

ECOLOGY ACROSS BORDERS JOINT ANNUAL MEETING 2021

12 – 15 December 2021, Liverpool, UK

JOINING INSTRUCTIONS FOR ONLINE DELEGATES



#EAB2021 | www.britishecologicalsociety.org/events/ecology-across-borders-2021

Welcome to Ecology Across Borders 2021. This guide will help you get the most out of the conference and help you navigate your way around the virtual experience.

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PROGRAMME

MEETING OVERVIEW

You can download the [Online Meeting Overview](#) from the conference website, which outlines the timings for the conference.

If you are an online attendee, on the conference platform you will be able to filter sessions by the track '**Online**' so you can clearly see all sessions you can attend. There are more details on this below.

NETWORKING

Online Poster Hour

During the conference there are three Online Poster Hours, where we encourage online poster presenters and virtual delegates to be online to view posters and ask questions via chat. This will allow presenters to answer questions in real time.

The Online Poster Hours are (please note that all times are in GMT):

Thursday 9 December

- 08:00 – 09:00
- 14:00 – 15:00

Monday 13 December

- 18:00 – 19:00

Note: you can also ask questions during other times and the poster presenters can check in on the chat at any point throughout the week.

Speed Networking

Speed networking offers a fantastic opportunity to get to know your fellow virtual delegates in an informal setting. You will enter a virtual room where you will have a short amount of time to get to know everyone in your room before being moved to a new room with new faces. Make a note of anyone you meet, and you can follow up with a message on the conference platform later.

The speed networking sessions are (please note that all times are in GMT, and that Speed Networking is only available to online delegates):

Sunday 12 December

- 10:00 – 11:00
- 19:00 – 20:00

Monday 13 December

- 10:00 – 10:30

Tuesday 14 December

- 17:30 – 18:00

Wednesday 15 December

- 08:00 – 08:30

DELEGATE INFORMATION

Plenary Lectures and Thematic Sessions

All questions for plenary lectures and thematic sessions will be taken via the conference platform. Please refer to the Content section below for information on how to ask questions.

Social Media

All attendees are encouraged to join the discussion via social media, so please use the hashtag #EAB2021 to ensure that you are part of the conversation.

We understand that some people will not want their research broadcast. We respect that, so have created a 'do not share' image [for people to download on our website](#) and add to their poster talk or presentation. We hope that fellow attendees will also respect the request and refrain from sharing the talks or posters who show the image. If people do not include this image on their presentation, we will assume that they are happy for their research to be shared.

CONFERENCE APP & PLATFORM

GETTING STARTED

Logging in

Before the conference week starts, you will be able to access the conference platform website and app. You will receive an email from Whova with a link to the website.

The email you used to register must be used to log in. If you have not received the link **by Thursday 9 December**, please check your junk mail. For the desktop version of the conference platform, you do not need to download or install any software, you only need to have access to the internet. We recommend using the **Chrome** web browser where possible.

For the mobile phone app, search for Whova in your app store and download it. Open the app and enter the email address you used to register for the conference. If the event does not show up automatically, you can search for 'Ecology Across Borders 2021' in the search bar, and then click 'Join'.

You will be able to access the system from 17:00 (GMT) Wednesday 8 December.

We recommend logging in ahead of the first live session to spend some time familiarising yourself with the platform, looking at the online posters, and getting to know other delegates.

If you are experiencing any issues logging in, or want further information about using the platform, you can find more detailed instructions [here](#).

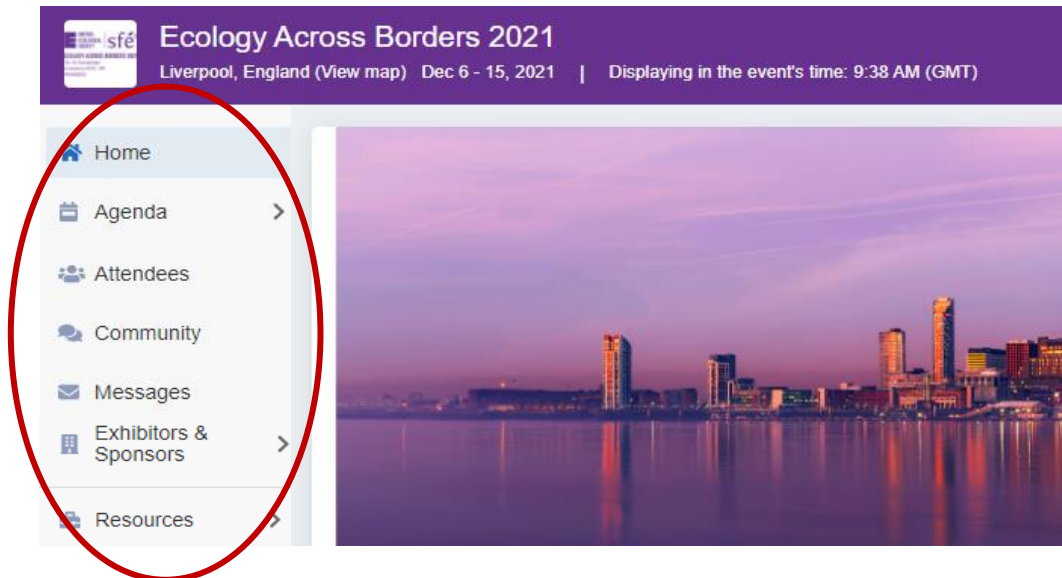
Landing Page

Once you have successfully logged in, your virtual conference experience begins.

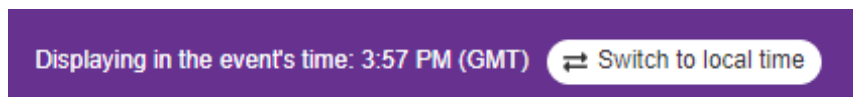
The landing page is the central hub for everything you need. From here, you can navigate to the:

- Agenda
- Attendee list
- Community areas
- Your personal messages
- Exhibitors' virtual stands & sponsors pages
- Other resources such as recordings of sessions

You can choose these from the list on the left of the landing page, or if you are using the conference app, these options will appear along the bottom of the screen.



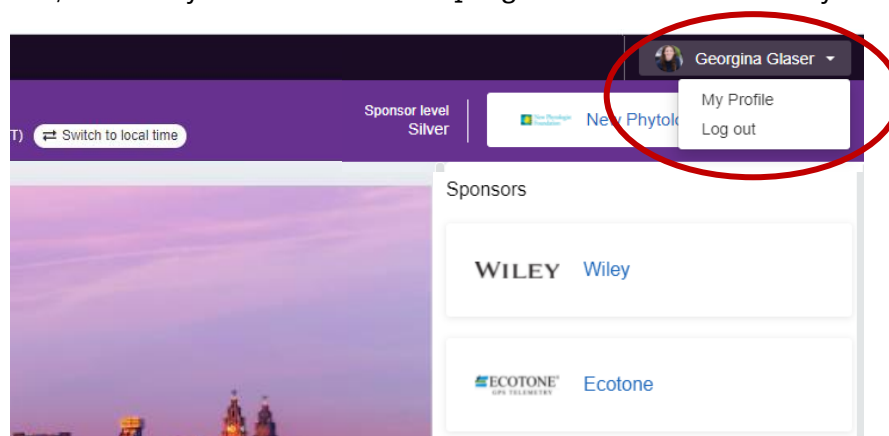
Please note that if attending the virtual conference from a different time zone, you can display times in your local time zone by clicking the 'Switch to local time' button at the top of your landing page.



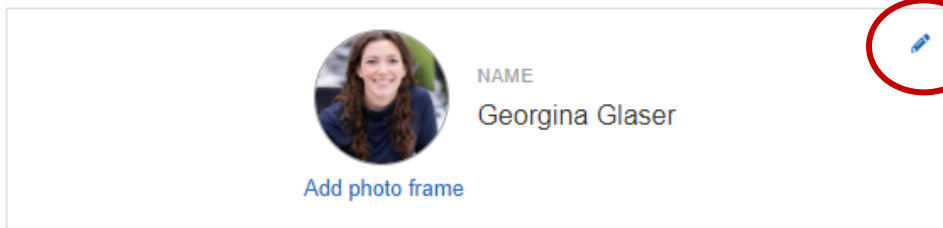
COMMUNITY

Your Profile

We encourage all delegates to add information to their profile. Completing your profile means people can find out more about you, and the more information you add, the more likely others will come across you (see Searching For Other Delegates). To edit your profile, click on your name in the top right corner and click 'My Profile'.

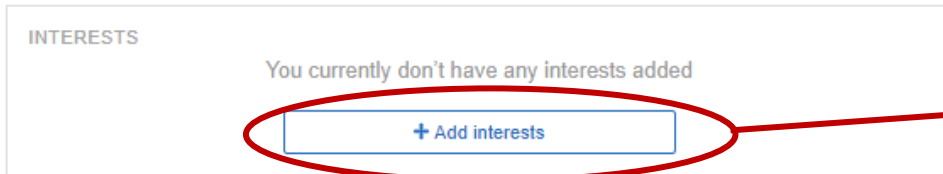


Note: If you already have information in your profile when you log in, it is because you have used Whova before and it has remembered you. Feel free to update any of the information in this section so that it is more up to date.



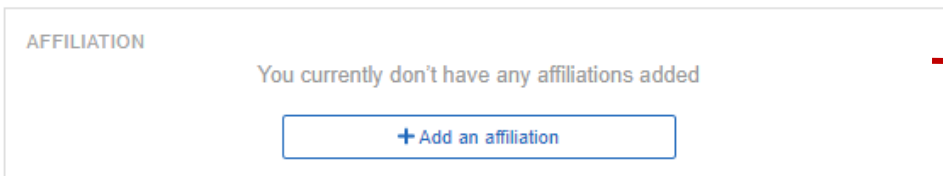
A profile header section for Georgina Glaser. It features a circular profile picture on the left with a blue 'Add photo frame' link below it. To the right of the photo, the name 'Georgina Glaser' is displayed. Above the name, the word 'NAME' is written in a smaller font. In the top right corner of this section, there is a small blue pencil icon circled in red.

Add or edit your profile photo by clicking here.

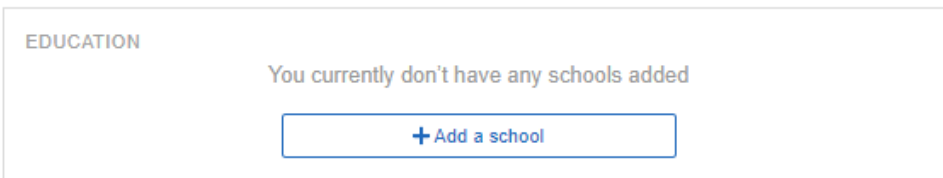


An 'INTERESTS' section with the text 'You currently don't have any interests added'. Below this text is a blue button with a plus sign and the text '+ Add interests'. The button is circled in red.

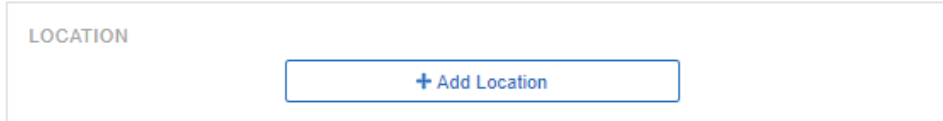
Add your top level, key interests in ecology here so that other delegates with the same interests can find you more easily. Some common interests will already be included in a list, so look through these first before typing your own.



An 'AFFILIATION' section with the text 'You currently don't have any affiliations added'. Below this text is a blue button with a plus sign and the text '+ Add an affiliation'.

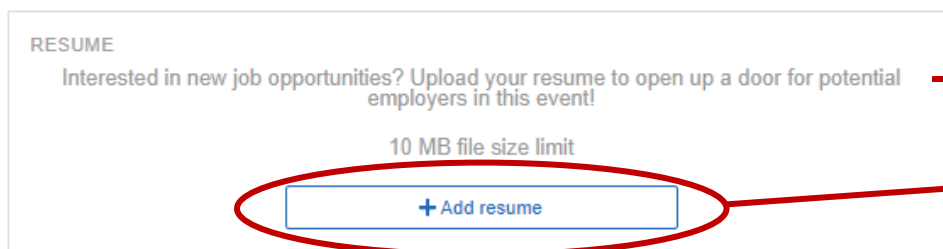


An 'EDUCATION' section with the text 'You currently don't have any schools added'. Below this text is a blue button with a plus sign and the text '+ Add a school'.



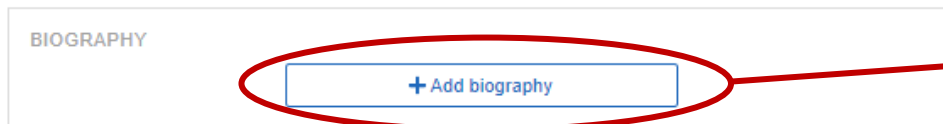
A 'LOCATION' section with a blue button with a plus sign and the text '+ Add Location'.

Let others know about where you are currently based, or where you have worked or studied in the past.



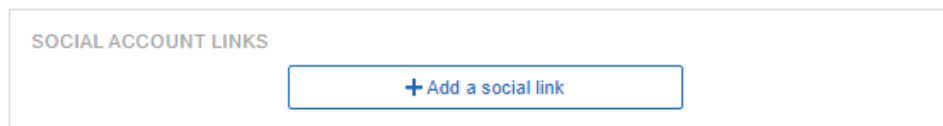
A 'RESUME' section with the text 'Interested in new job opportunities? Upload your resume to open up a door for potential employers in this event!' and '10 MB file size limit'. Below this text is a blue button with a plus sign and the text '+ Add resume'. The button is circled in red.

If your contract or studies are coming to an end and you're looking for a new job, why not add your CV or resume to your profile.

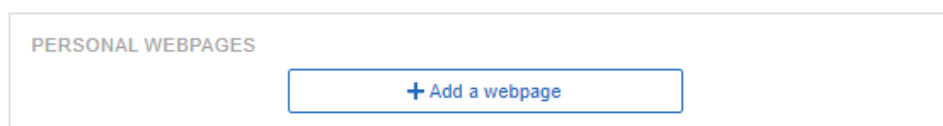


A 'BIOGRAPHY' section with a blue button with a plus sign and the text '+ Add biography'. The button is circled in red.

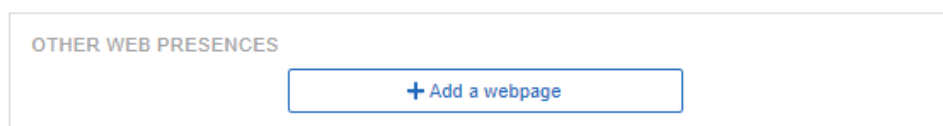
Want to tell others a bit more about yourself? Add a bit more information here.



A 'SOCIAL ACCOUNT LINKS' section with a blue button with a plus sign and the text '+ Add a social link'.



A 'PERSONAL WEBPAGES' section with a blue button with a plus sign and the text '+ Add a webpage'.

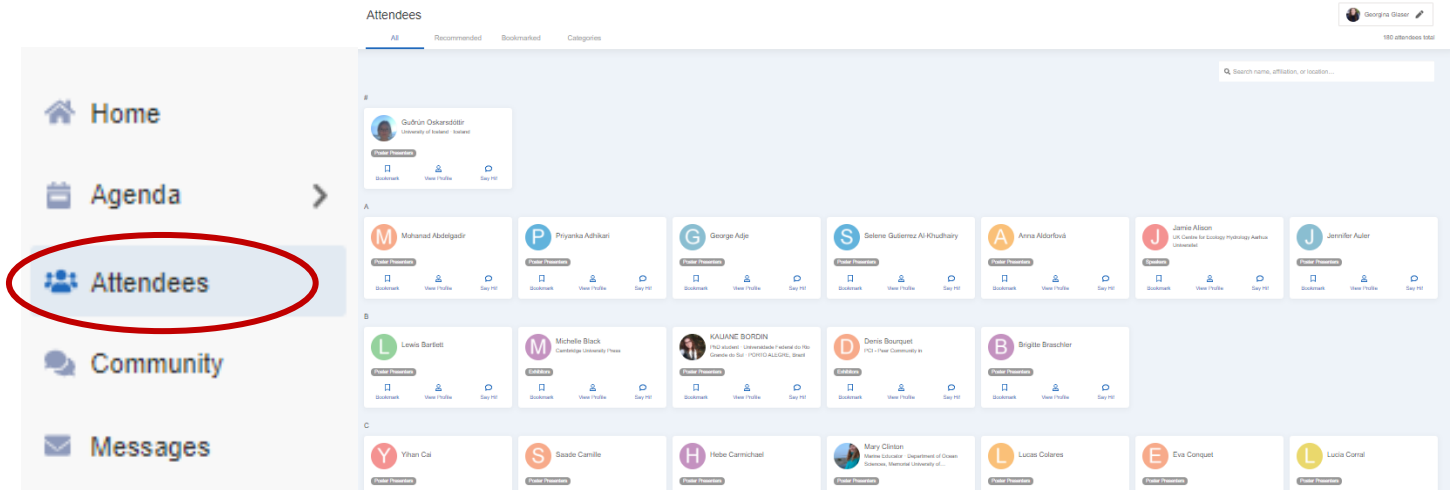


An 'OTHER WEB PRESENCES' section with a blue button with a plus sign and the text '+ Add a webpage'.

If you've got a strong online presence, you can start adding in links to your existing social media accounts or webpages.

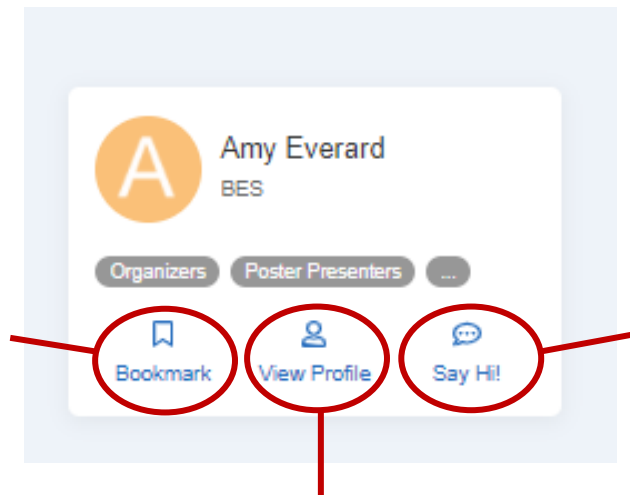
Searching Other Delegates

Once your profile is complete, you can view the profiles of other delegates. On the bar on the left of the screen, click 'Attendees'. This will then bring up a page with all the attendees of the conference, whether in person or virtual.



You can browse through the attendees here, or you can search for specific people using the search bar in the top right corner. If you find someone of interest, there are a few things you can do:

If you want to view or talk to someone later, you can bookmark them. This will save them in your Bookmarked section (see below).



Send them a message directly to introduce yourself.

This will bring up the person's profile and will also give you the option of starting a video call.

With over 1,400 delegates attending Ecology Across Borders online and in person, you might want to narrow down what profiles you view. You can do this on the Attendees page via the options along the top of the screen:

- **All** – this will show all conference delegates, both in person and online
- **Recommended** – this identifies other delegates you may want to speak to based on the information in your profile and theirs, so another good reason to complete your profile! You can search for people in the same place or organisation as you, or who have overlapping interests. If you are having

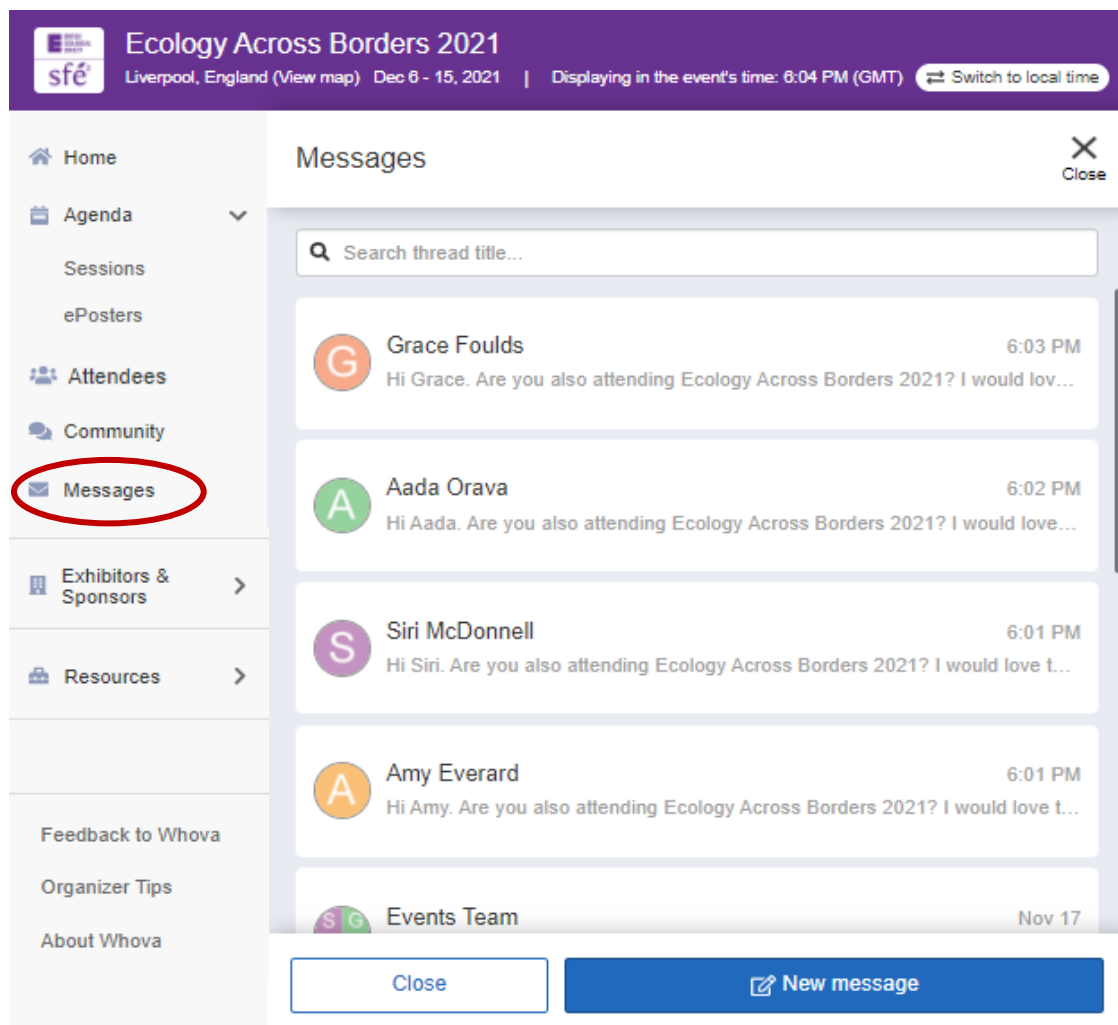
trouble finding people with similar interests, try selecting some interests from the ones already listed.

- **Bookmarked** – as mentioned above, you can ‘Bookmark’ delegates of interest who you want to contact later, and they will be saved in this section for you.
- **Categories** – this will show delegates separated by their role at the conference. Please note that Speakers consists of anyone delivering an in-person talk OR in-person poster, and ePoster Presenters are delegates with online posters.

Communicating with Other Delegates

At Ecology Across Borders, both in-person and online delegates have access to the conference platform and app, which means everyone can interact with each other.

As mentioned above, you can send other delegates a message by clicking on their profile and clicking ‘Say Hi’. This will start a conversation with them in your Messages section. You can click on these boxes to send another message, or even start a video call. ***Please make sure the contact is aware you are going to ring them before initiating a video call.***



You can also start messaging other delegates by clicking the blue 'New message' box in the messages window, and then typing the name of the person you want to message, and then clicking their name when it appears. You can set up group chats in this way, too, by continuing to add names. You can add more people to your group chat later. Enter the group message, and in the top right corner you will see these options:



To add someone else, just click 'Add person'. Want to leave a group chat? No problem, click the blue 'Info' button and it will take you to the information about that group, and at the bottom you can click the red 'Leave' button. Alternatively, here you can just turn off the notifications for that group. If you have the notifications on, a notification will appear next to 'Messages' in your menu when you receive a new message.

Community Chat

As well as direct messaging, you can message in one of the chat topics in the Community section:

- **Meet-ups & Virtual Meets** – Find out if any other delegates would be interested in arranging a call to chat.
- **Organiser Announcements** – Any reminders or updates will be announced by the Events Team here, so make sure to check it regularly.

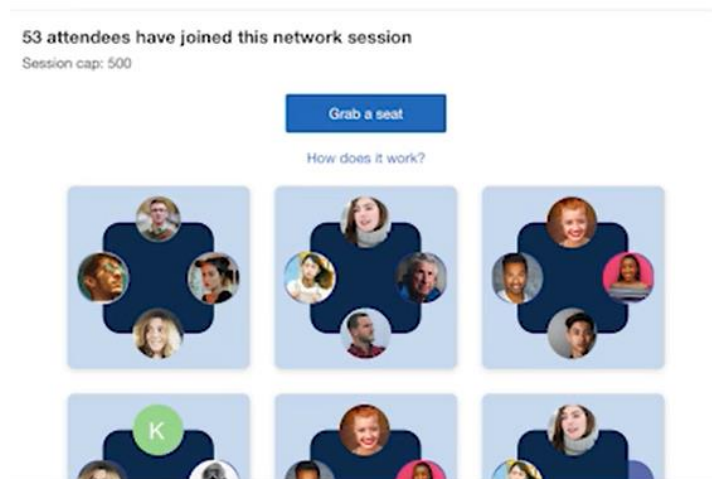
The screenshot shows the event page for 'Ecology Across Borders 2021' in Liverpool, England, from Dec 6 - 15, 2021. The page is displaying in the event's time: 6:25 PM (GMT). The navigation menu on the left includes Home, Agenda, Sessions, ePosters, Attendees, Community (circled in red), Messages, Exhibitors & Sponsors, Resources, Feedback to Whova, Organizer Tips, and About Whova. The main content area features a search bar and tabs for 'All Topics', 'Followed', and 'New Topics'. Below the tabs, there are several chat topics: 'Meet-ups & Virtual Meets' (with a description 'Suggest a dinner together, a morning run, or anything else to kn...' and '0 activities - 11/09/2021'), 'Organizer Announcements' (with a description 'Check all announcements sent by the organizer' and '0 announcements - 11/09/2021'), 'Ask the Organisers' (with '1 message - 11/23/2021' and a '+ Follow' button), 'Job Openings' (with a description 'Check out here if you're looking for/offering a job' and '0 posts - 11/09/2021', and a '+ Follow' button circled in red), and 'Break the Ice!' (with a description 'Introduce yourself to everyone, so others get chance to know yo...').

- **Ask the Organisers** – Have a question about the conference? Send the Events Team a question in this channel. You may even find that your question has been asked here and answered by another delegate.
- **Job Openings** – Looking for a job, or have a job that you want to advertise? Make sure you post it in the Job Openings channel!

Other topics may be added during the conference, so keep an eye out. If a topic is of interest to you, you can click the 'Follow' button next to the topic and can then filter topics you are following by moving to the Followed tab at the top of your screen.

Speed Networking

Under Agenda in the left-hand menu, you will also find the option of Speed Networking. Speed Networking is an excellent way to speak to your fellow delegates and get to know more about them and their work. There are specific times when these are available, mentioned above under Social Events, so be sure to arrive on time to ensure you can join the session. **Please note online Speed Networking is only available to delegates with a virtual registration.**



CONTENT

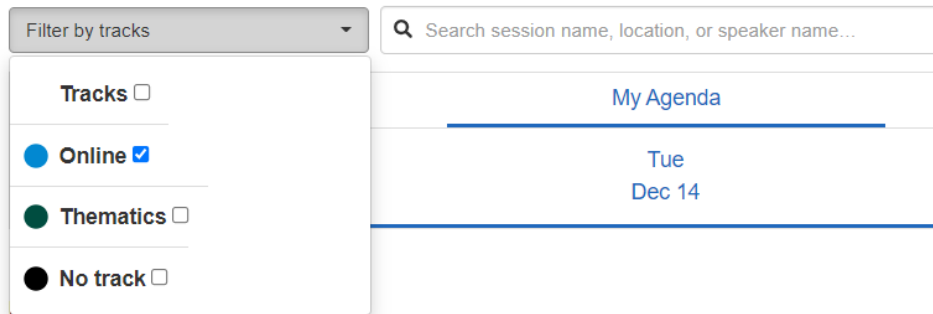
Searching Programme Content

To access all the live and on-demand talks, choose Agenda from the menu on the left, and then Sessions. This will show the full conference programme, including all the open call talks and posters. **These are not live streamed**, so only those attending in-person will be able to view these, but online delegates can still see the abstracts and message speakers if you are interested in their work.

You can search for content on the platform in a few ways:

- You can search through the content for each day of the conference by moving left and right at the top of the screen
- You can add key words such as the session or speaker names in the search bar in the top right of the screen

- You can use the 'Filter by tracks' bar at the top of the screen. This allows you to filter for different groups, for example: to see only the online content, select 'Online'.

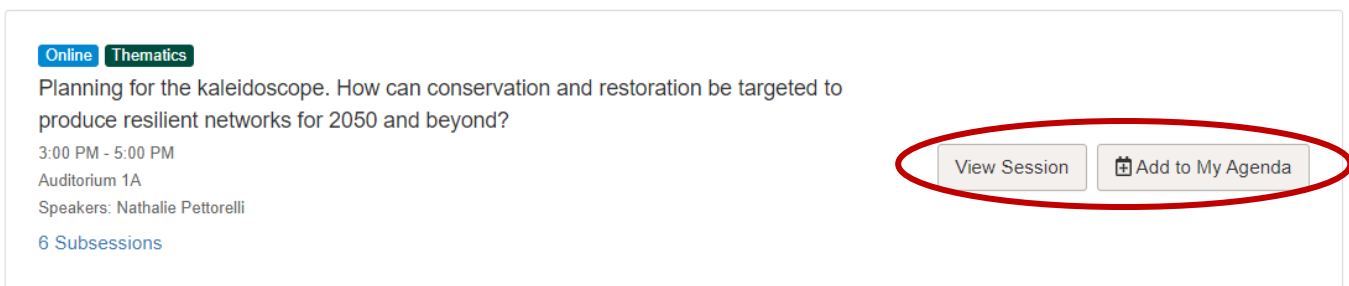


Plenaries & Thematic Sessions

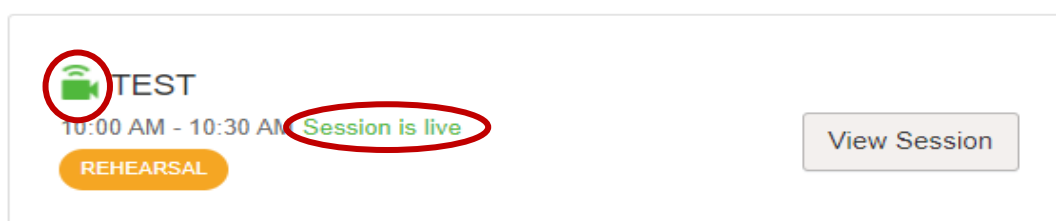
All plenary talks and thematic sessions will be live streamed onto the conference platform and will also be recorded. When you find a plenary talk or thematic session you would like to watch, click 'View Session' to find out more.

You can add it to your personal agenda by clicking 'Add to My Agenda'. You will also get the option to add it to your calendar. Along the top, you will see 'My Agenda', and you can view all your saved sessions here.

Note: on the conference platform, My Agenda will show you your agenda by day, so if you think something is missing try scrolling left and right through the conference days and it should appear under the day it is happening.



For live streamed sessions, aim to join a few minutes before the start. Any session with a green camera next to its name will be streamed. If it has already started, it will say Session is live in green. Click 'View Session' to join. A streaming screen may show up directly, with a blue 'Proceed' button, which you must click to access the stream. Otherwise, you may need to press a blue 'View live session' button to access it.



To ask a question, on the right of the screen will be a menu with Session Q&A at the top. You will see at the bottom a blue 'Ask a question' button. Click this, and type in your question. The Chair of the session will then choose from these questions. You can upvote any questions you think are particularly good, but the Chair will choose from the whole selection.

To catch up on missed sessions, head to the Agenda where you can search for it in the tracks or search bar. Click 'View Session' and the recording will be ready to watch.

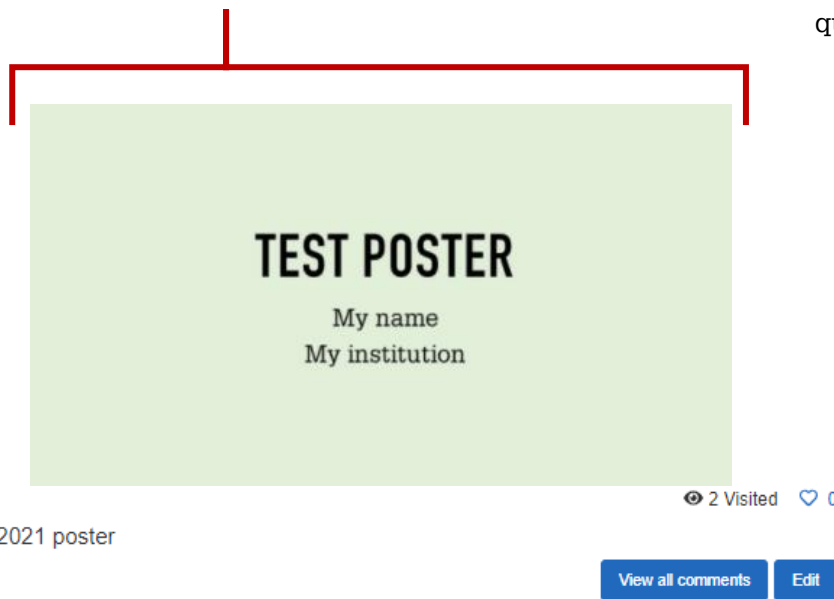
Workshops

You can access the online workshops in the same way as the other live content, but when you click to join you will be taken through to Zoom, rather than interacting on the conference platform. Guidance on using Zoom is available in the 'Getting the most out of your conference' section. Please note, these workshops will take questions through Zoom, not through the conference platform.

Viewing ePosters

In the left-hand menu, under Agenda, select e-Posters. This will bring up all the online posters of the conference. At the top of the screen, you can use the search bar to find posters by presenter names or keywords, or search by category using 'Filter by'. When you want to view a poster, click on it. This will allow you to access all of its information:

This is the title page of the poster. If someone has recorded a lightning talk, it will appear here.



During the online poster hours and throughout the conference, ask questions here.



This is a test EAB2021 poster

This is a test EAB2021 abstract

PDFs

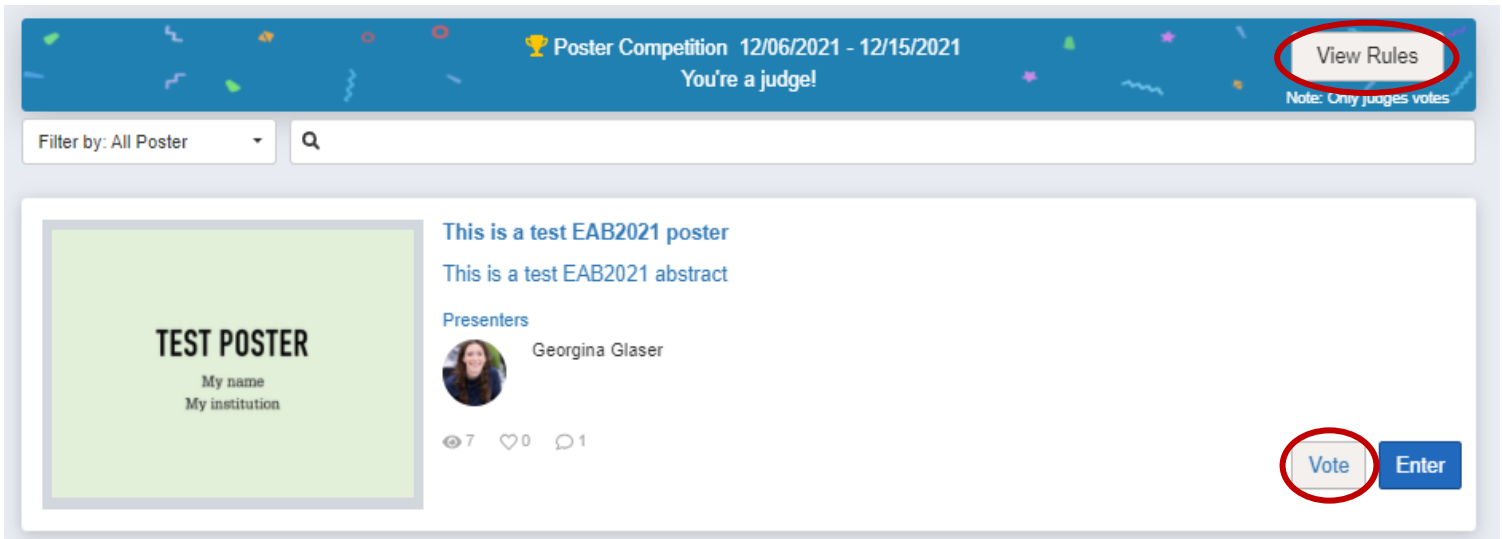


This is the actual poster. If you click on the image, it will bring the poster up in a larger window.

Note: If you are an ePoster presenter, you will need to check your poster's chat box regularly, as you will not receive a notification when a question is asked.

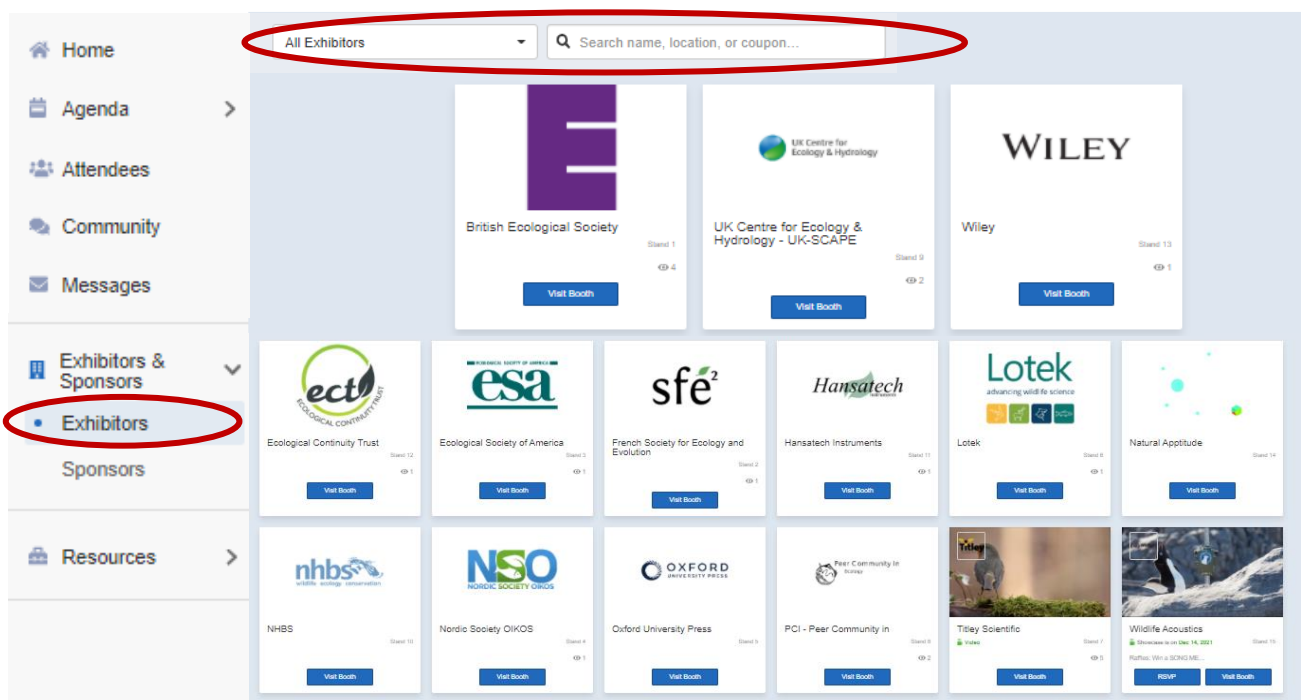
Voting for ePosters

If you think the poster you are reading is good, make sure to vote for it, as the student with the most likes on their poster will win a prize! You can find out more about the competition at the top of the ePoster page by clicking 'View Rules', and you can vote for your favourite poster by clicking the 'Vote' button before you enter it.



Exhibition

Each year we welcome international organisations to showcase what they have to offer our delegates. Make sure to visit them to find out more about them and what they could offer you as an ecologist.



On the exhibitor page, scroll through the list or use the search bar at the top of the page. When you have found an exhibitor you want to find out more about, click the blue 'Visit Booth' button. This will bring up that exhibitor's page.

To talk to the exhibitors, you can:

- Use the chat function on the right
- Leave your own contact information by clicking 'Get in touch', which will send them an email with your contact details
- Speak directly to the lead contact by clicking 'Send Message' under Booth Staff

Under the Exhibitors & Sponsors section you can also see who the sponsors of Ecology Across Borders 2021 are, so make sure to check them out too.

Resources

There are a number of additional resources that you can use alongside the controls mentioned above, under the section Resources:

- **Session Q&A** – Questions asked through the conference platform at the streamed sessions will appear here.
- **Video Gallery** – Videos uploaded to the conference platform can be viewed here. This includes plenaries and thematic sessions, which are also available under Agenda once the session has taken place.
- **Polls** – See the polls that have been run during the conference.
- **Twitter** – Find what is being posted with the conference hashtag, #EAB2021, on Twitter. However, for all the latest updates, we recommend following [@BritishEcolSoc](#) and [@sfecologie](#) on Twitter.

GETTING THE MOST OUT OF THE CONFERENCE

Whether this is your first online conference, or you are now well versed in the world of Zoom, we have put together a few top tips so that you can get the most out of your online conference experience.

CONFERENCE TIPS

- **Try and schedule in conference time** – Conferences are a great way to hear new research, make new connections, and promote yourself and your work. But it's very hard to do that effectively if you're trying to work in the background as well. Turn on your out of office email so that people know you won't be able to get back to them immediately. Book time out of your calendar for talks and social events and immerse yourself in the conference. Having said that...
- **Pace yourself** – Remember, much of the content will be available to view in your own time after the live week, so if you need to take a break, you can.
- **Use social media** – Add your social media accounts to your profile and follow the conference hashtag #EAB2021 to see what your fellow delegates are up to!

- **Come to the online networking opportunities** – All work and no play is no fun at all, so try to come along to some of the networking opportunities. Online poster hours are a great way to start conversations with the online poster presenters, and the Speed Networking sessions are the perfect opportunity to speak to your fellow delegates and have a bit of fun.
- **Ask away** – It's never been easy to go up and talk to someone at a conference, and the idea of asking a question in front of a room full of people can be daunting. But now you can make the most of the online alternative! Make use of the chat if you want to talk to someone, and send in those questions you might normally hold back on in the Session Q&A box in the plenary and thematic sessions.

LOOKING AFTER YOURSELF

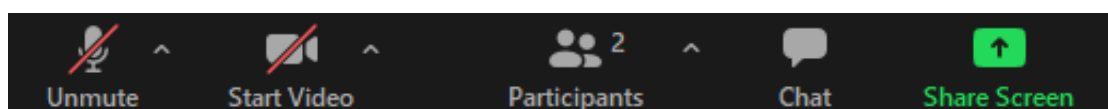
Conferences can be exhausting, and online ones are no exception. But looking after yourself is the number one priority, and that is both physically and mentally.

- **Work in comfort** – Make sure your desk and computer setup is comfortable and safe. Look for Desk Safety Assessments online for advice on how to avoid any pain or discomfort.
- **Take regular breaks** – Whether it's making a cup of tea, having a short wander, or having a little stretch, make yourself step away from the screen every now and then to rest your eyes and move your body.
- **Refreshments** – You'd normally be supplied with food and coffee at a conference, and that's what keeps everyone going through the long days. Make sure you've stocked up on everything you need (coffee) so that you can replenish your energy.

USING ZOOM FOR WORKSHOPS

Any online workshops will run through Zoom. Although you can use a browser version of Zoom, we recommend downloading the desktop app, which is easy and free to download on [the Zoom website](#).

If you click the microphone button, it will either turn your microphone on (Unmute) or turn it off (Mute). Click the camera icon to either turn on your camera (Start Video) or turn it off (Stop Video). The organisers will give you instructions on when to do this. You will often be able to use the chat, where clicking on the 'Chat' button will open a window on the right. You can choose to send messages publicly to everyone or to send private messages to individuals. You will not be using the 'Share Screen' button as a delegate, so please do not press it.



Some workshops might tell you that they will take questions via people raising their hand, using the 'Raise Hand' button. You can find this by clicking 'Participants' along the bottom, and in the pop-up on the left, at the bottom left you should see an option that says Raise Hand. If you can't see it, click the three dots and it should appear as an option. If it doesn't, then the organisers have probably removed it.

Breakout rooms

During some workshops, the organisers might create breakout rooms. These are rooms where you will be able to interact with a smaller group of people. The organisers will let you know what your tasks are in the breakout rooms, but unless told otherwise you should aim to have your camera and microphone on at this point, as it is a chance to get to know your fellow delegates!

TECHNICAL ISSUES

If you experience technical issues during the conference, you can send a message in the 'Ask the Organisers' topic in the Community section of the platform, or get in touch via email at events@britishecologicalsociety.org