

GUIDELINES FOR THE HEPP4 CONFERENCE, 11-13 DECEMBER 2023

The HEPP4 conference is held in person with an opportunity for online participation. In each panel, there will be 4-5 presentations, mostly onsite and up to 2 online. In every panel, each presentation lasts a maximum of 15 minutes and there is about 30 minutes for discussion. The chair is responsible for the final format of each panel.

For smooth communication during our keynote and panel sessions, we kindly ask **all participants to join the Teams platform** that we have created for the conference. **Please join the platform by latest on 8 December.**

By using Teams, we aim to have a smooth delivery of the hybrid conference. Why?

1. Everyone (especially presenters) should upload their files (e.g. presentation slides) on Teams to avoid technical problems.
2. Online presenters and audience join the panels via Teams meetings (We offer technical testing opportunities before the conference).
3. The keynote sessions are held as Teams live events and will be accessible through Teams and the conference website.
4. Panels will be recorded and available later for participants who cannot attend in real-time.

You will find the instructions for using Teams at HEPP4 based on your participation mode (online/onsite, presenting/non-presenting) in the following sections. Please **carefully read the SUMMARY on page 3** and from there direct to sections that are relevant to you.

We wish to keep you all safe, so if you feel ill or have any symptoms of infectious diseases, please stay home and attend online instead.

If you have any questions or need any help during the conference days, please do not hesitate to ask the organizers and the assistant staff on HEPP4 Teams or at hepp@helsinki.fi.

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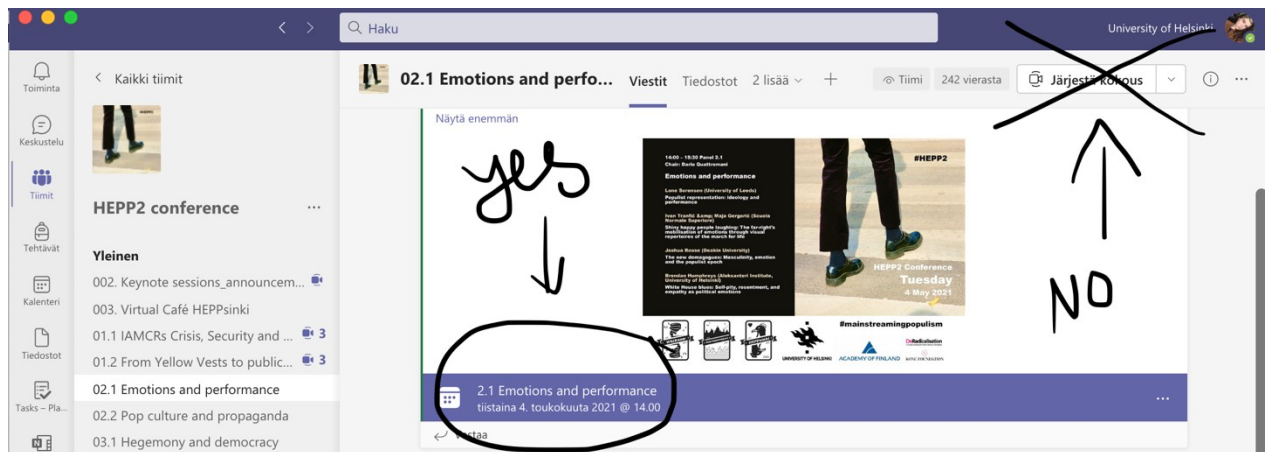
SUMMARY

1. **To join our HEPP4 Conference Team:** (Read page 5 for more details if you are new to Teams)
 - With the email address you provided us, you will receive an invitation to join as guest to the University of Helsinki in Microsoft Teams **no later than 4 December**.
 - Click the “Open Microsoft Teams” button on the email, then wait to be added as a member to the HEPP4 Conference team. You will receive an automatic confirmation email once added.
 - Find our HEPP4 Conference team in your Microsoft Teams interface, or use the URL sent to you in the “**HEPP4 Teams platform**” email on 4 Dec to open the team and channels.

We kindly ask you NOT to share the link on unrestricted social media posts or platforms to keep the conference space safe.

2. Familiarize yourself with the channels. Each conference panel has its own channel.
3. Find the channels of panels you plan to participate in. Panel-specific channels are numbered and named according to the conference programme (Select hidden channels in the left menu)
4. **If you are presenting:**
 - Add your materials there under Files (ppt or any other files you wish to share). We kindly request **all presenters** do so by **8 December** to avoid technical problems. For more details, please see pages 10-11.
 - **Online presenters need to join their panels using Teams meeting.** If you want to practice using the Teams platform (e.g., sharing your screen), please join our practice session on 6 December at 15.00-17.00 (EEST, UTC + 3:00). Read more detailed instructions on pages 11-12.
5. **For online audience:**
 - Attend panels using **PRE-SCHEDULED Teams meetings**.
 - 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.
 - Tune in to the Keynote sessions for keynotes. Keynote sessions are public events and open to online attendance (details on page 9)
 - Please carefully read our instructions on the best practices, and etiquette on page 8.

Please note! When you join the meeting, enter the scheduled meeting. Please DO NOT start a new meeting (see picture).



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).
8. If you are using several Teams accounts, you can switch the accounts in your profile settings (upper right corner of the screen).
9. Please use the conference hashtag #HEPP4 in your social media posts.

If you have any questions, concerns, technical issues, we have a team of technical assistants (Henry Jokinen, Karolina Budzisz and Duong Nguyen). You can contact them in Practical information channel, @tag them in any chat, or through hepp@helsinki.fi.

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 log in. 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, log in 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.

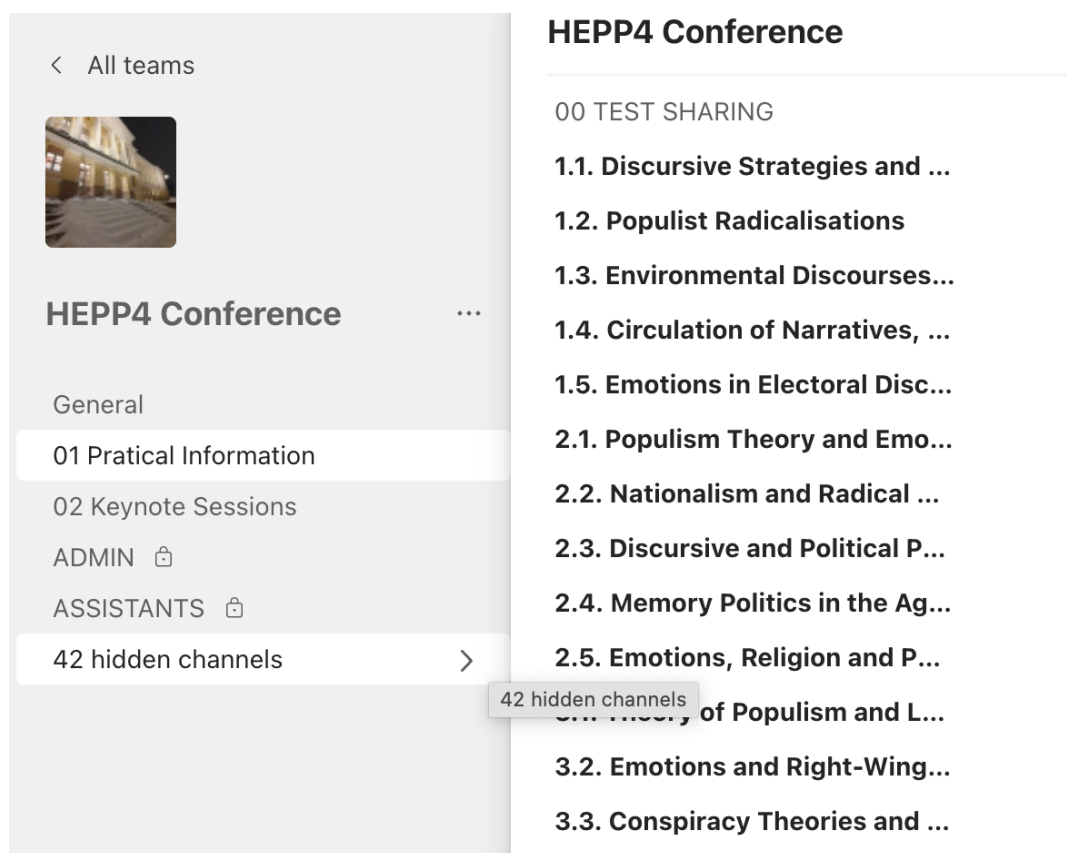
HEPP4 is a Team with a restricted entrance, meaning that only those users on the Team who are invited by the organizers can access the conference.

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 the 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: If you cannot find the panel-specific channels, refer to the picture below.

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. The number and the name of each panel channel fully correspond to the number and the name of the panel in the conference programme.



When you select a panel and click on it, you will see the panel's name at the top and conversations in the panel channel. There are menu items (tabs) at the top of the screen such as **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 speakers, and fellow participants (they may respond in their own time, as this is a global conference with participants across time zones).

JOINING KEYNOTE SESSIONS ONLINE

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. You can find them on Teams and on the website as well.

To join the keynote live sessions, please do:

1. When it is due time, open the event from Teams. You'll join the event in Teams as an authenticated user (recommended). If you open the link from our website, you can join from the web anonymously or open the event in Teams.
2. 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.
3. 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.
4. You can also pause a session by pressing the Pause button, adjust the sound and quality the 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, online attendees are welcome to interact with presenters through a Q&A. Attendees' questions are only visible to organizers until they publish them publicly. However, you can start asking your questions even before the live event starts. To ask you questions, 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 SPEAKERS

Before the conference starts:

Upload your presentation to appropriate panel channels and get it fully ready.

We ask **both online and onsite presenters** to upload their presentations, so our technical assistants can take care of all technical practicalities during the session and you will not need your own laptop or USB.

You are encouraged but not required to:

- 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 the conference.

How to upload your presentation and paper:

1. Select the panel in which you will present your paper from the channel list on the left.
2. Click the Files tab. You will see the menu which includes 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.

Please note! Uploading background material for your presentation is optional. The background material may include a pre-recorded video presentation (in case of severe technical issues), work in progress paper, or a published paper.

Uploaded files are available to all conference participants and can be opened, deleted, downloaded, moved, copied, and edited directly from within Teams. If you want to take a global look at all files uploaded to HEPP4 Team regardless of which panels they belong to, you can click the Files button in the left-hand menu.

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

★ Quick tips:

HEPP4 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.

IF YOU ARE PRESENTING ONLINE...

Use your uploaded files for the presentation or share your screen by clicking the upwards arrow in the upper right corner of the screen. **Here is how to do it step-by-step:**

1. Click Share button. You can choose from the options below:
 - sharing your desktop (which shows everything on your screen)
 - window (which shows a specific app)
 - PowerPoint (which shows a specific presentation)
 - browse (which lets you find the file you want to show within Teams)
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:

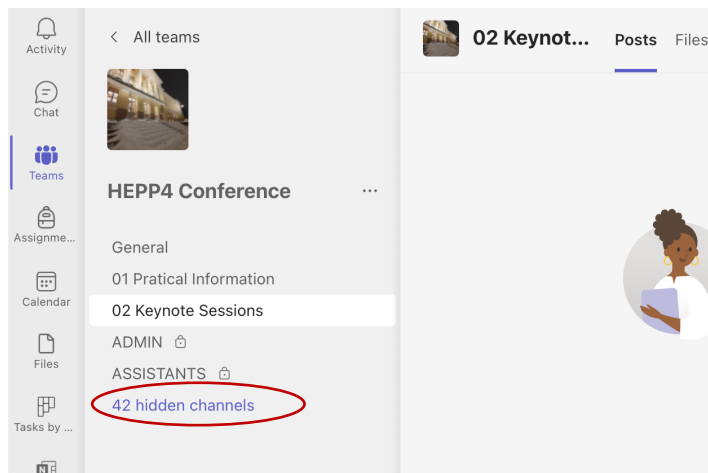
Maximum PowerPoint size (when sharing a PowerPoint during a meeting): 2GB.

Check your audio and video settings before your presentation is due to start.

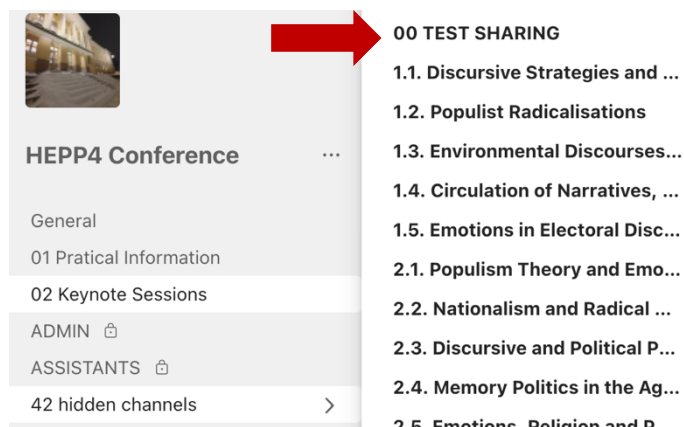
Run through your slides at least once in a good time before your presentation.

Please note! For online presenters who want to practice using Teams platform (e.g., sharing your screen), **please join our practice session on 7 December 15.00-17.00** (EEST, UTC + 3:00). You can join the practising by following next steps:

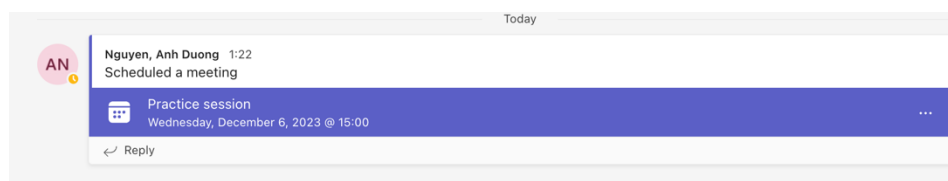
1. Go to HEPP4 Conference team and press “hidden channels”.



2. Select "TEST SHARING".



3. Choose the session you would like to take a part and join it by pressing the scheduled meeting ("Practicing session").



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 two assistants 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 consider the following:

- 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.
- 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 (4 presentations) or 120 minutes (5 presentations), 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 HEPP4 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 one of us:

Technical and practical team:

Henry Jokinen, Karolina Budzisz and Duong Nguyen

Academic team:

Feeza Vasudeva (chair), Alexander Alekseev (co-chair), Dayei Oh, Emilia Palonen, Emilia Lounela, Gwenaëlle Bauvois, Laura Horsmanheimo (secretary), Katinka Linnamäki, and Kleber Carrilho.