

# CCD2021: Notes to delegates

Dear Delegates

Thank you for booking your place on our online conference. We look forward to welcoming you to the conference, and hope you are looking forward to hearing our excellent speakers and joining some exciting sessions.

Please see below for information on how to log into the conference, plus additional guidance on the sessions and presentations.

## Joining the conference

You do not need a Zoom account to join the conference, but if you are new to Zoom, we suggest you do so that you can familiarise yourself with navigation of the platform, and also test your browser. Some people have difficulties joining with Safari and some other browsers. Google Chrome seems to be the most reliable. Please note, while we wish to give you every assistance we can, no one on the conference team has IT or internet expertise. It is your responsibility to check your facilities.

Zoom link:

<https://us02web.zoom.us/j/87862889465?pwd=aUNWTzJtM3JEZk5pVXJ0OFdRVHBLQT09>

Please note, you will only need one link for all three days of the conference.

Your microphone will be automatically muted when you arrive. Please do not unmute it, unless asked to do so. On arrival, all delegates will be placed in a waiting room, and will be admitted at the start time of the conference. Please take note of the programme schedule and arrive for sessions promptly. If a speaker has started their presentation, late delegates will not be admitted until the next suitable break, in order to minimise disruption and distractions for the speaker.

The conference will begin on Wednesday 5<sup>th</sup> May at 10.00 (GMT+1). On the following days, there will be a 9.45 start, with the conference proper starting at 10.00. This is to allow the chair to reprise notices and guidelines for those attending for one day. If you have attended the first day, you will not need to join until 10.00.

## Keynotes and Q&As

We are delighted to welcome an outstanding group of keynote speakers to this year's conference.

During keynote presentations, please make sure that your microphone and video are turned off at all times. This is to minimise distractions for the speaker. All conference sessions will be recorded. If you have concerns, then as long as your video is turned off, you will not be included in any recording.

The chat function will be turned off during keynote presentations, and will be turned back on at the end of the presentations for questions. These will be monitored and presented to the speaker by the session chair, who will do their best to ensure as many questions as possible are answered in the time available.

## Parallel paper sessions

Parallel session breakout rooms will be opened approximately 10 minutes before each session to allow presenters time to test their set up, if they need to. When the rooms have been opened, a pop-up window will appear on your screen showing the session options. To join the session of your choice, move your cursor to the right of the session title, showing the number of people joined. This will change to *Join*, and you click on that to enter. To leave the session, click *Leave* in the bottom righthand corner of your screen. Make sure you only leave the session and not the meeting (conference). If you leave the session, you can only be admitted again by the conference chair/host. There will always be a

member of the team available in the main conference room to help you. Breakout rooms will be left open after the paper session has concluded, to allow delegates to continue chatting, if they wish. A 60 second warning will appear when the breakout room is about to close.

During presentations we have suggested that speakers close their chat window to minimise distractions. However, the chair will monitor questions on their behalf.

## Poster session

During the poster session, owners will present their poster, with time for brief discussion. Prior to the conference, you will be sent a link to view the posters, so that you can explore them before the session starts. There will also be a link to a Doodle poll, so that you can vote for the best poster. The winner will be announced at the Plenary session.

## Student round table

This session is an innovative approach we have adopted to encourage our students to take their first steps in presenting at a conference. We hope that all delegates will join us for this session, and ask that your questions and discussion are constructive and supportive.

## Code of conduct

We ask that all delegates engage with the conference in the spirit in which it has been developed.

The conference provides a space to share relevant thoughts and experiences, and exchange views with fellow delegates. Please be considerate of each other and stay on topic, civil and constructive.

**Please note:** Delegates are not permitted to take films, make recordings or take screen shots during the conference. Presentations will be recorded by the CCD team, where agreed with speakers, and will be made available to delegates in due course.

We look forward to welcoming you to the conference.

Best wishes

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