European Survey Research Association
9th Biennial Conference - 2021

Scoocs Walkthrough Manual

SCOOCS WALKTHROUGH MANUAL

Thank you for attending ESRA2021. This manual will provide you with the most important information regarding the conference platform. **It is highly recommended to already read this manual before ESRA2021 takes place.**

This document includes information about each of the following:
1. General information
2. Create your own Scoocs conference profile
3. The Scoocs Navigation Bar
4. Search sessions and create your own conference program
5. Joining a live session
6. The Engagement Bar: Get in contact (Part 1)!
7. Networking Tables: Get in contact (Part 2)!
8. Support

1. GENERAL INFORMATION

1. The online environment in which ESRA2021 will take place is called *Scoocs*. We have prepared this document in order to help you familiarize with this online environment.

   The conference includes:

   - A pre-recorded welcome message of the Conference chair on July 2nd.
   - Pre-recorded key notes on July 2nd and July 16, with a live text chat.
   - Live parallel sessions on each day in which attendees will present their research.
   - Live short courses on the Thursdays in July.
   - A live General Assembly meeting and Award Ceremony for the SRM Paper Award on July 9 in Zoom.
   - A live Award Ceremony for the Early Career Award and Outstanding Service Award on July 16 in Zoom.
   - Pre-recorded podcasts (with video) at the end of each day.

2. The conference platform can be accessed and works well in the following internet browsers: Google Chrome and Mozilla FireFox. **The platform does not work well in Safari or Internet Explorer so please avoid using these browsers.**

3. If you are facing restrictions with using Scoocs, **we recommend using a personal computer** instead of your work computer to access the conference platform.

4. Most of the ESRA **sessions** take place in Scoocs, however, we recommend to **install Zoom** at least several days before the event starts. 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.

   The General Assembly and Award ceremonies will take place in Zoom. Links to these respective Zoom meetings are provided in the entries within the conference program on Scoocs.

2. CREATE YOUR OWN SCOOCS CONFERENCE PROFILE

1. You will receive an e-mail of the ESRA conference team by the end of June inviting you to register for the event on Scoocs and create your profile. First you need to 'check-in' (See: Figure 1). **Please use the same e-mail address you used to register for ESRA** and click 'Log in'.

   All conference attendees should have received an email inviting you to register.
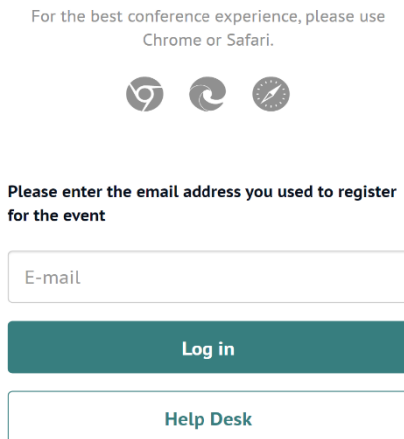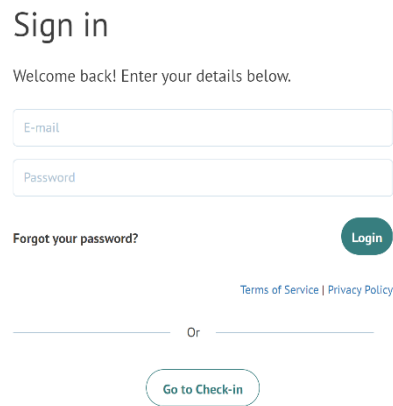

Figure 1. Scoocs Check-in page   Figure 2. Scoocs Login page

2. After check-in, you will enter the conference platform. You will be asked to create your profile and set a password (See: Figure 3). You will also receive a Check-in confirmation e-mail from Scoocs@hello.co.

3. Next time you want to log in to the conference platform, use this link: **https://esra21.scoocs.co/login**
   Please log in with your e-mail address and the password you created (See: Figure 2).
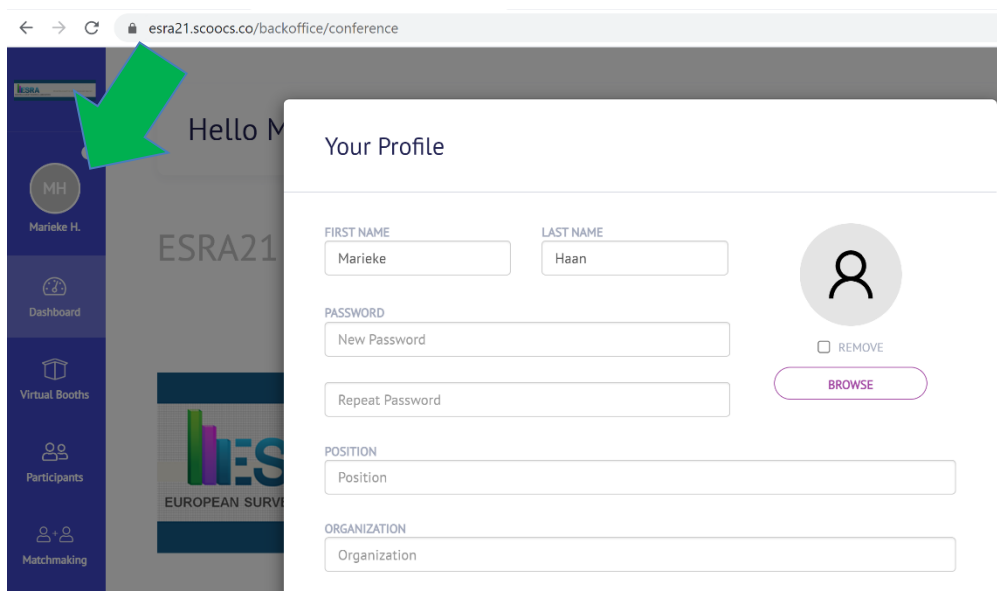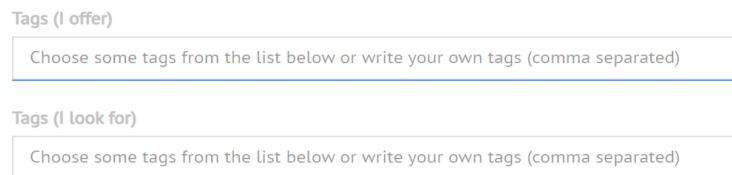

Figure 3. Create your profile and set password

4. Please complete your profile to take full advantage of all the platform has to offer. After logging in, click on your profile at the top of the Navigation Bar on the left side of your screen (See: arrow in Figure 3). Here you can change your profile settings. You can also click 'Profile Settings' in the Navigation Bar.

   At the bottom of the profile settings page you find the **Tags (I offer**) and **Tags (I look for)** field (See: Figure 4). We recommend to select your research interests here or add your own interests. **Advice:** only use lower case letters (i.e., online surveys, questionnaire design).

   This enables you to connect and be matched with like-minded researchers! **Click 'update'** to save the changes you made to your profile.

Tags (I offer)

    Choose some tags from the list below or write your own tags (comma separated)

Tags (I look for)

    Choose some tags from the list below or write your own tags (comma separated)

Figure 4. Tags

3. THE SCOOCS NAVIGATION BAR

On the left side of your screen you can find the blue Navigation Bar (See: Figure 5).

	Dashboard	Here you find the conference agenda and the program. By clicking on the sessions depicted in the program you can join the sessions.
		On this page you can also search for sessions with the search tool (not for papers and authors!).
		At the bottom right of your screen you can also find the Engagement bar (For more information see: Section 6).
	My Program	By clicking a star, ESRA activities will appear in your personal conference program.
	Sponsor Booths	Here you find our great sponsors! Please visit their booths by clicking on the sponsor logos.
	Participants	Here you find a list of all conference participants.
	Matchmaking	Want to connect with like-minded researchers? By adding tags your profile you can be matched with other attendees and connect!
	Networking Tables	Here you can join networking tables on several topics and discuss these topics with other attendees.
	Support	Need help? We offer technical support. Here you also find our manuals and more information on how to search for sessions, papers and authors.
	Profile settings	Here you can change your profile settings.

Figure 5. Navigation Bar information

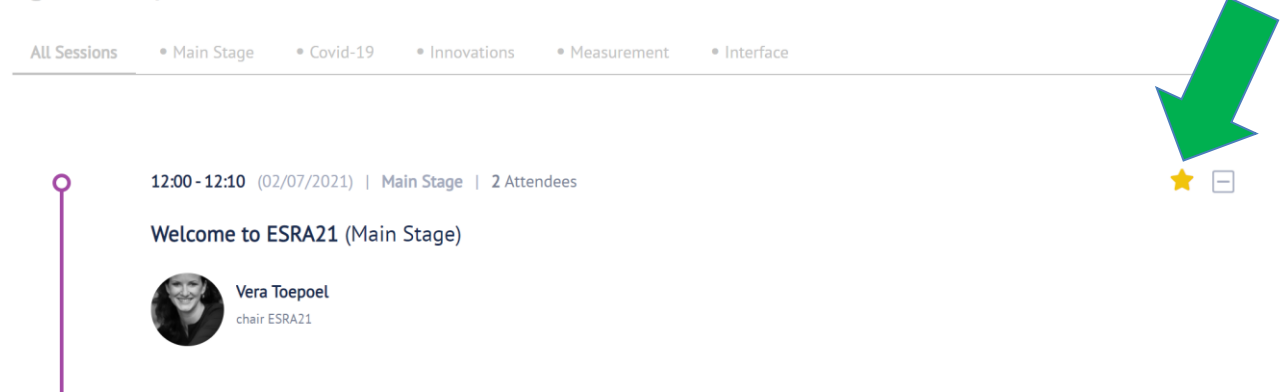## 4. SEARCH SESSIONS AND CREATE YOUR OWN CONFERENCE PROGRAM

To search for sessions you can use the Search Bar at the top-right corner of your screen on the Dashboard page. **To search for papers or authors**, you navigate to:
https://www.europeansurveyresearch.org/conferences/program2021
The link to this website can also be found by clicking **the Support tab** in the Navigation Bar.

You can create your own program by browsing through the conference agenda on the Dashboard page. **By clicking the star** next to a session (See: arrow in Figure 6), this session will be added to your personal conference program. You can find your own program by clicking the tab 'My Program' in the Navigation Bar.
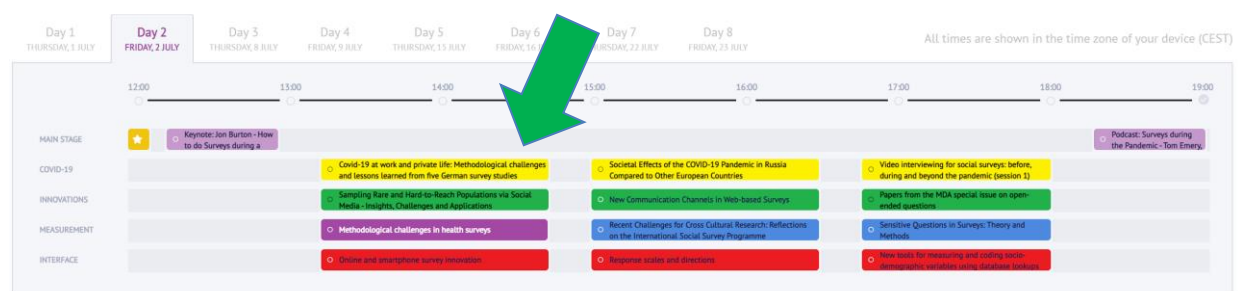
Figure 6. Starring a session

5. JOINING A LIVE SESSION

Depicted in Figure 7 you can see a snapshot of the program on Friday, July 2nd. Please note that the actual program on your screen might look a little different from the provided snapshot.

Figure 7. Program snapshot

1. In order to enter a **session**, either as a moderator, presenter or as attendee, you can simply click the coloured entry of the respective session.

2. Now **click 'Join'** to enter the live session (See: arrow in Figure 8). A new window will open which allocates you towards the live session environment. Keep in mind: sessions will open 5 minutes before their respective starting time.

JOIN ▶

13:15 - 14:45   (02/07/2021)

Covid-19 at work and private life: Methodological challenges and lessons learned from five German survey studies

Figure 8. Join session

3. Once you have joined a live session, make sure you give permission to your browser to utilize your microphone and webcam. If you encounter an 'error message', please try to connect again.

   If re-connecting does not work or you experience other technical difficulties, please visit: https://scoocs.co/help-center-participants/ and select '*I'm having audio/video problems*'. If the problems still occur, you can join one of our help sessions (See the conference program) or you can e-mail: hello@scoocs.co

4. If you have any specific role in the session, please read the **Presenter and Moderator Guidelines** and **Moderator Script** (moderator=session chair). You can find these manuals here:
   https://www.europeansurveyresearch.org/conferences/scoocs-manuals
   For regular attendees: Please mute your microphone and turn off your camera.

5. If you have **a question for the presenter**, please proceed as follows (See: Figure 9).
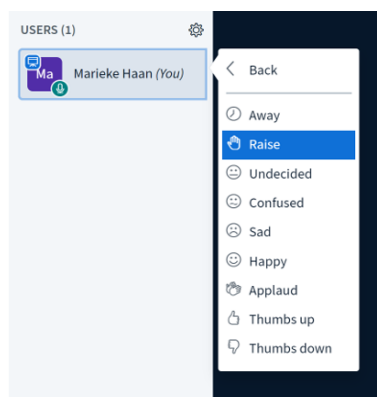

Figure 9. Raise hand

- Click on your own name on the toolbar. If the toolbar is not open, click on the "person" icon. This will open de toolbar.
- Click on *Set Status*

- Click on *Raise*. After asking your question: click on your name and select *Clear Status*.

Your hand is now raised. The moderator will give you the opportunity to ask your question at the end of the presentation. You can also use the chat to ask your question.

6. The snapshot in Figure 10 shows you the functionalities of the live session Environment when someone is presenting.
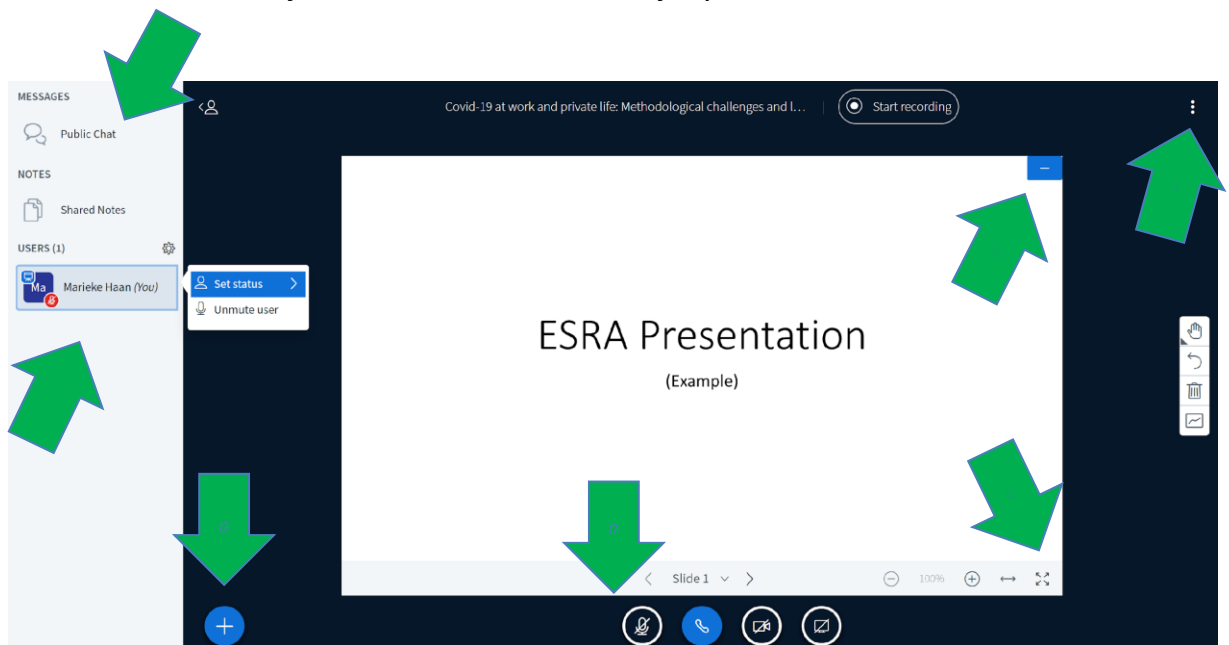*For attendees: not all functionalities will be visible for you.*

Figure 10. Snapshot of live session environment

Green arrows explained counter clock-wise:
- Here you can write messages and ask questions in the public chat which all attendees can see.
- Here you find the list of session attendees. This is also the place where you raise your hand.
- This plus (+) icon can be used to upload presentation materials. This icon will only be visible for the person who has the *presenter rights*.
- These icons can be used for (from left to right): mute/unmute microphone, disconnect/connect from session, on/off camera, and share screen.
- **Every participant** in the session can adjust the screen size to their own preference (full screen or normal screen) by clicking the icon with the four small arrows or the three dots in the top right corner of the session screen.
- **Every participant** can 'hide' and 'restore' a presentation. You hide a presentation by clicking on the [-] icon depicted in the top right corner of the presentation screen.

  You can restore a presentation by clicking [icon] depicted in the bottom right corner of the presentation screen. Once you hide a presentation, **you always need to click restore to be able to see the next uploaded presentation!**
- By clicking these three dots you can: adjust the screen size and set the preferred

language.

You can **leave a session by closing the window in your browser**. There is no icon for this action.

6. THE ENGAGEMENT BAR: GET IN CONTACT (PART 1)!

What would a conference be without getting in contact with your colleagues?
We offer several possibilities for this!

When you navigate to the bottom right of the Dashboard page, you can find the **Engagement Bar** (See: Figure 11).
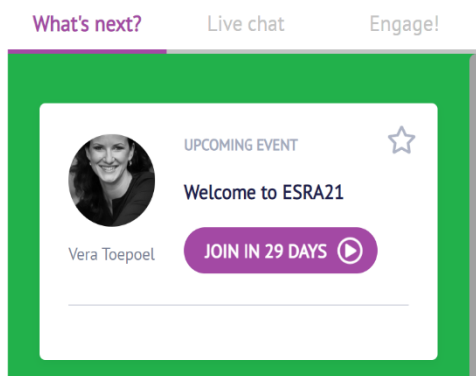

Figure 11. The Engagement Bar

The Engagement Bar has three tabs:

1. **What's next**: here you can see upcoming ESRA events like key notes and sessions.
2. **Live chat**: you can add chat messages which all conference attendees can see.
3. **Engage!**: get in contact with like-minded researchers (For more information, see: Figure 12).
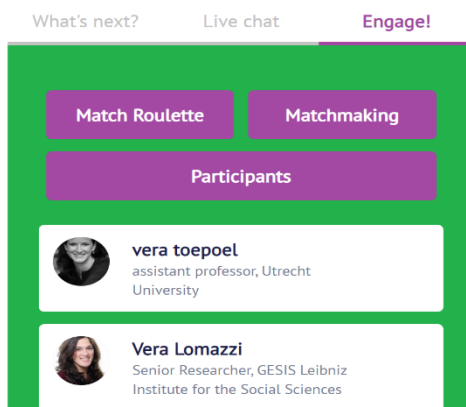

Figure 12. Engage!

To Engage! with colleagues, you can navigate to:

1. **Participants**. By clicking 'Participants' you will navigate to the ESRA
   participant list. Here you can connect with other ESRA attendees by
   using the icons under the 'actions' tab:

   ● By clicking **the [i] icon**, you can schedule a video meeting with another
   participant. You can set the day and time for this meeting, and the
   invited participant receives a message to accept the meeting. Once you
   both agree to attend, the meeting will appear in your agenda on the
   dashboard page and you can join it at the agreed day and time.
   Here you can also 'star' a favorite participant or send a chat message.
   ● By clicking **the 'star' icon**, you can mark a participant as your favorite.
   ● By clicking **the 'speech cloud' icon**, you can start a chat conversation or
   (when the other participant is there at the same time) you can start a
   live 1-1 video chat.

   You can also find the participant list in the Navigation Bar by clicking the 'Participants'
   tab.

2. **Matchmaking**: get in contact with like-minded researchers. By clicking
   'Matchmaking' you will navigate to a list of participants with the same research
   interests ('tags') as you (See Section 2, on how to setup tags). You can schedule a
   meeting, star a participant or start a chat conversation as explained under point 1
   about **Participants**.

   You can also engage through matchmaking by clicking the 'Matchmaking' tab in the
   Navigation Bar.

3. **Match Roulette**: feeling adventurous? Try Match Roulette to be randomly matched to
   another ESRA attendee. You can try Match Roulette in the scheduled Match Roulette
   time in the conference program or at any time you like.

   By clicking '**Match Roulette**' in the Engagement Bar you will enter a video room. If
   someone else is trying to be matched at the same time, you will meet that person in
   the video room. You might be in the video room alone for some minutes if there is no
   one looking to be randomly matched. **Take the opportunity to incentive someone to
   join in the Match Roulette by posting something in the Live chat**.

7. NETWORKING TABLES: GET IN CONTACT (PART 2)!

You can network with ESRA participants by clicking on the 'Networking Tables' tab in the
Navigation Bar. On this page you can find virtual tables and their adjacent research topics
(See: Figure 13).

1. By clicking 'Join' you can enter the table of your choice.
2. You may encounter a '*401 error*' when joining a network table (See: arrow in Figure
   14). Simply click the link provided by the platform and you will re-join the table.

3. You can leave a networking table by clicking 'leave'. You find this button on the right, above the networking session screen (you may need to scroll upwards).

If all seats are taken, joining will not be possible.

The networking tables are scheduled during breaks between sessions and at the end of each day. Please consult the conference program for the exact hours.
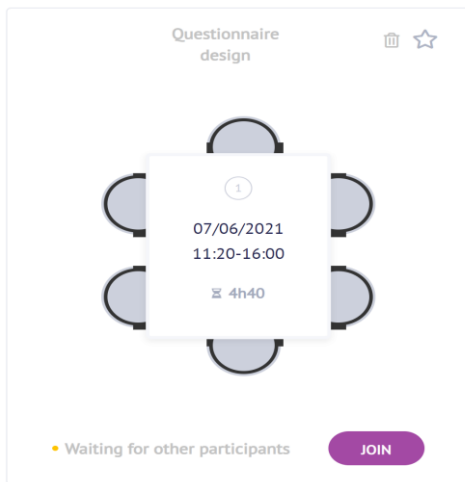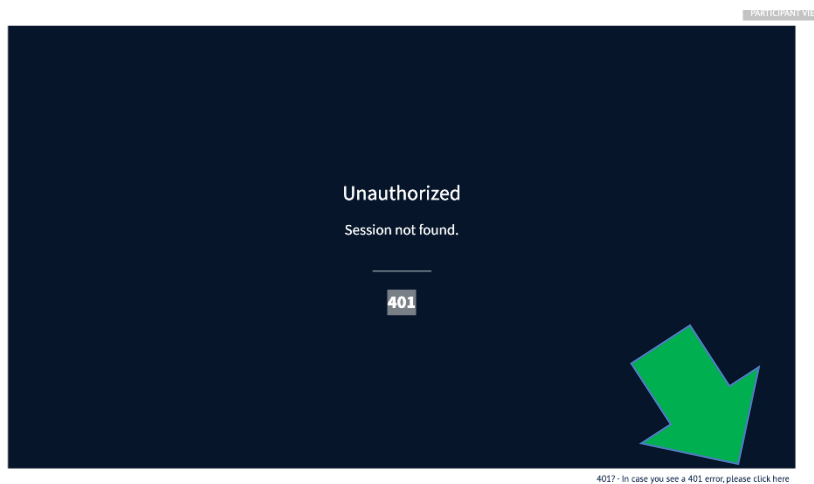

Figure 13. Networking table (example)

Figure 14. 401 error

8. SUPPORT

Do you have questions about the Scoocs conference platform? For example about audio/video problems or setting up your profile page?

We offer several support options:

1. You can find the most Frequently Asked Questions here:
   https://scoocs.co/help-center-participants/

2. We offer these additional manuals:
   ● Presenter/Moderator Guidelines
   ● Moderator Script
You can find these manuals here:
https://www.europeansurveyresearch.org/conferences/scoocs-manuals

3. If the FAQ and manuals do not answer your questions: Join one of our support sessions which can be found in the conference program.

4. You can send an email to: hello@scoocs.co . You can also send an email to this address by clicking the 'Help' tab in the Navigation Bar.

You can also find these options by clicking **the Support tab** in the Navigation Bar.

WE HOPE YOU HAVE A GREAT ONLINE ESRA CONFERENCE EXPERIENCE!