



European Survey Research Association  
9<sup>th</sup> Biennial Conference - 2021

## Presenter and Moderator Guidelines

*See the Scoocs Walkthrough manual to learn about the functionalities of the platform.*  
<https://www.europeansurveyresearch.org/conferences/scoocs-manuals>

## PRESENTER GUIDELINES

### Before the conference:

1. Make sure you have a registered account on the platform Scoocs.
2. Add information to your Scoocs profile page, and do not forget to add 'tags' to be able to participate in the matchmaking.
3. All presentations in the sessions will be live and need to be in **PDF format**. You cannot show videos or use online links to support your presentation.
4. You are allowed up to **15 minutes for your presentation** during the session. Please practice your presentation aloud before the conference to ensure that your presentation is less than 15 minutes.
5. The moderator will announce your presentation but will not introduce you, **please be prepared to introduce yourself** at the beginning of your presentation.
6. Double check that you have the needed technology to present. You can test this here: <https://scoocs.co/help-center-participants/> and select 'I'm having audio and video problems'.
7. If you do not already have the Zoom Desktop app downloaded on your computer, install "Zoom Client for Meetings" at [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting). You will need Zoom for the following ESRA conference activities: the General Assembly, Award Ceremonies, and as a back-up in the unlikely event of a Scoocs system crash.
8. If you are facing restrictions with using Scoocs, **we recommend using a personal computer** instead of your work computer to access the conference platform.

### During the Conference:

1. At least 15 minutes before your conference session, log in to the conference platform Scoocs, if you are not already logged in.
2. Click on the 'Dashboard' tab in the Navigation Bar, select your session in the conference program and click 'Join'. **As presenter, you should enter the session 5 minutes before your session starting time and present yourself to the ESRA assistant and session moderator.**
3. When you enter the session you will be asked to share your audio and video. Once shared, you will be able to see and hear the moderator, the ESRA assistant, and other presenters. Other attendees will not have their camera and audio on. The ESRA assistant will let you know if they can hear and see you.
4. Once the session starts, keep your microphone muted and turn your camera off when you are not presenting.
5. A moderator will lead the session and tell you when it is your turn to present and to switch your camera and microphone back on. The ESRA assistant will give you the *presenter rights* and you will be asked to upload your presentation in **PDF Format**. See the '**How to upload a presentation and useful tools**' section in this manual for more information.
6. The moderator will interrupt you verbally to tell you when your allotted time of 15 minutes is getting short (1 minute) or has been used up. If the latter happens, wrap up your presentation immediately. The moderator will regain the floor.

7. After each presentation there will be 2 minutes for questions. The moderator will lead this Q&A. If you complete your presentation before your 15 minutes have elapsed, there may be more time for you to take questions from attendees.

## HOW TO UPLOAD A PRESENTATION AND USEFUL TOOLS

1. When it is your turn to present, the ESRA assistant will give you **presenter rights**. You know you have these rights when a 'blue icon' appears next to your name in the participants list of the session.
2. Click the [+] icon and select 'Upload a presentation' (See: Figure 1).

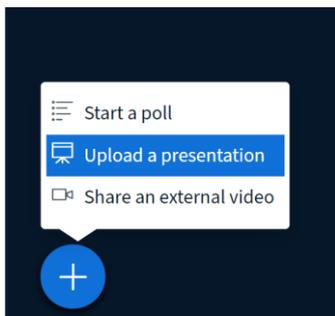


Figure 1. Click the [+] icon

3. You will be directed to an upload page. You can still interact with the session at this point although you cannot see the other session participants. Click '*or browse for files*' (See: arrow in Figure 2) and select **the PDF file** of your ESRA presentation and choose 'open'.
- If you run into any problems, click 'Confirm' and you will be re-directed to the session.*
4. The name of your presentation will appear on the screen. Please click '*Upload*' (See: arrow in Figure 3).

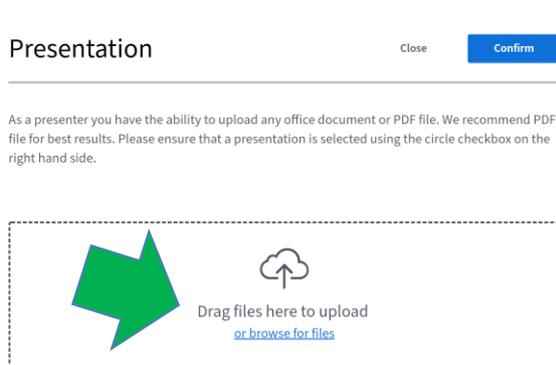


Figure 2. Browse for files

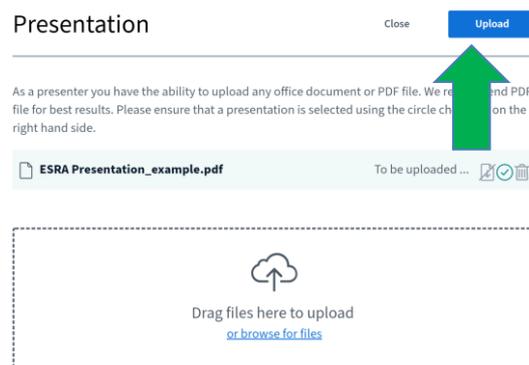


Figure 3. Upload file

5. Once uploaded, your presentation will appear in the session. When your camera is on, other attendees can see you during the presentation.

You have several tools you can use while presenting (See: Figure 4):

- You can use the arrows [< and >] to navigate through your presentation.
- You can zoom in and out, other attendees will see this.
- You can adjust the screen size of your presentation, by clicking on the icon with four small arrows (next to the zoom in/out function) or use the three dots in the top-right corner of the session screen. **Other attendees will not see this**. All participants have the option to adjust the screen size themselves.
- Next to your presentation on the right, **four other icons appear**. By clicking the hand icon, you can annotate/draw on your presentation. The arrow icon will undo your last annotation and the trash can icon will remove all annotations. You can also allow others to annotate your presentation, but this is not recommended.
- Once you are finished you can **'hide'** the presentation by clicking on the [-] icon depicted in the top right corner of your presentation. **Other attendees will not see this**. All participants have the option to hide the presentation themselves.
- If you want to **'restore'** your presentation, click the restore presentation icon depicted in the bottom right corner of the presentation screen  .

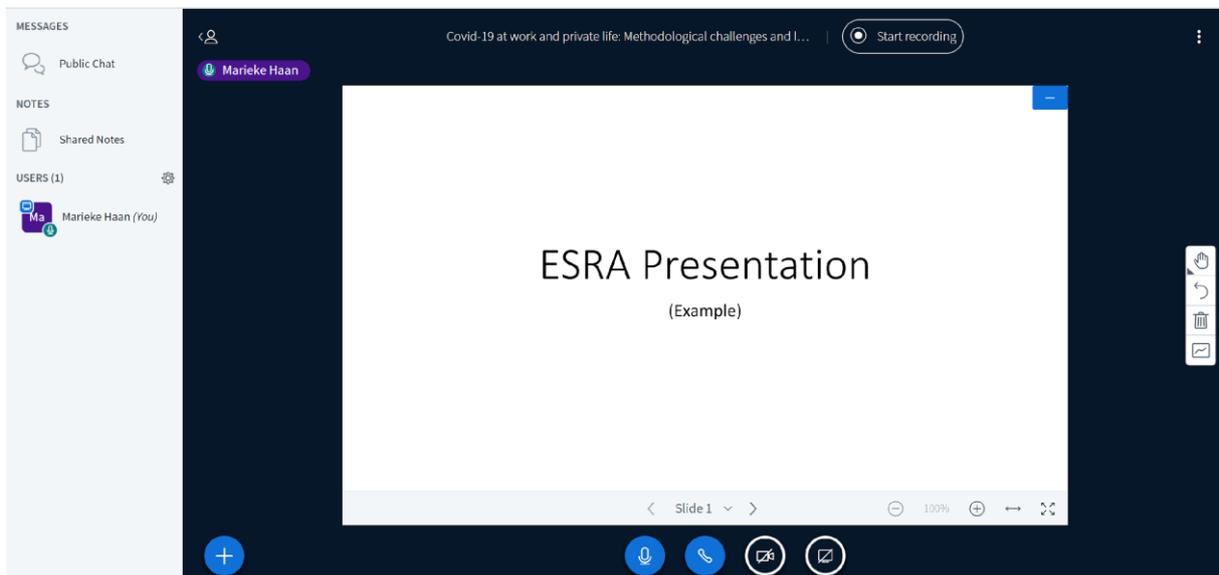


Figure 4. Snapshot of presentation screen

**You can now start with your presentation.**

## MODERATOR GUIDELINES

### Before the conference:

1. Make sure you have a registered account on the platform Scoocs.
2. Add information to your profile page, and do not forget to add 'tags' to be able to participate in the matchmaking.
3. Double check that you have the needed technology to present. You can test this here: <https://scoocs.co/help-center-participants/> and select 'I'm having audio and video problems'.
4. If you do not already have the Zoom Desktop app downloaded on your computer, install "Zoom Client for Meetings" at [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting). You will need Zoom for the following ESRA conference activities: the General Assembly, Award Ceremonies, and as a back-up in the unlikely event of a Scoocs system crash.
5. Review the **Moderator Script** on the ESRA website and be prepared to follow it for your session.
6. If you are facing restrictions with using Scoocs, **we recommend using a personal computer** instead of your work computer to access the conference platform.

### During the Conference:

1. At least 15 minutes before the conference session you are moderating, log in to the conference platform Scoocs, if you are not already logged in.
2. Click on the 'Dashboard' tab in the Navigation Bar, select your session in the conference program and click 'Join'. **You can and should enter the session 5 minutes before your session starting time.**
3. When you enter the session you will be asked to share your audio and video. Once shared, you will be able to see and hear the ESRA assistant and presenters. The ESRA assistant will let you know if they can hear and see you.
4. The ESRA assistant will help the presenters with the uploading of their presentations when it is their turn to present.
5. You need to start the session at the starting time mentioned in the conference program. Please use the **Moderator Script**. Please start your introduction to the session on time. Attendees can join and leave the session at any given time.
6. Please have a stopwatch or some other method of keeping track of the time for the session presentations and Q&A.
7. Each presenter will have a total of 15 minutes for their presentation and 2 minutes for questions. If the presenter completes the presentation before the time is up, there may be more time for you to bring up questions from attendees for the presenter to answer. **Be sure to monitor the time to not go beyond the presenter's 15 minutes + 2 minutes Q&A.** After this time, continue with the next presentation.
8. Give the presenter a 1 minute warning before their time is up and ask to wrap up. Once the 15 minutes have passed, please regain the floor.
9. Monitor the time left in the session. With some minutes left, if there are unanswered questions in the chat or raised hands, announce that there is time for some more questions.
10. End the meeting on time. After closing the session, everyone leaves by closing the window tab of the session.