

SSSR2021: Virtual Conference 13 – 16 July 2021

This guide outlines things to do for delegates, presenters, and session chairs **in advance** of the Virtual Conference.

Quick overview

- All presentations (posters and talks) will be pre-recorded and uploaded in advance of the conference.
- All presentations will have a non-live 'chat' function.
- The live content will be scheduled Q&A sessions for the presenters of each symposium and the presenters of each group of individual spoken papers. This will be recorded for those who are not able to attend that session. Each session will have a chair.
- Questions can be posed to the panellists either by typing it in a Q&A box or by using the 'raise your hand' function. Each session will have a chair who can either read out the question or delegates can be unmuted to say their question live.
- The content (posters and talks) can be viewed on demand before, during, and after the conference: from 12 July 2021 for 60 days.
- The timezone is UK time, which is current BST (British Summer Time). This is a useful convertor: <https://www.timeanddate.com/worldclock/meeting.html>
- Please check the updated conference programme carefully, which lists all LIVE content and session chairs. Posters are not listed on this schedule: don't worry, they will be listed when the conference site goes live.

How do I?... click on the link to go to the relevant help section

1. [Record my presentation](#)
2. [Upload my presentation](#)
3. [Install the conference platform software](#)
4. [Check that my mic and video work with the conference platform](#)
 - a. This is needed for all panellists and chairs. We recommend that everyone makes use of our rehearsal slots; even if you are not a panellist for a Q&A you may wish to ask a question live (with mic and video so that we can see and hear you).
 - b. You need attend only ONE rehearsal.

How do Irecord my presentation?

Papers in each symposia and individual papers

- Each talk should be a short presentation, e.g., powerpoint or other;
- You should record a narrative for your presentation of **not more than 15 minutes**;
- To enhance accessibility, we encourage you to include captions (subtitles);

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- We also encourage you to include a headshot of yourself;
- Export to **mp4 format** for uploading to the conference website;
- Check the final recording carefully: animations and other features do not always play in exported formats.

Please be a good SSSR citizen and stick to the maximum recording time. We all need to plan our time carefully to view pre-recorded talks, just as we might dip in and out of sessions at an in-person conference; talks that run over time will disrupt the plans of others!

Posters

Rather than the traditional single-page poster format, which does not always translate well to a virtual setting, poster presenters are asked to prepare short presentations.

- Each 'poster' should be a presentation of **not more than 4 slides** (powerpoint or other);
 - We propose up to 4 slides to align with the 4 sections of the abstract;
- You should record a narrative for your presentation of **not more than 3 minutes**;
- To enhance accessibility, we encourage you to include captions (subtitles);
- We also encourage you to include a headshot of yourself;
- Export to **mp4 format** for uploading to the conference website;
- Check the final recording carefully: animations and other features do not always play in exported formats.

Please be a good SSSR citizen and stick to the maximum recording time. We all need to plan our time carefully to view pre-recorded talks, just as we might dip in and out of sessions at an in-person conference; talks that run over time will disrupt the plans of others!

These notes and additional top tips and guides are posted in the Presentation Recording Guide section of the SSSR website: <https://www.triplesr.org/>

How do I.... upload my presentation?

- Your presentation should be uploaded to the ExOrdo conference website (not the website of SSSR). ExOrdo is the website used for submissions:
<https://sssr2021.exordo.com/login>
- If you did not upload your own submission, you may need to register first.
- You do not need to link your presentation to others in your session: we will do that. Just upload your own presentation.
- When you get to the website, you should see the area called My Presentations.
- It is very easy to do this, but we have produced a [step by step help guide](#) at the end of this document.
- Please DO NOT uncheck the 'yes, share my presentation file'. If you do that, no-one will be able to view your presentation.
- Note that presentations cannot be downloaded by other delegates – they remain embedded in the conference hosting site.
- Please upload your presentation by **9 July 2021**: we aim to release content on Monday 12 July 2021 to allow sufficient preparation and viewing time for everyone.

How do I.... install the conference software on my computer?

- You need to download FREE software.
- A help guide is provided with it.

How do I ... check that my mic and video work with the conference platform

- All delegates can sign up for a sound check in advance of the SSSR2021 meeting. This will enable you to check that your video and sound work with the WebEx interface to help your participation in the live Q&A sessions and also the pre-conference (if attending).
- The dates and times are listed in the survey:
<https://forms.office.com/r/KKVDANtWQn>.
- We recommend that the following delegates take advantage of this rehearsal space:
 - (1) organisers, chairs and discussants of symposia - see program on SSSR website for details;
 - (2) chairs of individual paper sessions - see program on SSSR website for details;
 - (3) presenters of oral papers (either in symposia or individual paper sessions).
- Separate rehearsals will be set up for the pre-conference team, and those involved in the opening and closing sessions.
- Other delegates are welcome to sign up for a rehearsal.
- The link is here: <https://forms.office.com/r/KKVDANtWQn>
- Deadline **29 June 2021**.

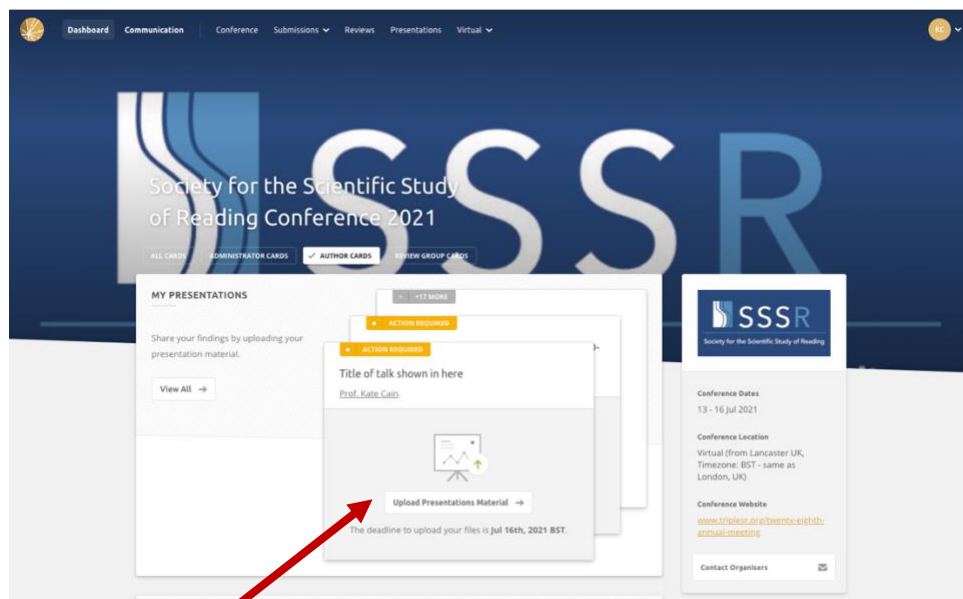
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How do I... upload my presentation? A step-by-step guide.

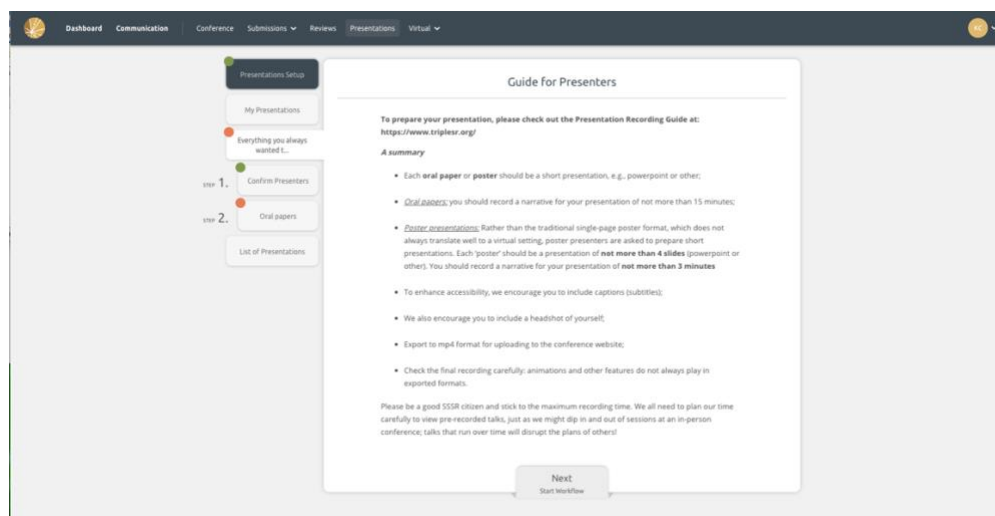
Step 1: Log in to the ExOrdo SSSR2021 website. <https://sssr2021.exordo.com/>

This is the login used to submit your presentation. You will see this screen and the MY PRESENTATIONS box with your information.

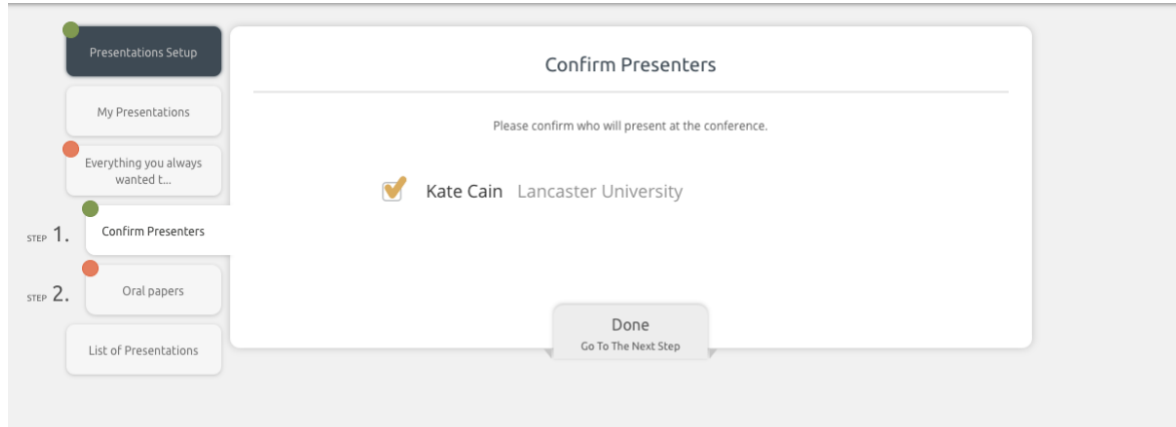
If you did not submit your presentation (it may have been submitted by the organiser of your session), you will first need to create a login.



Step 2: Click on the Upload Presentations Material, and you will see this screen:

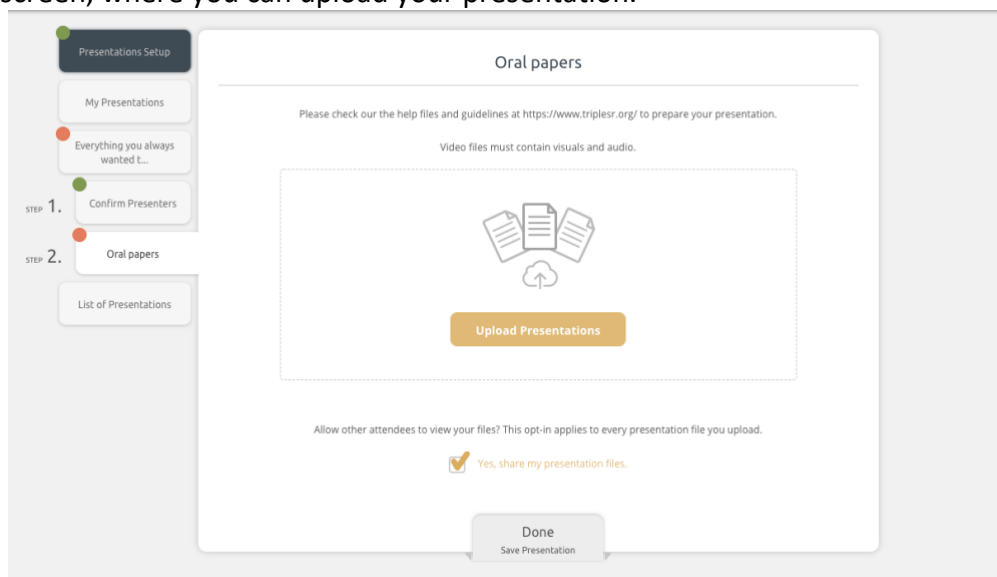


Step 3. Work through the buttons on the side. First click Confirm Presenters, check details and edit if necessary.



The screenshot shows the 'Confirm Presenters' screen. On the left is a sidebar with a 'Presentations Setup' menu. Under 'STEP 1.', there are buttons for 'My Presentations', 'Everything you always wanted L...', and 'Confirm Presenters' (which is highlighted with a green dot). Under 'STEP 2.', there are buttons for 'Oral papers' and 'List of Presentations'. The main content area is titled 'Confirm Presenters' and contains the text 'Please confirm who will present at the conference.' Below this, there is a checkmark icon and the text 'Kate Cain Lancaster University'. At the bottom right of the main area is a 'Done' button with the subtext 'Go To The Next Step'.

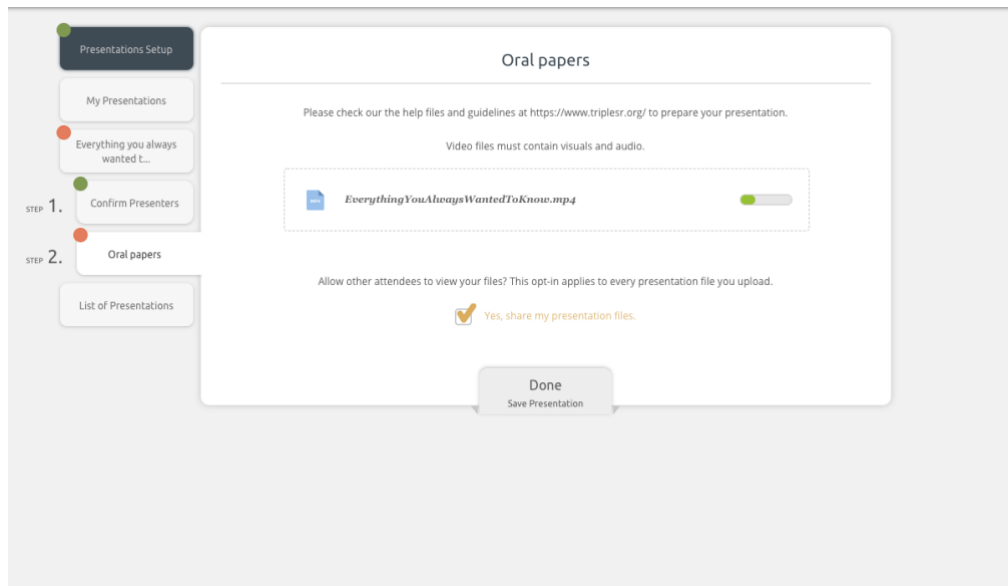
Step 4. Click on Oral Papers (or Posters if you are presenting a poster). You will see this screen, where you can upload your presentation.



The screenshot shows the 'Oral papers' screen. The sidebar is identical to the previous screen, but 'Oral papers' is now highlighted with a green dot under 'STEP 2.'. The main content area is titled 'Oral papers' and contains the text 'Please check our the help files and guidelines at <https://www.triplesr.org/> to prepare your presentation.' Below this, it says 'Video files must contain visuals and audio.' There is a large dashed box containing an icon of three documents with an upload arrow. Below the box is an orange 'Upload Presentations' button. At the bottom, there is a question 'Allow other attendees to view your files? This opt-in applies to every presentation file you upload.' with a checked checkbox and the text 'Yes, share my presentation files.' At the bottom right is a 'Done' button with the subtext 'Save Presentation'.

Step 5. Click on the Upload Presentation Button and upload. You will see this screen:

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Presentations Setup

My Presentations

Everything you always wanted to...

STEP 1. Confirm Presenters


STEP 2. Oral papers

List of Presentations

Oral papers

Please check our the help files and guidelines at <https://www.triplesr.org/> to prepare your presentation.

Video files must contain visuals and audio.

 *EverythingYouAlwaysWantedToKnow.mp4* ☒

Allow other attendees to view your files? This opt-in applies to every presentation file you upload.

☒ Yes, share my presentation files.

Done
Save Presentation

Step 6. Click on **Done** when the file has uploaded!

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 article here (<https://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

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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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