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Ngā Pae o te Māramatanga

New Zealand's Māori
Centre of Research Excellence

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TĀMAKI MAKĀURAU
AUCKLAND | NEW ZEALAND
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Live Facilitated Discussion Sessions IIRC20 Discussant Guide for the Virtual Conference Platform

Thank you for being an online discussant. The below information is included in this guide:

Contents

IIRC20 Presenter Responsibilities Overview	1
Recommended equipment and software	2
The Virtual Conference Platform	2
Your Presenter View.....	3
When Your Session is Live	6
When your session is over.....	6
Presentation tips	7

IIRC20 DISCUSSANT RESPONSIBILITIES OVERVIEW

- ✓ Read the following guides
 - 1.IIRC20 Discussant FAQ's for the Virtual Conference Platform
 - 2.IIRC20 Discussant Guide for the Virtual Conference Platform (this one)
- ✓ Log into the platform well in advance of your Live Facilitated Discussion Session to make sure everything works well
- ✓ View the pre-recorded videos of the discussants that are in the same session as you
- ✓ Arrive 10-15 minutes early to your session
- ✓ Be courteous and keep to time

RECOMMENDED EQUIPMENT AND SOFTWARE

The equipment we recommend for your set up as a live discussant includes:

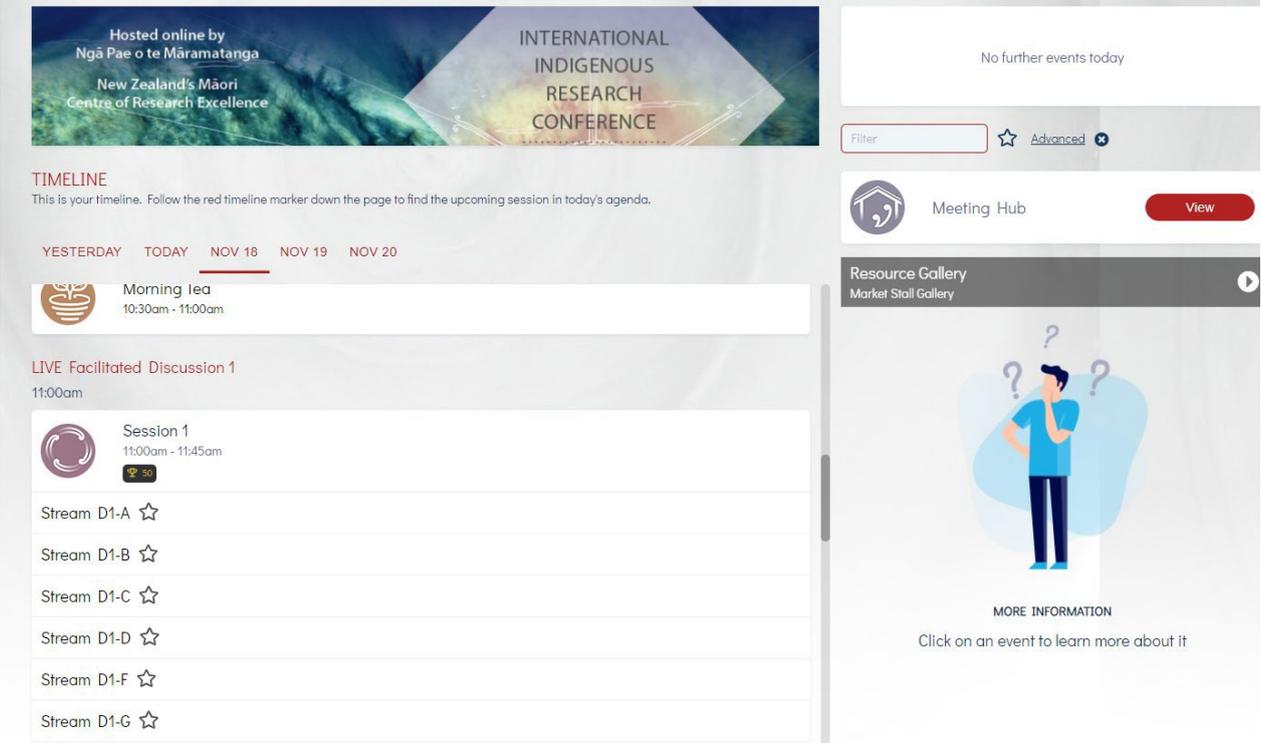
- ✓ Ideally 2 screens/monitors
- ✓ Stable Internet connection (minimum 5Mbps for both upload and download). You can check your internet speed at www.speedtest.net
- ✓ Google Chrome Browser to be used
- ✓ A webcam
- ✓ A microphone
- ✓ A quiet space

THE VIRTUAL CONFERENCE PLATFORM

You'll receive your virtual conference log in information on Monday 16 November and 24 hours via email prior to the conference commencing. The virtual conference platform is best used on a Chrome browser.

When you log in to the platform an introductory video will play, and you will be asked to update your settings and ensure your microphone and video settings are working correctly. We encourage you to take the time to become familiar with the platform and the many functions available as soon as you receive your log in details.

Once inside the platform you will see the below timeline:



The screenshot displays the virtual conference platform interface. At the top, a banner reads "Hosted online by Ngā Pae o te Māramatanga New Zealand's Māori Centre of Research Excellence" and "INTERNATIONAL INDIGENOUS RESEARCH CONFERENCE". Below the banner is a "TIMELINE" section with the text "This is your timeline. Follow the red timeline marker down the page to find the upcoming session in today's agenda." The timeline shows "YESTERDAY", "TODAY", "NOV 18", "NOV 19", and "NOV 20". Under "TODAY", there is a "Morning tea" session from 10:30am - 11:00am. Below that is a "LIVE Facilitated Discussion 1" session starting at 11:00am. The discussion session includes "Session 1" from 11:00am - 11:45am, followed by seven streams labeled "Stream D1-A" through "Stream D1-G", each with a star icon. On the right side of the interface, there is a "Meeting Hub" section with a "View" button. Below that is a "Resource Gallery" section titled "Market Stall Gallery" with an illustration of a person thinking and the text "MORE INFORMATION Click on an event to learn more about it".

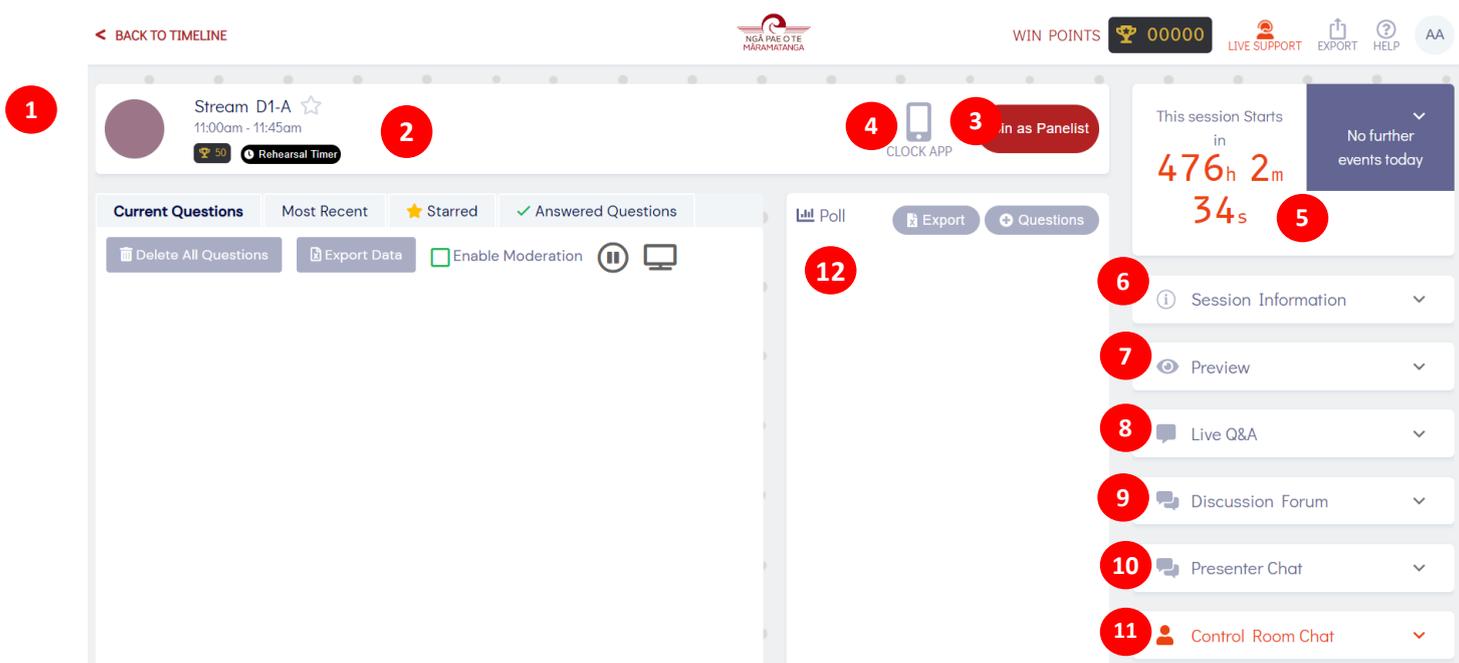
As a conference delegate you will be able to visit the meeting hub, poster gallery and virtual market stalls (on the right-hand side if enabled) and preview the conference sessions on the timeline.

As a discussant you will be able to, in advance, enter the discussion session by clicking the **Preview** button. You can then familiarise yourself with the settings available.



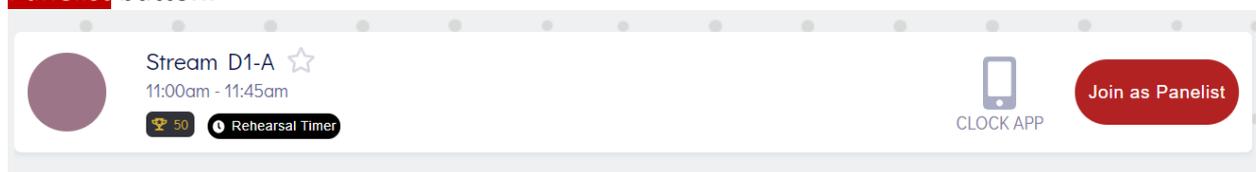
YOUR DISCUSSANT VIEW

Once you select your live facilitated discussion session from the timeline this is the view you will see. It is different from the view a session attendee will see.



Session Details

1 At the top of your view, you will see the title, time, Clock app start rehearsal button and **Join as Panelist** button.



2 Rehearsal Timer

This tool is for session discussants to practice rehearsing. It is JUST a timer.

3 Join as Panelist (For the Session Chair)

Selecting Join as Panelist will start your session in the pre-set meeting platform. The program will run independently of the Virtual Conference Platform. You should keep both programs running side by side, best recommended to use two screens.

This way you can view the other discussants within the platform on one screen and keep an eye on Live Q&A, Live Polling, raise hand feature, discussions and chats going on in the virtual conference platform on your second screen.

Your session chair and support person should monitor this for you.

4 Clock App



The Clock App is so that session chairs and discussants can use their phone as a timer to see how long is left in the session. When this is clicked, a QR code pops up that can be scanned with the camera function on most phones and a timer for the session on the phone will appear.

5 Session Timer



Shown in the top right corner of your session chair view, the timer shows your session countdown on the left, and upcoming session timings on the right.

Session Information

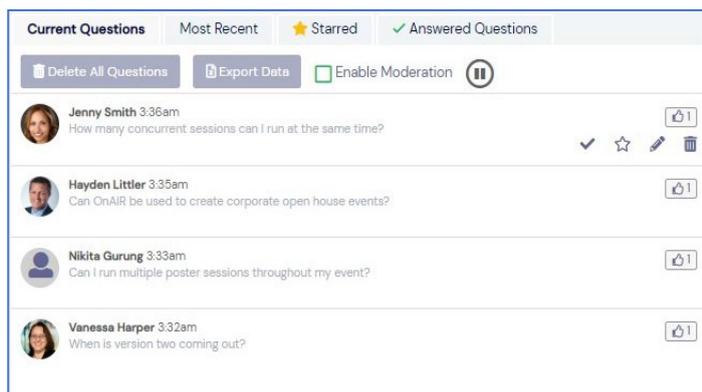
Click here to view the list of discussants and who the Session Chair is in the session. Easy way to check who is supposed to be coming.

7 Preview Panel

The preview panel gives you two preview options that you can use to preview your session:

- **Show Attendee View** displays a thumbnail screen of what the attendee would be viewing while in your session. It is not recommended to use this option during your presentation as the two audio tracks can be confusing.
- **Show Preview** is a way for you to take a quick preview of what your current broadcasted screen would look like to an attendee

8 Live Q&A (Optional) (Managed by Session Chair)



Live Q&A is where you can view incoming questions from the session attendees.



Clicking on the star moves the question to the top

Clicking on the checkmark (tick) will move the question to the answered tab

Clicking on the pencil lets you enter an answer to a question and automatically move it to the answered tab

Clicking on the trash icon will remove the question from the system

During the session you will be required to answer questions and then communicate these to the audience at the relevant time.

9 Discussion Forum

The discussion forum is a chat function for you, the discussant, and the session attendees to use before or during the presentations.

Presenter Chat

10 You can use Presenter Chat to have casual chat conversations between discussants before or during the session. Attendees cannot view this chat function.

11 Control Room Chat

This chat lets you have a chat conversation with the staff keeping an eye on your session.

12 Live Poll

Live poll lets discussants create poll questions and then display them to session attendees during the presentation.

WHEN YOUR SESSION IS LIVE

Once you have selected **Join as Panelist** and your pre-set webinar has opened you and the session chair will need to keep an eye on the session timer. When the session timer counts down to 0 your session will become live and the timer will now show when the session is due to end.

The screenshot shows the Greenbrook GB OnAIR interface during a live session. At the top, there is a navigation bar with a back arrow and 'BACK TO TIMELINE', the Greenbrook GB logo, and user controls including 'ADMIN MODE', a microphone icon, a chat icon, and a profile picture. The main content area is divided into several sections:

- Session Header:** Displays the session title 'Opening Session: The Importance of Hybrid Meetings', the time '3:00pm - 4:00pm', a 'LIVE NOW' indicator, a large 'LIVE' status box, a timer showing '40m 38s', and a 'Join as Host' button.
- Session Information:** Shows 'This session ends in 40m 38s' and 'Next session 40m'.
- Current Questions:** A list of questions with filters for 'Most Recent', 'Starred', and 'Answered Questions'. It includes buttons for 'Delete All Questions', 'Export Data', and 'Enable Moderation'. Three questions are visible:
 - Thomas Grey 8:19am: How can I leverage the Version 2 technology for our virtual events and programs? I have Version 1 already installed and operational.
 - Tom Green 8:17am: If I need to add two more users, is that possible with the current release?
 - Jenny Smith 8:16am: When will OnAIR Version 2 be released?
- Poll:** A poll titled 'Are you currently using OnAIR for virtual events?' with '2 votes' and '17m 34s' remaining. The results are: 50% Yes, 0% No, and 50% Possibly in the next six months. Buttons for 'End' and 'Share Results' are present.
- Right Sidebar:** Contains a dropdown menu with options: 'Session Information', 'Preview', 'Discussion Forum', 'Presenter Chat', and 'Control Room Chat'.

The OnAIR logo is visible in the bottom right corner.

During the Live Facilitated Discussion Sessions, audio and video will be shared from both session attendees and you. Attendees will be asked to mute by the session chair.

When your session is live you will see different things happening in your panelist view.

Activity will be occurring on the far right such as Discussion Forum or chats. As the discussant you want to keep your eye on the main area of your screen view which are showing:

- Your Session Live Indicator and the time, showing the remaining time for your session
- Live questions appearing in the Live Q&A Panel
- Results from Live Polls (if you are using). You will want to end and share results at some point during your discussion time.

WHEN YOUR SESSION IS OVER

When your session is over there are no actions that you need to complete. Keynote sessions being recorded will be automatically saved. Live Facilitated Discussion Session will not be recorded.

You can go back into your session and manually answer any questions that were unanswered during your live facilitated discussion session.

PRESENTATION TIPS

Set up:

Quiet space: Find a location free from distractions. Make sure everyone in your home knows you are attending a live facilitated discussion session to ensure there are no interruptions.

Background: Find a spot with a plain background, free from clutter.

Lighting: Make sure your face has some good lighting on it.

Camera: Position your camera to be as level with your face as possible. Avoid any weird angles and be sure to sit far enough away to keep your entire head in the camera window.

Audio: Wired headset if possible and try to limit background noises. Wireless headphones work but often let in more background noise and uses more resources of your computer to connect. If you're using your computer's built-in mic, you'll need to sit as close as possible to avoid any echo and muffled audio.

Exit out of all unnecessary APP's and disable all notifications: Quit all software not related to your discussion session. Software running in the background may interrupt your recording with pop-up or sound notifications. Close unneeded tabs and documents and turn phones and notifications to silent.

Presenting:

Be Prepared

Take some time to become familiar with the Virtual Conference Platform.

Slow down

Attendees need time to share and engage online. While you may be more comfortable and very familiar with your research data, they are not.

Be yourself

Be yourself and come prepared to discuss your research presented in your pre-recorded video with the audience. Eye contact is important, and you want to speak to your audience, not just recite your video or powerpoint presentation to a computer.

Be calm and enjoy

Don't panic, enjoy this experience. Remember people are not looking for perfection, they are drawn to authentic and engaging interactions.