

Housekeeping Rules

General rules

This document is prepared by the Organizational Board of the PSSOH conference (Application of Free Software and Open Hardware) and it provides housekeeping rules for all participants. Purpose of this document is to ensure that both speakers and audience have maximal benefits from the conference contents.

It is expected from each participant of the conference, regardless of their role, to be compliant with the main principles:

- **Be respectful** towards all participants. Environment in which we want to collaborate needs to be safe and considerate in order to promote thoughtful discussion suitable for scientific analysis and growth. We want to support creative criticism addressed towards the idea, not the person. Thus, we expect a highly professional and collaborative attitude.
- **Be inclusive.** Have in mind that this is a conference with international participation, promoting different social and cultural norms regarding language and behavior. English and Serbian are both official languages and will be used interchangeably. It is expected that in any verbal correspondence clear and simple language is used without any unnecessary usage of slang and jargon. Aim of the conference is to provide the participants with an opportunity to understand and discuss any issue, which is only possible if we express ourselves clearly.
- **Be proactive.** PSSOH tends to provide an opportunity for the participants to actively contribute to the scientific debate. Our efforts are not sufficient without the help from everyone included in the event. We highly support each participant to practice their rights by taking an active role in the discussions. Questions and comments are welcome, of course, during the dedicated time slots.

Virtual Conference Guidelines

This section of the document provides ground rules for the virtual part of the PSSOH conference, and it is divided into the two sections: presenter guidelines and audience guidelines.

Presenter Guidelines

- **Please, don't be late and** if you are presenting from the School of Electrical Engineering, University of Belgrade, please, be there at least 30 minutes before your

session starts. If you are presenting online, then please connect to the platform at least 10 minutes before your session starts.

- **Time slots** that are allocated for each presentation are mandatory and we kindly recommend that your presentation do not last any longer than specified by the agenda. This is highly important to us as organizers because it is the only way to be consistent with the announced conference program.
- **Speak slowly and clearly.** By being in line with this recommendation you will enable attendees to hear and understand your presentation and key messages. That will result in more extensive response from the audience and inclusive discussion.
- **Answer the questions.** Be open to all the questions and try to give clear responses.

Audience Guidelines

- **Be on time.** In the spirit of mutual respect, we kindly ask you to connect to the meetings on time. Late arrival could disrupt the presenter. If for some reason you are late, be quiet and try to catch up without interrupting the session. Of course, as this matter is a “two-way street”, we promise to keep up with the timing of the agenda as much as possible.
- **Be present.** We expect that your online presence means that you are actually keeping up with the content. We assume that you will take as much participation in the corresponding meeting as it will be the case if the program is held in person.
- **Speak clearly.** Your comments and questions will be appropriately addressed only if the presenter and each participant can understand you. We kindly ask you to speak slowly and as clear as possible.
- **Respect time slots.** Your questions and comments are an important part of each session, but please do not interrupt the presenter. At the end of the session there will be allocated time for you to speak up. Please understand that time is limited.
- **Be aware of the surroundings.** When participating in our virtual event, we expect you to be in a noise free environment. It is both good for your focus and for clarity of the sound when you speak.
- **Mute yourself.** Even if you are not in a noisy environment always mute yourself when you are not speaking. Even minor sounds could affect the concentration of both presenter and audience.
- **Be proactive, participate.** Last but not least, your contribution to this conference is important to us. We want to encourage you to take active participation in each segment of this event.

Kind regards,
Organizational Board of 2021 PSSOH Conference