IDW 2023 | Handbook for Session Organisers / Speakers / Poster Presenter

Registration, venue logistics, online platform Whova

1. **Do I have to register to participate in the IDW 2023?**

Yes. Whether you are attending or presenting a session or a poster, you will need to register for the IDW 2023 to join the event. IDW 2023 registration tickets sale will be closed on Friday, 20th October at noon, CEST! You won't be able to purchase any virtual tickets after that day, however, you will still be able to create a user account at the registration platform. This way, the on-site registration at the venue will be quicker. On-site ticket sales will be available at full fee at the venue in Salzburg, between October 22 – 27. Payment is required immediately on-site (cash or credit card). Visit the registration site

2. **How do I join the conference after I register?**

2.1. For online (remote) session organisers /speakers:

- A week prior to the IDW 2023 each registered (virtual or in-person) participant will receive a link* to the email address used during your registration. We kindly ask you to ensure you use the appropriate email address to log in.
- The email will explain the steps on how to access the IDW2023 hybrid platform Whova.
- ***If you have not received the email**, please get in touch with the Digital Event Coordinator at the Research Data Alliance, Rebekah Day rebekah.day@rda-foundation.org.

2.2. For in-person session organisers /speakers / poster presenters:

- **Please join us at the IDW 2023 venue address**: Salzburg Congress, Auerspergstraße 6, (Entrance: Kurpark/Mirabellgarten), 5020 Salzburg, Austria. Click here for Google Maps directions.
- This Salzburg public transportation website provides information on planning a route to the venue, duration of travel, and costs of the ticket.
- Arrival by air check here for details
  Arrival by train check here for details
  Arrival by car check here for details

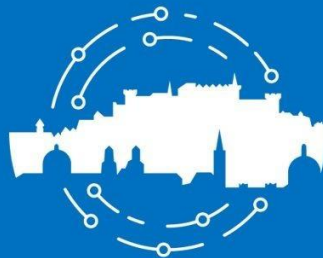3. **IDW 2023 programme**

You can visit https://internationaldataweek.org/idw2023/programme/ to browse the detailed programme. Alternatively, please navigate to the Agenda feature on the Whova platform (once available, one week before the event).

- [RDA's 21st Plenary - Breakout sessions programme](#)
- [SciDataCon 2023 - Parallel sessions programme](#)

Online technical requirements

3. **What tools do I need to use to attend IDW 2023?**

You need to create an account in **Whova** as Whova is the event "home base" and allows you to access sessions, networking, and other features in one place. **Zoom** is the streaming platform and is required to see the live sessions. The Zoom meeting links are integrated within each session. When you click on the link, it will launch Zoom in a new window or tab.

Consult the [Whova User Guide](#) for details about the Whova platform and the Zoom integration functionality.

In-person speakers and attendees are encouraged to download Whova as well to have access to the most recent IDW 2023 programme and to engage with participants joining remotely.

Note that those attending the IDW 2023 in person should also consult the Guide for Onsite Attendees which covers important onsite logistics as well as travel instructions in Salzburg.

4. **Why do I need Whova and Zoom to join the IDW 2023?**

Whova is the event "home base" and allows you to access sessions, networking, and other features in one place. Zoom is the streaming platform and is required to see and hear the live sessions. The Zoom meeting links are integrated within each session and will be available on Monday, 23 October, 08:00 CEST. When you click on the link, it will launch Zoom in a new window or tab.

5. **Will the sessions be recorded?**
All sessions will be recorded, except for meet-ups, the poster session, and social networking events. Breakout rooms used during Zoom breakout sessions will not be recorded. Recordings will become available 24-48 hours after the end of the session for all registered attendees. To access recording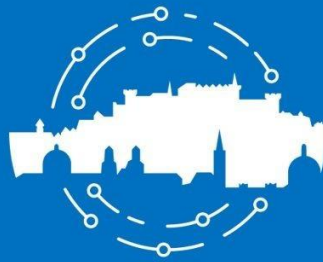s, please navigate in Whova to the session of interest. Session recordings will be available for the wider community six weeks after IDW2023.

6. **How to join the session I organise, speak at on Whova?**

1. From the agenda list, click the session you want to watch the stream or video. There is a green camera icon for the sessions with streaming or video.

2. If the streaming screen directly shows up, click "Proceed" to start watching the stream. Otherwise click "View livestream" button to open a separate streaming page to watch.
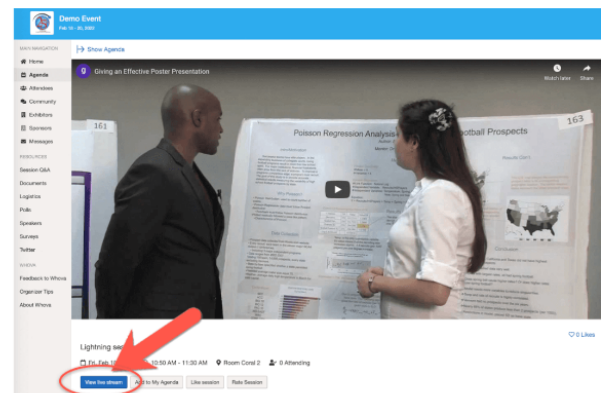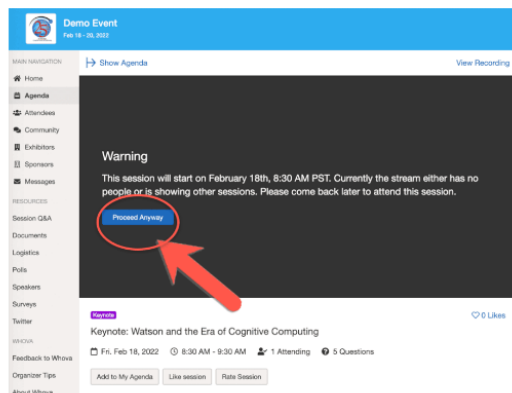
Please note, the Zoom meeting links will be integrated within each session and <u>will be available on Monday, 23 October, 08:00 CEST</u>.

7. I want my session attendees to discuss in smaller groups. Can I divide my attendees into breakout rooms?

Your host in the Zoom room can either assist with the breakout rooms setup or make you a co-chair so that you could manage the breakouts yourself. Please visit https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms for more details and instructions on the Zoom breakout functionality.

Onsite and online technical requirements

8. What to pack?

We encourage IDW 2023 attendees to bring EU-compatible adapters for their electronic device connection options (e.g., Apple machines) to avoid any non-compatible issues on a day.
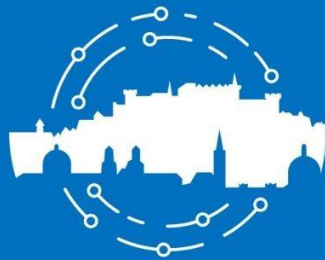
9. I am a session organiser/ speaker in an in-person session, what do I need to do?

Please arrive in a dedicated venue room **30 minutes prior** to your session start. The IDW 2023 programme and venue rooms can be viewed in the daily programme here. An onsite facilitator and / or a designated technician will be in the room to help you with the logistical details* (see point 10).

10. What support will be provided for the organisers/speakers joining sessions?

Onsite, at the venue: In each venue room, there will be a designated technical support and a session facilitator (provided by the local organisers) to support the session organiser and speakers.

The local technical support and facilitator will assist the session organiser and speakers with the room management ('opening' Zoom, presentations, recording, sharing screens, breakouts, etc). Note that the session organiser is responsible for the introduction of the speaker(s) and for chairing the session, including any discussion onsite and online.

Online (remote): Please join the session via the IDW 2023 Whova platform. Whova Guide is available here. The IDW 2023 programme can be viewed here. We strongly advise that speakers joining virtually enter the Zoom session **25 minutes before the start** to have enough time to test Zoom functions. Onsite technical support and facilitators will identify you once you join the session and conduct AV tests and presentations sharing.

11. Questions and Answers during the session

Each session organiser must arrange their own moderators to control Q&A from both audiences (online & in-person) and handle questions and answers.

12. What equipment is available in the physical rooms in the conference venue in Salzburg?

In each room, there is at the minimum a projector with a screen and a wired or wireless mic. The local facilitator and technical support will be equipped with two laptops to support the session as needed and to link to the audience in Zoom.
> First laptop: For hosting the Zoom meeting and sharing the presentation.
        - Camera will be set to record the audiences
> Second Laptop: For delivering scenes and sounds at the venue
        - Each session organiser must bring their own laptop to connect to Whova and monitor questions in the Zoom session chat. Please note that the Whova chat will be disabled.
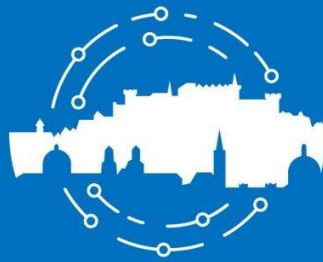
13. How will I be sharing my presentation?

The presentations will be shared centrally from a laptop available in each venue room. You are requested to share your presentation slides prior to the session via a confirmed channel (see point 14).

14. How and when to upload presentations for my session?

To facilitate your session on the day and make it run as smoothly as possible, please share your presentation slides (for both in-person or virtually joining speakers) **into a single slide deck** (all presentation slides in one deck for your session) prior to the session in PPTX (PowerPoint Presentation File Format) **no later than one working day prior to your session date** following these steps:

Please note, the page is in German and there is only one field to submit. We kindly ask you to follow the steps below:

- Go to https://media.salzburg.info:5001/sharing/pybLtW4XU. The page for the upload shows the following instructions:
  - On the top bar under "Ihr Name", please enter your full name and the presentation title*.
    - ***Important!** In order to identify your slide, please name your file using the following naming convention: **date of your session_RDA/SDC_Parallel block (*For RDA it is your Breakout Session #) #_Session/presentation ID (if applicable)_short title**
    - (examples: 23102023_RDA_Block1_BoF_Example title; 23102023_SDC_Block1_517_PID provision)
  - Click "Dateien hinzufügen" to upload your file. Note, there is no file size restriction.
  - Then click "Hochladen". You can now close the tab.
- Click on the below link (for you to view the uploaded presentation and to download the presentations after the event) https://gofile.me/3rDYK/wbLD2uA2r
  - Include the password IDW2023 under 'Kennwort' & click 'Weiter'.
  - You will find a list of presentations, including yours.

Presentations will be shared by the in-person technical support on the in-room laptop.

### 15. Is there good practice for housekeeping rules during the session?

Yes. The IDW 2023 organisers recommend the following set of housekeeping rules. Session/breakout organisers may wish to share these with attendees at the beginning of the session as part of the introduction and pasting it in the chat functionality (to focus on online attendees):

- Kindly name yourself stating your full name. Speakers are requested to also flag their role (e.g. Speaker_John Doe). This is a courtesy to the organisers and fellow participants as well as a precaution for potential Zoom bombing.
- Mute your microphone when you're not presenting or asked by the organiser to unmute.
- Turn off your camera when you are not speaking or if your internet connection is weak.
- Use the 'raise hand' or Zoom chat function for questions or to contribute to the discussion. Clearly mark the QUESTIONS to make those easier to identify in the chat.
- Stay fair, stay present and tweet #InternationalDataWeek2023
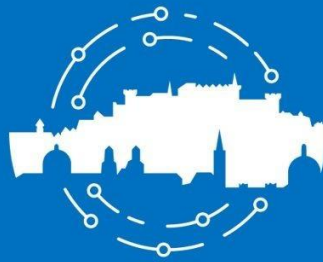
- The session will be recorded. Recordings will be made available in Whova within 24-48 hours. Should you prefer to stay anonymous in the session, please restrain from turning on your video, audio or from using the chat functionality.

Poster presenters requirements

16. I am presenting a poster. What do I need to know?

16.1. Date and time
You will be able to place your poster board in the exhibition area, first floor of the Salzburg Congress venue at the start of the exhibition + networking and reception - which takes place from 17:15-19:30 CEST on Tuesday 24th October 2023.

Presenters are expected to be present for discussion about posters at the designated times. The poster session will not be streamed online.

16.2. Poster arrangements on the day
The posters will be numbered from 1 to 100. Presenters should locate their assigned number and utilise the corresponding board in the exhibition area to display their posters.

The posters will remain on display at the venue for the rest of the IDW 2023. Posters not claimed in the evening of Thursday, October 26 will be disposed of.

16.3. Poster board sizes:
The poster board size in the venue is suitable for **poster format A1** (59.4cm x 84.1cm or 23.39 inch x 33.11 inch).
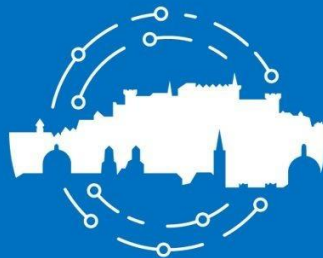
16.4. Poster authors are solely responsible for arranging the printing of their posters.
If traveling with a printed poster becomes difficult, our local hosts in Salzburg have kindly recommended the following print service providers. We strongly advise you to get in touch with them well in advance to ensure that your printing needs in Salzburg can be accommodated.

Copy-Fax GmbH	The Salzburg University's Print Centre
Herr Ludwig Klein Auerspergstr. 53 5020 Salzburg Österreich Tel.: +43 (662) 880340 e-mail: info@copy-fax.at	Kapitelgasse 5-7 A-5010 Salzburg https://www.plus.ac.at/wirtschaftsabteilung/printcenter-3/ *The print centre will accept posters on Monday, October 23, between 8:00 to 12:00 and 13:00 to 16:00* A1 = 6€ ∓ 2€ on photo paper A0 = 12€ ∓ 4€ on photo paper

16.5. For the RDA 21st Plenary poster presenters: by Monday, October 16th 2023, please ensure you have uploaded a PDF version of your poster to this google drive folder for submissions.

Our team will make the PDF versions of your poster publicly available online the following day, on Wednesday, 25 October, at www.rd-alliance.org/rdas-21st-plenary-poster-exhibition

16.6. For the SciDataCon 2023 poster presenters: by Sunday, 22 October 2023, please ensure you have uploaded a PDF version of your poster to this google drive folder.
The following naming convention should be used for the PDF: Poster ID_Poster Name (e.g. 269_Data Stewardship across the Discipline Divide).
The SciDataCon organisers will make the PDF version of your poster publicly available from the posters list in the SciDataCon conference system.

17. I need help, who can I contact?

For any questions you might have, please use 'Ask Organisers Anything' in the Whova Community Board on the left-hand side of your interface.

Alternatively, please use one of the event contacts for any specific questions:
- Research Data Alliance (RDA 21st Plenary) secretariat@rda-foundation.org
- SciDataCon2023 (CODATA and WDS organisers) scidatacon@codata.org