

SSSR2021: Virtual Conference 12 – 16 July 2021

This guide is designed to help you to get the most out of SSSR 2021.

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Context setting

SSSR2021 will be different meeting to our last annual meeting in Toronto in 2019. For 2021, we chose not to do a 'lift and shift' with live presentations, due to the significant global membership of our society spread across multiple time zones. Instead, delegates have uploaded pre-recorded content, available to view on demand from **10am Monday 12 July 2021** (BST – UK time London time). We have scheduled live Q&A by session, hopefully at times when the panelists are awake, and there are additional opportunities to post and respond to direct questions linked to each presentation. We have included live content for the pre-conference, opening and closing sessions, and the Presidential address from Rob Savage. We are aware that not all attendees will be able to join all the sessions live. Recordings of all live events, including the Q&As, will be posted for later viewing (it can take 24-72 hours for this to happen, but all content is available from 12 July 2021 for 60 days. We hope that this format enables us all to showcase and celebrate the incredible innovation and scholarship of reading researchers, consolidate old and build new collaborations, and ensure a vibrant future for reading research across the globe.

Conference software and time zone

- Download the WebEx software. See the 'Technical specifications for joining a live stage' at the end of this guide. Ensure your computer settings allow mic and camera access.
- Chrome and Firefox are recommended browsers see *Tech specs* below.
- The timezone is BST (British Summer Time London and also Lancaster where the merry band of stage managers are located; as noted by Bill Bryson we are a 'small island' so have just a single time zone). This is a useful convertor:

https://www.timeanddate.com/worldclock/meeting.html





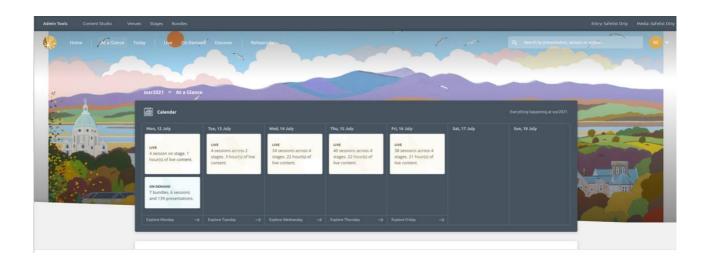
Get ready: plan your schedule

• Check out the conference platform from: https://event.sssr2021.exordo.com/. You will not be able to view the presentations at this time, but you will be able to view the schedule and explore the site.



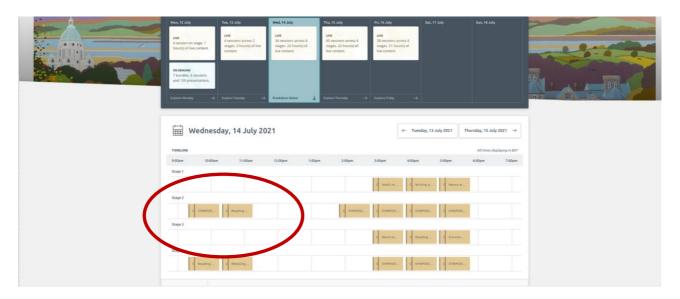
Finding and viewing a presentation (linked to a live Q&A)

- The schedule can be viewed now.
- The recordings will be available to view from **10am Monday 12 July 2021.**
- You can search by presentation or author, search field shown above.
- You can also find these in the **At a Glance** or **Today** sections, shown above.

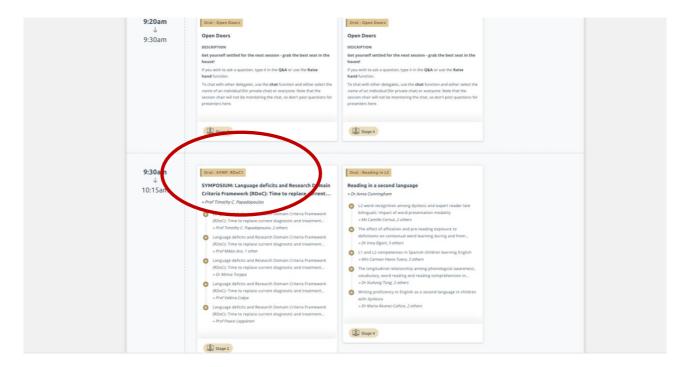




• By clicking on a day, you can drill down to see content.



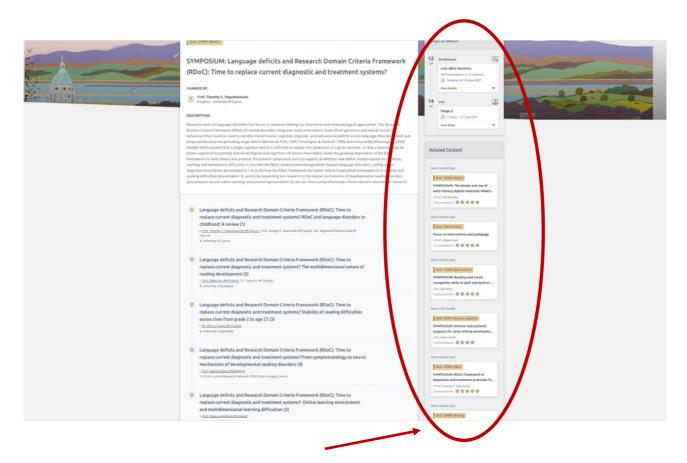
• With listings of the papers linked to each live Q&A session shown below.



 You can access the full listing of each session by clicking on the entry in calendar view or the session name tab, indicated above.



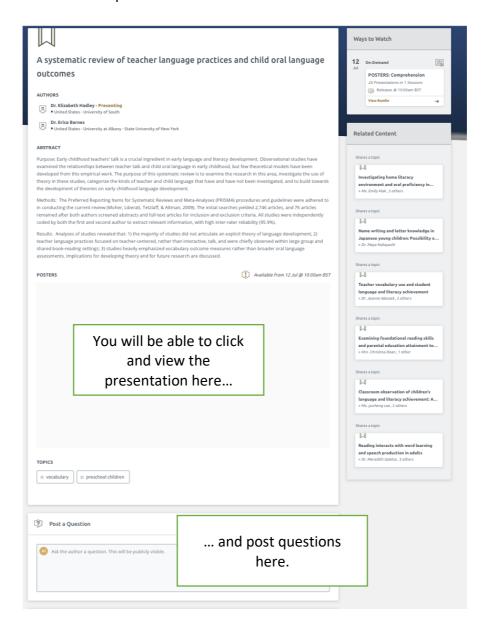
• You will see a list of the presentations. Scroll to the presentation that you wish to view, and the view presentation button will become visible. Click on this.



- In the right hand side panel, there is a link to the **live stage** and related content is also flagged. Explore!
- When you select a presentation using the **view presentation** button, you will go to a page listing authors and abstract, the presentation movie for view underneath, and a box where you can post your questions. The format is the same for posters and oral presentations, and is shown on the next page.



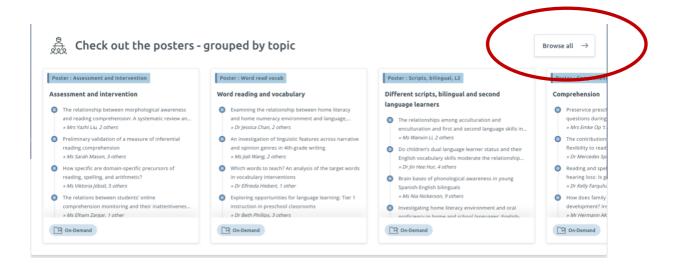
 This is information provided for each oral presentation linked to a live Q&A; the same format is used for posters.





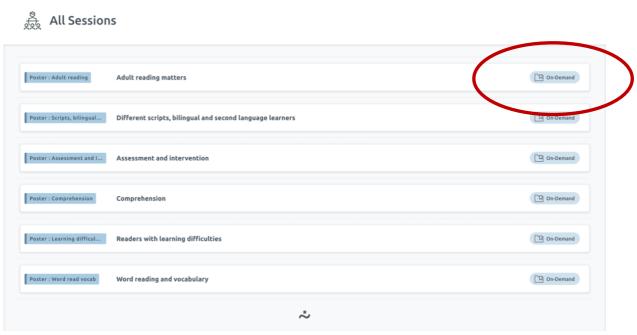
Finding and viewing a poster

- The schedule can be viewed now.
- The recordings will be available to view from 10am Monday 12 July 2021.
- You can search by presentation or author, search field shown above.
- You can search by presentation or author see details <u>above</u>.
- You can also find these in the **discover** section in top menu, indicated above.
- Posters are grouped into 6 themes: Adult reading; Assessment and intervention;
 Comprehension; Language matters, Readers with learning difficulties; and Word reading and vocabulary.
- Below is the view if you go to the **discover** section, in top menu.
- Click on browse all to see a list of the groups

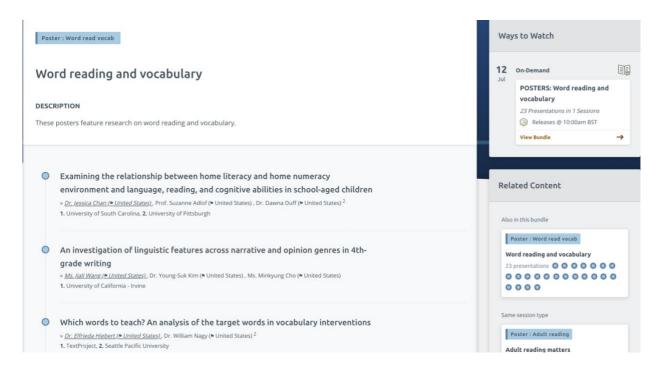


 This is the view after clicking on browse all. Click on demand to access the pre-recordings of posters in that group (or session).





 You will see a list of the presentations. Scroll to the presentation that you wish to view, and the view presentation button will become visible. Click on this.



A described for viewing papers above, when you select a presentation using the view
presentation button, you will go to a page listing authors and abstract, the presentation
movie for view underneath, and a box where you can post your questions.



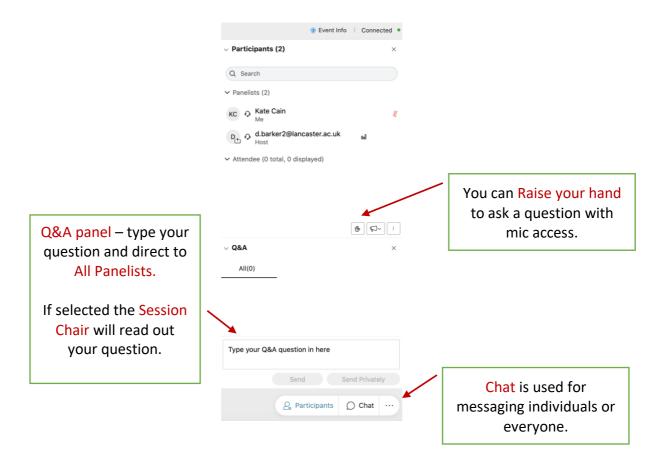
Joining a live session

- You can join each session up to 10 minutes early during the Open Doors slot in the schedule.
- Give yourself sufficient time to log on for your first session of the day.
- The Session Chair and the Panelists (these are members of the Q&A panel who are presenting authors of pre-recorded oral papers, including symposia) should arrive during the Open Doors slot to get ready.
- The session will start once we have reached the scheduled time <u>and</u> the chair and panelists are here.
- These live Q&A sessions will be recorded and posted for delegates who cannot make the session live.

Interacting in a live session

This is a bit more formal than how we might interact during in-person event:

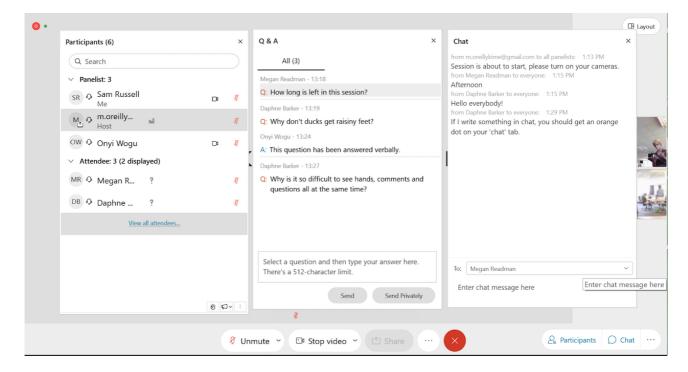
- Only the Session Chair and the Panelists (these are members of the Q&A panel who are presenting authors of pre-recorded oral papers, including symposia) will have mic and camera access.
- Each session will start with the Session Chair introducing the session and the Panelists.
- You will be able to post questions in the Q&A panel or Raise your hand.
- You can Chat with other members of the audience.
- You can join a session late, but you cannot join once the session end time has passed.





The Session Chair

- Arrival: Message the Host in Chat when you arrive during the Open Doors slot. The Host will
 promote you to Panelist status to enable camera before they start session.
 - We recommend that you ensure that you change the look of the event to have the panels open clearly:



- Starting the session: when the Host sends the message through Chat put on your camera
 - o The Open Doors slides will stop and you should turn on your mic.
 - Welcome everyone to the session, remind people how to ask questions, and start by asking each panelist to give their name, title of presentation, and a brief take home message of their presentation.
 - For symposia with a discussant, the organisers and discussant will let panelists know whether the discussant will lead with a summary and first round of questions.
- Questions. You can select questions from the Attendees in the audience, by monitoring Q&A
 panel and the Raise your hand feature.
 - For questions posted in the Q&A Panel, read out the question and name of delegate who wrote the question and allow the relevant panelist(s) to respond. The Host will mark that the question has been 'answered verbally'.
 - For attendees who have used the Raise your hand feature say "The next question is from Name" (the Host can unmute that person). After the panelist has answered, check that the questioner does not have a follow-up. If not, thank them and move on.
 - Ask the Panelists if they have any questions and/or if they wish to address any questions posted alongside their pre-recording.
 - Panelists cannot post questions in Q&A panel; they will need to use the Raise your hand feature.



- Ending the session. Sessions can end early but they cannot run late.
 - The Host (Stage Manager) will send All Panelists a message through Chat with 10 minutes left and then 5 minutes left and then a message to everyone with SORRY BUT WE HAVE TO END NOW, if we reach the scheduled end of session.
 - Please wrap up by thanking everybody.

Panelists

- Arrival: Message the Host in Chat when you arrive during the Open Doors slot. The Host will
 promote you to Panelist status to enable camera before they start session.
 - We recommend that you ensure that you change the look of the event to have the panels open clearly:
- **To start:** Turn on your mic and be ready to provide a brief summary of your name, title of presentation, and a take home message of your presentation when asked by Session Chair.
- Questions:
 - Panelists will be able to see questions in the Q&A panel posted to all Panelists.
 - o Panelists cannot post questions in Q&A panel; use the Raise your hand feature.
 - The Session Chair may ask you if you have questions.

The attendees (or audience)

- Arrival: You can join during the Open Doors slot. You will not have mic or video access.
- Questions: Can post questions in Q&A box or by using the Raise your hand feature.
 - o For the Q&A box, make sure you send to All Panelists. The Session Chair will read out your question, if it is selected.
 - o To ask a question live Raise your hand. If selected, we will unmute you.
- If you do not get a chance to ask your question, you can always post it under the recording of that presentation for the author to respond to later.
- **Chit chat:** You can use the **Chat** function to chat with each other, either sending to an individual or everyone.

The 'host' (or stage manager)

- Will promote Session Chair and all presenters to Panelist status.
- Will start the session as soon as possible after the scheduled time, once the chair and all panelists have arrived.
- They will give the audience member access to mic to ask question live, if directed by the Session Chair.
- They will end the session at the scheduled time.





Trouble shooting, e.g., logging onto site etc.

It would be surprising if we do not experience technical glitches etc. during the event.

Many common issues can be avoided with a little advance prep. Ensure you have the right software downloaded, and check out the conference website.

It is really important to make sure that you have the software loaded in advance of the session and check in to one of our sound checks to test your system. If you missed these, you can sign up for more at this link: https://forms.office.com/r/kgmuhUmShx

For some issues, you will need to contact the ExOrdo support – Kate, Amy, and others will not be able to sort out your technical difficulties. Here is a list of common problems and how to sort them: https://support.exordo.com/article/957-common-questions-from-attendees

- Help! I am in a live session and cannot type in the Q&A panel to ask a question. Use the Raise your hand feature instead.
- **Help! I missed a session that I really wanted to attend.** You can access this on-demand once the recordings are posted.
- **Help! This presentation does not have a recording to view.** If other presentations do have recordings, this indicates that the delegate has not uploaded their recording.
- Help! I cannot join a live stage. Read this guide: https://support.exordo.com/article/957-common-questions-from-attendees





16/06/2021

Technical Specifications for Joining a Live Stage - Ex Ordo Knowledge Base

Technical Specifications for Joining a Live Stage

Joining an Ex Ordo Live stage is very straightforward from the Ex Ordo Virtual Event Space. However, due to the Live Stages being powered by Cisco Webex, there are a number of Technical Specifications to keep in mind.

In order to join a Live Stage, you should download the Webex Events App ahead of time to ensure a smooth joining experience. You should **NOT** join by the browser if given the option as this will limit functionality in the event. You can download the app here:

Download Webex Events App (https://exordo.webex.com/ec3300/eventcenter/support/eventManager.do? siteurl=exordo)

We recommend the following technical specifications and requirements:

Operating System & Devices

Live Stages can be accessed on both Mac and PC computers.

However, it's important to note that the operating systems need to be at minimum:

- Windows 7 and up
- Mac OSX 10.13 and up

As long as the OS is above those listed, you will be able to access the Ex Ordo Live Stages. It's important to note that Webex Events cannot run on Linux, ChromeOS, Android or iOS.

Note: If you have macOS Catalina or a newer OS Software Version, you will be prompted to setup Security & Privacy permissions first to full access all of Webex Events features. You will need to allow Webex to access your microphone and screen if you're planning to speak/present or screenshare during the live stage. More on Sharing your screen you can find in the artcile here (//support.exordo.com/article/956-sharing-on-your-live-stage).

You cannot access a Live Stage using a mobile device (Apple, Android or Microsoft).

Enabling Virtual Background in Webex Events

In Webex Events, it's possible to blur your background, change your background, or add a background image. For more information on how to do so and the necessary technical requirements, please see this Webex article (https://help.webex.com/en-us/80jduab/Use-a-Virtual-Background-in-the-Cisco-Webex-Meetings-Suite#id_138414).

Browsers

https://support.exordo.com/article/942-technical-specifications-for-joining-a-live-staged and the properties of the pr

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16/06/2021

Technical Specifications for Joining a Live Stage - Ex Ordo Knowledge Base



16/06/2021

Technical Specifications for Joining a Live Stage - Ex Ordo Knowledge Base

While you can access the Ex Ordo system and watch pre-recorded videos on all browsers, there are different specifications for joining a Live Stage. We would recommend only using Chrome or Firefox to access these stages.

Administrator Rights

You may need to contact your IT Service Desk in order to request temporary admin rights in order to install the Webex application. You will only need these rights to install the application for the first time. You do not need admin rights every time you wish to join a session.

Network Requirements

A high speed internet connection is required to join a Live Stage. If possible, it's best to be wired in to your network if presenting (and not on WiFi).

Please be aware that certain (corporate) firewalls block access to webex.com. If this is the case, then you will not be able to join a Live Stage and we recommend that you connect via another network (VPN, home network or mobile hotspot).

System Specifications

- Windows: Intel Dual-Core CPU 2.XX GHz or AMD processor with a Recommended 2 GB of RAM.
- Mac OSx: Intel CPU with a recommended 2GB RAM. Oracle Java v.6 up to v.8

Aside from the OS requirements, in order to receive a video stream, there are no real system specifications to be aware of.

Still need help? Contact Us (/contact)

 $Last\ updated\ on\ March\ 10,\ 2021$

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