

Technical Information

1. Zoom

Zoom will be the primary platform for this conference. All talks will be given on Zoom, and there will be a “blind-dating” socialising format once each conference day that works via Zoom Break-Out Rooms.

Please keep the following in mind:

- You will receive the access data for the zoom meeting via email. Please do not share this information with other people in order to prevent zoombombing and other unwelcome incidents. If someone you know would like to attend the conference, ask them to register with us and we will pass the information on to them.
- Make sure in advance that your camera and microphone work and that other people can hear you clearly.
- Please turn off your microphone whenever you are not talking, especially during presentations.
- We encourage you to keep your video switched on at all times, at any rate when you are talking.
- If you have technical issues or are unsure what you need to do, you can either use the Zoom chat function to contact Felicia Kuckertz or you can use the technical support feed on Slack. We will do our best to support you.
- During Q&A if you want to ask a question, please write “H” for hand in the global Zoom chat (make sure this is not a private chat). Chairs will then call on people in the order of their chat posts. Do not raise your hand either in the video or via Zoom’s “raise your hand” option. We do not allow for follow-ups.

2. Slack

We have created an MGCE 2020 Slack Channel to facilitate communication and the exchange of documents. You will receive the access link via email. Again, please do not share this link. You can access Slack in your internet browser, but we recommend downloading the desktop app. We also encourage everyone to have Slack open throughout the conference so that people can get in touch with you.

We want to use Slack for several purposes:

- There is a Technical Support Feed you are welcome to use if you have any issues (especially with Zoom) or are unsure how to behave during the conference. We will do our best to reply quickly throughout both conference days.
- There is a General Welcome Feed and we encourage everyone attending the conference to post a few sentences introducing yourself.
- In the Feedback Feed, feel free to let us know what you think about the conference and the setup. Especially let us know if there is anything we can immediately do to enhance the conference experience (such as the way we chair the sessions, whether you like the socialising options etc.).
- In the Handouts and Presentations Feed (some) speakers will upload handouts or presentations to their talks. Everyone can access them and print them out ahead of the talks if desired.

- There is also an Other Documents Feed for any other documents people think are worth sharing. In particular, there is a list of our speakers as well as their contact information in this Feed.
- Lastly, there is a Speakers Feed for Speakers and Organizers only.
- Besides these public feeds, Slack is a good way to start 1:1 conversations. You can directly message anyone and also have video calls via Slack. We encourage you to make use of this option in order to get in touch with each other and get as much authentic conference atmosphere as the circumstances allow. You can of course also use this to agree on meeting on Skype or any other platform of your choice.
- In member list, you will recognize the six organisers of the conference by the (ORGA) in front of their name. Do not hesitate to get in touch with whatever issue there may be!

Socialising Options

We are trying to make up for a “real” conference atmosphere by offering some socialising options and everyone, whether speaker or participant, is very much encouraged to take part in them.

1. Private Conversations/Messages

You can use Slack to have 1:1 chats with any participant. Therefore, we encourage you all to join our Slack Workspace. You can also make private video calls with each other via Slack, or arrange to speak on Skype instead. We encourage you to make use of this option and get in touch with each other!

You can also have private chats on Zoom with any participant. However, since the Zoom chat function can get pretty messy with several private chats alongside the global chat, we encourage you to rather use Slack.

2. “Blind-Dating” Break-Out Rooms

On every conference day there is a larger break of 75min, and we will use 30min of these for a socialising option on Zoom. Felicia will sort everyone present in the Zoom meeting into Break-Out Rooms of about 4-6 people, randomly assigned, so people can have some virtual coffee table conversations. We will do two 15min sessions each day so everyone has a chance at getting to know some of the other participants. Obviously, then, you are very welcome to start private conversations with the people you talked to on Slack.

The sessions will start 15min after the begin of the large break, that is 14:00 on Thursday and 17:30 on Friday.

Anyone who does not want to participate in the Blind-Dating sessions please leave the Zoom meeting during this time and re-join when the conference resumes. Anyone who does not leave the Zoom meeting will automatically be assigned to one of the “Blind-Dating” Groups.