

# Guidelines for Community Led Sessions



## Meet | Share | Inspire | Care

The National Open Science Festival provides researchers the opportunity to learn about the benefits of various Open Science practices. It is a place to meet peers that are already working openly or that are interested to start doing so. Key to this day is sharing knowledge and best practices.

## Overall goal of the Community Led Sessions

The goal of the Community Led Sessions is to give various researchers and initiatives from all over the Netherlands the opportunity to showcase their open activities to their peers from other institutions in the Netherlands. Because of the new online setting, we expect more people from outside the Netherlands to join in as well.

## When

The Festival starts at 12:45 on the 11th of February 2021. Your workshop is from 10:00 – 11:40, or your session is placed in the following 45 minute slots: NB: Your organisational team has to be available half an hour before the session starts.

Programme: xxxx

## Registration and participants:

You have received the participants list separately. There might be some additional registrants after registration has closed, but also, the no show rate for online meetings is very high.

Two reminder emails will be sent out centrally to all participants. A day before the Festival, we will send out the last reminder which will also include the password for the protected Programme Page with links to the Sessions. You don't have to do anything yourself.

If you want to communicate directly with your participants beforehand, please not send out too much info, and let them know that this is on your behalf. They will receive all generic Festival info separately.



## Platform and tools:

### Zoom

Zoom is used in all Festival sessions, except the hybrid plenary session which will be livestreamed.

This means that if you don't work with one of our tech hosts, you have to set up your own Zoom session and share the link with us on **February the 5th**. This link will be added to the password protected Festival Programme page so that participants can find it.

NB: If you want to add a password to your ZOOM session please all use the following password: **OpenFest21**. Please don't add another password or things get very complicated for the participants!

See the appendix for instructions on how to prepare your Zoom room as securely as possible, if you don't have a tech host via us.

### Interactions with your participants

Simply using the Zoom chat options, for instance in a Q&A works well and is easy for participants. You can use 'prompts' to ask for input. Prompts are messages recognisable as coming from the organisers. This can be done by putting \*\*\* or emojis in front of the chat message.

We ask you to put the following prompts in your sessions chat:

-  Need help with sound or camera problems? Text Luuk or Sam on +xxxxx(English/Dutch)
-  You can find the Code of Conduct for today on the website [www.opensciencefestival.nl](http://www.opensciencefestival.nl)
-  The Festival hashtag is #OSF2021NL - please use and share!
-  This session will not be recorded.

And if you want to take a picture:

We will take 1 picture for social media usage during the meeting. If you don't want to be included, you will get the opportunity to turn off your camera.

#### At the end of the workshops:

-  The Festival will start at 13:10 with a live stream opening: xxxx
- 🕒 Find all the links to the sessions in the programme on [www.opensciencefestival.nl](http://www.opensciencefestival.nl)

#### At the end of the session: round 1:

-  Find the links to the next round of sessions in the programme on [www.opensciencefestival.nl](http://www.opensciencefestival.nl)

#### At the end of the session: round 2:

-  We will continue at 15:30 with the plenary live stream session here: xxxx
- See you all after the break!

## Mentimeter

Another good option for interactions with your participants would be to use Mentimeter.com. The threshold to use a mentimeter is low for participants: you just need the mentimeter.com url and a code to join, which can easily be done on a second device as well. For organisers, the free Mentimeter version is often more than enough to engage with your audience. NB: most institutions also have a pro account.

## Other tools: keep it simple

We don't advise you to use tools with a steep learning curve such as Mural or Miro for a short session like this. It can take quite some time to explain what you want to do with the tool and you will lose participants who find it too difficult to use.

## Roles:

Please always have at least one different person in the following separate roles in the session:

Chair	Tech Host
<p><b>Chair the meeting</b></p> <p>Practice detailed script beforehand out loud, adapting it to your own language</p> <p>Let tech host know during prep-meeting if wording of prompts need to be changed</p> <p>Brief speakers, so they know what is expected of them</p> <p>Strict time management</p> <p>Log onto meeting half an hour early</p> <p>Welcome people, according to the script</p> <p>During the session, follow the script and enjoy the ride</p> <p>Be present</p>	<p><b>Make sure that the Chair can focus on content</b></p> <p>Prepare Zoom settings (see below for basic instructions);</p> <p>Check online room/tools</p> <p>Let people in from waiting room if you don't hand out the password:</p> <p><b>OpenFest21</b></p> <p>Setup break-out rooms</p> <p>Show prompts in chat (instructions, links or questions)</p> <p>Things like: share slides, play sound effects marking new agenda items or music</p> <p>Regularly or automatically save chat</p>

	document
	Remove people that misbehave
	Be quiet

We have central tech support to help participants with basic accessibility problems; see the prompt provided by us above for their contact details.

### **Privacy and copyright/attribution:**

Keep in mind that AVG rules apply to your session. We suggest to NOT record your session, and to let the participants know about this at the beginning of the session. If you want to take a picture of the session, please let people know in advance and give them the opportunity to disable their camera before you do with the prompt provided above.

Don't collect or share personal data in the session or beforehand/after, unless you ask permission and explain why. Please don't share any copyrighted materials in the session, and please use proper licenses/attribution if you re-use materials from others.

### **Tips:**

#### **Programme design**

You have earlier thought about the goal and best set up for your session in a F2F setting. However, when transforming your session into an online session, there are a few things that are good to keep in mind:

- The first 5 minutes people will still be joining your session, when others are already in. It works well to give them some time to 'land', for instance by keeping the people already in the session occupied by asking them to answer an introductory question to answer via the chat. That is also a nice way to break the ice before your session really kicks off.
- In an online session it is even more important to inform your participants on what you are going to do and what the preferred outcomes are than in an on-site session. So please take some time to do so at the beginning of the session.
- A 45 minute session in an online setting is very long. People get distracted very easily. It works well to ask them for input on a regular basis throughout the session. Ideally, you do so every 5 minutes;

- Try to keep things simple. Interactive elements in your session are great, and please keep your participants involved in the session by asking for input regularly. But it is better to use one type of tool to interact than a series of different ones;
- Take some time to close the session together with your participants. Reiterate the goals, recap the conclusion, ask participants to give their input on the session.
- Don't forget to share a prompt on where to go next after this session (will be provided for by us)

## Preparation

An online session takes time to prepare.

- Think of who should be involved in your session;
- Prep speakers or guests if applicable; let them know what you expect of them; eg. amount of minutes they can talk (advice: not longer than 5 minutes), whether to use slides, and how you want to interact with the audience. Reiterate this a few days before the session and make sure that they don't have any questions;
- Ensure everyone involved in the organisation knows what to do in advance of the sessions and during the session;
- Ensure all relevant info is available to the Chair in one document (see below for an example) and ensure that there is consistency throughout the session (eg. to avoid 'Prof X and Mary' introduction when both persons are prof)
- An idea is to form a whats app or slack group to use during the session with the people involved in the organisation, so you can easily communicate if something goes wrong;
- Be present in the session ~30 minutes before it starts to check audio, video, sharing your screen, Mentimeter etc.
- An example of how to prepare keeping track of everything that needs to be done throughout the session is by using a prep doc with exact timing that you fill in in advance and that you share with the people in the organisational team.

We expect you to share such a session doc with us in the week before the session as well.

This example below is a preparation document with the start of an online session included:

Time	What	Who	Content and specific info info for speakers and Chair	Tech remarks	Prompts

15.00 – 15.25	Prep	Melanie, Joachim Pavlo, Joost	test presenting, video and microphone settings, share screen		
15.25 – 15.30	Let participants in			Waiting room is enabled.	

15:30 -15:33	Welcome	Kees (moderator)	<p>Welcome to all, and especially to xxx;</p> <p>Refer to Household announcements in chat;</p> <p>Emphasise that it is nice for the speakers to see the people;</p> <p>Introduces Prof xx</p>		<p>Prompts in chat:</p> <p>📞 Need help with sound or camera problems? Text Luuk or Sam on +xxxxx(English/Dutch)</p> <p>🙏 You can find the Code of Conduct for today on the website <a href="http://www.opensciencefestival.nl">www.opensciencefestival.nl</a></p> <p>🏠 The Festival hashtag is #OSF2021NL - please use and share!</p> <p>📹 This session will not be recorded.</p>
15:33-15:43	Introductory talk	Prof xx	<p>Talk:</p> <ul style="list-style-type: none"> <li>- What makes this special;</li> <li>- Mention that this session is xxxx;</li> </ul>	no ppt; no screen sharing;	

15:45		Kees	We are going into breakouts to talk about XX for 8 minutes. Try to come up with answers to the following question in your group: xxx	send people to breakouts in groups of 4;	🏠 You are now going into breakouts with four participants to discuss the following question: xxxxx
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			<b>END OF SESSION</b> <b>thank you all;</b>		👉 We will continue at 15:30 with the plenary live stream session here: xxxx See you all after the break!
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## Appendix 1

### Zoom manual for tech hosts: set up the meeting and how to set up break out rooms

Here are some practical tips for you as a tech host.

#### 1) Install Zoom

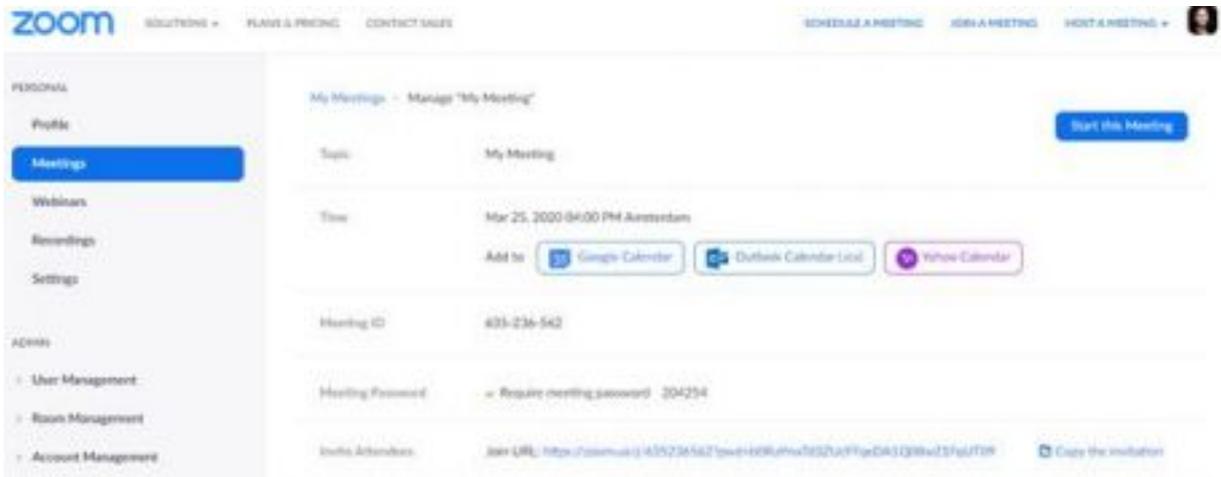
If you want to organize your own meeting, you need to create an account and install Zoom. This can be done on a tablet, iPhone and MAC / PC. The latter are the most comfortable for hosts (and participants). Make sure Meeting Rooms is checked in your profile, then the icon will appear on your bar at the bottom during meetings that you chair. Always be aware of possible spyware when installing software. For group meetings that last longer than 40 minutes you will need access to a professional account.

#### 2) Create meeting

Zoom offers several ways to schedule a meeting. We advise NOT to give Zoom access to Google calendar but to use the web portal to create a "meeting". The fields you can tick are self-explanatory. If you want to give participants a passcode, please use the following passcode: **OpenFest21** only. You can share the link and the passcode with us: this will be added to the password protected programme page on [www.opensciencefestival.nl](http://www.opensciencefestival.nl).



Then you will get to the following screen:



You need to share the link to your session with the central organisational committee for the invitations. Here you can "enable waiting room".

Make sure that you have your personal settings right before you create a meeting that will involve the use of breakout rooms. If this is not enabled you will not see the four squares during the meeting that will allow you to split up the group.



Under settings you can enable screen sharing for hosts and co-hosts. In large groups with people that you do not know it is generally wise not to allow 'all participants' to share their screen.



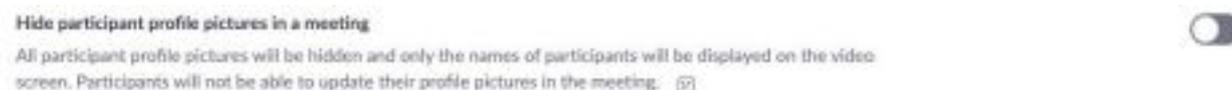
You can choose the annotate option that suits your meeting. Sometimes you wish people to add information to shared screens. For example, they can place a stamp with the years of work experience on a shared image of time-line. If you wish to avoid participants writing on shared screens, you can disable annotation under settings.



If a person is misbehaving and you wish to stop this, you can remove him/her by clicking on his/her name under participants during the meeting. If you wish to avoid that this person comes right back into your meeting make sure that rejoining is disabled under settings.

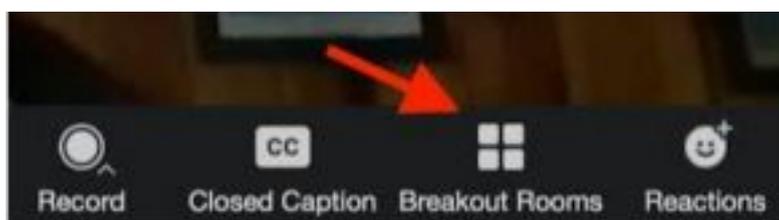


If you expect people to have obnoxious profile pictures while they are turning their videos off, you can choose to hide participants profile pictures in a meeting:



### 3) Set up break-out rooms

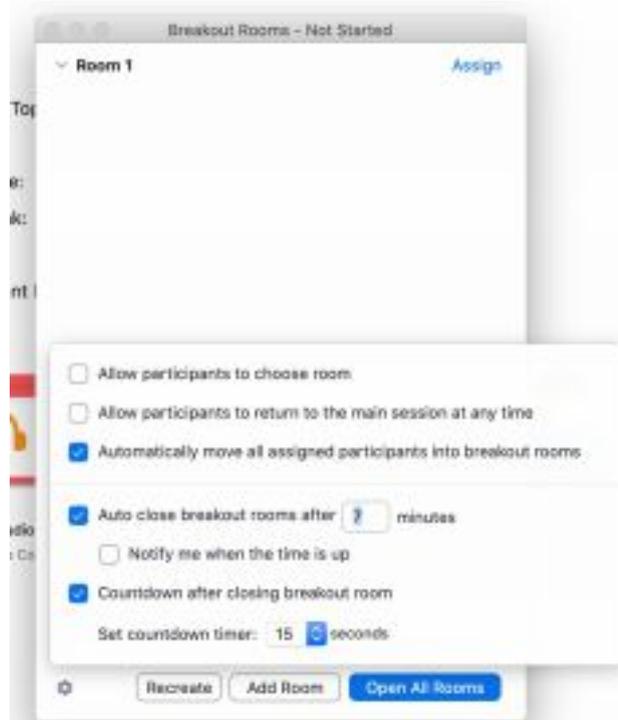
Only the host of the meeting can set up the breakout rooms. When you have started the meeting, press the squares at the bottom right of your bar.



You will then enter a screen where you set the number of breakout rooms. If you press create participants are automatically divided over the groups and you can switch participants between groups before you start the subgroups.



You can also fill the groups manually by pressing assign per breakout room. This will make it easier to leave co-hosts and monitors in the main room, or put them in a VIP-room. In the 5.3 version of Zoom, participants can choose which breakout room they want to go to, but only participants on PC/Mac can use this and most people have not installed this version yet.



Participants are automatically returned to the central area when the time is up. You can choose whether the participants can return to the main room themselves at any time. If your own internet connection lets you down and you need to log in again to do the breakout room setup make sure that the minutes are properly set. If not breakout rooms might automatically close sooner than expected. The countdown after closing the breakout room is best kept short if you have several breakout room sessions during a meeting, in order to make good use of your time.

You can visit breakout rooms to talk with participants or hear how they are doing. Although you can also choose to stay in the main room in case participants with technical problems need to be added to their groups again. If participants have difficulty joining a group, sometimes the problem is solved by moving them back and forth to a spare breakout room. If they remain grey, you might ask them to leave the meeting and log back in, so that Zoom recognizes them again.

The chat of the participants is not taken to the central room. If necessary, encourage participants to copy the chat.