28th International Conference of Europeanists
Step-by-Step Instructions for the Virtual Conference Component

Thank you for all of your hard work preparing for CES’ 28th International Conference of Europeanists. The following are guidelines for organizers, chairs, panelists, and all other participants in virtual sessions at the 2022 conference.

Keep scrolling for answers to frequently asked questions. 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
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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.
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 Greenwich Mean Time Zone (GMT+1). This is 1 hour earlier than Central European Time (CEST) and 5 hours ahead of Eastern Daylight Time (EDT). 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 virtual conference component runs from **June 20 to June 22**. You can view the agenda for each day by clicking on the dates at the top of the page.

How do I search for a Virtual Session?

To locate the panels you are presenting in or would like to attend, please use the search function on the right side 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.

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.

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.

**Social Media**

We encourage you to engage with CES’ Twitter account @CES_Europe. Follow along using the official conference hashtag: #CESConf. **Recording of sessions is not permitted.**