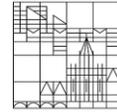




Universität
Konstanz



European Network for the Sociological and Demographic Study of Divorce

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Handout for Participants

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1 Preface

Dear presenter, chair, listener, participant

We are happy to have you at this year's online conference of the European Network of Divorce Research.

Hosting a virtual conference is a new experience for us and attending a virtual conference might be new for you as well. With this document, we would like to help to make this year's meeting the best possible experience for everyone. Please read the instructions carefully.

In case you find any information in this document to be incorrect or misleading, we appreciate your immediate feedback. Please send an email to divorceconference2021@uni-konstanz.de.

See you at the online conference!

Ariane, Damiano and Maike

2 Technical requirements

2.1 Preparing the software environment

For the virtual conference, we will be using the software **Zoom**. For an enhanced experience, we recommend using the Zoom Desktop App (instead of joining a meeting via the browser). The basic version is free and features all functionalities needed to participate in the conference!

If you are already a Zoom-user, please make sure that **Zoom is updated to the latest version** before the conference. You can download the latest version of the software from [this link](#).

If you have not already installed zoom: Create a Zoom account on www.zoom.us, using the right e-mail-address*. Thereafter download the latest version from [this link](#).

If you are not familiar with Zoom yet: you can familiarize yourself with Zoom by joining a test meeting, which also explains how to install Zoom or to join a meeting from your internet browser (e.g., Chrome, Firefox, etc.): <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting> (on this website you are asked to open another website: <https://zoom.us/test>). Test your audio and camera settings.

* We recommend that you join the conference meetings always with the same email address you provided to the organisers when registering for the conference. This is particularly important if you are presenting a poster or a flash papers (for details, see sections 5.2 and 5.3). Providing the correct email address is important as it will **allow us to automatically allocate you into the right Breakout Room** for the Poster and Flash sessions.

2.2 Internet connection

You may also want to **check the speed of your internet connection** prior to the conference, e.g., with <https://www.speedtest.net/>. Anything above 16 Mbps should be sufficient. When you are presenting,

please make sure to close all applications that might affect the quality of your internet connection (E-Mail, VPN connection, etc.).

2.3 Other suggestions

We ask you to **use your full name** (e.g., Jonathan Wilson) when joining the conference. This makes it easier for us and the chairs to identify you. Make sure that you minimize background noise (open windows, crowded places, etc.) when you present or participate in the discussion. If possible, use a headset with a microphone for a better audio quality. By default, your microphone should be muted, whenever you are not speaking.

2.4 Where do I find the links to access the conference?

You will find the links to enter the virtual conference rooms in a separate document additional to the conference program. The document with the links will be sent around 1-2 weeks prior to the conference. In the interest and for the security of all participants, we ask you not to share the link with others and to refrain from uploading or sharing it online under any circumstances.

Should your colleagues or co-authors be interested in joining the conference or listening to your talk, please redirect them to the organizers (divorceconference2021@uni-konstanz.de). We will gladly provide them with access information!

3 Instructions for Participants

This conference hosts three types of sessions, for which you find detailed instructions below

- 1) **Regular paper sessions** take place in the main room. There will be no parallel paper sessions, everyone is in the main room. We will also use the main room for coffee breaks.
- 2) The **Poster Session** will start in the main room with very short presentations (“Elevator Pitches”). Thereafter, Poster Booths can be visited in separate breakout rooms
- 3) The two **Flash Sessions** will run parallel on Friday afternoon. There are two main sessions that you can join – depending on the stream in which you are interested. After Flash Talks, you can visit the presenters in their Speaker’s Corners, which are in separate breakout rooms.

3.1 Joining the main session

To enter the main session, you have two options. First, you can click on or copy and paste the link provided in the online program into your internet browser (e.g., Chrome, Firefox, etc.). You are then asked whether you wish to open the session in the browser, or in the Desktop app (choose the latter).

Alternatively, you can open the Zoom app on your Desktop Computer, Laptop Computer, or Tablet, and enter the Meeting ID and password provided in the same document.

When entering the main session, please **switch off your microphone** using the corresponding icon on the bottom of the screen. This is to prevent background noises and feedback which can disturb the virtual sessions.

We encourage everyone, if possible and bandwidth allows for it, to turn their cameras on during the sessions so that you can recognize one another in future and make the experience more familiar. However, we understand this may not be possible for everyone.

3.2 Asking questions, joining the discussion

The chair of each session will offer the opportunity for a discussion after each presentation. If you have a question or comment, you can signal this to the session chair **by typing the letter “X”** into the chat.

The chat window will appear on the right rim of your screen if you click the “chat” symbol in the meeting controls at the bottom of your screen.

When the chair invites you to ask your question, please unmute your microphone using the corresponding icon on the menu at the bottom or alternatively, the shortcut “Alt+A” (Mute/unmute audio). If your video was switched off during the presentation, please also switch on your video with the corresponding icon or the shortcut “Alt+V” (Start/stop video).

Please note, that if you have an unstable internet connection this may affect the quality of your voice transmission. If you already happen to know that your internet connection is unstable, you may also type your question into the **chat window** (please make sure that you choose the option “to everybody”). The chair will then read your question out loud and pass it to the presenter.

3.3 Joining a virtual Poster Session

To join a virtual Poster, you follow the same steps as joining a standard virtual session. In the beginning of the session, all authors and audience gather in the main room. Each poster author will then give a brief “elevator pitch” talk, which takes 1 to maximum 2 minutes.

After these elevator pitches, you will have the opportunity to visit the virtual poster booths, which are located in different **Breakout Rooms**. When the poster booths open, you will receive a notification which invites you to join one of the poster booths.

After visiting a poster booth, you can return to the main session by clicking on “leave breakout session” (not “leave meeting”!). Thereafter, you can select a new poster booth / breakout session to visit.

You can self-select the Breakout Room following these steps:

1. Click “**Breakout Rooms**”  in your meeting controls.
2. This will display the list of open Breakout Rooms created by the host.
3. Hover your pointer over the number to the right of Breakout Room you wish to join, click “**Join**”, then confirm by clicking “**Join**”.
4. Click “**Leave Breakout Session**” (not “Leave Meeting”) to return to the main session. You can now join other Breakout Sessions by repeating Step 1.

3.4 Joining a virtual Flash Session

Two Flash Sessions will run parallel, each comprising a stream of papers which fit together topic-wise. To join a virtual Flash Session, select the respective link to the stream you wish to follow (A: Family Ties; B: Health) from the program.

Follow the same steps as joining a standard virtual session. In the beginning of the session, all authors and audience gather in the main room. Flash Sessions will start in the respective main rooms, with a 7-8 minute “Flash Talk” by the author. Please note: Flash Sessions do not feature a plenary discussion.

Instead, after the presentations, each presenter will receive his or her own “Speaker’s Corner”, which is located in a breakout room. You will have ample time to switch between the different breakout rooms in order to ask questions, engage in discussion or communicate informally with the presenters (for more information on the speakers’ corner, see 5.3). Please note that **authors will be directly invited** into their own Speaker’s Corner, whereas **all other participants** of the respective parallel stream can **choose** whom to visit and in which order. After visiting a Speaker’s Corner, you can return to the main session by clicking on “leave breakout session” (not “leave meeting”!). Thereafter, you can select a new Speaker’s Corner to visit.

For detailed instruction on how to join a breakout session, please see above (section 3.3).

3.5 Important information regarding the usage of Breakout Rooms for Poster and Flash sessions

Upon joining a breakout room (for Flash Sessions: Speaker’s Corner; for Poster Session: Poster booths), we recommend that you do **not mute** your microphone and that you have your **camera switched on**. That is, the entire setting is less restrictive, and you are invited to join the discussion immediately without the need to raise your hand. You may directly ask the presenter question, or you may ask the presenter to go through the prepared slides.

You may leave and re-join as many breakout rooms as you wish within the given time (35 minutes for the poster session, 40 minutes for the Flash sessions).

Asking for help: the hosts of the session (one of the conference organizers or a technical support staff member) can help you in case of problems. You can click “Ask for Help” and this will notify the meeting host that you need assistance and they will be asked to join your Breakout Room.

1. Click “Ask for Help”  in the meeting controls.
2. Confirm that you would like assistance by clicking “Invite Host”.

4 Instructions for session chairs

You have committed to chair a particular session. Thank you very much! Please check again in the conference program, which session and time you are chairing. We ask you to **join the virtual session room about 10 minutes prior to the official start** of the corresponding session. To do so, please follow the steps above (section 3.1 “Joining a virtual session room”).

Once in the session room, please check whether all presenters are present. The presenters may try to see if the PowerPoint slides work with the option “Share Screen”.

The hosts of the session (one of the conference organizers and a technical support staff member) will assign you the technical role of an additional host for the duration of the session. This enables you to, for example, mute/unmute participants, manage nonverbal feedback, etc. The technical assistant or one of the organizers will be present to quickly make you familiar with the technical requirements to successfully chair the session and will be supporting you throughout the session in doing so.

Your substantial role as chair is similar to an off-line conference. You (i) keep an eye on the time and (ii) collect the questions from the audience via the Chat function.

4.1 Duration of the presentations

The duration of presentations depends on the session type:

- **Regular Paper Sessions:** presentation (12-15 minutes) and discussion (7-8 minutes)
- **Poster Session:** elevator pitch presentation (1 to max. 2 minutes) – no discussion to be moderated
- **Flash Sessions:** presentation (8-10 minutes) – no discussion to be moderated
- **Keynote Speech:** 45 minutes presentation, 45 minutes discussion

If you are a chair for the Poster session or one of the two Flash sessions, your duties end after all Elevator Pitches / Flash Talks have been given. Enjoy the discussions in the breakout rooms!

4.2 Order of questions

As soon as one participant indicates a question or comment via the Chat function, you can give that person the word. Try to keep the order of questions according to the chat. Should you have more questions than discussion time, encourage both askers and authors to be brief and to postpone clarification questions to the coffee break. When time is up, please move on to the next papers.

5 Instructions for presenters

5.1 Regular paper session

We ask presenters to join the virtual session room about **10 minutes prior to the official start** of the corresponding session. To do so, please follow the steps above (see Section 3.1). The session chair and the support staff will check with you the quality of the video and microphone and how to share your screen with the presentation.

If you have not worked with Zoom before, we encourage you to use our **test meeting**, which is held on October 4th, 10.15 a.m., using the following link:

Meeting-ID: 612 6904 8477

Password: 628503

During your presentation, you will have **12-15 minutes** to present your work. While presenting, you will share your slides with the audience using the option “Share Screen”. Make sure your microphone and video are switched on and that your slides are in presentation mode (you can start your presentation from the beginning by pressing F5 in PowerPoint). It is also advised to close all other programs and to ensure that no messages pop-up when you are presenting.

The session chair will moderate the discussion. You can also keep track of the questions and comments by opening the chat window and the participant list window.

5.2 Poster session

We ask presenters to join the virtual session room **about 10 minutes prior to the start** of the session. To do so, please follow the steps above (see Section 3.1 “Joining a virtual session room”) and be sure to login with the same **email address you provided** to the organisers to register for the conference. The session chair and the support staff will check with you the quality of the video and microphone and – if you wish – test how to share your screen with the presentation.

5.2.1 Elevator Pitch and Poster Booth

You will have **1 to max. 2 minutes** to introduce your study with an elevator pitch. There is no need to prepare a PowerPoint (or other) presentation, the idea is to make the audience interested in your study! You will have ample time to present slides in your poster booth afterwards (see below). Please give your elevator pitch presentation a little thought beforehand, because the time constraints are very strict.

We recommend you to cover:

- a. Your name and affiliation;
- b. Your research question
- c. The data source or the population you study;
- d. Your main finding

After all posters have been presented, you will be invited into your personal Poster Booth, which is a virtual **Breakout Room**. Should this not work (e.g., because your e-mail address is not valid), then we will open a break-out session with your name, and you can join it manually.

5.2.2 Tips and Instructions for your Poster Presentation

Once inside your Poster Booth / Breakout Room, you **will have 35 minutes** to illustrate your study in more detail with the help of 1 to 5 PowerPoint slides.

We suggest you prepare your slides in **16:9 widescreen format** for a better visibility. You can present your slides using the option “Share Screen”. Make sure your microphone and video are switched on and that your slides are in presentation mode (you can start your presentation by pressing F5 in PowerPoint). It is also advised to close all other programs and to ensure that no messages pop-up when you are presenting.

As in an offline conference, people may approach and leave your virtual poster booth anytime during the poster session.

When the time runs out, the organizers will close all the Breakout Rooms and everyone will return to the main room, where the next regular session will begin. We will send a warning that breakout sessions close in due time.

5.3 Flash Sessions

We ask presenters to join the virtual session room about **10 minutes prior** to the start of the session. To do so, please follow the steps above (see Section 3.1) and be sure to **log in** with the same **email address you**

provided to the organisers to register for the conference. The session chair and the support staff will check with you the quality of the video and microphone and how to share your screen with the presentation.

5.3.1 *Flash Talk and Speaker's Corner*

Please make sure that you join the correct meeting, which corresponds to the Flash Session in which your contribution is located. Check the program and the program with Zoom links for the correct link (i.e., Session A “(Disrupted) Family Ties” or Session B “Children’s Health and Well-being Outcomes”).

In the order detailed in the program, you will be asked to present your research, using a somewhat shorter format than a “normal” paper presentation. You will have **8 to max. 10 minutes** to present. A chair will keep the time and inform you when to come to a close. In order to have enough time to present your findings, we suggest that you are prepare **a shorter set of slides** than usual (5 or 6 slides). Be very brief on the theoretical outline and the hypotheses, as well as on the methods.

Save the discussion and interpretation for later. The aim is to present your research question and the findings, all other information can be discussed later in the discussion.

After all Flash Papers have been presented, you will be invited into your personal “Speaker’s Corner”, which consist of a breakout room. Please note that there will be no plenary discussion in this type of session.

Once inside the Breakout Room, you have 40 minutes to answer questions, discuss your results and engage informally with your visitors. Depending on the questions from your audience, you may want to share your screens again, using the option “Share Screen”. Please note: There will be no session chair in your personal Speaker’s Corner.

When the time runs out, the organizers will close all Breakout Rooms and everyone will automatically be re-directed to the main Zoom meeting room, where the next regular session will begin. We will notify you one minute before the breakout room closes.