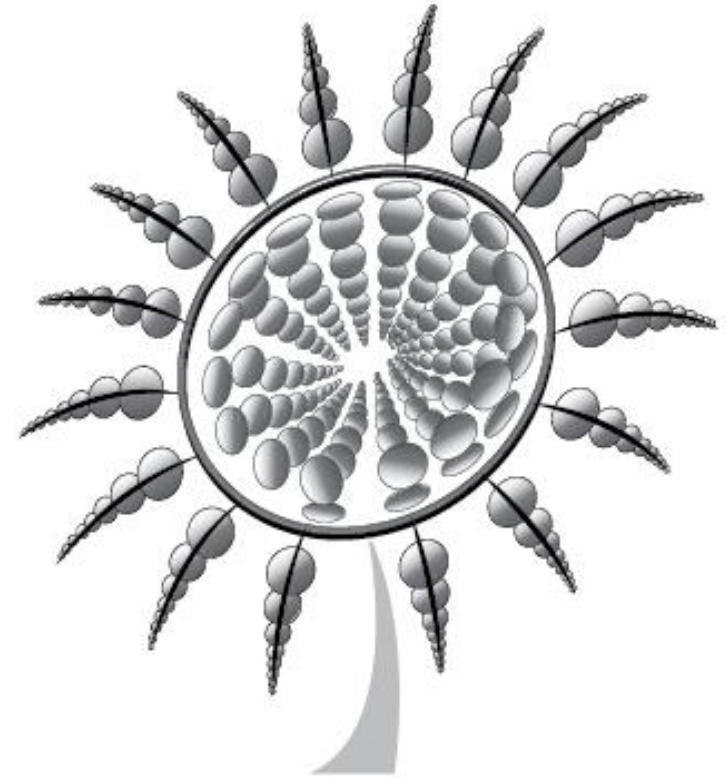


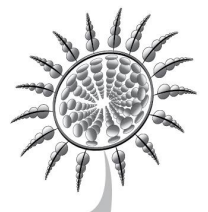
ICCEES - International Council for Central and East European Studies

Session Chairs Training



10th ICCEES World Congress overview

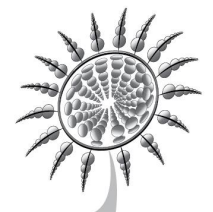
- Hosted by Concordia University in conjunction with the ICCEES Association (Planning for over 5 years!)
- International Council for Central and East European Studies (ICCEES)
- Usually takes place every 5 years (2015 was in Japan) but due to the pandemic, this edition was pushed from 2020 in-person to its 1st virtual edition in 2021
- Approximately 1000 registered attendees
- Types of activities: keynotes, panels and roundtable, book discussions, lectures, quiz night, approx. 60-80 sessions per day
- Approx. 400 accepted sessions presented by attendees
- 15 sponsors / 4 advertisers



Virtual event platform - Grenadine

- Login
- Landing page
- Event information
- Schedule
- Speakers
- Attendees
- Partners
- Sponsors
- Exhibitors
- My account
- My schedule

The screenshot shows the landing page for the ICCEES 10th World Congress. The header includes the event title "ICCEES Bridging National and Global Perspectives" and navigation options like "Help", "REGISTER", and "LOG IN". A secondary navigation bar lists "EVENT INFORMATION", "SCHEDULE", "SPEAKERS", "ATTENDEES", "PARTNERS", "SPONSORS", "EXHIBITORS", "MY ACCOUNT", "MY SCHEDULE", and a "REGISTER" button. The main banner features a photograph of a modern building with the text "Bridging National and Global Perspectives" and the dates "3 August 2021, 0:00 - 8 August 2021, 23:59" in Montreal, Quebec, Canada. A digital clock shows 20:14:21. Social media icons for email, Facebook, Twitter, and LinkedIn are present. "Register Now" and "Log In" buttons are at the bottom.



Schedule

Sessions will use ZOOM MEETINGS / ZOOM WEBINAR and Wonder within the platform

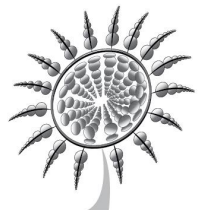
The screenshot displays the event schedule interface. At the top, a navigation bar includes 'EVENT INFORMATION', 'SCHEDULE' (highlighted), 'SPEAKERS', 'ATTENDEES', 'PARTNERS', 'SPONSORS', 'EXHIBITORS', 'MY ACCOUNT', and 'MY SCHEDULE'. A blue 'REGISTER' button is positioned below the navigation. A search bar and view toggles (List, Tiles, Grid, Calendar) are also present. The calendar view shows the week of August 2-8, 2021, with Tuesday, August 3, selected. Below the calendar, a detailed view for Tuesday, August 3, 2021, is shown, including the time zone (EDT/Eastern Time) and a list of events. The first event is the 'Opening Ceremony' at 8:30 AM, lasting 30 minutes. The ICCEES logo is featured in a large banner.

Link to ICCEES 2021 Schedule : <https://sites.events.concordia.ca/sites/iccees/en/iccees2020/schedule>



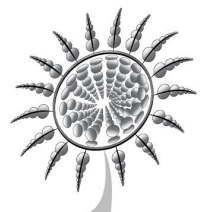
Program Highlights

- OPENING CEREMONY
 - Pre-recorded and produced by production company
- OPEN HOUSE
- LECTURES / LECTURES AT LUNCH / KEYNOTES
 - Zoom webinars
 - On-site technicians
- BOOK PRESENTATIONS
- FILM SCREENINGS (pre-recorded, on demand)
- EXHIBITION (on demand video)
- PARALLEL SESSIONS (panels)
 - Managed by Concordia team using Zoom meeting
 - Allows for PEER to PEER learning



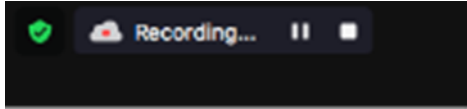
Distinction between Zoom Meeting and Webinar

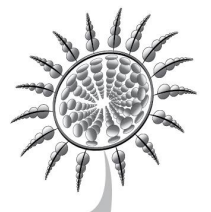
ZOOM MEETING	ZOOM WEBINAR
<ul style="list-style-type: none">• Collaborative activities• All participants can screen share, turn on their video/audio• Presenters can see attendance• CU session concierges will open the meetings• Waiting room feature	<ul style="list-style-type: none">• Only speakers can share their video, audio and screen• Allow view-only attendees• Open by the technicians• Webinar practice session -> Start webinar when speakers are ready



Chair Responsibilities

ICCEES panels/roundtables are 90 minute long, and typically consist of:

- A Chair, given a total of five minutes for panel and presenter introductions;
- Presenters on a three-person panel are given 20 minutes each; Presenters on a four-person panel will have 15 minutes each; In some instances, a Discussant.
- Make sure that the session is being recorded (**unpause** recording at the beginning of the session). Recording sign should be on. A small black rectangular overlay with a green checkmark icon on the left, the text "Recording..." in the center, and a pause icon on the right.
- Make sure to admit all attendees in the beginning of the session (enable waiting room)
- Moderate Q&A or Chat at the end of the session
- **Session timekeeper (Session has to start and finish on time)**



TIPS for Chairing your Session

1. Admit attendees to the room and activate Recording.
2. Introduce yourself.
3. Explain the order of proceedings of the session including time-keeping practices at the very beginning of the panel:
 - This will avoid unequal time presenters; this will allow for ample time for the questions and answers period.
4. Prepare introductions for each presenter (you are responsible to collect their bios in advance).
5. We recommend holding questions until end of all presentations.



How to join your Zoom Meeting

- Before the conference, ensure that you are running the latest version of Zoom on your computer: <https://zoom.us/download>
- On the conference days, please make sure to [log in](#) to the ICCEES 2021 conference website.
- Find your session in the online [schedule](#) and click on the title to see the full details of your session.

Session 5.1: Migration and Russia: Mounting Challenges in the Twenty-First Century

What: Panel


When: 9:00, Wednesday 4 Aug 2021 (1 hour 30 minutes)

Where: [Virtual session](#)

The virtual room join links will be shown here a few minutes before the session start time.

The virtual room is expected to open at approximately 8:30.

[Are you a speaker or staff?](#)

Discussion:  0

- If you participate in multiple sessions, you can also click on your name in the [speaker](#) section to see the sessions that are assigned to you.



How to join to your Zoom Meeting

- A **virtual pre-entry button** will appear **30 minutes prior to your live session**. Please make sure to click on this button to enter the Zoom room.

When: 10:40 AM, Friday 23 Jul 2021 (1 hour)
Where: **Virtual session**
Starts soon!

🕒 OPEN FOR PRE-ENTRY

This session hasn't started yet but you can enter the virtual room to wait.
Click below to pre-enter the virtual room.

[Pre-enter virtual room](#)

When: 14:20, Wednesday 21 Jul 2021 (30 minutes)
Where: **Virtual session**

● On Now

Click below to enter the virtual room.

[Enter virtual room](#)

- Please make sure to connect **30 minutes prior to your session** so that we can check your connectivity.
- A Session Concierge (rep from Concordia) will admit you to your Zoom Meeting and provideco-host privileges will be given to the first person who access the room (either Chair or presenters). This person should then make other presenters “co-host”.
- All sessions will be recorded and made available after the event.



How to join to your Zoom Webinar

- First, ensure that you are running the latest version of Zoom on your computer: <https://zoom.us/download>
- Please arrive **30 minutes prior to the start of the session** so that we can check your connectivity and run final tests.
- A technician will be welcoming you and answer any questions that you may have. Co-host privileges will be given to you.
- Please **do not join your Zoom webinar via the ICCEES platform** but click on the link (Click Here to Join) that will be **sent to you by email 24 hours before your presentation.**

The email should come from “Concordia Live Events”. If you have multiple presentations, make sure to click on the correct one. If you do not see the email in your inbox, make sure to check your junk folder.

- All sessions will be recorded and made available after the event.



Questions or technical issues

If you have questions about the ICCEES logistics or have difficulties accessing your session, please email us at iccees2021@concordia.ca.

You can also log in and use the event chat that will be enabled on the conference days.

