

ESA POLAR SCIENCE COLLOCATION MEETING

23–25 November 2022 | ESA-ESRIN | Frascati (Rome), Italy

ESA Polar Science Collocation Meeting - Guidelines for participants

The ESA Polar Science Collocation Meeting is a hybrid event taking place on site at **ESA-ESRIN, Frascati (IT)** and online on the **Webex Meeting webinar platform**, from **23-25 November 2022**.

On-site venue:

ESA/ESRIN, Big Hall meeting room, Building 14
Largo Galileo Galilei n. 1
00044 Frascati (IT)

INSTRUCTIONS FOR PARTICIPATION IN PRESENCE

Participants who have registered to attend in person will receive a Welcome Letter by email, containing information about the site, refreshments, transport etc. Please email events.organisation@esa.int if you registered for on-site attendance but have not received the Welcome Letter.

INSTRUCTIONS FOR PRESENTERS: UPLOAD

Presenters are kindly requested to upload their presentations (**via USB stick**) onto the dedicated laptop in the speaker ready corner located in the conference room (Big Hall), where a support team will assist you.

Presentations can be uploaded at any time from the start of the meeting but please **no later** than during the break preceding your session.

Please check the agenda ([here](#)) and name your presentation as follows:

(presentation_number_within_session)_(presenter_Last_name) *(E.g. 01_Brown.pptx/pdf)*

Upload your presentation to the folder for your session, under “PolarScienceCluster2022”. The same folder structure will appear on the laptop of the podium.

Presenters are advised to **check their presentation** (e.g. graphics/equations/videos) prior to the session start. Use of standard True Type fonts is suggested for PowerPoint presentations (conference laptop version is MS Office 2019 Professional). In the case that a ppt contains a video or animation, please ensure that both files (Power Point and video – MPG AVI) are in the session folder. All the presentations should be in pptx or pdf format, any other format is not guaranteed to work on the conference laptop.

NOTE: Presentations from personal laptops is not allowed to ensure that the programme runs smoothly.

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INSTRUCTIONS FOR PRESENTERS: PRESENTING

Presentations will be launched by the technician, speakers need only to change slides with the *slide advance device* located on the podium.

The podium PC is directly connected to the WebEx session so that remote participant(s) can hear and see the conference room and presentations.

Speakers will be given a 2-minute warning (or 1-minute in the case of 5-minute talks) before the end of their allotted time.

ROOM SET-UP

The Conference room is equipped with one computer/video projector 16:9, a microphone, a lectern, and a pointing device. The software installed on the computer includes:

- Windows 10 (Office 365)
- MS Office 2019 Professional (Power Point, Word)
- Adobe Acrobat Reader
- Windows Media Player

The media player is only available with standard codecs.

INSTRUCTIONS FOR REMOTE PARTICIPATION

Webex Meeting PRO

For a smoother event flow, we would like to give the remote presenters some house rules and definitions of roles within the Webex tool.

ROLES ON THE WEBEX MEETING PRO

1. **Host/Co-host:** Webex Session Organiser(s) have the full power in managing the meeting, can unmute/mute everyone, decide who can present, can change other attendees' role;
2. **Panelists:** Speakers have full control for themselves, can mute/unmute and share their screens.
3. **Attendee:** ALL the participants are joining in the session as attendee and they will have the possibility to unmute themselves at any time. Please *only do so* during Q&A or discussion sessions.

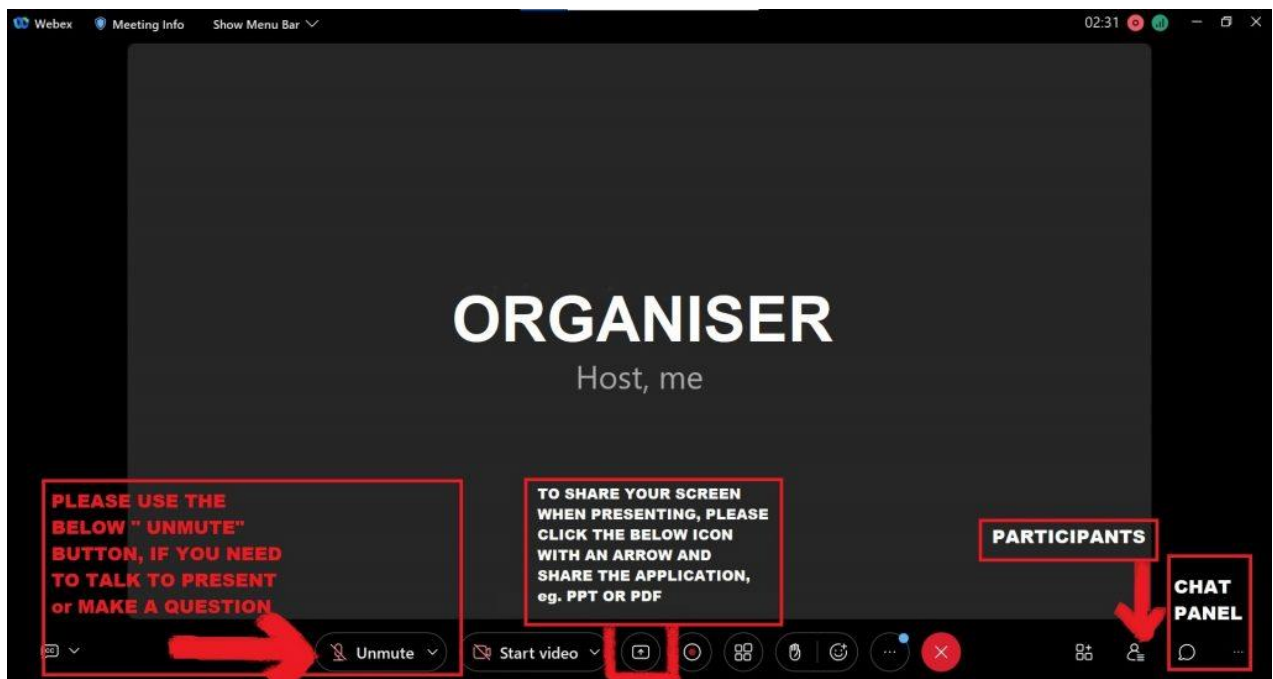
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PRESENTATION INSTRUCTIONS

Speakers will unmute and share their screen in order to present. Please find below the instructions where to unmute/mute yourself, where to find the “share your screen” icon to present and the location of the participants and the chat panel in the WebEx.

Online speakers will be given a 2-minute warning (or 1-minute in the case of 5-minute talks).



DISCUSSION INSTRUCTIONS

Participants have the ability to unmute themselves at any time, however we kindly request that you do not interrupt a presentation to ask a question. Please either put questions in the chat (@Speaker_name) and you will be invited to ask them if there is time for Q&A between talks, or save them for the dedicated discussion sessions.

IMPORTANT

- This event will be recorded. At the beginning of the meeting all participants will be reminded that sessions are recorded for re-transmission on the website later and that, if they feel uncomfortable, they should disable their video during the session.
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- ALL online presenters are requested to send their presentation(s) in pdf or ppt, as a back-up solution to avoid technical problems arising during the sessions. All the presentations should be sent to ENVMAIL@esa.int. Please name them as follows:
(Day)_(session_name)_(presentation_number)_(speaker_last_name)
- **The WebEx link will be emailed to all registered participants. Please do not share this link –** if anyone requests the link please ask them to register at <https://eo4society.esa.int/event/esa-polar-science-collocation-meeting/> (registration will remain open throughout the event). Please find attached some generic technical instructions for the Webex Platform for your information (how to download the sw, how to set up audio/video, how to connect) @<https://www.webex.com/learn/best-practices.html>.