the speakers receive the Zoom link by email a day or two before the event.

### Instructions for the chair:

- The ENRIO host will introduce the session briefly (name of the session and the chair).
- The director will tell you when it's time to begin.
- When the session begins, first introduce yourself briefly (name, organisation and country).
  - Session organisers and chairs of sessions with invited speakers: you can introduce the session in more detail, for example its aims and the reason it was organised. You have a couple of minutes for this.
- Introduce all the speakers in the beginning. Introduction consists of the presenting author's name and title (if relevant), organisation, country, and the title of the talk.

- Introduce only the presenting author.
- See the abstract for speaker information.
- Sessions with pre-recorded videos: the videos will be shown one after another and the joint discussion time will be at the end of the session. This way the session participants can watch the videos on the platform without time lag problems.
  - The director tells you when the discussion time begins.
  - In the presentation sessions (Presentations 1-7, in blue), there is a total of 25 minutes for the discussion.
- The audience asks questions on the platform, so we recommend that you log onto the platform with another device to follow the chat. Otherwise you have to divide your focus between Zoom and the platform.
  - If this is not possible, please contact Anni Sairio and we will arrange the questions to be forwarded to the Zoom chatbox.
- Prepare at least one question for each participant. Everyone must be included in the discussion.
- Keep track of time. The session must not go over time.
- Leave the Zoom meeting when the session ends. Don't leave Zoom during the session!
- You will receive detailed information about your session in advance (schedule, live/prerecorded talks, video lengths).

#### **Practical instructions for the day of the event:**

- If you are not on the CEST time zone, check that you know when your session takes place.
- Check that you have a stable internet connection.
- Preferably use a headset with a microphone.
- Plug in your laptop, so the battery doesn't drain during the event.
- Keep your phone close in case the organisers need to call you.
- Arrive in the Zoom meeting 20 minutes before the session. You will be let in the waiting room. A previous session may still be ongoing, so you may have to wait a moment.
- Make sure your name is displayed in Zoom (not your organisation's name).
- Your microphone and video will be off. You will receive instructions to open them.
- When the session begins, make sure the congress platform is muted and the livestream is not on.
- If you give a live talk and you have PowerPoints, share your screen to show the slides.
- Do not mute your microphone or turn off the camera during presentation unless instructed to do so.
- Stay in Zoom until you are instructed to leave.

#### **Recording**

The livestreamed programme is recorded, and this recording will be uploaded on the congress platform for the registered participants. The platform will be open until 26 November 2021.

Contact Anni Sairio ([anni.sairio@tsv.fi](mailto:anni.sairio@tsv.fi)) if you have any questions.

