GUIDELINES FOR THE HEPP3 CONFERENCE, 15-17 JUNE 2022

The conference is held in a hybrid format. Panels will have both online and onsite presenters. Most of the panels have four presenters and last approximately 90 minutes. All the presentations should last a maximum of 15 minutes, which leaves 30 minutes for discussion at the end.

Since the conference is being held in a hybrid format, we kindly ask all of you to join the Teams platform that we have created for the conference.

Link for the HEPP3 Team:

https://teams.microsoft.com/l/team/19%3aNk9KbHsxMWRO6CwaCbJkleOxmkiYE3HCKEhxXEpkJaI1%40thread.tacv2/conversations?groupId=ff6b8797-6db4-4412-b65a-5018440eb865&tenantId=98ae7559-10dc-4288-8e2e-4593e62fe3ee

Below, you will find the instructions for Teams. We will offer testing opportunities for Teams before the conference. The keynote sessions are held as Teams live event and will be accessible through Teams and the conference website.

Please check updated the COVID-19 regulations for travelling and entrance to Finland on the websites of Finnish Border Guard (https://raja.fi/en/guidelines-for-border-traffic-during-pandemic#1internalborder) and the Finnish Institute for Health and Welfare (https://thl.fi/en/web/infectious-diseases-and-vaccinations/what-s-new/coronavirus-covid-19-latest-updates/travel-and-the-coronavirus-pandemic). At the moment, there is no mask requirement in Finland.

We wish to keep you all safe, so if you have any COVID-19 symptoms or feel ill, please stay home and attend online instead. Should you have any questions or need any help during the conference days, please do not hesitate to ask the organizers and the assisting staff at hepp@helsinki.fi.

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SUMMARY FOR ACTIVE TEAMS USERS

1. Click join team/meeting and familiarize yourself with the channels (conference panels).

2. Find your panel's channel (numbered and named according to the conference programme) and add your materials there under Files (ppt or any other files you wish to share: these will be accessed by all participants). ***This applies to both online and offline presenters so that we can avoid technical problems during the panels. If your presentation is uploaded onto the appropriate Teams channel, it will be visible to both online and onsite participants.***

3. When it is time for you to present, go to your panel's channel and click yourself into the meeting. Use your uploaded files for the presentation or share your screen clicking the upwards arrow in the upper right corner of the screen.

Please note: When you join the meeting, enter the scheduled meeting. Please do not start new meeting (see picture).
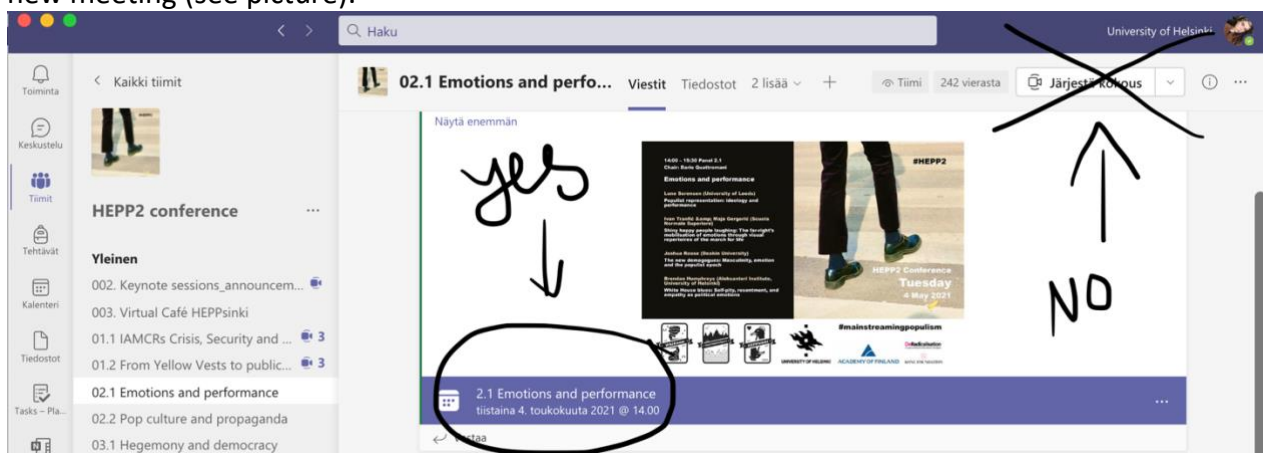

4. Post your questions/comments for panels in the meeting chat or use Raise your hand button to sign the chair that you have something to say.

5. Tune in to the Keynote sessions for keynotes. Keynote sessions are public events.

6. If you are not able to attend some of our fascinating panels, do not worry. All panels are recorded, so you will be able to access the recordings even when the conference is over (within 3 weeks after the conference to be exact).

7. Remember Teams etiquette: mute your mic when you are not speaking, switch your camera on when you are speaking (preferable), select a meeting/channel chat to reach out to speakers and fellow participants (they may respond in their own time, as this is a global conference with participants across time zones).

8. Personalize your presence on Teams: add a profile picture, and if you wish you can use background effects (click the three dots in the upper right corner of the screen).

9. If you are using several Teams accounts, you can switch the accounts in your profile settings (upper right corner of the screen).

10. If you have any questions, concerns, technical issues, we have a team of technical assistants (Roosa-Maria Kylli, Hanna Catani, Laura Horsmanheimo, Vica Protovin and Oona Patomäki). You can contact them in Practical information channel, @tag them in any chat, or through hepp@helsinki.fi.

11. Please use the conference hashtag #HEPP3 in your social media posts.

12. If you are new to Teams, continue reading for more detailed instructions.

If you want to practice using Teams platform (e.g., sharing your screen), **please join our practising session on 14 June at 13 or at 16** (EEST, UTC + 3:00). You can join the practicing by following next steps:
1. Go to HEPP3 Conference team and press "hidden channels".
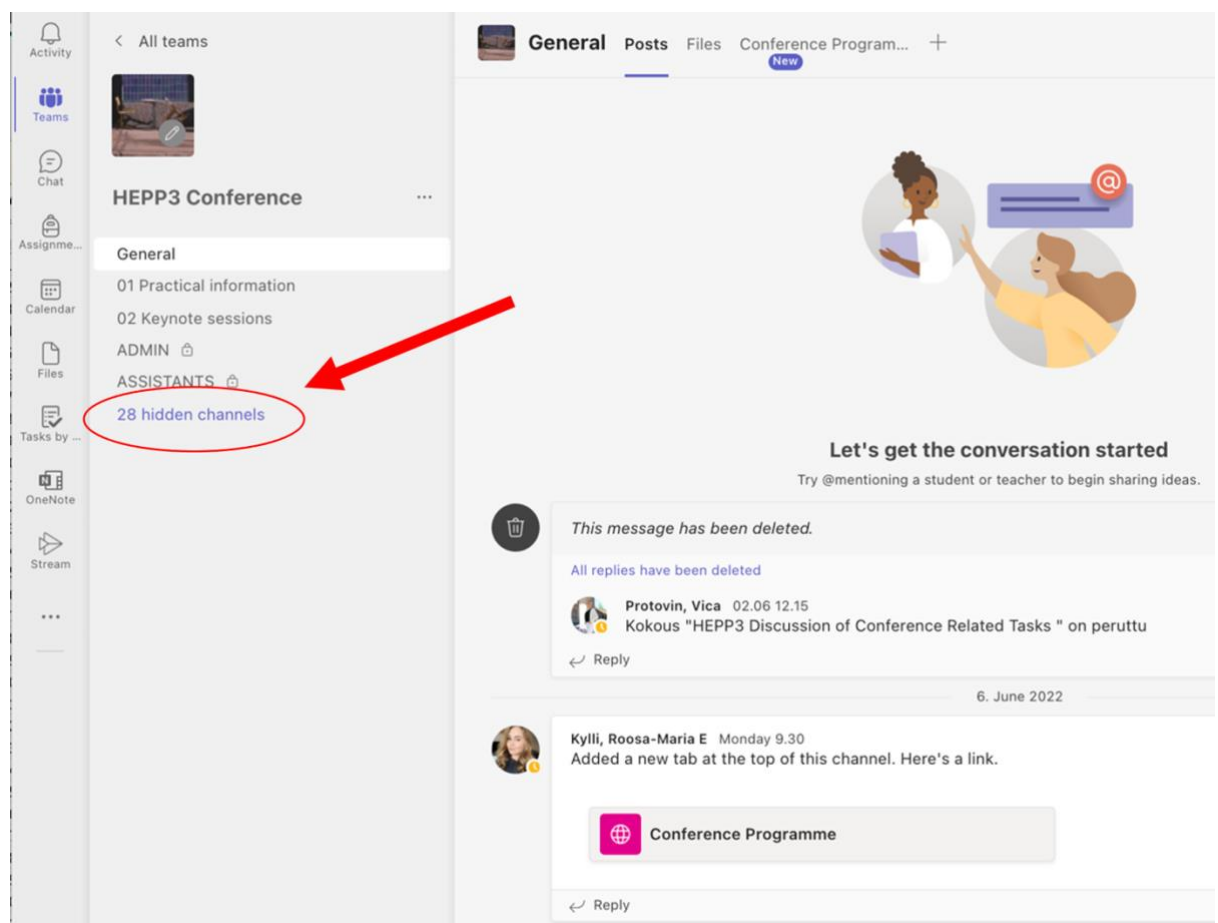


2. Select "TEST SHARING".

All teams	HEPP3 Conference

HEPP3 Conference

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ASSISTANTS 🔒
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7.3 Theorizing the Role of Ne…
7.4 Examining Facets of Hung…
TEST SHARING

3. Choose the session you would like to take a part and join it by pressing the scheduled meeting ("Practicing session 1" or "Practising session 2".
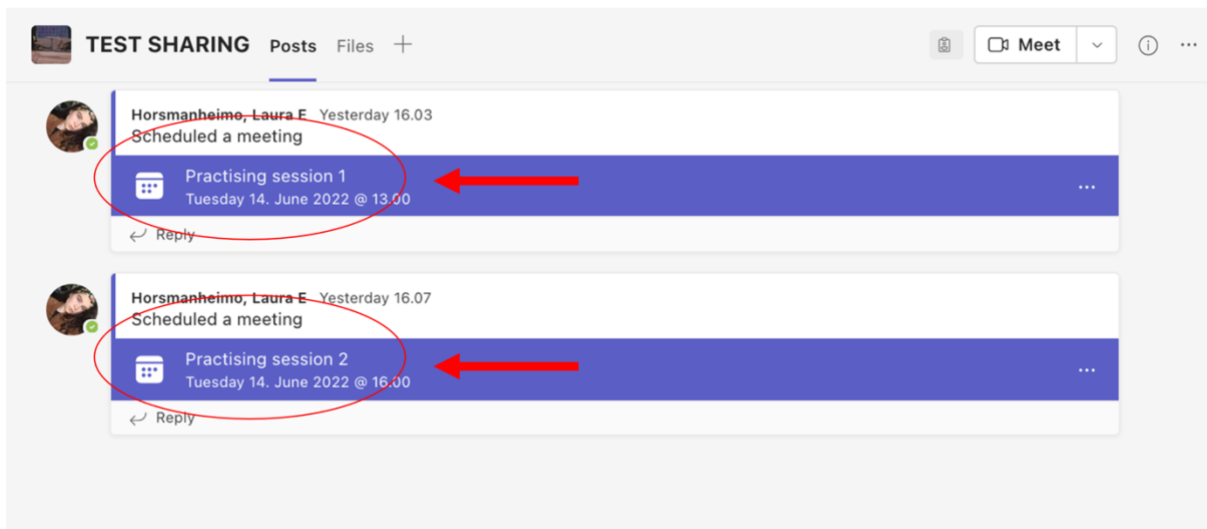
ACCESSING TEAMS

The Teams application is usually part of the standard Windows 10 and set up in most of the university owned Windows devices. To check if you have Teams installed already on your university device, look in your Apps list. For that, press Start (Windows key), then find Microsoft Corporation on the list, click on that and you should see Microsoft Teams. If you do, that means you do have the Teams application installed. If you do not have Teams on your device, there are three ways to access Teams.

1. Web browser
Browse to https://teams.microsoft.com and login. The screen that greets you gives you the choice of continuing to use the web client or the Teams app. The term "client" simply refers to your web browser.
We recommend using Google Chrome web browser.

2. Teams app on desktop (recommended)
Download and install the Teams app for your Apple, PC, or Laptop computer. The app is free and has a few more features than using a web browser, for example the ability to blur your background in a Teams meeting. The installed Teams app on your desktop is the preferred method for using Teams for the conference. You can download the app on your desktop here.

3. Mobile app
There is a free Teams mobile app for iOS and Android. Download and install the official Microsoft Teams application, login and you're good to go. If you decide to use a mobile app for participation in the conference, please consider installing the mobile versions of PowerPoint, Word, and Excel as well. You will need them to see the presentations and to present in Teams from your phone.

Quick tips:
If you do not belong to the University of Helsinki and do not own a helsinki.fi account, Google/Microsoft email accounts make it easier to get Microsoft Teams installed. If you're

using Skype, OneDrive, Outlook.com, or Xbox Live, then you already have an account, but if you don't have one, it's free to create a new Microsoft account.

HEPP3 is a Team with a restricted entrance, meaning that only those users on the Team who are invited by the organizers can access the conference. If you are a registered speaker or a registered participant of HEPP3, you will receive an invite by email no later than 8th of June 2022. In your email invite, select **"Click here to join the Team"**. You can click this link any time after you get an invite, or when the conference (your presentation) is due to begin. We have our Teams settings so that you first go to a lobby where one of us, organizers, will admit you. We kindly ask you NOT to share the link on unrestricted social media posts or platforms to keep the conference space safe.

When you have several organisations' Teams, you can switch between your different accounts. For that, go to your profile and click Accounts & orgs. Note that you cannot be in two organisations' teams at the same time on the same device, but you can use them simultaneously with different devices. When on browser, simply select the needed account in your profile settings.

After you have joined the conference through the link, you will discover the left sidebar menu. It holds the channels, which are Panels within our conference Team space. This is where all the action is.

Please note: The number and the name of each panel fully corresponds to the number and the name of the panel in the conference programme. In order to get to the panel, please find it by the number (or the name) in the left sidebar menu and simply click it. It will open for you the names of the presenters and the time when their session starts.

Please note: You might not see all panels in the menu, some of them can be hidden. The number of the hidden panels will be shown in the same left sidebar menu. If you click on this sign, it will open for you the list of all hidden panels. Click on any hidden panel, and it automatically unhides it for you and puts it in your left sidebar menu. You can use this feature to customize your conference programme - hide all panels which you are not able to attend and keep those which you plan to attend. All panels can be hidden and unhidden as many times as you want.

When you select a panel and click on it, you will see the panel's name at the top of the screen. The menu items at the top of the screen are called Tabs. In our conference they are customized, so that you will have the Posts, Files and Programme.

Posts tab is where you post anything you want to say to the panel participants outside the panel discussion. Every panel has its own chat. You add a Post by typing in the textbox at the bottom of the screen. If you have a comment or a question to a particular presenter or a panel, @tag them (type @PanelName to message everyone at a panel or type @PersonName to reach out a particular person).

Files tab is where the conference speakers upload their papers and presentations. It is also for everybody who is interested in presenters' files and/or willing to give feedback.

Programme tab is for all who want to have a look at the conference programme. It is always there for you.

BEST PRACTICES AND ETIQUETTE

Use a headset with a mic if possible. This provides the optimal audio experience for both you and other conference attendees. If a headset isn't available, use your device's built-in audio/mic. Join the conference with your audio comment via phone only as a last resort. If you DO call in, make sure your computer/laptop's mic and speakers are muted.

Join a few minutes earlier. This allows you to make sure everything is working and gives time to make any adjustments.

Mute other devices and apps. Make sure to mute your cell phone and close any other apps on your computer/laptop that might send distracting notifications.

Enter muted. Enter any meeting with your mic muted and camera off. Others might already be engaged in conversation.

KEEP YOUR MIC MUTED. Most important: Keep your mic muted unless you need to speak. If your audio becomes distracting, anyone in the meeting can mute any attendee.

Avoid talking over others. Unlike an in-person meeting, it is sometimes difficult to distinguish between multiple conversations leading to confusion.

Camera use. Using (or not using) your camera is up to you if you attend the session. However, be sure to turn off your camera if it may be distracting to others. And, on the contrary, we encourage you to switch your camera on when you speak and especially when you make your presentation.

Managing files. Please do not edit or delete the files of other participants if it is not previously agreed with the author(s).

Select Chat to engage with your colleagues.

FOR SPEAKERS

Uploading your files

What you can do before the conference starts (optional):

- Upload your presentation and get it fully ready (**we ask both online and onsite presenters to upload their presentations to their appropriate Teams channel so that we can avoid as many technical problems as possible**)
- Upload your research paper to make it available for other peers to read and give you feedback
- Read your peers' papers and provide feedback
- Chat and network with other participants at your panel and at the conference.

How to upload your presentation and paper:

1. Select the panel in which you will present you paper from the channel list on left hand.

2. Click Files tab. You will see the menu which will include the option to create a new file, to upload a file from your device, to download a file, etc.

3. Click Upload if you want to upload a file from your device.

4. Click +New if you want to create a document right in the Teams.

Research paper requirements:

We do not require a pre-written paper for this conference. For your presentation you may use your work in progress or a paper which has been published already or accepted for publication. We also do not have requirements for the length of your papers.

Presentation requirements:

We do not require but encourage our presenters to upload background material for their presentations. The background material may include a pre-recorded video presentation, presentation slides, work in progress paper, a published paper. The background material allows us to use it as a plan B in case of technical disruptions. However, if you wish, you can skip uploading your files on the HEPP3 Team and present your slides/paper via sharing your screen during the presentation.

Uploaded files are available to all conference participants and can be opened, deleted, downloaded, moved, copied and edited directly from within Teams. Much like OneDrive, any file you click on will open in the application online. You can also choose where to open the file. If you want to take a global look at all files uploaded to HEPP3 Team regardless of which panels they belong to, you can click the Files button in the left-hand menu.

Remember:

Recommended maximum file size uploaded in Teams (including video): 20 GB

Quick tips:

HEPP3 Team is a restricted area available only for the registered conference participants. We expect our participants will show respectful and careful attitudes to their peers' files. However, if you would like to protect your files from unwelcome editing, please upload them in .PDF format. You can upload your paper and a presentation and put them into one folder.

For that (1) create a folder inside the panel on Teams (+New button on the upper menu) and move your files to the folder (right click on the file will open the menu where you can find the options like rename, delete or move the file); (2) upload already existing folder with the needed files from your device (click Upload and choose option folder).
Consider smart names for your files and folders which may contain the author's name or the title of the presentation/paper, or both.

How to share your screen:

1. Click Share button. You will get an option of sharing your desktop (which shows everything on your screen), window (which shows a specific app), PowerPoint (which shows a specific presentation), or browse (which lets you find the file you want to show).
2. Out of the suggested options, select whether you want to share your entire desktop which will show the other participants everything that you are doing on your screen even if you switch windows, or select to share just a specific app or browser.
3. Once you are finished, click Stop sharing (the square button in the toolbar).

Quick tips:

Check your audio and video settings before your presentation is due to start.
Run through your slides at least once in a good time before your presentation.

Important to remember:

Maximum PowerPoint size (when sharing a PowerPoint during a meeting): 2GB.

If you want to practice using Teams platform (e.g., sharing your screen), please join our practice session on 14 June at 13 or at 16 (EEST, UTC + 3:00). More information will be updated on Teams.

JOINING KEYNOTE SESSIONS

All three keynote sessions at our conference are public live events. Even though our keynote sessions are public, you need a link to join them. Our registered participants will receive the links in the email invites but you can find them on Teams and on the website as well.

To join the keynote live sessions, please do:

1. Spot the sessions in the programme.
2. When it is due time, open the link on your invite. If you open the event from Teams, you'll join the event in Teams as an authenticated user (recommended). If you open the link from Outlook, you can join from the web anonymously or open the event in Teams.
3. If the live event hasn't started, you'll see the message "The live event has not yet started." Otherwise, you are welcome to enjoy the live lectures by our wonderful keynote speakers.
4. It is important to remember that you can watch the live sessions and participate in the moderated Q&A. You can't share audio or video.
5. You can also pause a session pressing the Pause button, adjust the sound and quality same as you would do with any other video, and, if you miss a session, you can see a recording using the same link in your invite.

In our live keynote sessions, attendees are welcome to interact with presenters through a Q&A. The Q&A is moderated by organizers. It means the attendees' questions are only visible to organizers until they publish them public. However, you can start asking your questions even before the live event starts. In order to ask you question, please do:

1. Click Q&A on the right side of the screen, then click Open.
2. Type your question in the compose box, and then select Send. If you want to
3. ask your question anonymously, select Ask anonymously.
4. You can receive an answer to your question either privately or publicly (you might specify it in your questions, otherwise a moderating organizer decides), written in the Q&A area or voiced by the speaker.
5. You are welcome to Like the questions of your peers or engage in discussion by replying to your peers' questions.

FOR KEYNOTE SPEAKERS

As our keynote presenters, you will be responsible only for the content of your presentation. The conference organizers will take care about everything else including arranging your live session, technical details and moderating Q&A. What we expect you to do as our keynote:

1. **Get your presentation ready**

If you use slides or other material for your presentation, please upload it on Teams no later than 14 June.

2. Join the session
You will receive an invite with the link to join a live event. In due time, click this link to join.

3. Present
You can always contact the organizers if you need help. Select Chat sign at the bottom menu and write a message. If you would like to address a specific person, @tag this person in the message (@PersonName - you are welcome to tag anybody in the technical team: Roosa-Maria Kylli, Hanna Catani, Laura Horsmanheimo, Oona Patomäki).

FOR CHAIRS

Chairing a hybrid session might be challenging. You are welcome to contact organizers for help any time before and during the conference. Also, you will have an assistant from the organizing team present in the session who can help you with the technology.
To make your hybrid chairing most efficient, we kindly recommend you to consider the following:

- Test software before the conference. Have a test call with someone who is experienced using the Teams. This gives you the opportunity to be familiar with all the functions of Microsoft Teams meetings.
- Agree 'house rules' when all presenters join the online meeting. The rules might include:
  - asking members to mute their microphone and only un-mute it when they need to speak. This will help prevent echoes and background noise.
  - encouraging attendees to use headphones which have a microphone or a headset. This allows the sound to be clearer.
  - coming up with a solution to prevent attendees speaking over each other.
- Ask the panel presenters to introduce themselves before they start their presentation.
- Spotlight a presenter. Click three dots next to presenter's name in his/her video. You will find the option of Spotlighting.
- Moderate the Q&A through the following Teams features:
  - Invite attendees to use the chat function to post their questions and comments Point to attendees that they also might use a Raise your hand feature to show that they want to ask a question or make a comment but do not want to interrupt the person speaking.
- Take a lead on supporting the discussion.

It is important to remember that each panel will run for a maximum of 90 minutes, including Q&A sessions. Each presentation should be 15 minutes maximum. You are free to decide whether the questions will be asked after each presentation or after all presentations are over.

FAQS

In HEPP3 Team we will have one channel for asking questions and discussing about the usage of Teams before and during the conference. You will find it by name Practical Information on the left sidebar menu right after the list of all panels. Before you ask your question, please look through the questions which have already been replied. It might be the case you find the answers already there. If this is something new or really urgent, go ahead, post your question and @tag somebody of us:

Technical and practical team:

Roosa-Maria Kylli, Laura Horsmanheimo, Hanna Catani, Vica Protovin and Oona Patomäki.

Academic team:

Virpi Salojärvi, Ilana Hartikainen, Sabine Volk and Emilia Palonen.