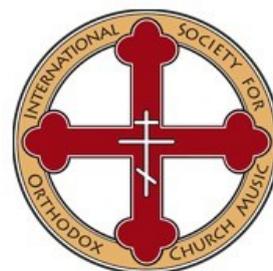


The International Society for Orthodox Church Music – ISOCM

9th International Conference on Orthodox Church Music

7–11 June 2021



Welcome to our ninth biennial conference held exceptionally online! Here you can find useful information about the technical aspect of the conference: how to attend the conference, give a presentation, and chair a session.



Tips related to creating a feeling of **community** despite physical distance are marked with this logo. Let us make this conference as much about communicating, sharing, and meeting each other as ever!

Image from [PNGWing](#).



UNIVERSITY OF
EASTERN FINLAND

USING ZOOM

The main online platform used in this conference is Zoom.us. To ensure that you can concentrate on the content of the conference instead of technology, we highly recommend you get familiar with Zoom before the conference. Here are some tips and guidelines:

- Please [download](#) the Zoom **desktop app** on your device.
 - Download option "Zoom Client for Meetings" (free of charge).
 - We warmly recommend using the desktop app you have downloaded instead of accessing the conference through your internet browser.
 - If you already have downloaded Zoom, please [update it to the latest version](#). Recent **updates** will make a difference to your experience!
- Create yourself a free Zoom account by [signing up](#).
 - Again, accessing the conference **signed in** to Zoom will make your conference experience much smoother.
 - NB: Many universities and organizations have a Zoom license with more features than the free version. Check with your organization and "Sign in with SSO".
 - [Add your full name and a profile picture](#) to your account. These will show to other conference participants even when your camera is not on.
- Once you have Zoom on your device, you can start meetings on your own or with a friend and try out different features of Zoom. Useful links (Zoom.us support website):
 - [Getting started guide](#)
 - [Joining a Zoom meeting](#)
 - [Testing your audio \(microphone and speaker\)](#)
 - [Testing your video](#)
 - [How to use Zoom meeting controls \(camera, audio, chat, etc.\)](#) (YouTube video by Zoom.us)
 - [Changing the video layout \(Speaker view and Gallery view\)](#)



ATTENDING A SESSION

To ensure a pleasant conference for everyone, please consider these things when attending sessions:

- For the best conference experience for yourself, join the sessions through your desktop app and signed in to your Zoom account.
- Sign in to Zoom or join the session using **your full name** (not your first name, your e-mail address, or the name of your device). It is important that the meeting hosts recognise you when you enter the meeting.
 - You can edit your screen name even after you have joined the session, in the list of participants.
- Keep your **microphone** muted and **video** off when you are not speaking.
- When someone shares their screen, Zoom automatically goes to full screen mode. You can exit full screen mode and use [side-by-side mode](#) instead.



- **Write your questions and comments in the chat** (make sure the message is directed to “Everyone”, see the above mentioned [video](#) from time 7:59 onwards).
- The session chair may invite spoken questions if time allows. When asking a question, turn **both your microphone and video on** and keep your video on while the presenter answers you.
- You can give the presenter virtual applause that you can find in Reactions in the meeting controls.

VIRTUAL COFFEE BREAKS

Virtual Coffee Breaks (see the [Conference Programme](#)) are an opportunity to meet and talk with other conference participants more informally. Virtual Coffee Breaks have their own Zoom link for joining.

General tips:

- Please **keep your camera on** so we can all see each other.
- With fewer people, microphones can also be kept on.
- If many people are in the room at the same time, please keep your microphone off and unmute yourself any time you want to speak.
- If it seems that the internet connection is not strong enough, we may ask you to turn off your video.
- Consider using [Gallery view](#) to see many people at the same time.

In the Virtual Coffee Break, there are [breakout rooms](#) that you can use if you wish to talk with someone specifically or in a smaller group.

- You can ask someone to meet you in a breakout room by sending them a private message in the chat.

You can see the breakout rooms and the people who are in them and you can join a room by yourself, if you are using the Zoom app instead of joining through your internet browser (make sure to [update](#) your app!).

- See instructions for [breakout rooms](#), section “Self-selecting a breakout room”.
- If you cannot see Breakout Rooms in your meeting controls, you can ask a host or a co-host of the meeting to invite you to the room of your choice. You can do this by sending a private message to them in the chat.

RECORDING AND LIVE STREAMING

The conference sessions will be recorded by the conference staff.

- When recording begins in Zoom, you will receive a written notification on your screen.
- The recordings will be made available to you at the end of each day.
- The recordings will be available until **Saturday, 19 June 2021**. After this, the videos will be permanently deleted. Do not download/record these videos to yourself.
- The recordings will only be available to registered participants of the conference. Do not share these links with anyone.
- Presenter: if you do not want your presentation to be recorded, let us know **24 hours before your presentation** at the latest, at noora.palmi@uef.fi.
- Chair: if you do not want your session to be recorded, contact us **as soon as possible** at noora.palmi@uef.fi.

The keynote presentations and the workshop will be live streamed from Zoom to ISOCM’s Youtube channel. We recommend conference participants to follow them on Zoom.

- The live streamings are open to all. The recordings of them will remain on YouTube until Saturday, 19 June 2021.

All participants, please note: Your name and possible profile picture may be visible in the recording and live streaming. The questions you write in the chat may be read aloud and thus heard in the recording and live streaming.

We ask you to keep your video off and microphone muted during the sessions and keynote presentations. However, the chair or host may also invite spoken questions from the audience. If you ask a question, note that it will also be a part of the session recording and live streaming.

SECURITY

To keep the conference meetings secure and to honour each other's privacy, we ask you to mind the following:

- Do not give the Zoom meeting links or links to the recorded presentations to anyone else. They are meant for registered participants only.
- Do not record any part of the conference. The presentations will be recorded by the conference staff and the recordings made available to you for a restricted time (see "Recording and live streaming" above).
- It is possible to save the chat discussion as a file on your computer (to save e.g. useful links shared there). For this reason, do not to write any personal information in the chat.

GIVING A PRESENTATION

Before your presentation

To minimise technical issues, please make the following preparations:

- If you have not yet sent us a **backup video** of your presentation or agreed on a later deadline for this, [upload](#) your video as soon as possible or contact the conference secretary Noora Palmi (noora.palmi@uef.fi). The video will be shown if your internet connection fails.
- Learn to [share your slideshow](#) and other presentation material on Zoom.
 - If you share a [PowerPoint slideshow](#), make sure to [turn off Presenter View](#), as this will show on Zoom. If you have [dual monitors](#), test with someone to make sure the right view shows to the audience on Zoom.
 - If your presentation includes audio, select "Share computer sound" (see from time 0:32 onwards in the [video](#) above) when sharing.
 - If you are sharing video, select "Optimize Screen Share for Video Clip".
 - Note that in the conference you cannot share your entire screen, only specific application windows that are open on your desktop. We will restrict this option for privacy reasons.
 - If you have many sources to share material from, test beforehand if it works better with the different files embedded in your slideshow or shared from separate applications. If you use separate applications, learn to switch between them smoothly.
- Find the best **location and equipment** for giving your presentation.
 - Use the most stable internet connection you can.
 - Minimise noise and check that your background has no visual distractions. You can use a [virtual background](#) on Zoom, but please note that their functioning depends on your background and you may want to test them beforehand.
 - A headset will often give better quality audio than using your laptop's built-in microphone and speaker.
 - Check your microphone and camera settings on Zoom.
 - [Testing your audio \(microphone and speaker\)](#)
 - [Testing your video](#)
 - **Other tips:** [Best Practices for Virtual Presentation](#) (Forbes)
- The chair of your session will **contact you** via e-mail before the session to make sure the session will run smoothly.
- Upload **your presentation material** (slideshow, pictures, audio or video clips, etc.) using [this link](#) **24 hours before your presentation** at the latest. This is another backup measure in case you have trouble sharing your material from your own computer.
 - Save the files with this naming convention: LastName_filetype_isocm2021
 - filetype: e.g. slides, audio, video, image1, image2, ... (make the files easily recognisable)
- Join the session in which you present **30 minutes before the beginning** of the session (during the break) to test your microphone, video, and screen sharing with the conference secretary.
 - NB: If you are presenting in the first session of the conference (11.00–13.00 on Monday), please join the Zoom meeting already at 9.00 for the technical check.
 - Pin the timekeeper's video to your screen.



During your presentation

- The session chair will tell the audience your name and the title of your presentation. You do not have to repeat them.
- Remember to start your slide show instead of showing the edit mode.
- Concentrate on giving your presentation. Do not follow the chat at the same time.
- A timekeeper will show you visual cues about the remaining time of your presentation. Make sure you can see the timekeeper's video image while sharing your screen. Pay attention to their video at the end of your presentation so you will not miss these cues. (This is done for minimal disruption to your presentation.)
 - **Visual** cues are shown when there are **5 min, 2 min, 1 min**, and **0 min** left.
 - The chair will say a short **signal word** when there is **1 min** left, and when your time is up, they will ask you to finish your presentation.
- If your last slide contains information the audience may want to write down, leave it on for some time after you have finished the presentation, then stop screen sharing
- The chair will read aloud questions asked in the chat. If time allows, the chair may invite oral questions from the audience. Make sure you are **not screen sharing** any more.



After your presentation



We encourage all presenters to participate in the next **Virtual Coffee Room** after their presentation! This will allow conference participants to ask you further questions about your presentation and your work.

CHAIRING A SESSION

Before the session

To minimise technical issues, please make the following preparations:

- Find the best **location and equipment** for chairing your session.
 - Use the most stable internet connection you can.
 - Minimise noise and check that your background has no visual distractions. You can use a [virtual background](#) on Zoom, but please note that their functioning depends on your background and you may want to test them beforehand.
 - A headset will often give better quality audio than using your laptop's built-in microphone and speaker.
 - Check your microphone and camera settings on Zoom.
 - [Testing your audio \(microphone and speaker\)](#)
 - [Testing your video](#)
 - **Other tips:** [Best Practices for Virtual Presentation](#) (Forbes)
- **Contact the presenters** well before the session. You have received their e-mail addresses from the ISOCM secretary.
 - Check that you can pronounce their name and their presentation title.
 - Check that you are on the same page regarding schedule, your respective tasks, and the general running of the session.
 - Agree on a short signal word to be used when there is 1 min left of the presentation time (see "Timekeeping" below). You can choose a suitable, non-disruptive word of e.g. 2–3 syllables.
- Join the session you will be chairing **30 minutes before the beginning** of the session (during the break) to test your microphone and video with the conference secretary.
 - NB: The chair of the first session of the conference (11.00–13.00 on Monday) should join the Zoom meeting already at 9.00 for the technical check.



During the session

- Welcome the audience to the session briefly.

- Introduce the presenter by saying their **name** and the **title of their presentation**. If you wish to include other information in the introduction, keep it brief.
- In cases of technical trouble:
 - If the presenter begins the presentation but, e.g., they are muted or their slides do not show, let them know straight away so they can fix it.
 - If a presenter fails to arrive or their internet connection is too unstable for the presentation to be heard or seen properly, their backup video will be played instead. You and the conference staff will evaluate together if and when this should be done.
 - If there is no backup video, there will be a gap in the schedule (the next presentation will begin at its scheduled time). You can invite the participants to discuss earlier presentations or general themes or announce a break until the beginning of the next presentation.
- Timekeeping:
 - Presentation time is 20 minutes. There is a dedicated timekeeper in the conference staff so you do not necessarily have to take time unless you wish to follow the time yourself.
 - Keep your microphone muted and your video off during the presentation so the presenter will see the timekeeper's video.
 - Make sure you can see the timekeeper's video and pay attention to it at the end of the presentation.
 - The timekeeper will give the presenter visual signs of the remaining time when there are 5 min, 2 min, 1 min, and 0 min left.
 - When the timekeeper shows the **1 min left** sign, unmute yourself and say aloud the **short signal word** you have agreed on with the presenter. Mute yourself again.
 - When the timekeeper shows the **0 min left** sign, turn your video on, unmute yourself and ask the presenter to finish their presentation. They should not continue for more than one or two sentences after the time is up.
- Discussion:
 - Discussion time is 10 minutes but there may be less time left for it for different reasons. **It is your task to take care that the next presentation begins on time.** In an online conference, it is even more important than in a traditional one that we stay on schedule.
 - Questions to the presenters are written in the Zoom **chat**. Follow the chat and read the questions aloud. You can choose in which order to read the questions. If there are many questions, you can choose which ones you read.
 - If there is time left after all the chat questions have been answered, you can invite the audience to ask questions orally. Ask them to **turn both their video and microphone on** for this.
- After the last presentation, thank the presenters and the audience. Inform them about what happens next (see the [Conference Programme](#)) and welcome them there.



After the session



We encourage all presenters and the chair to participate in the next **Virtual Coffee Break** after their session! This will enable rich conversations to be continued about and around the presentations of the day.

QUESTIONS

If you have any questions, please do not hesitate to contact us!

- General questions concerning the conference:
 - Tuuli Lukkala, ISOCM Secretary: isocm.secretary@gmail.com
 - Maria Takala-Roszczenko, ISOCM Board: maria.takala@uef.fi
- Questions concerning Zoom or presentations:
 - Noora Palmi, Conference Secretary: noora.palmi@uef.fi

You are warmly welcome to the Ninth International Conference on Orthodox Church Music!