

21ST EGF SYMPOSIUM 2021



Technical guide

Welcome!



Dear participants of the EGF Symposium 2021,

For all-too-familiar reasons, our conference this year is taking place in a **virtual format**.

With this document we want to help all participants to prepare for this digital event.

Click on one of the titles in the table on the right to go directly to the page.

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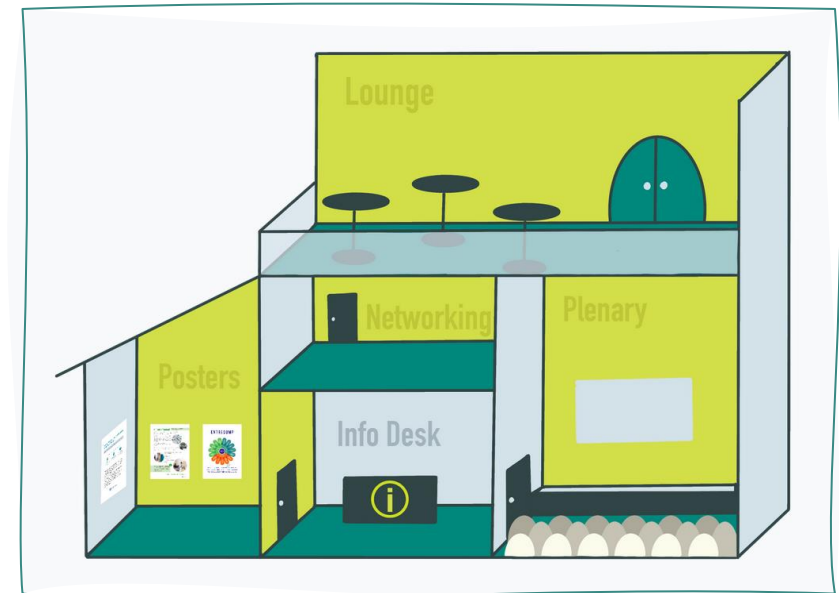


Use the [menu bar](#) to navigate directly to the respective points.

Scroll down the [Home](#) page to see the [conference venue](#)!

Click on a room to [enter the video conference room](#).

Most of the main programme items take place in the [Plenary](#).



Poster Session



Home

Programme

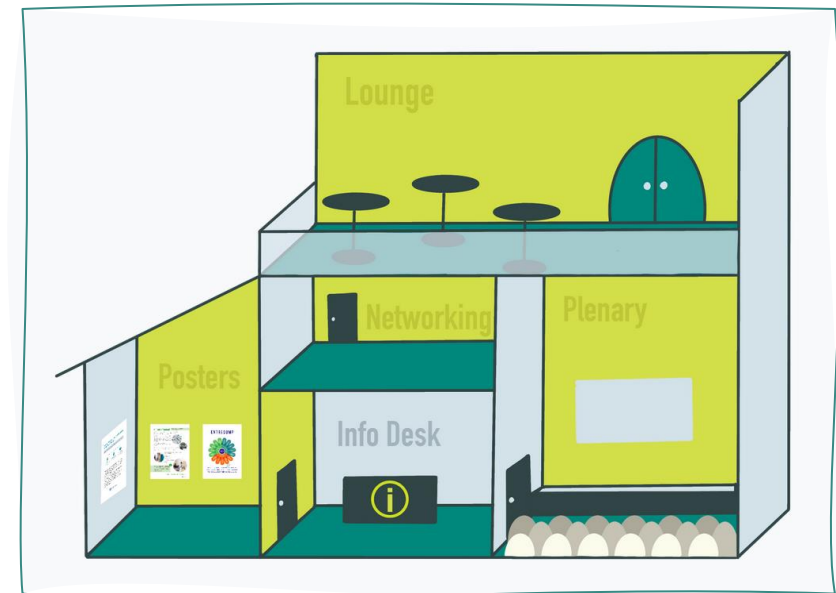
Attendees

Posters

Find all **posters** at a single view! There you also have the possibility to **vote for the best poster**.

Check out the **Programme** to find out when the **Poster Sessions** will take place. Take part in them by clicking on the corresponding room!

(In the session, each poster has its own "Breakout Room".
Find more technical details on [page 10 \(Link\)](#))



The poster award

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Posters

Please vote for the best poster!



This year each of us has a chance to contribute to the poster evaluation process and to determine the winners of the EGF2021 poster award.

You have max **3 votes** that you shall give to the posters of your choice. Posters from all three sessions are evaluated together. The scientific quality and clarity of the content of the poster has the highest priority. However, as well the visual appearance, including creativity and originality of the presentation shall be considered in the evaluation. We have prepared some **guiding questions** which shall help you in the evaluation:

Content (60%)

- Is the topic new and innovative?
- Is the content clear and easy to understand?
- Is the purpose/objective explained clearly?
- Is the approach taken appropriate for the problem and technically sound?
- Is the impact of research on grassland farming significant?
- Are conclusions stated clearly and supported by results?

Appearance (40%)

- Display attracts viewer's attention
- Poster is well organised and easy to follow
- Text is easy to read
- Text/Graphic is well balanced

Attendees – the conference board

Home

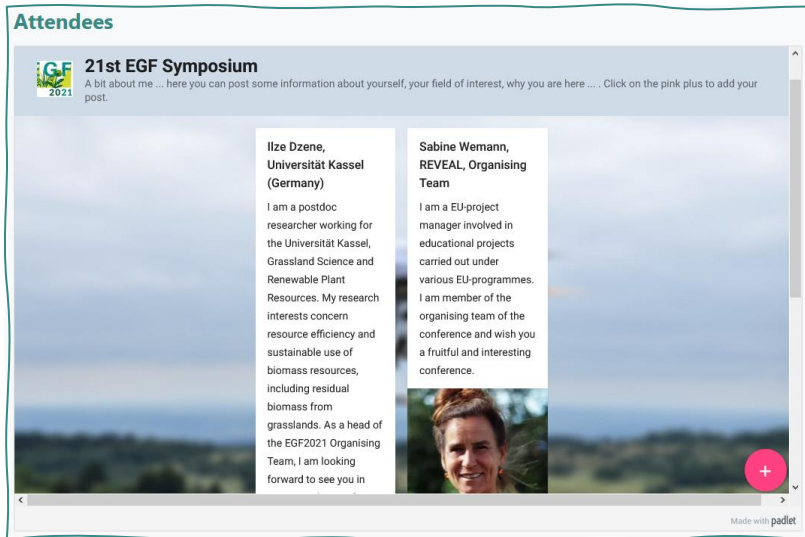
Programme

Attendees

Posters



Who else is attending the EGF Symposium this year? Why are you here, what are you curious about?



The screenshot shows the 'Attendees' page of the 21st EGF Symposium website. At the top, there is a header with the EGF 2021 logo and the title '21st EGF Symposium'. Below the header, there is a prompt: 'A bit about me ... here you can post some information about yourself, your field of interest, why you are here ... Click on the pink plus to add your post.' The main content area displays two attendee profiles. The first profile is for Ilze Dzene, a postdoc researcher at Universität Kassel, with a bio about her research in renewable plant resources. The second profile is for Sabine Wemann, an EU-project manager and member of the organising team, with a bio about her involvement in educational projects. A pink plus sign is visible in the bottom right corner of the profile area, indicating where to click to add a new entry. The page is made with padlet.

Get the most out of this event and create your own short entry on the **conference board** to introduce yourself!
Click on the **pink plus sign** to create an entry.



Info Desk / Networking

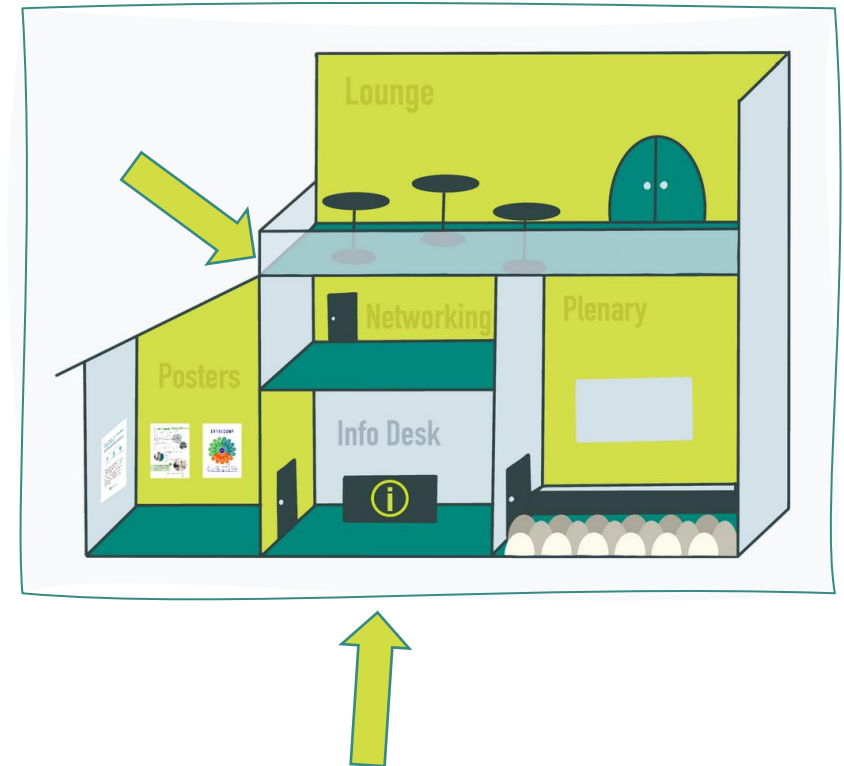
Are you looking for **Help**?

Please click on the respective room "**Info Desk**" to talk to someone of the organising team.

Networking: Do you want to talk in private?

Enter the **Networking** area and find many Breakout Rooms to use at your disposal. (Help can be provided.)

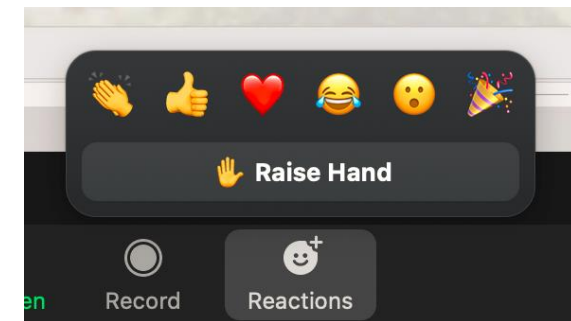
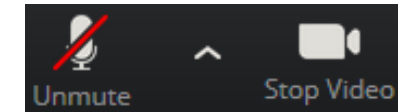
* find technical details on Breakout Rooms on [page 10 \(Link\)](#)



In the meeting - Etiquette

Please note these brief guidelines on how to behave in the Plenary during the conference.

- If you aren't talking, **mute** or turn off your microphone.
- Appreciate the speakers – turn **on** your **video**.
- **Avoid** other **noise** sources when your microphone is on: mobile phone, music, other people in the room, noise from open windows etc.
- To **ask a question**: Use the "Raise Hand" function or write your question in the chat.



The moderators will call on you when it is your turn.
If necessary, you will be informed directly via chat.

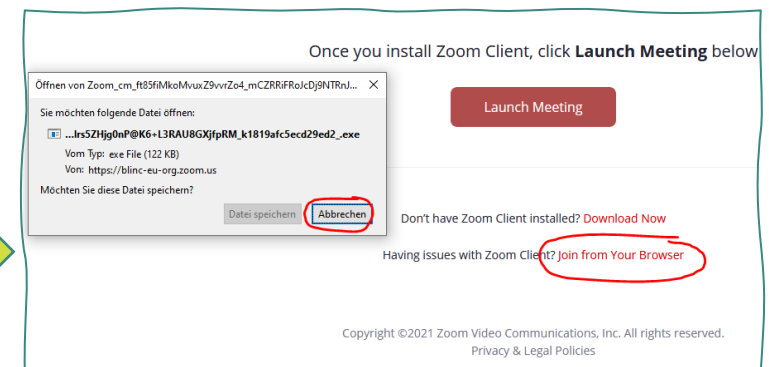
Zoom – join the Video Call

The software used for the video conference is [zoom](#).

This video communication software is optimised so that all users have very uncomplicated access to the virtual meetings.

By clicking on the desired room in our "[Venue](#)" graphic, you will be guided into the video call. There are three options:

- I. If you ever have **used zoom** with the same computer **before**, the “zoom desktop client” probably is already installed and the video call will **start automatically** / ask to be started.
- II. If you don't have the desktop client yet: install it in advance from [this link](#). It should only take a few clicks. Alternatively, your internet browser will ask you to install it (like you can see it here on the picture in the bottom right). This could take a few moments, so the short preparation in advance is recommended.
- III. You do not want or are not allowed to install additional software like the “zoom client” on your computer? Then there is the **access via your internet browser**:
Once you have clicked on the room in the "Venue" this browser dialogue will pop up. Instead of accepting the automatic installation of the client, cancel the download and use the link in the browser saying **“Join from Your Browser”**.



Zoom – Breakout Rooms

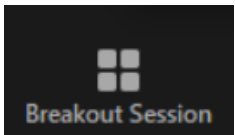
Both the Poster Session and the Networking area use the zoom function "**Breakout Rooms**".

These are sub-rooms which you can enter, switch and leave again independently within the current video call. You can see what this looks like below with the **example** of the poster session:

1. You enter the poster session via the Conference Venue room:
A zoom-meeting opens (but you don't see any posters there yet).



2. Click on the entry "**Breakout Session**" below at the zoom menu.



3. Find all Breakout Rooms – one for each Poster
– and enter them as you like.

You can also see who is already in there (here: only *Sebastian* is in the room of Poster #1)



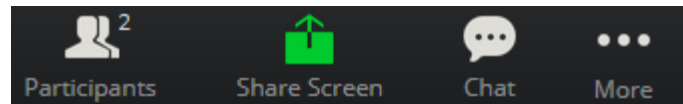
Breakout Session - Im Gange	
▼ Poster 1	Beigetreten
● Sebastian	
▼ Poster 2	Beitreten
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▼ Poster 6	Beitreten
▼ Poster 7	Beitreten
▼ Poster 8	Beitreten
▼ Poster 9	Beitreten
▼ Poster 10	Beitreten

4. Repeat steps 2 & 3 to move freely between rooms / posters.

Zoom – Chat

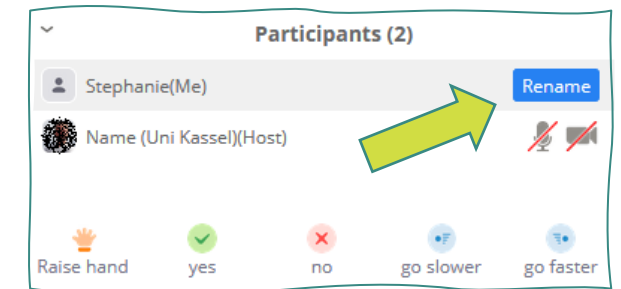
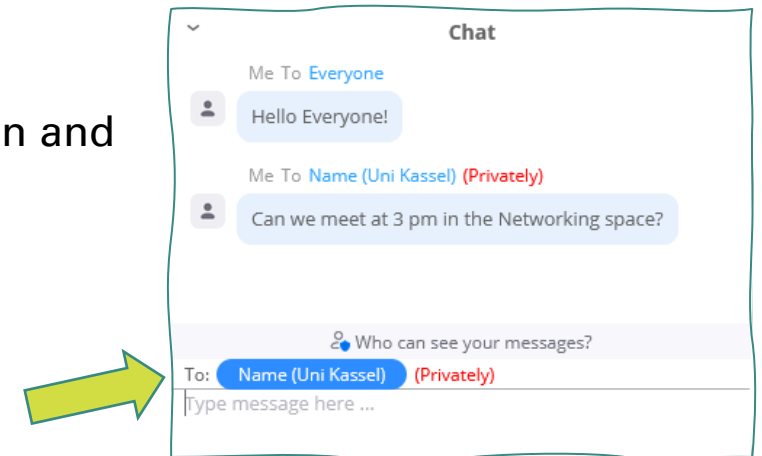
During the Plenary programme, only the presenters should speak.

An easy way to still actively participate is to use the **chat function**. Open and close the chat via the menu bar at the bottom:



You have the possibility to send your message to the **entire audience** or to **single participants**. Always make sure you are writing to the right recipient.

You can also display all **participants** via the menu bar. There you can also **change your name** if necessary, for example to add a reference to your organisation.



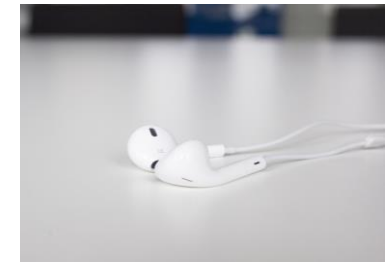
Tips to improve your virtual performance

An excellent speech in an online conference is all too easily spoiled by technical stumbling blocks. If you take a few simple hints into account in your preparation, the audience will be very happy to listen to you in this virtual format as well.

1. Your microphone sound

a. Use an external microphone / headset!

Built-in microphones of laptops often have a poor sound. Connecting an external microphone or headset often improves your sound to a great extent. In most cases, conventional mobile phone headphones already lead to a significant improvement.

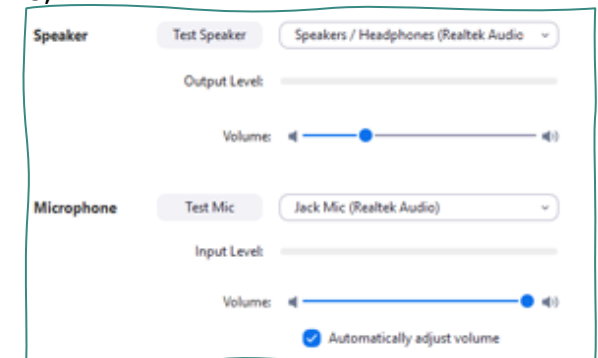
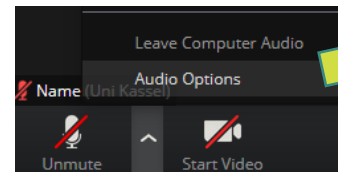


Picture by [crowdradio](#) on [Pixabay](#)

Also, using headphones prevents sounds from your speakers from getting into your microphone, which can cause very unpleasant feedback.

b. Test and adjust your Audio Settings in zoom!

Find the Audio Options in zoom via the arrow right next to the Mute/Unmute button: Click on the button "Test Mic" and say something to find out how other people will hear you.



c. Avoid any noise around you.

Tips to improve your virtual performance

2. Your Video

a. **Always look into your camera**

It is the virtual equivalent of eye contact: this is how your listeners feel addressed. The same is true when listening: if you don't look towards the camera, you appear very disinterested.
To make this easier: Move the zoom window in which you are following the presentation directly to the edge below your camera.

b. **Bring your camera to eye level**

A little trick with a big effect! Not only does it help you avoid disadvantageous perspectives. At the same time, you also prevent back or neck pain if you don't have to stare down or up for a long time.
For example, you could temporarily place a laptop higher with a few books underneath.

c. **Have the main source of light in front of you**

Your face should be well and evenly lit, brighter than any object behind you. The easiest way to achieve this is to face a window. Alternatively, you can use one lamp in front of you, or better two lamps from diagonally in front.

d. **Avoid any sources of distraction behind you**

For this purpose, you could also set up a “virtual background” at zoom.

