OLOMOUC LINGUISTICS COLLOQUIUM (OLINCO 2021)

Information for SPEAKERS

Program and Book of Abstracts:

available on our conference website http://olinco.upol.cz/#program. There is also a printable version at our conference website http://olinco.upol.cz/#program . Please note that if there are any last-minute changes, they will show immediately in Whova, but they make take longer to appear in the printable version.

Whova and Zoom: our conference apps

We won't be meeting in person in Olomouc this year, but we still want to provide all participants with the opportunity to enjoy the conference to the fullest. For this purpose, we have **Whova**, our official **conference (web)app**, which will allow you to not only view the conference program (agenda) and take part in the sessions, but also interact and network with other attendees.

With Whova, joining the sessions will be easy: In the Whova (web)app, you can simply go to the agenda and click on the session that you want take part in and join the respective **Zoom** meeting from there. Alternatively, you can join the Zoom meeting directly using the link which will be provided in the agenda in Whova.

SO WHAT TO DO NEXT?

(1) Download Zoom (if you haven't done so already)

For the live sessions, we will be using **ZOOM.** If you haven't done so yet, please download Zoom Client for Meetings on your laptop or desktop via https://cesnet.zoom.us/download

(2) Sign up with Whova

Please go to https://whova.com/portal/webapp/oolc_202106/ using the internet browser on your desktop PC/laptop/mac to access the Whova website (**webapp**). Next, click on "Sign up here". Use the e-mail address that you used for the registration (and that you received this e-mail to) and create your own password. You will then be taken to the conference website.

(3) Edit your profile after you receive an email with a link

On 25 May, you received an email with a link to your profile in Whova (so you can fill in your affiliation and other details and upload materials). Please note you need to sign up with Whova first (step 2) in order to be able to use the link to edit your profile.

(4) Get a mobile app (optional but highly recommended)

If you have a smart device (such as smartphone, iPhone, tablet, etc.), you can download the **mobile app** as well. You can do that, for example, from this site: https://whova.com/portal/oolc_202106/ or through Google Play.

It is useful to have both the webapp and the mobile app. The website (webapp) is particularly convenient for **watching and taking part in sessions** on the big screen of your desktop computer, laptop, Mac, etc. You might find the mobile app more convenient for taking notes, getting reminders, scrolling through other

people's profiles, contacting them, checking and uploading photos, etc., that is, for **social interaction** of various sorts. **You can add sessions into your own personal agenda and set a reminder. All the sessions saved are in My Agenda.** You can be logged in the webapp and the mobile app simultaneously. During the sessions, you can, for example, watch the presentations on the big screen of your computer, using the webapp, and chat or write your questions or comments in the mobile app, using your smartphone.

WHAT CAN YOU DO IN WHOVA?

(5) Interaction and networking:

Using the Whova (web)app is easy. Here are a few things that you can do:

- edit your profile (add the basics, such as your photo, interests, or CV; you can also upload your abstract as well as a handout for your presentation or a pre-recorded video of your talk): for this, you need to use the link you received in an email after signing up with Whova
- you can create your own agenda by adding individual sessions and papers to it and set reminders
- browse through other people's profiles; see the profiles of people with same interests as you; you can contact each other and ask for contact details
- after clicking on sessions or individual papers in the agenda, you can post your questions or comments for the authors now as well as during their presentation; you can also upvote the questions and comments that you find most interesting/relevant
- there are also chats available in each of the sessions and next to each paper, where you can chat with other participants interested in that particular session/paper
- meet other people in the Whova community area: you can suggest virtual meet-ups (video calls) with specific people or join meet-ups that have been created by the organizers, discussion groups, etc.
- you can suggest, join, and follow discussion groups on any topic relevant to the conference; you can share articles that are of relevance to the conference
- participate in polls and icebreakers such as photo contests (there will be one soon)
- and much more

Just explore the (web)app and have fun with it! Start now, before the conference, so that you can make the most of the networking and interaction possibilities that this virtual meeting provides you with. You will be able to use the app for 3 more months to follow up on whatever you start now or during the conference.

Here are the **Whova attendee guides**:

- https://whova.com/pages/whova-app-user-guide/?source=ems

- https://whova.com/resources/how-to-guide/user-tutorial/

THE ORGANIZATION OF INDIVIDUAL SESSIONS

(6) Please make sure you know which session you are a part of. Remember that the event time zone is CEST (Central European Summer Time, i.e. currently UTC+2). If you are not sure whether the agenda in your app is set for the event time zone or for your own time zone, check the schedule in the program which is in CEST and use Google or any other tool to find out what time the session that you are a part of starts.

How to join a session? Whova supports Zoom. This means that you can simply go to the Agenda in the Whova (web)app, click on the session that you are a part of and join the live Zoom stream from there. In case of any technical problems, you can join the Zoom meeting directly using the respective Zoom link

(available for each session in the conference agenda in Whova). If the Whova (web)app offers two options of joining the session (via Zoom or via Whova), please select the Zoom option.

Presenters: Please join the respective session room (Zoom meeting) at least 10 minutes before the session is scheduled to start (i.e. not 10 minutes before your paper!). There will be a session chair/moderator in each session and one more person who will help with technical issues, if need be. Before your session begins, you will test your camera and your microphone, as well as the video or PPT / PDF presentation sharing (depending on the format that you chose).

If possible, please use **headphones** to eliminate echo and other unpleasant sounds. Try to find a quiet place for the time when you are presenting your paper/poster. When you are not speaking, always **mute (turn off) your microphone**.

Here is the Whova user guide for Speakers: https://whova.com/pages/whova-speaker-guide/?source=ems

(7) You can choose between two possible **formats of giving your presentation**:

(a) Giving your presentation live: When it is time for you to give your presentation, the chair/moderator will introduce you (your name, affiliation, and title of your talk) and ask you to proceed. You will then switch your camera and microphone on and share your PPT/PDF presentation by clicking on the Share your screen button that you will see in ZOOM. After your speech, there is time for Q&A and discussion. You can stop sharing your screen and simply interact with the audience. The moderator will be there to help. If there is time, the moderator will also check the Q&As written by other attendees in the app and read the questions/comments for you to respond to. If there is no time for checking the written Q&As, please respond to them later in the Whova app.

(b) Using a pre-recorded video: When it is time for you to give your presentation, the chair/moderator will introduce you (your name, affiliation, and title of your talk) and ask you to say hi via the live stream prior to playing the video. Please have your camera and microphone on and just greet the attendees or briefly introduce the video/your talk. The chair/moderator will then play the video that you have previously uploaded to the app. (The sooner you upload the video, the better, because people can also watch your video independently of the session, even if they cannot take part in the session. The app will also stay accessible for all registered participants for 3 months after the conference and your paper can thus reach more people.) After the video, you again need to have your camera and microphone on to engage in the Q&A and discussion with the audience. If there is time, you can also check and respond to the Q&As written by other attendees in the app (the chair/moderator will help with that). If there is no time, please respond to them later in the Whova app.

To add a video to your session, go to your editable profile and then click on: Session Info > Add video. If your video is bigger than 200MB, you need to use an outside hosting platform or a cloud service (e.g., YouTube, OneDrive, Google Drive, ...).

If you are going to use a pre-recorded video, **please upload the video and let us know at least 24 hours before your scheduled talk** so we check everything works fine.

(c) Giving a presentation live as well as uploading a pre-recorded video as a backup in case of technical problems and for attendees who miss your presentation to view at any time: You can follow the instructions in (b) if you would like to have a pre-recorded video as a backup (not required by the Olinco organizers, but appreciated)

(8) Scheduled time:

Whichever format you chose, **strict timekeeping is very important** for the conference to run smoothly, as there are three parallel sessions and only short breaks between talks and basically any minute overtime might cause problems. Remember:

(a) Individual papers: up to 35 minutes for presentation including discussion (i.e. **25-30 minutes for the actual talk maximum**)

(b) Poster presentations (short talks): up to 15 minutes for presentation including discussion, i.e. **10 minutes for the actual talk maximum**.)

(9) Audience:

When attending a session **as a member of the audience**, please join the meetings about 5 minutes before the start of the session. We recommend that you turn on your webcam to engage more with other participants and to contribute to a more lively conference experience. When you are not presenting, always **mute (turn off) your microphone**. During the talks and presentations, you can ask questions in Whova (not in the Zoom chat which will be disabled) or live during the Q&A time via the "Raise Hand" option in Zoom (you can e.g. click on "Reactions" at the bottom center of your computer and select "Raise Hand", or use the ALT+Y shortcut for Windows / Option+Y for Mac).

YOU CAN INVITE OTHER PEOPLE

(10) You can invite your colleagues or students to join the conference as **Audience Members** (free of charge). In order to get access to the conference, they will need to register at http://olinco.upol.cz/#registration. Please note that it may take up to 48 hours before the Whova registration is processed.

Should you have any questions, please contact us at olinco@upol.cz

We hope you will enjoy the conference!

Best regards,

Olinco 2021 Organizing Committee