# Organizing Online Events

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# Introduction

This is a compilation of slides which were presented in different block courses on *Organizing Online Events* that were attended by colleagues and members of the Cluster of Excellence Africa Multiple at the University of Bayreuth. Each of them was tailored for different events and attendees – from new student assistants to professors of partner institutions.

We used Zoom Meetings and Zoom Webinars, but also administrative platforms and OBS and Restream for streaming onto other platforms. Most courses were structured into **eight modules** (see next slide), comprising **Basics**, **Installation of Zoom Webinars/Meetings**, **Recording**, **Streaming**, **Mixed Formats**, **(internal) Administrative Tasks**, **Problem Management**, and **After the Event**. Some modules are designed for beginners, some for experienced colleagues. **Technical Rehearsals** were obligatory for all participants.

As our skills and knowledge were growing, team members became important contributors. Finally, we decided to share our experience with others.

The circumstances of the last two years were sometimes rough. We like to thank everybody who helped us with advice, trust, patience, and collaboration as digital hosts and co-hosts, namely Alice von der Osten, Anne Kummer, Farzam Abrishami, Fatima Ghanem, Gregor Gawor, Jelena Mijajlovic, Lilly Geißler, Maryam Khourmehr, Olenka Pankiv, Sabine Lieske, and Theresa Reß.

Petra Steiner, Natalie Röthlingshöfer, Nicola Dörrbecker, Robert Debusmann, Stephanie Jassat

| 30/04/2021 10:00-12:30 | 13:30-14:30 | 15:00-16:00 | 03/05/2021 08:30-10:00 | 16:00-17:00 | 04/05/2021 12.15-12:45 | 14:00-16:00 | 16:15-17:45 | 07/05/2021 14:00-16:00 |
|---|---|---|---|---|---|---|---|---|
| Module 1: Basics | ONLY Module 2: Installation of Online Meetings and Webinars + assignments | ONLY Module 4: Streaming + assignments | **Parallel Workgroups:** Module 2: Installation of Online Meetings and Webinars — Module 3 Recording | **Common Rehearsal:** **Topic: Backup and Storage** | Module 6: The Cluster Network | Module 7: Problem Management before and during the Event **With Common Rehearsal and** Module 3+4: Recording and Streaming | Module 8: After the Event – Postprocessing of films, administrative tasks | Module 5: Mixed Formats **15:15 for all gemütliches Beisammensein with funny effects** |

2, 4, 8: advanced modules

The introduction and all rehearsals are obligatory.

- Internship/Praktikum is highly recommended.

The concrete planning was carried out collaboratively via DFN Terminplaner

Comments are marked by blue color.

10:00 – 11:00  Socializing, motivation, goals, assignments to modules

11:00 – 11:10  Short break

11:10 – 12:20  Roles, functions and first tricks

13:30 – 14:30  Module 2:
Administrative preparations @ Uni Bayreuth.
The user interface for setting up a meeting
Differences between webinars and meetings
Unauthoritative to authoritative, risky to safe settings

15:00 – 16:00  Module 4:
Streaming: Youtube, Facebook, Restream, OBS

# Module 1

Introduction

# Principle

不闻不若闻之，闻之不若见之，见之不若知之，知之不若行之；学至于行之而止矣。

"Not hearing is not as good as hearing, hearing is not as good as seeing, seeing is not as good as knowing, knowing is not as good as acting; true learning continues until it is put into action." Xunzi

*Why are we here?*

# Socializing

- Now **gather in groups** of two

- **Tell** the other one a bit **about yourself** (mostly on the professional level) and **what made you come to this course** (each 3 min!)

- Afterwards the groups come back together

- Now you will **introduce your partner** to the audience and will be **adding something** that is **not true** about her/him

- The audience has to listen carefully and has to **guess what was wrong** in the description

Task developed by colleagues of RDM Helpdesk, FSU Jena, 2019

# 2

# minutes left

# 1
# minute left

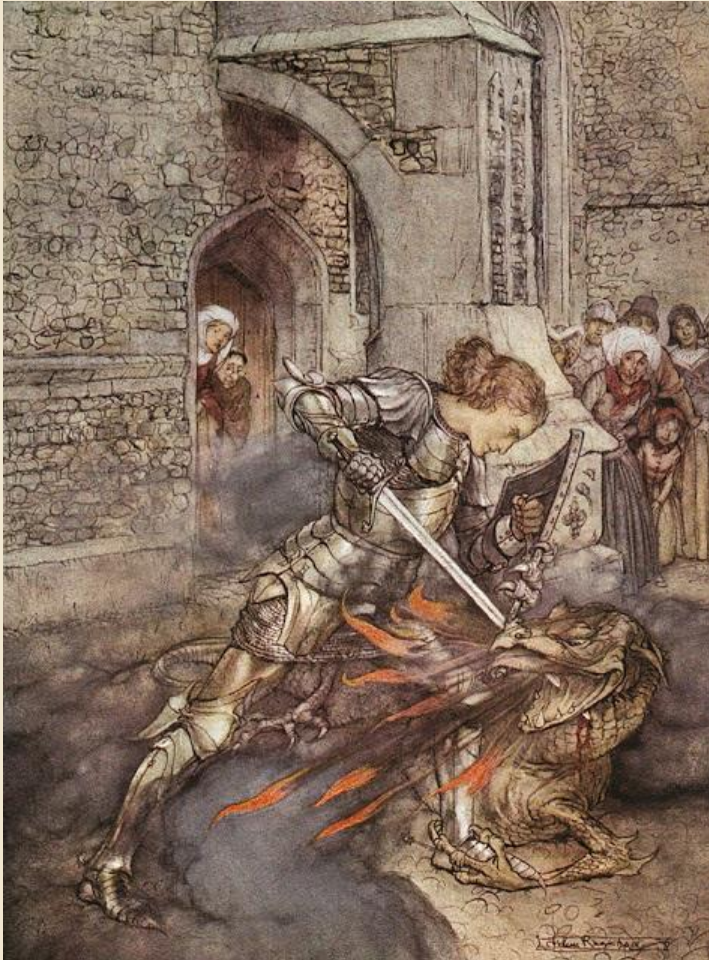# Now, it is the other person's turn

# 3

# minutes left

# 1
# minute left

# Please introduce each other now…

# My Motivation

- <u>Avoid</u> the *White Knight Method*, be proactive

- Improving communication and mutual understanding

- Put planning and organization on a realistic foundation

- Helping colleagues in socializing and networking

- Find collaborations and key persons

- Prepare ourselves for coming events

- Test different settings

- Improving own skills and knowledge

# Dealing with Dragons

Photo by Product School on Unsplash

# Roles and Tasks – Real Life Perspective

| Role | Tasks | Skills and Scopes |
|------|-------|-------------------|
| Event Host, Chair, Moderator | Organizing the content, moderation during the event, introducing others | Camera, microphone, (often also recording if assigned a role as host or co-host) |
| Co-Chair, Co-Moderator | Similar to Event Host | Camera, microphone, (recording if assigned) |
| Panelist/Participant | Participation in discussion | Cam, mic, chat, can respond to Q&A, show presentations |
| Attendee (Zuschauer) | "audience" | Only in webinars with a partial or no participation in Q&A /chat, no cam, mic after permission |

# Roles and Tasks – Digital Settings

| Role | Tasks | Skills and Scopes |
|------|-------|-------------------|
| Digital Administrator | Organizing the digital part; administration of the digital meeting or webinar. | Cam, mic, recording, streaming, adding and blocking people, do all kinds of setting, e.g. chat permission, generation of reports |
| Digital Co-Administrator | Appointed by Digital Administrator | Can do almost the same as the Digital Administrator. |

# Roles and Tasks – Digital Perspective

| Role | Tasks | Skills |
|------|-------|--------|
| Digital Host | Often identical with the Digital Administrator but the role can be assigned <u>during</u> an event | Cam, mic, **recording**, streaming, adding and blocking people, change some settings during the meeting, e.g. chat permission, assign rights |
| Digital Co-Host | Co-Admins enter as Co-Hosts or Hosts. This role can also be assigned <u>during</u> an event by the Digital Host. Often one of the moderators has this technical function to moderate the chat or Q&A sessions. | Similar to Digital Host but can differ according to settings, co-hosts can also do the recording. |
| Alternative Moderator | Alternative Moderators can start the Zoom event and are then Digital Host until the Digital Administrator enters. After this they become Co-Hosts. | Same as Digital Host (when starting) or Co-Host (otherwise) |

# Other Digital Tasks

| Who | Tasks | How |
|---|---|---|
| Often by host or co-host | Recording | To a local mp4 file |
| Often by host or co-host or externally | Streaming | e.g. to Youtube |
| Often by co-host or panelist | Communication | second channel, e.g. whatsapp |
| Host, student assistant … | Storage, Publication | e.g. to Panopto, Youtube |

# Other Administrative and Organisational Tasks

| Who | Tasks | How |
|---|---|---|
| Often by office assistant, student assistant | Catering | Pizza, tea, coffee, snacks |
| By Office assistant, student assistants | Hygienic Supervisors | Air & wipe, coordinate lists of attendance |
| By student assistant | Election assistant | |
| Host, Digital Host | Legal Supervisor | Consent forms: distribute, collect, control, forward |
| Digital host to student assistant | Security | Close doors, phone calls for the way home |
| Office assistants, team assistant | Time and Task Management | Schedules of online events, virtual rooms and lecture halls, task lists |

# Functions

## Let us see what is there



Practice, 15 minutes, activities is up to attendants. If possible, show users what to do in case of hostile intrusion. Blocking of chats, locking the event, waiting room, use of breakout room for checking out strangers, explain exclusion and caveat that the dismissed could not come back.

# People and Groups

Webinar, Plenarvorträge

Digital Admin/Host:  …
Digital Co-Admin/Co-Host:  …
Alternative Host:
Recording etc.:
Event Hosts, Moderator*innen, Dolmetsch …

Panel 1, Meeting

Digital Admin/Host:
Digital Co-Admin/Co-Host:
Alternative Host:
Recording etc.:
Event Hosts, Moderator*innen, Dolmetsch …

Panel 2, Meeting

Digital Admin/Host:
Digital Co-Admin/Co-Host:
Alternative Host:
Recording etc:
Event Hosts, Moderator*innen, Dolmetsch …

Information Desk, Beratung, Begrüßung, Begegnung

Digital Admin/Host:
Digital Co-Admin/Co-Host:
Alternative Host:   (extern, Bereitschaft)

Emergency Room, DFN-Conf:

1 substitute Webinar, 1 substitute Meeting:

Real life:
- Hygienekonzept
- Kamera-ITS-Beauftragte
- Technik-Beauftragte (Zusammenarbeit xy)
- Registrierungen (xy)
- Inklusionsbeauftragte: Event Hosts
- Recordings/Panopto: xy, and many more!

Concrete example for conf preparation

# Milestones and Rehearsals
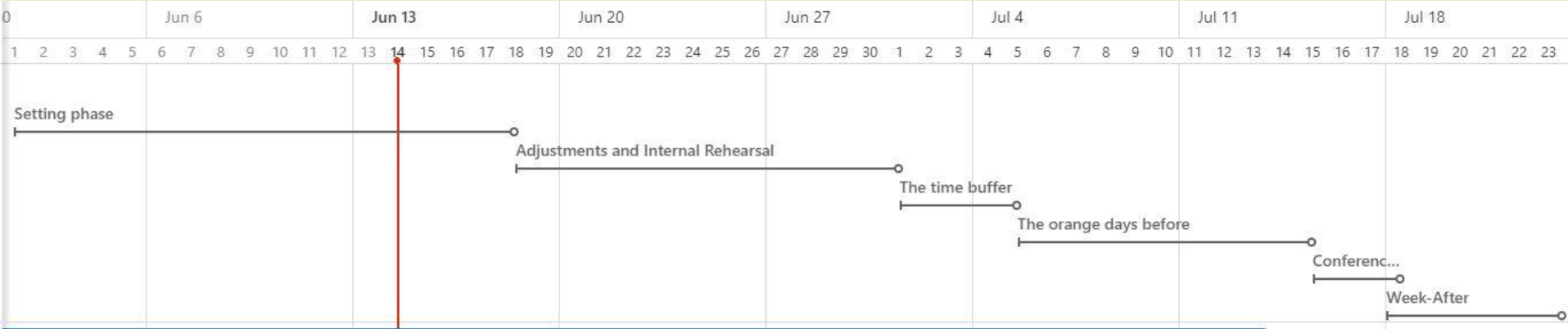


- **Two internal rehearsals: 5.-9.7. (three groups with event hosts etc.)**
- **Final rehearsals: 12.-14.7. (three groups, with everybody involved)**

For conferences: Use a planning device (here Gitlab) and introduce it to the colleagues.

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# Group Tasks

1. Choose a second channel
2. Fix your roles (e.g. Admin/Co-Admin)
3. Choose a time coordinator (for developing your work plan)
   a. When are you not available?
   b. When do you want to be off-campus? (minimum: 1 of the (co-)hosts)
   c. Where will you sit when you are on-campus?
   d. Start planning your next rehearsal by DFN Terminplaner
   e. and write a draft version for your convenors (in cooperation with other groups and Natalie) (who?)
4. Other tasks: security officer, food!, coordination of storage

For conferences; do this in breakout rooms.

# Start with your planning
# in a breakout session

# Discussion and Feedback – what else do we need (to do)

# Elearning Platform

- Discussion forum

- Useful texts and checklists

- Background and break slides

- Text snippets

# Take Home Messages

- Roles https://padlet.com/address1

- Functions https://padlet.com/address2

Collect it together

- Tannen, Deborah (1994). *Talking from 9 to 5. How women's and men's conversational styles affect who gets heard, who gets credit and what gets done at work*. New York NY: Morrow.

Thanks for getting involved!
Looking forward to seeing you again.
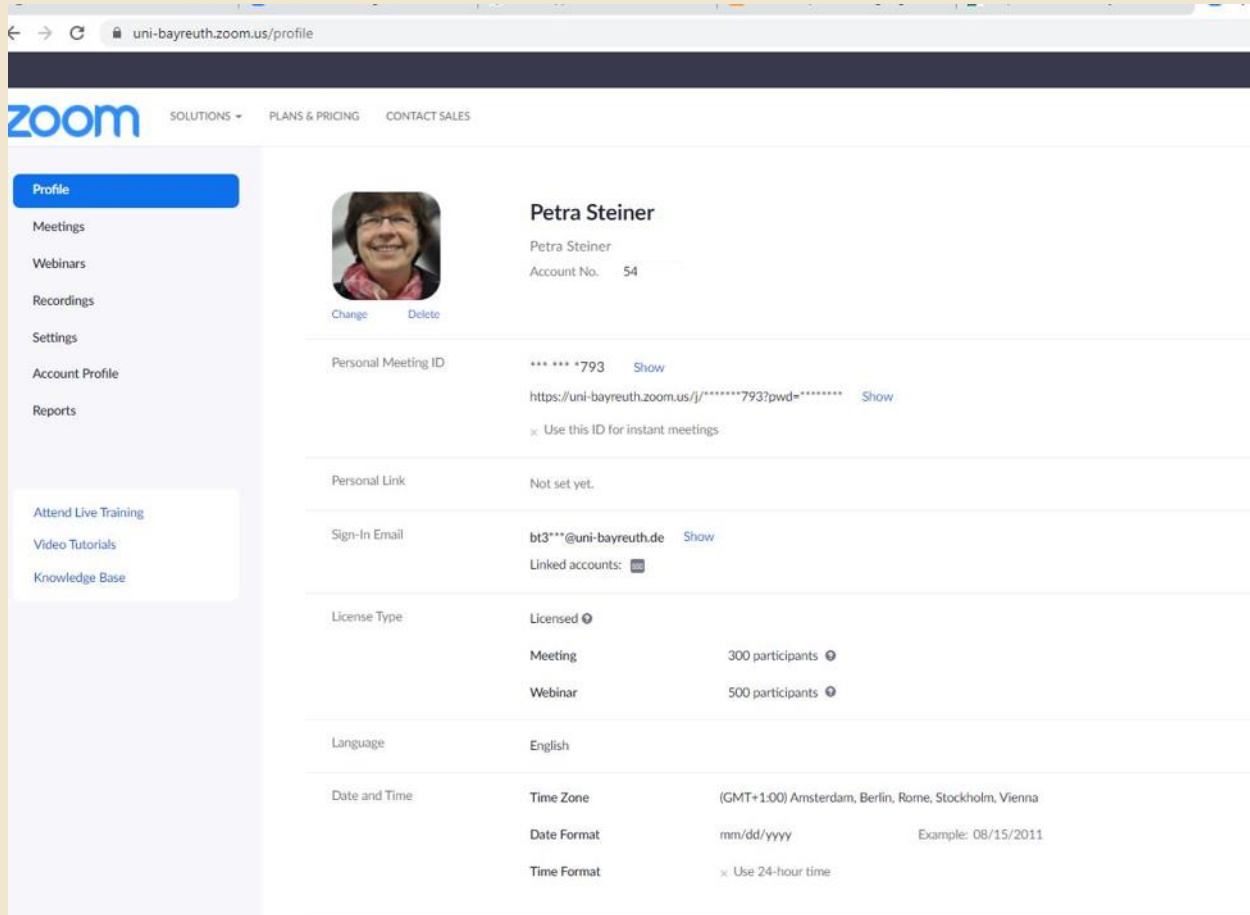
# Module 2

Installation of Online Events and Webinars

1.  Create a Zoom profile

    a.  ONLY via  uni-bayreuth.zoom.us

    b.  Information: https://www.its.uni-bayreuth.de/de/erklaerungen/zoom_dienst/

    c.  Have a look at the profile and change it

2.  Apply for a Webinar license at [generic email address] (Herr XY)

> This is your home assignment.
> Please start very soon with it.

# How it looks

# Meetings vs. Webinars

## Meeting

- Interactive
- Break-out sessions are possible

## Webinar

- Lecture hall with audience
- Restricted ways of communication
- Attendees in listen-only mode

# Security Features

liberal, risky ← → authoritative, secure

- Meeting > Webinar
- Everybody gets an invitation as panelist
- Chat among everybody
- Everybody can see other's questions
- Renaming is possible

- Webinar > Meeting
- Audience
- Single registration with manual approval
- Disable chat
- No Question & Answering
- Lock the webinar

- assign rights to co-admins

- check the co-admins and alternative hosts

- transfer a template to the co-admin's event

- load a list of registrants to your event

- generate the call-in numbers

For conferences

- Q&A, add translators, how to do double-pinning

- Create an emergency room at DFNConf

- Task: prepare an emergency email

For conferences

Thanks for getting involved!
Looking forward to seeing you again.

# Module 4

Streaming

# Three Options

- A. Streaming from Zoom (directly ☺) to Facebook <u>or</u> YouTube (for the **host**)

- B. Streaming from Zoom to FB <u>and</u> YT via a multistreaming platform, e.g. restream.io (for the **host**). Does currently not work due to security restrictions of the university.

- C. Workaround for everybody(!) via OBS

- We look at A. and start with C.

# Getting started with OBS

- Install OBS https://obsproject.com/download

- Open  OBS and your Zoom Meeting/Webinar

- Maybe necessary: After you have chosen "Fensteraufnahme", you might see a black screen.

- Then, instead you could try:
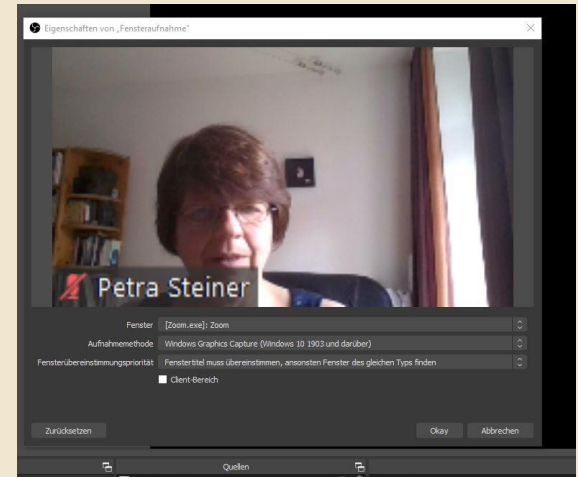


- The problem can also come from using a laptop with two graphic cards. You have to unify the graphic adapter. The solution depends on your system, detailed information is here: https://obsproject.com/forum/threads/laptop-black-screen-when-capturing-read-here-first.5965/

# Getting started with OBS

- Instruction for OBS to Facebook: https://obsproject.com/forum/resources/how-to-stream-to-facebook-live.391/

- More information here: https://www.facebook.com/live/producer

- OBS to YouTube – before your first livestream a waiting time of 24 hours is required.

- Instruction: https://www.th-koeln.de/mam/downloads/deutsch/hochschule/organisation/zle/steckbrief_obs_youtube.pdf

- Use Start Streaming, Stop Streaming, Beenden/end and check the FB and Youtube

  pages – attention: Double effects ☺.

# Getting Started with Restream.io

- Get a free account at restream.io

- Have your FB and YT etc. account ready, open it

- [YT: first livestream requires 24h time of verification]

- Restream: add channels

- Find the RTMP settings and copy them to the

- ~~A. (for hosts) Entry of the Zoom settings (live streaming)~~

- B. (for everybody!) Or better to the settings of OBS

- Open the Zoom event – A. go live!

- B. Capture the Zoom event with OBS, direct to Restream

This is your home assignment.
Please start very soon with it.

Thanks for getting involved!
Looking forward to seeing you again.

# Day 2: Schedule

08:30 – 08:50  Getting together, exchange of experience, consents

09:00 – 10:00  Workgroups

Recording in a Nutshell (Module 3)

Setting up a Webinar (or Meeting) (Module 2)

Functions, ways of entering for different groups

16:00 – 17:00  Common rehearsal
Topic: backup and storage

# Module 3

Recording

- Do you have a consent form for the recording? Check if it is <u>mandatory</u> for recording

- The persons in charge must sent, collect and check the forms. Then they forwards the correct forms to [responsible person].

- Must know:
  - Who will do the recording?
  - Who is not permitted to do it?
  - Who will collect the recordings?

# Practical Part for Module 3

Consent Forms

Checklist „Online Events in a Nutshell"

Recording!

# Things you Need to Know

- [Practice: where is the consent form? How do I send it?]

- How do I check out who else is recording?

- How large will the files be?

- How much time does the processing take (on my laptop)?

- Which view do I choose for the recording (gallery or speaker?)

- Where are the files?

- How and where do I store them?

This part is done as parallel session in a breakout room. An experienced student assistant is doing this.

- If the recording time is long, make several recordings so that the files do not become too large and download faster (at least 2 persons needed)
- Rule of Thumb: 1,5 hours -> new recording
- 2 GB (ca. 1,5 hours recording) is a critical size for data transfer

1. Person 1 starts 1st recording (recording sound hearable)
2. Person 2 starts 1st recording (no recording sound heard)
3. Person 1 can stop 1st recording and then immediately starts 2nd recording (no recording stop sound)
4. Person 2 records meanwhile - as soon as person 1 starts 2nd recording person 2 can start step 3

Recommendation: Just before you start recording, put a short text fragment in the chat that the recording will start soon. In this way, no one is surprised by the recording sound.

# Module 2, Second Part

Installation of Online Events and Webinars

- Look at a Webinar or Meeting

- Organizing registration

  – Manually and automatically

  – Create a registration form

  – Administration of registrants

  – Create and export reports

- Survey/Polls

This is done interactively and learner-centered while sharing the window with the settings.

# Technical Rehearsal I

# Topic: Storing and Securing Data



...gute
wissenschaftliche
Praxis???

Abb. aus: Grasse, Marleen; López, Ania; Winter, Nina: Musterleitlinie für Forschungsdatenmanagement (FDM) an Hochschulen und Forschungseinrichtungen, 2018. https://doi.org/10.5281/zenodo.1149133. License: Other (Open)

During the rehearsal give a course on data security. The next six slides were developed and translated in the RDM team at FSU Jena.

# Data Size, Example

| File Type | File Type | Size |
| --- | --- | --- |
| Video interviewer | MP4 | 4 GB |
| Video frontal | MP4 | 4 GB |
| Video proband 1 | MP4 | 4 GB |
| Video proband 2 | MP4 | 4 GB |
| Video cut | MP4 (Adobe Premiere) | 4 GB |
| Conversation, audio, Pr1 | Wave | 500MB |
| Conversation, audio, Pr2 | Wave | 500MB |
| Informed consent | PDF | |
| Survey | PDF | |
| Form money transfer receipt | PDF | |
| Overview metadata | CSV | |

# What are your Storage Requirements?

- storage volume
- access frequency and speed (e.g. online 24/7?)
- shared space (e.g. access from home, for collaborators)
- protection against manipulation, theft
- legal constraints (e.g. privacy protection)
- backup strategy

# Why do I need a backup?

- hardware faults or failure

- software or media faults

- virus infection or malicious hacking

- power failure

- human errors by changing or deleting files

- theft of hardware

# What is your backup strategy?

a) I make a copy of my data whenever I remember to do so

b) I have an script running every night.

c) I use a cloud service (e.g. Dropbox, OwnCloud).

d) Some IT department takes care.

e) I've got a Mac, Time Machine takes care!

# Recommendations for Backup

- create a backup on every change (or at a fixed time intervals)
- use incremental backups every day and have a fully backup every week
- do not overwrite old backups with new ones! Keep at least 3 time slices
- 3-2-1 rule (3 places, 2 types of hardware, 1 offsite).
- use at least two different storage devices
- make sure backup files are not corrupted (checksum)
- replace hardware every 2-5 years
- Check out if the local cloud is suitable for backups!

# Thanks for getting involved!
# Looking forward to seeing you again.

12:15 – 12:45  Online Events and the Cluster network (Module 6)

14:00 – 14:10 Status reports, exchange of experience

14:10 – 14:50  Problem management – all that can go wrong ☺. (M. 7)

15:00 – 15:50  Common rehearsal (for speakers, guests etc.)

16:15 – 16:45 After the event (Module 8): administrative tasks

16:55 – 17:35 file administration, Panopto, post editing, outlook

# Module 6

The Network – this module comprises internal administrative instructions, please adjust this part to your own requirements, e.g. application for grants, consent forms, reports

- Specify the roles and the technical requirements according to the checklist

- PR guidelines: Requirements should be discussed with person responsible

- Recording or streaming the event: get all consents and send the forms to the person responsible.

- Organize catering, hygienic support, security officer etc.

- Write your conference report

Some points which could be discussed in Module 6

Thanks for getting involved!
Looking forward to seeing you again.

# Module 7

Problem Management – Dealing with Dragons

# Dealing with Dragons

And what went wrong in your meeting?

- Use the checklists in *Online Events in a Nutshell*

- Two feedback rounds

- Minimum: Two rehearsals/meetings with the event hosts.

- Have a second communication channel for the team

- Create a substitute room, have an emergency room ready, e.g. at DFNConf.

- Have ready: Dial-in Phone numbers, maybe phone cards

- Have a schedule: who is doing what, when, and where. Links and PINs, substitute rooms etc.

# Student Assistants

- Be a good role model: Be punctual, reliable, do what you say and say what you do, do not try to solve problems by procrastination.

- Hiwis are very important and the success of the event depends on them. Transfer this as a message!

- Tell them that they should not plan anything else for the time during the event.

- Do not tolerate unreliable behavior during the preparation period as this sends wrong signals to all student assistants. Be rather clear in your communication than pseudo-harmonious and afraid of conflicts.

- Be ready to give references for industrious and persistent students. Provide recommendations for grants or future projects.

Usually, student assistants give feedback to their new peers. However, use this slide to make the situation transparent if there are many new student assistants.

- Substitute laptop (with Zoom installed)
- Substitute internet connection, cables, storage device
- Substitute solution if camera system does work
- Presentations are stored three times, copy available (3-2-1)
- CVs and texts of laudatios, clarify who will stand in for the moderator
- Have a good protection against intruders, trolls, and technical naivity – e.g. registration, restrictive communication, webinars …

A. Alternative Host

C1. Co-Administrator

C2. Co-Hosts

D. Double recordings (not of host)

# Security Features



liberal, risky ← → authoritative, secure

- Meeting > Webinar
- Everybody gets an invitation as panelist
- Chat among everybody
- Everybody can see other's questions
- Renaming is possible

- Webinar > Meeting
- Audience
- Single registration with manual approval
- Disable chat
- No Question & Answering
- Lock the webinar

- Welcome and instruction texts for the webinar audience, to be repeated for newcomers

- Problems during the event: No silence! Silence is ambiguous and does not help. If the moderator does not react within 10 seconds: at least tell them that you will look for a solution; or tell them that there is a problem and what it is. Show that you are there.

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Example – Text Snippet

*Welcome everyone to the XY Lecture,*
*This is the technical team hosting this event. To ensure the session runs smoothly, we have some information to share:*
*- If you require a transcription in English, please click 'Live Transcript' at the bottom of your screen.*
*- After the lecture, Prof. Dr. XY will open the floor for the Question & Answer session. As soon as the floor is open you are welcome to raise your virtual hand. After being called we will enable you to state your questions personally.*
*- Kindly notice that this session is being recorded and that also the chat will be downloaded at the end. If you asked a question and you don't want to appear in the recording, kindly send us an Email to XY.*
*- In case you have technical difficulties please contact us via the chat or the email above*
*Thank you very much for your cooperation and enjoy the session!*

# During the Event ….

- This is a live event. Matters that are not perfect indicate this and make it lively. In most online events, something goes wrong, 90% of it at the start. Be relaxed. You are well-prepared.

- All participants of the event are asked to join the event 30 minutes before their task starts (whatever it is: be it panelist, discussant, or recording or streaming).

- Have your presentations ready/prepared (uploaded and opened).

- If there are problems with your connections that did not occur during the rehearsal, please do not hesitate to contact the coordinator for the second channel of contact.

- If you have urgent questions or things go wrong (or seem to go wrong), keep your nerves stable, contact the coordinator in the second channel.

- Q&A – caveats for the co-hosts and panelists

- Deactivating the chat

- Translation functions

- Text messages

- Films in the event

- View settings

# Interpretation Tool, Settings by the Host

Actors: main speaker, interpreter, audience, (host).

- In the Zoom settings (before starting the webinar) activate the interpreting function and add the required languages

- One (or more) person must be assigned as the interpreter
  - **Either**: in the webinar settings before starting the webinar, you can enter an email address (if the interpreter is from your own domain)
  - **Or**: while the webinar is running, you can assign a panelist to be the interpreter
  - The languages he or she will interpret must be entered (e.g. English and Spanish).
  - There is also the possibility to assign several interpreters for different languages.

- Important: Check with each interpreter which languages they need and make sure that they know **when** they need to translate and **how** to set the correct language.
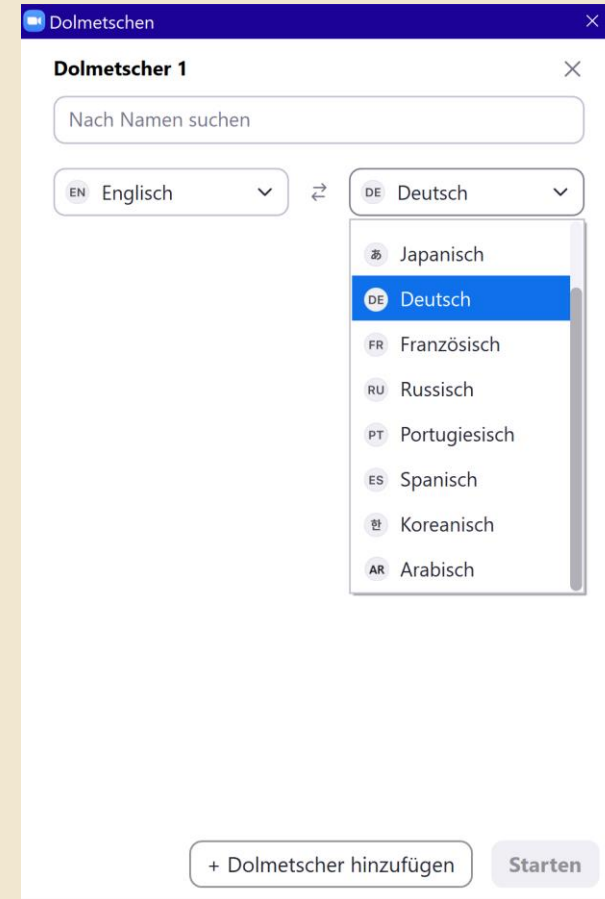
- Once the interpreter has been assigned, he or she can independently set the language <u>into which</u> he or she currently wishes to translate. *He or she can translate in both directions!*

  - For example, if the main speaker changes from English to Spanish, the interpreter can also change the language in the bottom of his or her Zoom window and everyone in the audience will only hear the language the interpreter has set.

  - The interpreter hears each main speaker, but the main speaker does not hear the interpreter unless they set the language the interpreter speaks

- The audience must choose their language and, depending on which language the interpreter has set, they will hear the main speaker or the interpreter.

- The audience only hear the language they have set (e.g., Spanish).

- The audience hear the interpreter in Spanish. If the interpreter changes his language to English, because the main speaker changes to Spanish, the audience automatically hear the main speaker.

- If the audience's interpreter function is set to 'inactive', they hear only the main speaker, no matter what language the interpreter speaks.

- Suppose there is an interpreter, he speaks and translates English and Spanish.

- There are two speakers. One speaks English, the other speaker speaks Spanish. These two speakers talk in their respective languages.

- Therefore, the interpreter must switch between the languages. When the Spanish speaker speaks, the interpreter translates into English. When the English speaker speaks, the interpreter translates into Spanish. To do this, the interpreter must always change the target language in his settings when the speaker and thus the translation changes (The target language in which the interpreter is speaking must be activated.)

- The listener only must set the language he/she understands *once* and will then automatically hear either the speaker or the interpreter.

- **Important**: the Auto-Transcription only transcribes the main speaker and not the interpreter! This can be a problem if the main speaker does not speak English.

Our experience: two interpreters, one for each direction, can sometimes ease the workload and provide a clearer structure.

# Transcription Tool – Example

- The transcription tool must be activated in the host's settings under "Closed captioning".

- The host can switch the transcription on and off during the meeting/webinar.

- If the function is switched on, all attendees can see captions if they choose to do so.

- The host has three different setting options:

  1. Give the job of transcribing to a participant, or he/she can do the transcription himself/herself.

  2. There is the option to have a third party transcribe (we have no experience with this so far).

  3. The auto-transcript - the live transcription is automatically created by Zoom and only works in English.
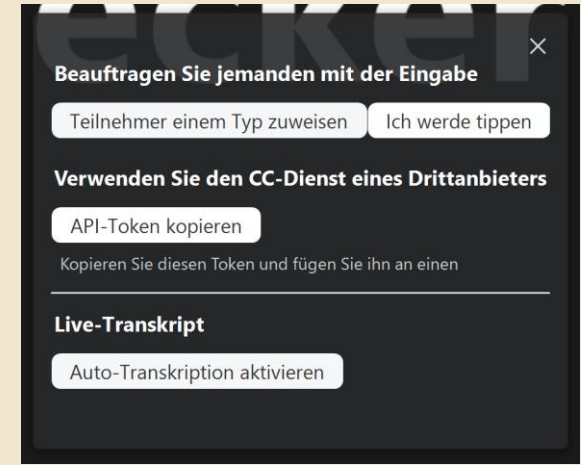
In case the main speaker does not speak English, this can lead to strange subtitles. If the main language spoken is not English, better deactivate the transcription.

For proper names, the quality of the speech recognition component is sometimes low.

# View Settings for Webinars

- The host and the co-hosts can set which view *the audience* see when they participate in a webinar.

- While the webinar is running, under *Views* in the top right corner, you can select a menu:

  - ***My Views*** means how **I** see the panel room. As in a meeting, I can choose between speaker and gallery view.

  - With *Immersive*, you can set a virtual background in which you can see the panelists 'sitting'.

  - ***Participant's view*** determines how **the audience** sees the panelists (all hosts and co-hosts have access to this setting).

  - ***Following view of the host*** shows the audience the settings of the host. Panelists with a camera switched off <u>are always hidden</u>, even if the gallery mode is activated.

  - In the ***speaker's view***, the audience sees only the speaker. No small video frames of the other participants are displayed here.

  - In ***gallery view***, all panelists who have their camera switched on are displayed to the audience.
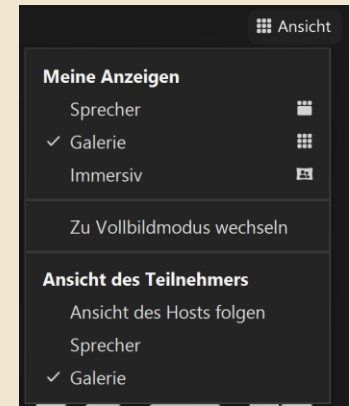


If a video is played in the webinar to which no panelist says anything, it makes sense for all panelists to switch off their camera. Then the audience do not see the tiles of the panelists, but only the video.

Recording settings
- Set view for audience (speaker or gallery)
- Disable participants without videos (3 dots top left)

For simultaneous interpreting
- the audio settings of the recorders will be recorded → Note the setting in the toolbar

For sign language interpreting:
- Host remains in gallery view, so that the audience can also see the translators.
- Pin videos

Share video
- When we play videos, there is an option "share with sound" under share screen

Thanks for getting involved!
Looking forward to seeing you again.

# Module 8

After the Event

- [xy link]

- Add all forms of documentation which are of importance for reports etc.

# After the Event: Recordings
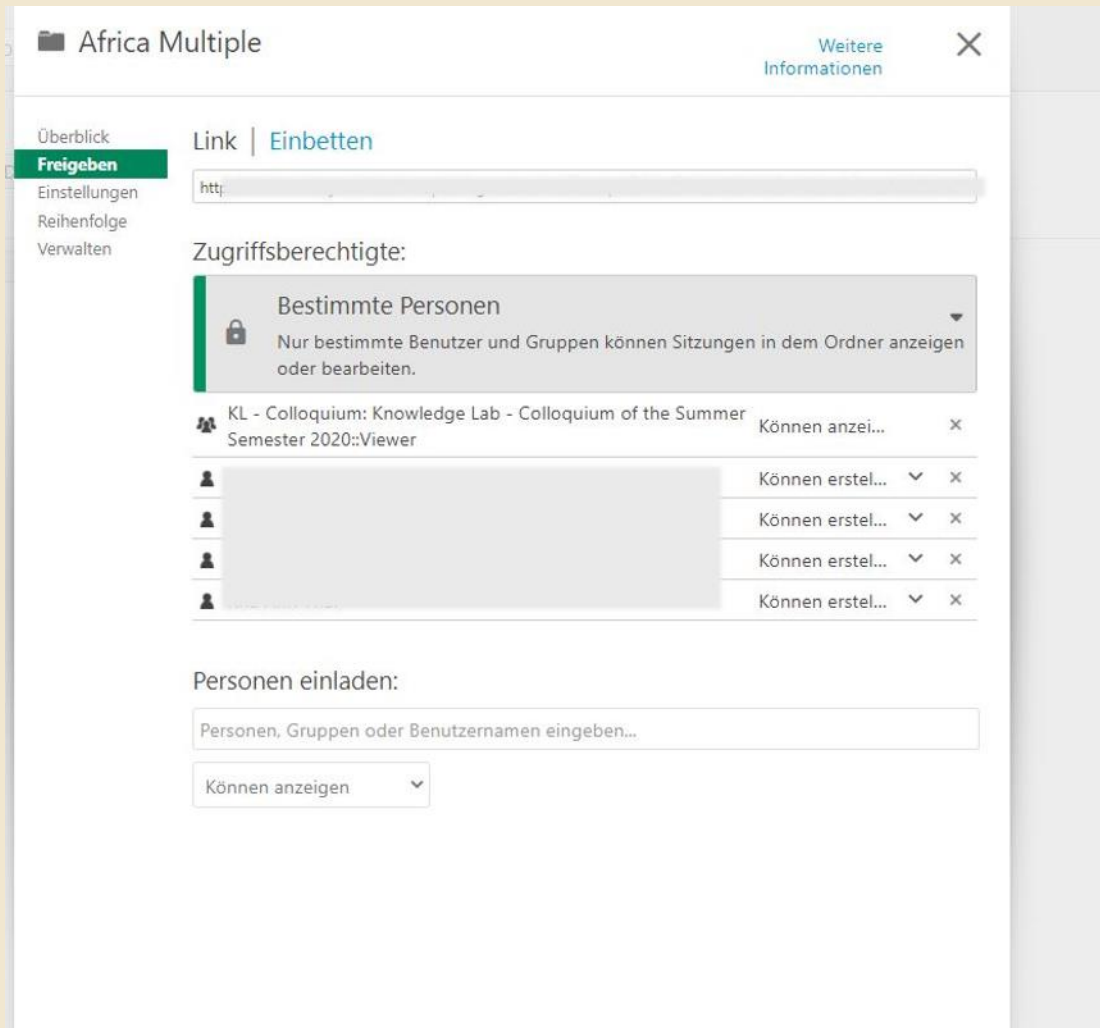
- Store the recordings at a safe place.

- Delete unwanted recordings (from streaming platforms).

- Make backups: at least three copies, two storage devices, one external place (3-2-1 rule).

- Make the recordings available to the people who have given their consents, ask for their deletion requests.

- Do the editing of the recordings and publish it.

- Write a short description and give the information according to the metadata scheme provided to you from the digital team.

# Panopto Platform – How it looks like

- Login with your e-learning account

# Panopto Platform – Administration



- Administration of rights
- Links are possible
- Definition of groups
- Person of contact

# Panopto Platform – Postediting
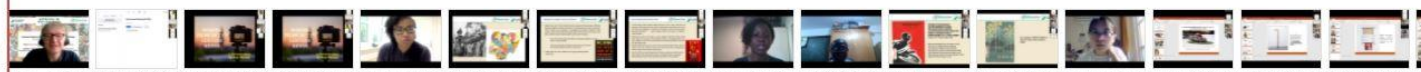
Thanks for getting involved!
Looking forward to seeing you again.

14:00 – 14:50   Mixed formats (Module 5)
                Unboxing and installing a table camera set
                Options at University of Bayreuth


15:00 – 15:45   Getting together, exchange of experience
                Gemütliches Beisammensein: wie weiter?

# Module 5

Mixed Formats

**Hybrid communication setting**

# Camera = Panelist

- Room [number]: Room camera system, automatic choice of speaker, for an introduction ask [person responsible]

- MuVi Room (ITS): Room camera system, smaller room, automatic choice of speaker, see above

- H[number], lecture hall. Camera system steered and supervised by a professional team of ITS (ask [person responsible])

- simple solution: table camera set in a small conference room, manually.

You could list here what is available.

# Logitech Group Camera Set

- More are available at ITS, ask [person responsible], plan ahead, make an appointment, send a Hiwi etc.

- Short instruction
https://www.youtube.com/watch?v=k_a5aRY3SPA

- Avoid doubling effects (loud speakers, microphone)

- A camera remote controller might be useful

# Thanks for getting involved!
# Looking forward to seeing you again.

# Further Tips & Tricks

From experienced colleagues

- Basic information about process and zoom settings to be noted for all (adjust before meeting and in the process)

- Small groups and distribution of tasks/responsibilities

- Maximum 2 communication channels (1 computer, 1 phone)

  → collect information and send it bundled → less emails to prevent information overflow

- Last minute issues: despite planning, working with people can cause problems and last minute changes → stay flexible

Rehearsals

– before events: Create checklist & send to group → know in advance what is to be discussed

– assess if several rehearsals are necessary beforehand → otherwise trust panelists to know if they can handle Zoom → rehearse and check settings shortly before presentation

Zoom formats

- **Meeting**: nice, because participants can see each other → exchange possible → especially at beginning or end events

- **Webinars** are rather anonymous

Hybrid events

- How does the technique work? What microphones are available? Can everyone online understand clearly? → Pass around microphones if necessary

- Follow conversation etiquette, otherwise it is inconvenient for online participants

- Check out other material/instructions on hybrid formats and prepare carefully, especially with rehearsals at the event location. This course does not cover this topic.

- We sent the chairs a checklist beforehand with points we wanted to cover during the rehearsal and with instructions for the session itself

Dear xxx, Dear interpreters of Panel 9,

I hope you are fine. I would like to renew our invitation to the rehearsal. If no panellist from Panel 9 can attend, we think we should at least hold a rehearsal with the convenor and the translators to test the translation tool. We would like to avoid discovering and trying to solve errors only during the conference.

The technical rehearsals with the presenters are about image and sound quality, lighting, screen sharing, size of files, presentation mode in PowerPoint, pre-sharing of slides, the use of other media (videos or audios), etc.
We would like to briefly go through these points and through the process of the event, and explain what the convenor should announce at the beginning and what to do if something doesn't work or if a participant has a technical problem. We also introduce the team who helps with these problems.

Attached you will find a Checklist for Convenors summarising the main points.
Could you please check if you, convenor and interpreters, could put some available dates on the diary
https://terminplaner4.dfn.de/xyz so we can do a rehearsal? I am sure the rehearsal will help everyone involved.

Et bien entendu, on peut faire la répétition en francais aussi.

Kindly,
Robert

**The survey period is: 05.07.-13.07.2021. We furthermore reserve 12-14 July for a last general rehearsal with all participants.** To find the most suitable timeslots, we are sending you a planning survey: https://terminplaner4.dfn.de/xyz
**Please choose all slots that would be possible for you** and your colleagues. **Please assign as soon as possible.**

- Focus on two channels for communication (1 for computer, 1 for cellphone)
- Last minute issues: panelists didn't send their presentations beforehand. Decide beforehand on where to store them and who will display them in case of technical issues
- We did a last minute sound check (20 min before), and focused less on previous rehearsals
- The Panel 3 didn't work so well on Teams (better for smaller meetings)
- Welcome and Final session can be in webinar format, but at the beginning and the end participants should be able to see each other
- Typical problems: screen-sharing, information overflow

**At the rehearsal: work off the checklist**

- Clarify key roles (moderator, speakers, discussants, panelists) and detailed schedule

- Check webcam and lighting, quality of the sound

- Test screen sharing, presentation slides on the speakers' screens, "slide show" mode. Recommend to use PDF if required

- Convenors and speakers were asked to send us all slides before the conference for eventual take-over

- Explain and test the interpretation tool with all interpreters

- Check if panels / presentations include special features that should be tested, e.g. embedded videos, audios, links

**instructions for moderators, speakers, attendants**

- Waiting room: real names or aliases  >>  eventually renaming

- Remind the moderator or event host etc. to announce the recording and to inform the audience about other functions, e.g. the interpretation or transcription tool

- Inform moderators, speakers and attendants about trouble shooting in case of
  . individual technical problems
  . weak connectivity
  . a Host crash / Recording team member crash

- Distribute to all participants via chat prepared text snippets with information and instructions

**2nd channel with technical assistance : during the Panel**

→ When a participant encounters a technical problem that noone from our core team knows the answer to.

- Call in someone from the Helpdesk who can help out. Put the participant and the Helpdesk person in a breakout room where they can talk to each other and resolve the technical issue.

- Once the issue is resolved, the participant can leave the breakout room and come back to the main session with everybody.

- We didn't need the 2nd channel but it can be very useful

# Thanks for getting involved!
# Looking forward to seeing you again.