

# RISIS

RESEARCH INFRASTRUCTURE FOR SCIENCE  
AND INNOVATION POLICY STUDIES



## Webinar Guidelines *Presenters*

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## Outline

<b>1</b>	<b>About RISIS webinars .....</b>	<b>2</b>
<b>2</b>	<b>Who, What, How .....</b>	<b>2</b>
2.1	Who can organise a webinar .....	2
2.2	What can investigate.....	2
2.3	How submit your proposal.....	3
<b>3</b>	<b>Presenters commitment.....</b>	<b>3</b>
<b>4</b>	<b>Software for webinars: Adobe Connect .....</b>	<b>4</b>
4.1	Toolkit required.....	4
4.2	Access to your room.....	4
4.3	How to lead your audience.....	6
<b>5</b>	<b>Usefull links and contacts.....</b>	<b>8</b>



## 1 About RISIS webinars

*Webinars* - short for web seminars - are a modern way to interact online with a large and targeted audience in an easy and quick way, merging advantages of *local trainings* and *e-learning tools* in short teaching sessions for which there is no need for presenters and attendees to be together in a classroom. Webinars take approximately 90 minutes, with contribution of 1-3 speakers. Attendees to webinars can hear the presenters and see their contribution on their screen.

## 2 Who, What, How

### 2.1 Who can organise a webinar

All members of RISIS Consortium can propose and organise a webinar. Non-member speakers may be part of a proposal led by a RISIS member, but the proposal must be submitted by a RISIS partner.

### 2.2 What can investigate

RISIS webinars could be useful to discuss advancements produced within RISIS with a wide audience, or to circulate information about tools (e.g. Knowmak, OA). Webinars deals with RISIS services (semantic analysis, ontology building, geographical analysis, visualisation), and need to develop transversal efforts between RISIS groups.

The total number of estimated webinars, the topic to deepen and number of participants are shown in the table below:

Topic	Webinars	Participants
Integration of core datasets	2	30
Integration of new datasets	4	30
Exploitation of OA datasets	2	30
Semantic analysis	8	120

Each webinar can last from a minimum of 60 minutes to a maximum of 90 minutes; the ideal webinar has at least 15 minutes to spend on introductions and Q&A. Participants should be minimum 15.

Priority will be given to proposals that address one of the topics reported in the table above, but you may also suggest a new topic.

## 2.3 How submit your proposal

You can submit your proposal at any time.

Webinar proposal must include the following information:

- webinar title and topic description (up to 200 words);
- speaker(s) (name, title, organization);
- intended audience (manufacturers, integrators, practitioners, etc.);
- the date and name of the event or conference where the session was previously presented, if applicable.

You can download the template here:

[https://www.risis2.eu/wp-content/uploads/2019/07/submission\\_webinars.docx](https://www.risis2.eu/wp-content/uploads/2019/07/submission_webinars.docx)

WP2 Coordination Committee will review the proposals and will notify you **by 15 days** regarding your proposal. WP2 Coordination Committee may elect to make adjustments to your proposal and may combine individual speakers from multiple proposals into a single panel if the topic warrants the approach.

## 3 Presenters commitment

When your proposal is completed, will be expected to:

- Provide a presentation of your webinar session, and related materials (e.g. PowerPoint, pdf). Submit a **draft** of presentation **one month before the session**, with indication of the order of presenters and relative documents to share. You can submit the **final** presentation documents and any reference materials that you'd like to offer **two weeks** before the webinar.
- If you have three speakers per webinar, target 20 minutes per speaker with Q&A, polling, and other elements completing webinar duration. There will be recordings of your webinar in a dedicated session of RISIS website, which will remain available for the project duration.
- Submit a photo, a short-bio of speakers, and signed consent form for recording the webinar **one month** before the session.
- Attend a 30 minutes **practice webinar** with assistance and guidance of WP2 team **two days before** the webinar with all presenters to do a technology check out and to review the materials to determine order of the presenters and any desirable revisions to optimize collective value for the audience.
- Join the webinar at least **15 minutes in advance** of the scheduled start for final sound checks and logistics.



## 4 Software for webinars: Adobe Connect

The software chosen for webinar is [Adobe Connect 10.2](#), a web conferencing platform that enables collaborative experiences including video, audio, screen-sharing, polls, chat, Q&A, document sharing. It works on PC (both Windows and Mac), on smartphones and tablet. There is nothing for participants to install or configure Adobe Connect works in any modern browser. The maximum number of participants allowed by each webinar is 100, including host (WP2 member, one for webinar) and speakers. The software is very intuitive.

### 4.1 Toolkit required



During the webinar we will use **VoIP only**. To ensure the best quality of our webinar, we recommend a **headset with microphone** at best to be sure that all participants can hear you. A stable internet connection is required (wireless is fine). Presenters **need a computer (no tablets or mobiles)** to have access to all tools, and a **webcam** for video.

### 4.2 Access to your room

As soon as we have organised the room of your webinar, you will receive an email with the URL to get access to your room, as shown in the image below:

Seminar Information	
Name:	Room Test for Guidelines
Summary:	
URL:	<a href="https://ircres.adobeconnect.com/roomtest/">https://ircres.adobeconnect.com/roomtest/</a>

For improve connection stability, it is necessary for speakers to download AdobeConnect, following the link as reported in the figure:

Room Test for Guidelines Did Not Open?  
You need to install and join via Adobe Connect desktop application.



[Download Adobe Connect Application](#)

Enable Adobe Flash Player in this browser to [join with classic view](#). Follow the steps listed here - [Adobe Flash Player Help](#)

Questions? See [Troubleshooting Tips](#)



When the download is finished, you can install and run the software:



### Open the Installer

Locate the installer file and double click to start the installation.



### Click 'Yes' to Run

Authorize the installer by following the instructions on the security dialog.

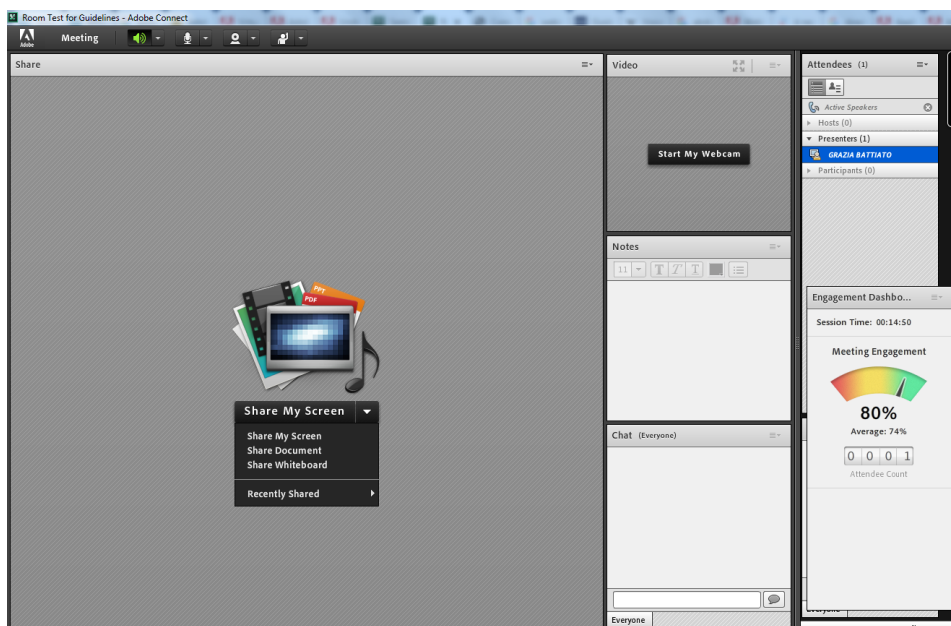


### Launch Adobe Connect

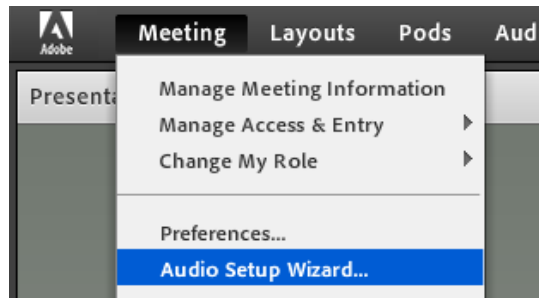
Once the installation is complete, come here and [launch Adobe Connect](#)

Now, with the same URL you can access to your webinar room. Remember to insert your full name when required.

You will enter in the room as participant: we will provide to change your role as presenter. One of the available layouts is shown in the image below:



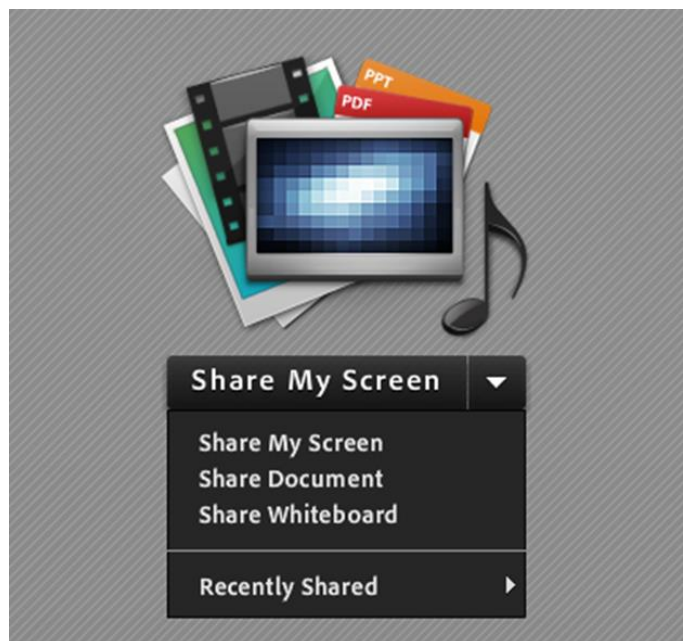
Once inside the room, set your audio clicking on **Meeting** and then to Audio Setup Wizard, as shown in the image below. Follow the procedure suggested by Adobe Connect for test both headphones and microphone.



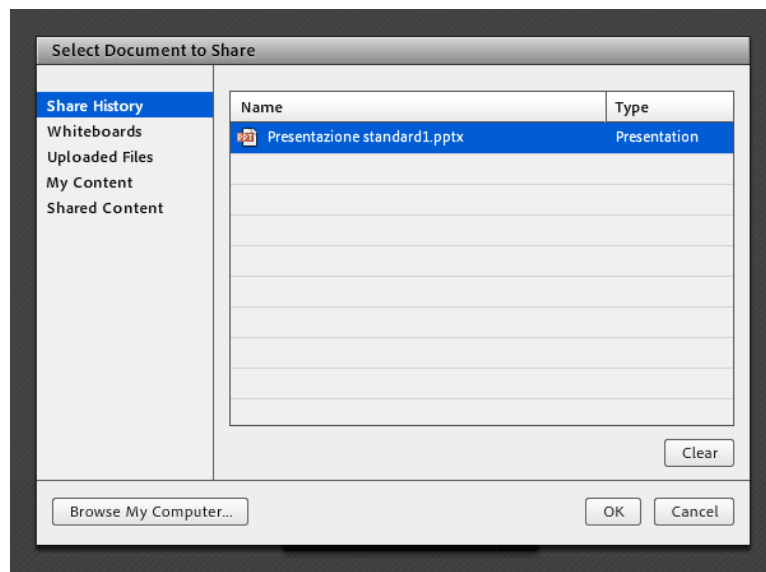
### 4.3 How to lead your audience

One member of WP2 will host your webinar and will guide presenters in the best way to engage the audience.

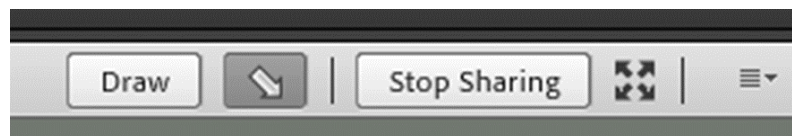
First, you will have a large screen with which you can share your screen, documents and charts (your presentation files and/or videos), or a Whiteboard (to write text and draw):



For instance, if you want to share a Power Point presentation, you have to click to Share Document, and then select **Browse my Computer** to choose the file:



During the file sharing, you can underline something using a pointer. You can also use the **Draw** menu (to mark, text, and select), or use the full screen option:



As shown in the image, you can decide to stop sharing in any moment.

Then, you can also use other useful pods:

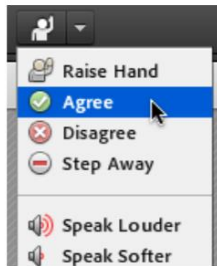
- **File**, to share other relevant documents or link that will be available for download to all attendees;
- **Chat**: you can have two different chat pods, one only for presenters and one to write to all participants;
- **Q&A**, for private and public conversation, and for your final session. Each presenter can assign a question to another presenter or to all classroom.
- **Note**, for quick suggestions;
- **Attendees**, a list of all participants;
- **Poll**, to administrate surveys (multiple choice, multiple answers, short answers);
- **Engagement Dashboard**, to measure attentiveness and engagement of attendees during the webinar (only for presenters).

Layouts and presence of different pods will be discussed before the webinar and will be related to the presentation contents. Only host (WP2 member) can change pods disposition.

For better understand how use Adobe Connect resources you can watch the tutorial:  
[https://www.youtube.com/watch?v=Oyx\\_hutZtzA](https://www.youtube.com/watch?v=Oyx_hutZtzA)



Participants can take action during the meeting by asking host to turn the microphone on, or by the following interactive actions:



- Raise Hand
- Agree
- Disagree
- Step Away

In all cases, the icon related to the action chosen will display in the **Attendees pods**.

Finally, speakers can decide to use **Breakout rooms**, which are sub-rooms that can be created within a webinar, for splitting a large group into smaller groups that can talk or collaborate.

For example, if you have 20 people in a session, you can create two breakout rooms and move ten attendees to each room. In the breakout rooms, the attendees can speak to each other depending on the audio configuration. They can use the Chat pod, collaborate on a whiteboard, and share their screens. **The host can visit all the Breakout rooms to assist and answer questions.**

When work in the breakout rooms is complete, the host can end the breakout session and return attendees to the main room. Hosts are able to share what happened in the breakout rooms with everyone. **Only hosts can create and manage breakout rooms**, so their creation is part of webinar preparatory work, and needed to organise with presenters in advance.

For any request, each presenter could contact the host (WP2 member) for the entire duration of webinar. Host will moderate the webinar (introducing presenters, Q&A and poll sessions) and will provide technical assistance.

## 5 Usefull links and contacts

To install AdobeConnect in advance:

<https://helpx.adobe.com/adobe-connect/get-started.html>

To watch a video on AdobeConnect overview:

[https://www.youtube.com/watch?v=Oyx\\_hutZtzA](https://www.youtube.com/watch?v=Oyx_hutZtzA)

Best practises for presenters:

<https://helpx.adobe.com/adobe-connect/kb/best-practices-hosts-presenters-using.html>

For needs and information:

[risis.communication@ircres.cnr.it](mailto:risis.communication@ircres.cnr.it) or [grazia.battiato@ircres.cnr.it](mailto:grazia.battiato@ircres.cnr.it)