EuroGEO Workshop: Guidelines for Session Chairs/Moderators/Speakers

1. About the EuroGEO Workshop

All information on the 2023 edition of the EuroGEO workshop is available on the workshop Web site. Here you find the latest programme and all practical information about the venue and your stay in Bolzano. Note that for sustainability purposes we will not provide printed programmes, so make sure you bring your mobile/laptop to consult the programme during the workshop. Alternatively, there will be relevant information at the registration and outside the session rooms.

2. Information for speakers

Speakers that attend the workshop on-site at the Eurac Conference Centre (Bolzano, Italy) have to register using the registration form for in-person attendance (i.e. the standard registration form that has always been on the workshop Website). Note that the workshop will be hybrid and therefore remote attendance for both speakers and attendees is supported. However, not for the Action Group meetings on Monday morning and the e-posters on Tuesday that are only physical and cannot be attended remotely.

To ensure lively and fruitful discussion, encourage your speakers to be in Bolzano. Physical presence is hence highly recommended, allowing attendees as well to network during the whole event. In case a speaker plans to attend remotely, please make sure that the session chair and speaker align beforehand to get all necessary instructions. Speakers that attend the workshop remotely have to register using the registration form for online participation.

3. Technical support of the session

The on-site speakers will be encouraged to leave their presentations in advance at our slide center at the reception desk of the Eurac Conference Centre, using the USB stick. This slide center will be assisted by Eurac staff.

Each room is equipped with a laptop (Dell or HP), clicker/pointer, table microphone and some hand microphones for questions from the audience. One Eurac staff member and one technician will assist you during the session.

Each session will be recorded, so we kindly ask all the presenters to use the microphones to ensure the best audio quality. The recordings will be published online a few weeks after the workshop.

The remote speakers and audience will be connected via Zoom Meeting. Please note that the registration for online participation is needed to participate remotely, as explained above. After the registration for 'online attendance', participants will get the links to access the online sessions. Please note that each conference room has a specific Zoom URL, which will be the same for all sessions in that room during the whole workshop.

The remote participants can write their questions in the Zoom Q&A and can activate the microphones to ask the questions, moderated by the session chairs.

If there is a need, we can organize the test sessions for remote presenters just to test their Zoom connection, audio/video, presentation sharing button etc. Normally we ask the remote presenters to be connected 30 minutes before the session they should speak.

The rooms will be set up in theatre style and each room will have a flipchart (only visible for on-site participants).

4. Session logistics

The session chair will present the agenda of the session at the beginning of the session, recall that the session will be recorded and moderate the discussions (unless otherwise decided). As chair, please prepare your own slides for this, using the workshop MS-PowerPoint template.

Generally, for each session, we opt for short presentations to save as much time as possible for lively discussions.

As we wish to organise this event in the most sustainable way, we avoid as much as possible the distribution of printed material. Please suggest your speakers to create a QR code linking to their project website and display this on their first and last slide. Interested attendees can then immediately find more information.

Please check in the online programme whether the name, organisation and presentation title of the speakers are correct. Any request for update should be sent to erwin.goor@ec.europa.eu. The session chair indicates the time allocated for each presentation, and must ensure that speakers do not exceed this, as we want to safeguard time for discussion and Q&A as well as the overall smooth flow of the workshop.

Session chairs are responsible to start and end their session on time. Kindly ask all presenters to be in the meeting room at least 10 min before the start of the session and make sure that their presentation is displayed correctly.

A MS-PowerPoint template of the EuroGEO workshop is made available on the Web site. Each speaker may or may not use this for their presentation, but as session chair kindly ask them at least to use the template for their first slide. Session chairs need to also use this template for the overall slide set on the session (e.g. agenda, Q/A initiation), as indicated above.

For the smooth organisation of the session, ask your speakers to upload their presentation at the Slide Centre at the reception desk, as soon as the arrive at the EuroGEO workshop. In exceptional cases, late updates can be shared on a USB stick with you as chair, well before the start of the session. All presentations will be done via a laptop that is foreseen by the organising committee in each meeting room.

After the workshop we will make all presentations available in PDF format on the Web site. As session chair, please ask each speaker to confirm that they do not object on publishing their presentation and, if needed, ask them to prepare a version to accommodate any animation overlapping. Authors may include a disclaimer or IPR statement in their last slide, such as under creative commons.

Finally, we want to stress out that the EuroGEO Workshop is about dialogue, sharing ideas and information as well as facilitating the built of synergies. For this, the workshop is held in the spirit of openness and respecting the Open Knowledge and GEO Data Sharing Principles.

5. e-posters

We organise three e-poster sessions during the breaks (morning, lunch or afternoon) on Tuesday 3 October. In September we will group e-posters thematically and will inform the presenters which slot is allocated to them. Note that e-posters are only accessible for the audience on-site in Bolzano. Upon approval of the authors, a selection of e-posters might be proposed for re-use on the booth of the European Commission at the GEO Week in Cape Town.

An e-poster allows to <u>demonstrate a solution/product/service</u>. An e-poster can cover a live demonstration (wifi is foreseen), a few slides or a combination of these. <u>We ask presenters to keep it as interactive as possible.</u>
Presenters of an e-poster will have to bring their own laptop with their e-poster and the organising committee foresees a desk, a monitor (Full HD - 1920 × 1080p) and an HDMI cable to connect the laptop to the monitor. Coffee and refreshments will be served in the area where the e-posters are presented. The sessions will last for 45 minutes, where the audience can move around to visit several posters (we expect to present 15 e-posters simultaneously). So, presenters need to prepare a short demo that they can repeat several times and have lots of discussions.

<u>Important information for chairs of parallel sessions on Tuesday 3 October</u>: starting from 11 September, we will group the e-posters of the thematic of your session as much as possible right after your session. Please have a look at the online programme (e-posters will be published the latest on 22 September) to discover the relevant posters and motivate the audience in your session to visit these. You could make a summary of all relevant e-posters when you close your session.

6. Session report & debriefing in plenary session on Wednesday 4 October

Chairs of the parallel session (i.e. on Tuesday 3 October) are asked to <u>briefly</u> present the main outcomes of their session in the plenary on Wednesday 4 October at 9h in the slot

> **Flash feedback from thematic session from Tuesday**
> Session chairs

Each chair is asked to <u>prepare 1 slide</u> (use [template](#) of the workshop) with a few bullet points that can be discussed <u>in max 2 minutes</u> during the session on Wednesday morning: <u>main outcomes of the session with a focus on success stories towards GEO and existing/potential activities with existing (inter)national infrastructures. Also raise identified issues and recommendations for action at EuroGEO level.</u> Please send this slide to jean.dusart@europa.ec.eu and erwin.goor@ec.europa.eu or provide it on USB well before the start of the session on Wednesday at 9h.

In addition, as discussed in a telco on Monday 10 July, each session chair is asked to prepare a short report, right after the session. Guidance for this is [here](#). In short:

> The session chairs have the opportunity to collect the key focus points from their session and speakers, regarding how their session focus area and speakers presented expertise can support the EuroGeo Community at large and the Post Geo 2025 Strategy. This input will be consolidated into two outputs lead by the JRC; an event report and a Ministerial Brief to be presented at the GeoWeek Ministerial Week in Cape Town.
> The form is open to all feedback, we seek as much information as the compiler would like to provide following the below suggested response focus points.
>
> TIMELINE:
>
> - Submission 1: 25/09/2023: Please provide the first advanced draft of the session chair highlights form by the 25th September.
> - Submission 2: 03-04/10/2023: The final completed form is to be submitted on the day of your session, at maximum, the last day of the conference.
> - Reminder: Each session chair will coordinate the responses for table 3 with the speakers of their sessions to align with submission timeframes.
>
> For all questions on this JRC report, please email albana.kona@ec.europa.eu

7. Other logistics

Details about venue of the workshop can be found [on the Web site](#). The meeting rooms will be clearly indicated at the registration desk in the entrance hall of the Eurac Conference Centre.

Wifi is freely accessible and a password will be provided on-site. Please connect to the **openAir** WiFi or if you have an **eduroam** account through your institution that is also available.

Lunches and coffee breaks will be served as indicated in the programme.

Social Event
A social event will take place on Monday 2 October in the evening, for which prior registration is mandatory during registration or by editing your registration. The social event will take place in castle Mareccio. The castle is about 1,5 km or 15 minutes walking from Eurac and groups will be organised to go there together after the last session.

4. Social media – Twitter

We appreciate that each attendee communicates via Twitter/X or Mastodon as much as they can about the sessions they are attending and e-posters that catch your attention. In all cases, please tag #EGW2023.