



## **Virtual 27th International Conference of Europeanists Step-by-Step Instructions**

*Thank you for all of your hard work preparing for CES' 27th International Conference of Europeanists. The following are guidelines for **organizers, chairs, panelists**, and all other **participants** in virtual sessions at the 2021 conference.*

*Keep scrolling for answers to frequently asked questions about CES' shift to a great virtual conference experience. **Skip to page seven if you would like to know how to join a zoom panel session as chair, moderator, discussant, panelist/speaker, or attendee.***

**Please note that all panels are taking place via the virtual Conference Platform hosted by Open Water.**

# Contents

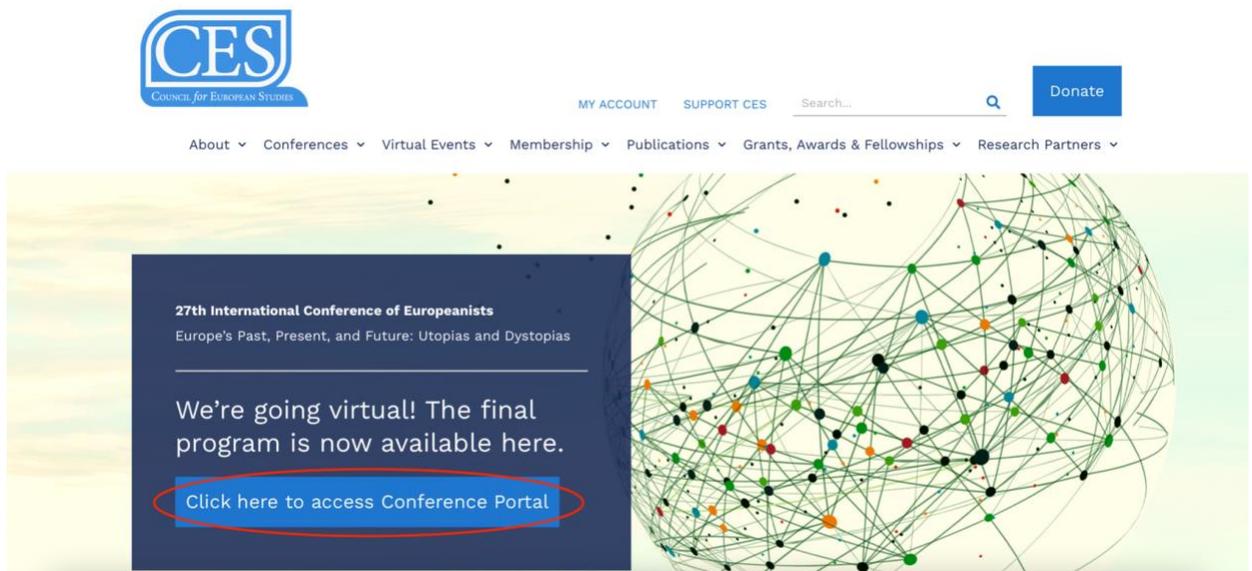
<b>Accessing Virtual Platform .....</b>	<b>3</b>
How do I get to the Open Water Virtual Conference Platform? .....	3
Having trouble accessing the platform? .....	4
How do I access the virtual session gallery? .....	4
What time zone will the event be in? .....	4
How do I search for a Virtual Session? .....	5
How do I build my agenda? .....	7
For chairs, moderators, discussants, panelists, and audience members: How do I join a Virtual Session? .....	7
<b>Networking .....</b>	<b>10</b>
How can I find colleagues to connect with? .....	13
How do I enable notifications? .....	16
Can I chat with a CES Executive Committee member? .....	16
<b>Assistance .....</b>	<b>18</b>
What if I need further assistance? .....	18
<b>Social Media .....</b>	<b>19</b>
Can I connect with CES on social media? .....	19
Are there any guidelines? .....	20

# Accessing Virtual Platform

This is your entry point into the conference whether you are moderator, presenter, discussant or audience member.

## How do I get to the Open Water Virtual Conference Platform?

You can access the Platform via [the CES website](#)



Alternatively, you can access Open Water directly by copying the following link:  
<https://ces-columbia.secure-platform.com/a/>

To access all available conference features, **please login:**



Please note that only registered participants can access the platform. Therefore, make sure to **use the email address affiliated with your conference registration.**

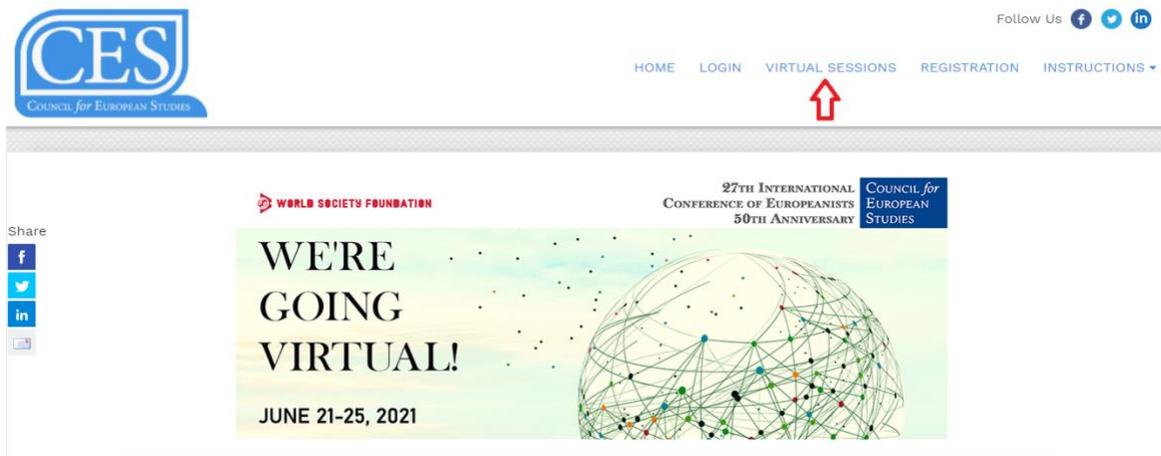
Once you click **Sign In**, **you will receive an email with a unique link that you can use to login to the conference.**

## Having trouble accessing the platform?

Please contact CES staff at [events@ces-europe.org](mailto:events@ces-europe.org)

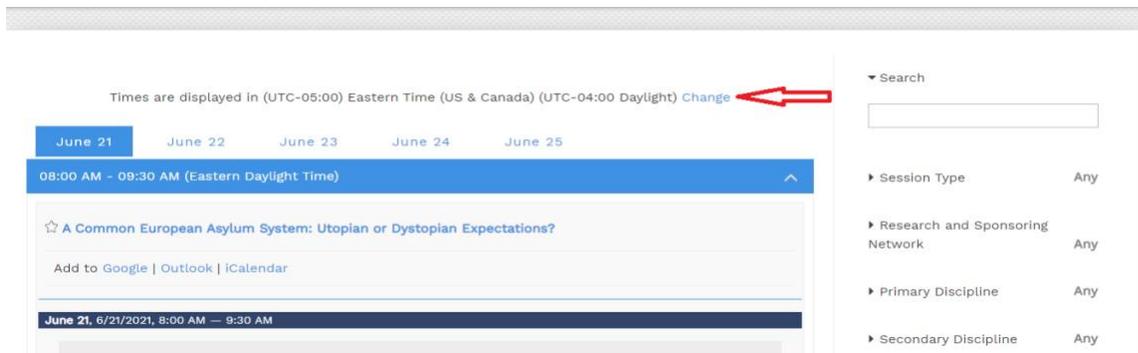
## How do I access the virtual session gallery?

Please click on “**Virtual Sessions**” in the navigation bar to view all sessions.

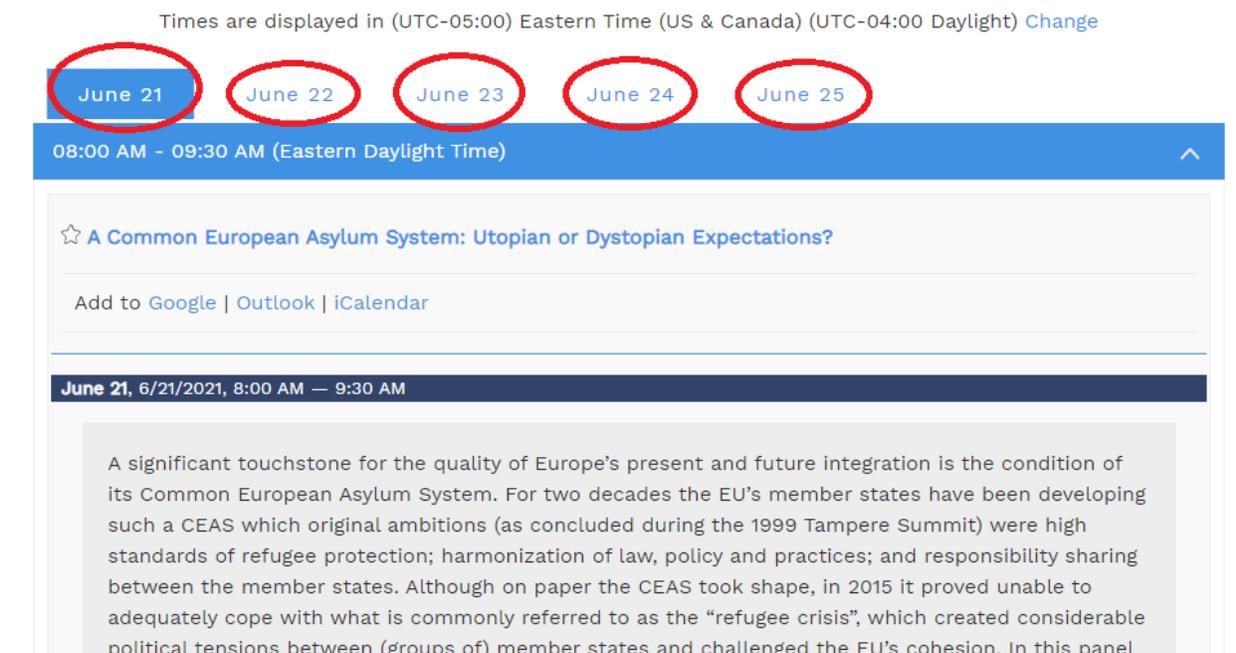


## What time zone will the event be in?

By default, all times are in **Eastern Daylight Time (EDT; this is six hours earlier than Central European Time CET)**. To adjust your time zone, click on “**Change**” at the top of the page. All times will be automatically converted to your time zone.



The conference runs from **June 21 to June 25**. You can view the agenda for each day by clicking on the dates at the top of the page.



You can search by **keywords** or **full panel titles**. **Please use the [final conference program](#) as a reference for all panel titles.**

We advise against using your names in the search function because of potential spelling differences that lead to incomplete search results.

You may also apply various filters to locate panels that are close to your research interests. You can search by **Panel Categories** (Paper panel, Book Panel/Roundtable, or Conference Side-Event), **Research Network Affiliation**, **Disciplines**, or **Substantive Tags**.

▼ Search

▶ Session Type Any

▶ Research and Sponsoring Network Any

▶ Primary Discipline Any

▶ Secondary Discipline Any

▶ Substantive Tags Any

**See Results from All Days**

## How do I build my agenda?

You can select the panels you are presenting in or are planning to attend as your favorite by highlighting the star ☆ located next to each panel title. An additional “**My favorites**” Section will appear next to the conference days at the top of your page.

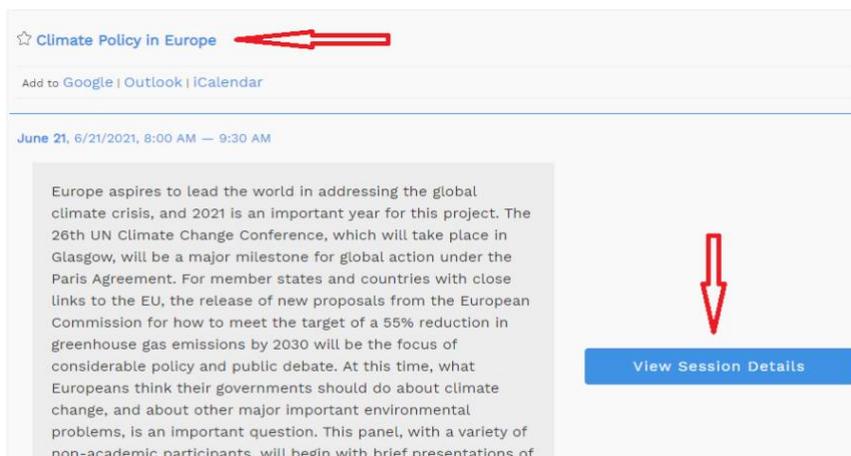
**We advise you to build your agenda before the conference takes place so you can easily access your panels when the time comes.**

You can also export panels to your preferred external calendar to receive reminders.



## For chairs, moderators, discussants, panelists, and audience members: How do I join a Virtual Session?

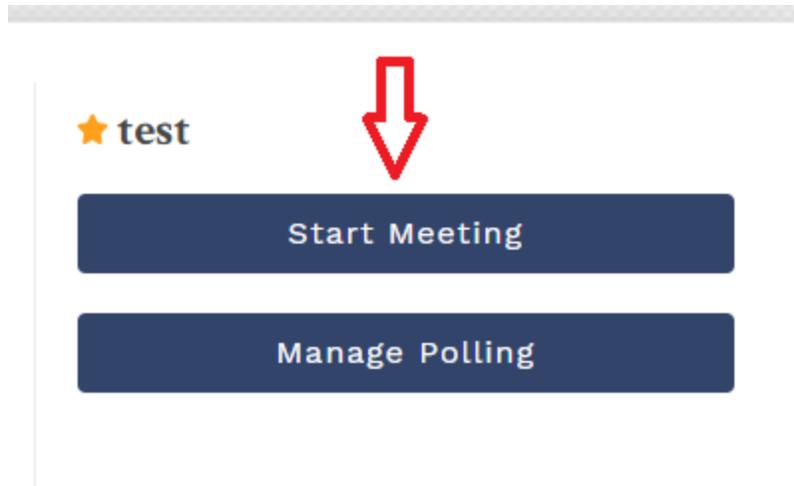
**Click on the panel title or “View Details” to access the full panel description.** On the right side you will see the note about Zoom Room opening times.



The screenshot shows a Zoom meeting interface. At the top, there is a blue header bar with the text "Climate Policy in Europe". Below this, on the left, it says "Book Panel / Roundtable" and "6/21/2021, 8:00 AM — 9:30 AM". Underneath, it lists the "Chair:" as "Sigrun Ólafsdóttir, Primary Chair, University of Iceland". At the bottom of the main content area, there is a dark blue bar with the word "Abstract". On the right side, there is a sidebar with a star icon and the text "Climate Policy in Europe" with a red arrow pointing down. Below this, there are two buttons: a light red one that says "Room Opens at 07:45 AM" and a dark red one that says "Manage Polling".

Each Zoom session **opens 15 minutes before** the official start time (for panelists) and **closes 15 minutes after** the official end time. Additional time can be used for testing technology, networking or continued discussion. **Please make Zoom rooms available for the next session by ending your panel on time.**

**If you are a primary chair or moderator:** Open your panel by clicking on the title or on “**View details**” 15 minutes before the session start time. On the right side of the page, you will be able to locate the button “**Start Meeting.**” Once you launch the panel, you will automatically be a Zoom host.

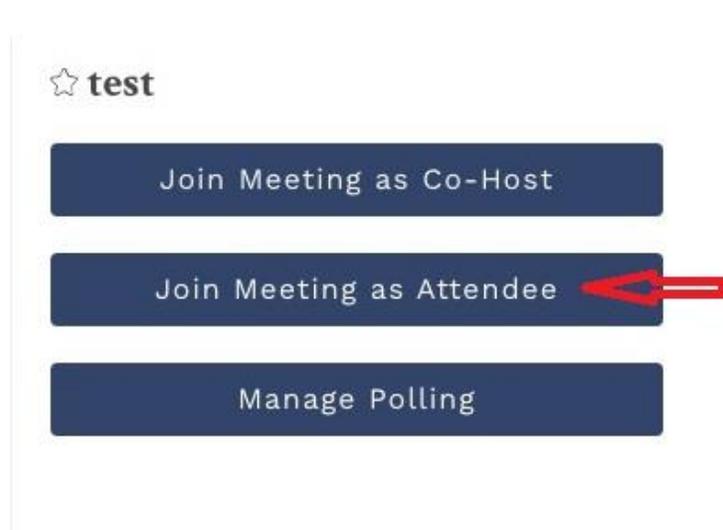


**Please end the session no later than 15 minutes after the official end time so that the next session can take place.** Depending on the individual panel circumstances, the session can end earlier than the official end time. However, we strongly recommend using the full duration allocated for each panel.

**If you are a co-chair, discussant, or a speaker/panelist:** Once the primary chair launches the panel, you can join the session in progress. You will see two options: to join as a co-host or to join as an attendee. **Join as a co-host.** *If you accidentally join as an attendee, the host has to make you a co-host later so that you can use all Zoom functions (for instance, Screenshare).*



**If you are an attendee:** Open a panel description at the formal start time and join the meeting in progress as an attendee.



## Networking

### How do I use the chat feature?

Watch a short video [here](#) or follow the instructions below:

To join the chat, you will want to click Launch Chat in the top right of the navigation bar. If you are having an issue, you can also launch the chat in a stand-alone tab by clicking here: [Launch Chat](#)



HOME MY ACCOUNT ▾ REGISTRATION NEED HELP? ▾ LAUNCH CHAT

When you use the Chat system for the first time, it will ask you to **set up your profile**. Add your first and last names, and other identifying details. Make sure to choose whether you'd like to be shown in the Attendee Directory so other attendees can find you easily. You can upload a Profile photo, to make it easier for other attendees to recognize you.

Click the “Save” button (circled in red below) to make sure you save your changes and to allow you to continue.

The form contains the following fields and sections:

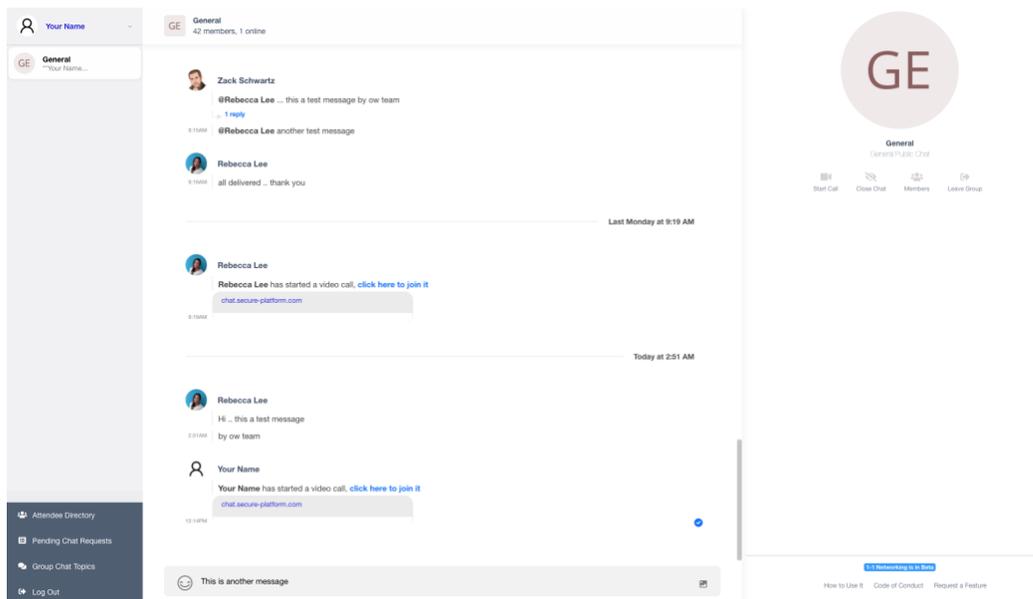
- First name:** Text input with placeholder "Your".
- Last name:** Text input with placeholder "Name".
- Organization name:** Text input with placeholder "OpenWater".
- Job title:** Text input.
- What I'm Interested in chatting about:** Text area with placeholder "Lorem ipsum dolor sit amet...".
- LinkedIn profile link:** Text input.
- Profile photo:** Section with a placeholder image, a button "Upload an image", and radio buttons for "Hide from Attendee Directory" and "Show in Attendee Directory".

Once you  
conference...

...m for your

On the left you will find a list of all available chat rooms, followed by a box of helpful navigation tools for accessing the **Attendee Directory**; **Chat Requests** (people who would like to have a private chat with you); the **Group Chat Topics** (a searchable directory of all chat rooms); and a **Log Out** function.





In the middle, will be the current chat and a scrollable chat history and on the right will be details about the chat room, plus tools for more specialized chat tools.

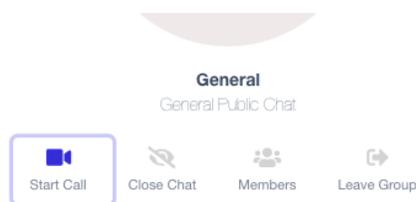
To chat, you'll **use the Chat bar across the bottom** of the chat window.

If you want to add files or images to share with other attendees, you can click on the “Attach files” button. This will open your device’s file upload dialog and allow you to locate a file or image to share.

In every chat, you will have the ability to invite all members or individual members to have a video call for further discussion.

This feature is available from the right side of the main window, underneath the icon and name of the chat room or attendee with whom you are speaking.

To begin a call, click the “Start Call” icon as shown below.

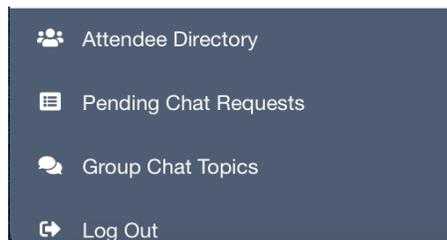


If you click the “**Close Chat**” icon, **the chat will remain closed and unavailable to you unless and until someone else says something in that chat channel.** At that time it will reappear as a channel option in the left-hand side of the main window. To leave the chat permanently, you can use the “**Leave Group**” option.

The “**Members**” icon will provide a shortcut of all attendees and exhibitors currently members of this channel. This window provides the username, their user profile picture and is searchable!

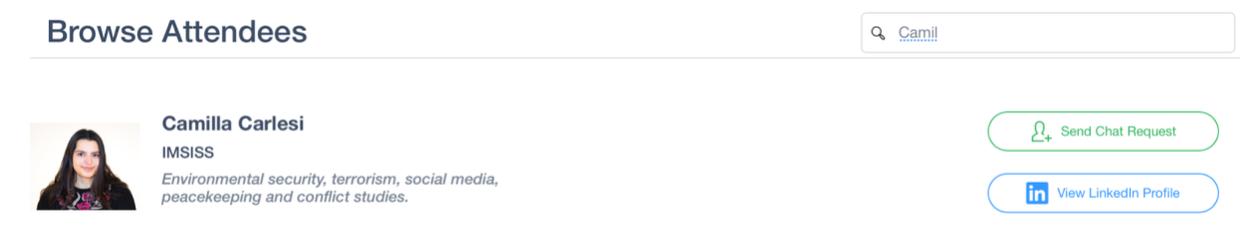
## How can I find colleagues to connect with?

On the bottom left of the main window are some useful features for managing your Networking and 1:1 Chat experience.



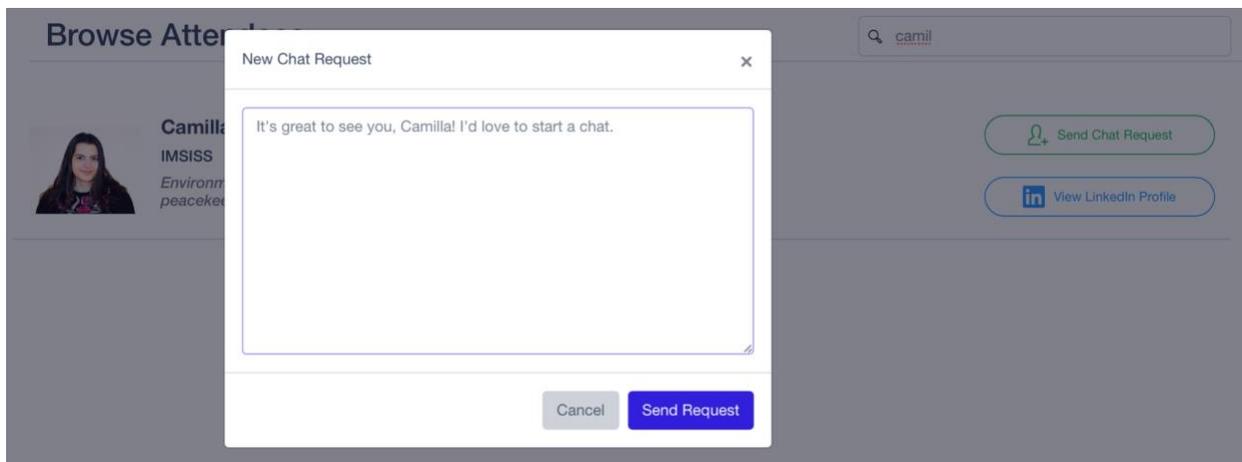
### Attendee Directory

**Attendee Directory** provides a browsable and searchable method of locating attendees, presenters, and sponsors.

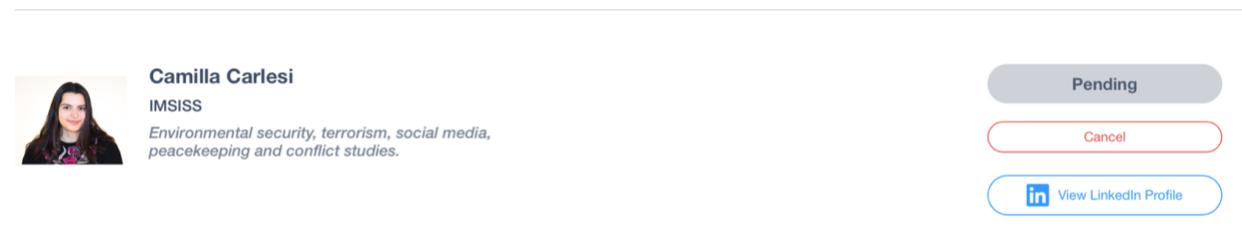


### How do I begin a chat session?

Click “**Send Chat Request**” next to the attendee’s name. A window will appear, asking you to send a message along with the invitation to chat.



It will say “**Pending**” next to the attendee’s name until they accept or decline. You will also have the option of cancelling the request.



### What is a pending chat request?

Pending Chat Requests provides a way to accept or decline chat requests from people interested in talking with you. You may also see your history of chats, and people you have chosen not to chat with.

## Pending Chat Requests

[Ignored Chat Requests](#)



**Rusudan Zabakhidze**

Conference Coordinator

CES

Anything

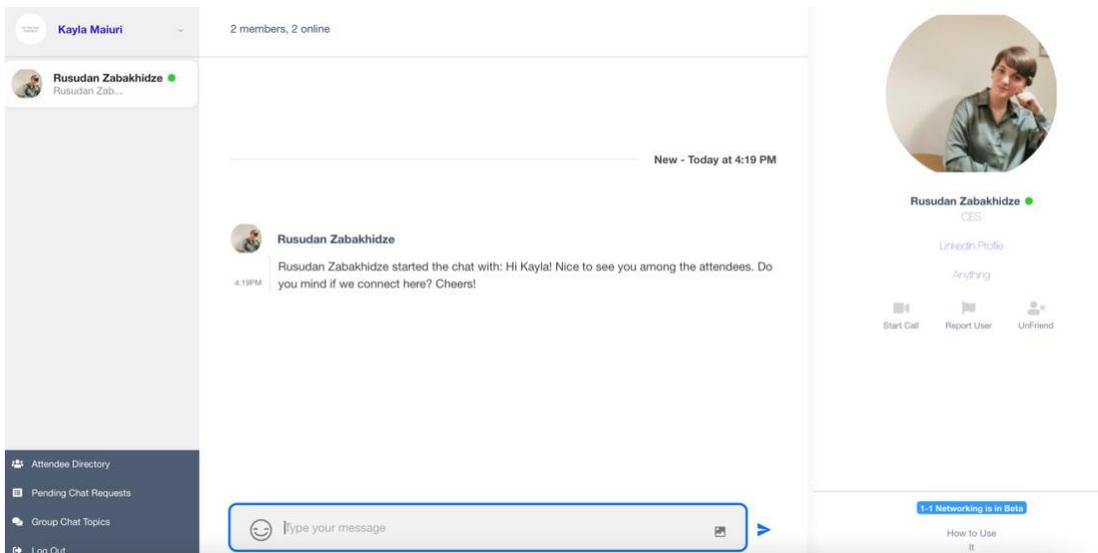
Hi Kayla! Nice to see you among the attendees. Do you mind if we connect here? Cheers!

Start Chatting

Ignore

View LinkedIn Profile

Click **“Start Chatting.”**



The Networking and 1:1 Chat Feature provides a direct link to searchable Help from the **“How to Use It”** link available from the main chat window.

1-1 Networking is in Beta

How to Use It

## How do I enable notifications?

Click on your name in the upper left corner. This will bring you back to your profile. On the lower right corner, you will see various options to enable notifications. Click save before exiting.

- Hide from Attendee Directory
- Show in Attendee Directory
- Notify me in browser when I receive a new chat message.
- Notify me in browser when I receive a pending chat request.
- Notify me via email when I don't see a chat message after 5 minutes.
- Notify me via email when I don't see a pending chat request after 5 minutes.

## Can I chat with a CES Executive Committee member?

Yes! EC members invite conference participants to have "coffee break" type conversations in between sessions.

Chats with Executive Committee Members can be located under Group Chat Topics (Networking Chat). Links will also be provided on the [Open Water home page](#).

**Browse Group Topics**

Search...

**Start A New Topic**

**#General** (12 Members)  
General Public Chat  
[Copy Channel Link](#) [Leave Group](#)

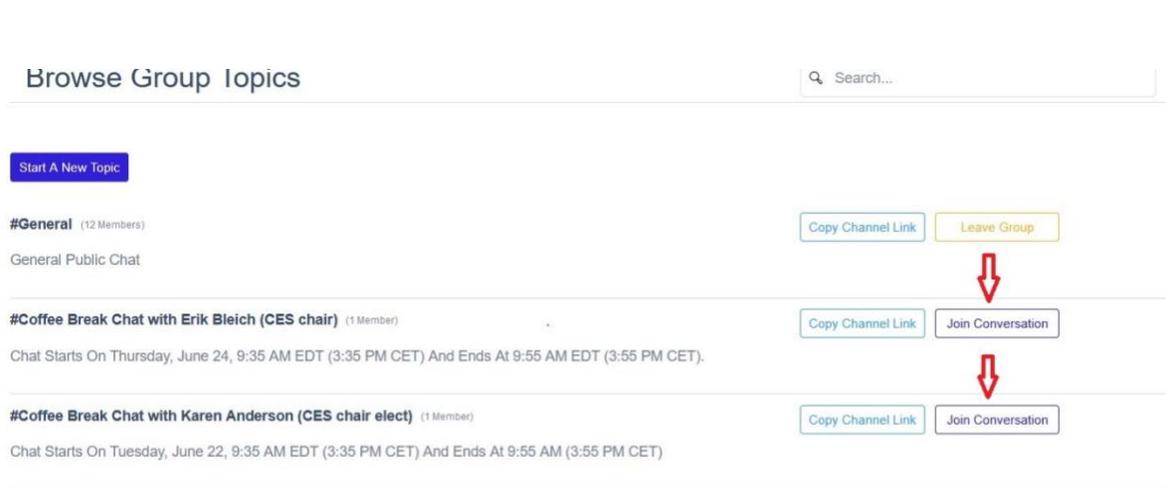
**#Coffee Break Chat with Erik Bleich (CES chair)** (1 Member)  
Chat Starts On Thursday, June 24, 9:35 AM EDT (3:35 PM CET) And Ends At 9:55 AM EDT (3:55 PM CET).  
[Copy Channel Link](#) [Leave Group](#)  
[Edit Group](#) [Delete Group](#)

**#Coffee Break Chat with Karen Anderson (CES chair elect)** (1 Member)  
Chat Starts On Tuesday, June 22, 9:35 AM EDT (3:35 PM CET) And Ends At 9:55 AM (3:55 PM EDT)  
[Copy Channel Link](#) [Leave Group](#)  
[Edit Group](#) [Delete Group](#)

Attendee Directory  
Pending Chat Requests  
**Group Chat Topics**  
Log Out

### **CES Executive Committee Members you can chat with:**

- Erik Bleich – Middlebury College
- Karen Anderson – University College Dublin
- Kimberly Morgan – George Washington University
- Jean Beaman – University of California, Santa Barbara
- Julia Moses – University of Sheffield
- Justin Powell – University of Luxembourg
- Saskia Bonjour – University of Amsterdam

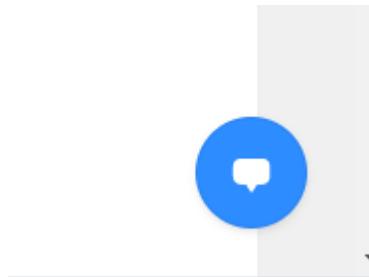


## Assistance

### What if I need further assistance?

#### Use Open Water live assistance

If you're having technical difficulties, click the button below. **You will be able to chat with an Open Water assistant. Open Water assistants will be available on Monday (June 21), Tuesday (June 22), and Thursday (June 24).**



#### Chat with a CES staff member via the chat function

If you're unable to reach an Open Water assistant, the following CES staff members can be found via the Attendee Directory and will be available to answer your question(s):

1. **Camilla Carlesi** (Located in Trento, Italy; available first half of the day)
2. **Kayla Maiuri** (Located in New York City; available second half of the day)

Send us an email and we'll get back to you ASAP

Email [events@ces-europe.org](mailto:events@ces-europe.org)

## Social Media

### Can I connect with CES on social media?

We encourage you to engage with CES' Twitter account [@CES\\_Europe](https://twitter.com/CES_Europe). Follow along using the official conference hashtag: [#CESConf](https://twitter.com/hashtag/CESConf).



## **Are there any guidelines?**

We kindly ask that conference attendees not take or share a screenshot of a panel without panelists' permission. Recording of sessions is not permitted.