

MS Teams Guidelines for NeuroIS Retreat 2020

Online Conference via *Microsoft Teams*

June 2-4, 2020

www.NeuroIS.org



Thank you for participating at the NeuroIS Retreat 2020. Due to the global COVID-19 pandemic, we changed the conference format to virtual. Here are guidelines on how to set up and use MS Teams and how we are planning to use it during the Retreat. Please carefully read the guidelines and set up and test MS Teams before the conference.

Fred D. Davis & René Riedl
Conference Co-Chairs

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For all participants	
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For students	

Further questions: info@neurois.org or thomas.fischer@fh-steyr.at or thomas.kalischko@fh-steyr.at

Short Guidelines

Below are guidelines for people who are already familiar with Microsoft Teams (hereafter MS Teams) and only need a quick intro. We also provide illustrated guidelines in the section afterwards for less experience people.

Before the Retreat:

- Follow the invitation that you receive via email by MS Teams.
- We strongly recommend using the desktop app (more functions, less bandwidth). If not possible, please use either Google Chrome or Microsoft Edge. MS Teams does not provide all functionality in some browsers (e.g., Firefox).

In MS Teams - NeuroIS Retreat 2020 Team:

- The Retreat is separated into three days (June 2-4) and the NeuroIS Retreat 2020 Team follows this structure. Each day we start a new conference call. For example, the first conference call on June 2 will take place within the “June 2” channel.
- You have to join the call yourself each day.
- The “Break Room” offers the possibility to interact with other participants. You can use this channel for breaking out in smaller private chats. Create a topic within the “Break Room” channel by, for example, posting “PhD Students Corner” or “fNIRS”. People can now like or comment on your post. Use the “new chat” icon on the top to invite people who showed interest in your topic. You can now either chat with each other or start a separate and private video call.

During the Presentations:

- During the presentations you have two options to interact with the presenter:
 - Use the chat function during the conference call.
 - Use the “Questions & Comments” tab placed on the top of the screen. Each presentation has its own Excel page. Make sure you ask your questions or type your comments on the right page (P1 through P41).
- In addition to the keynote session and the hot topic talk, we have three types of presentations:
 - Paper sessions (20 min per presentation). Each presenter must test the system with the organizers beforehand – the presenters will be contacted to organize these tests.
 - Short paper sessions (10 min per presentation). Each presenter must test the system with the organizers beforehand.
 - Student intro sessions (1 min per student).
 - Each student is invited to prepare *one* powerpoint slide and present him-/herself. It is up to the student how to create this slide. However, an example is provided in this document below. Note that students only have to activate their microphone. In contrast to the paper and short paper sessions, the organizers will handle the slides in the student session. Hence, students are not allowed to interact with the slide.
- The schedule for each day can be found in the tab “Schedule - June X”.

General Rules:

- Turn off your camera / mute your microphone, unless you are presenting or want to say something.
- Please use headphones if available (better microphone quality).

Illustrated Guidelines

In this section, you can find detailed illustrated guidelines that help you handling MS Teams. A quick introduction for MS Teams can be found here: https://www.youtube.com/watch?v=jugBQqE_2sM (YouTube Channel: Microsoft 365).

Before the Retreat

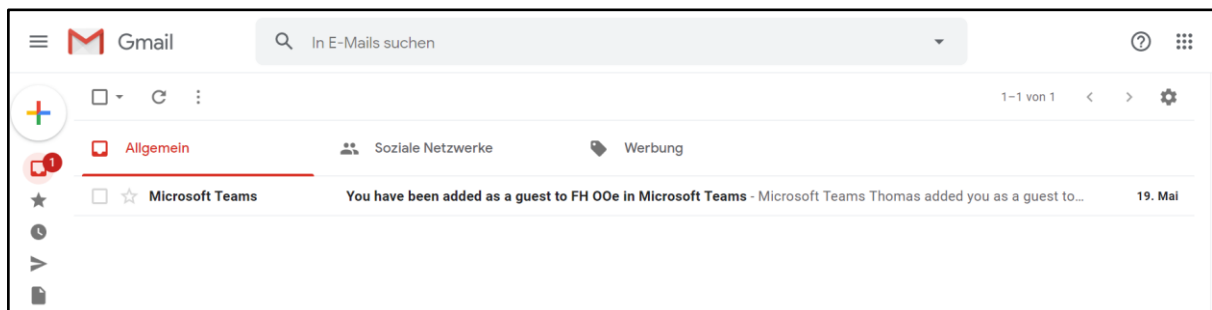
We recommend downloading the MS Teams app for the retreat: <https://www.microsoft.com/de-at/microsoft-365/microsoft-teams/download-app>. This app is available for Windows and MacOS and has a broader functionality than the browser application. If you cannot download the app (e.g., due to university restrictions), we strongly recommend using Google Chrome or Microsoft Edge. MS Teams only offers limited functionality, and in some cases even causes usage problems, with some browsers, in particular Firefox.

Google Chrome: <https://www.google.com/chrome/>

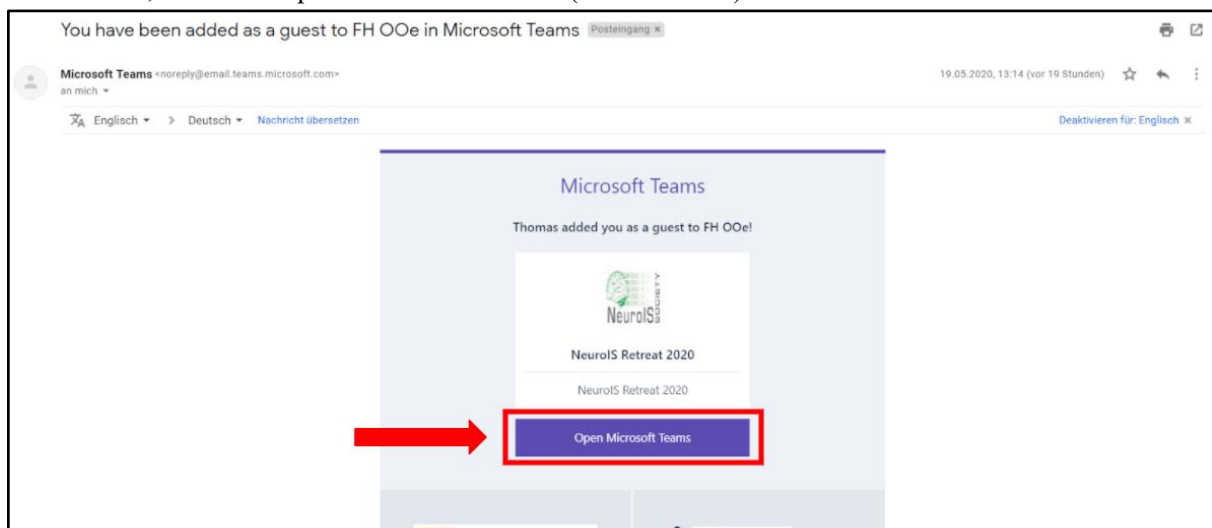
Microsoft Edge: <https://www.microsoft.com/en-us/edge>

Joining the NeuroIS Retreat 2020 Team

You should already have received an email invitation to MS Teams addressed to the email account that you used for the registration to the NeuroIS Retreat 2020 in the conference management system (Conftool: <https://www.conftool.net/neurois-retreat-2020/>). Subject: “You have been added as a guest to FH OÖ in Microsoft Teams” (as shown below).



In the email, click on “Open Microsoft Teams” (shown below).

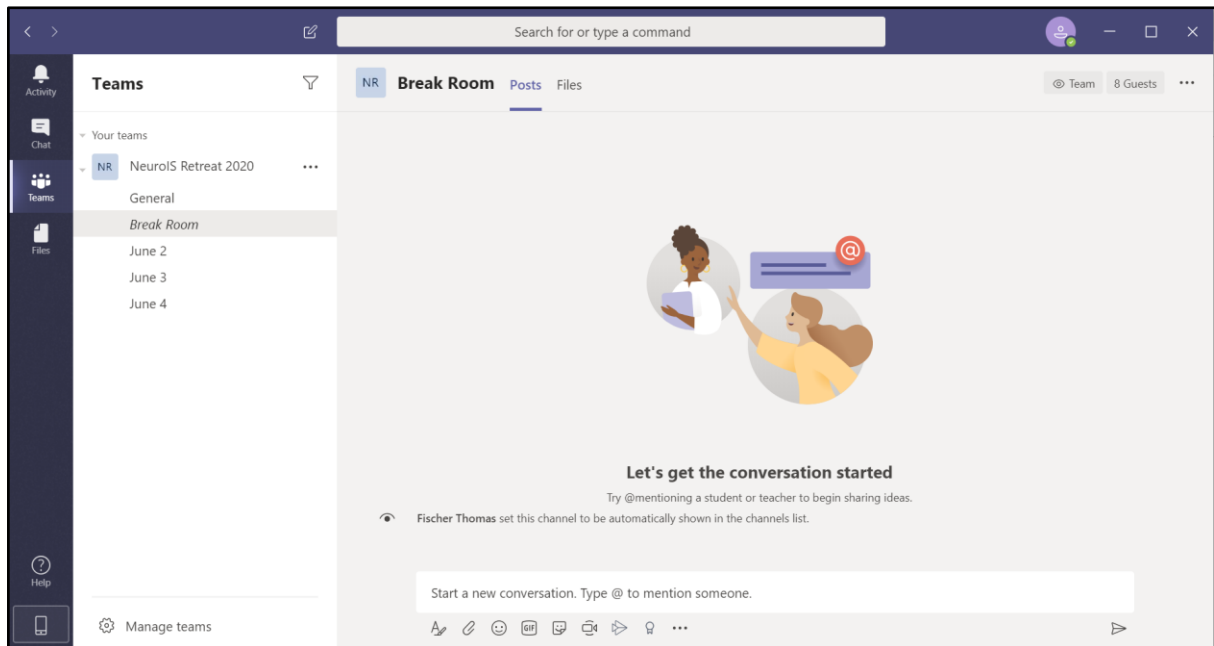


If you do not have a Microsoft account with the provided email address (e.g., in case your organization uses MS Teams or Office 365 or other Microsoft products, you should be able to login with your usual credentials), the following window will open up within your Internet browser. The wizard will guide you through the account creation process. Create a password, set your region and date of birth (as shown in the screenshots below).

Next, verify your email address using the 4 digit code Microsoft has sent to you with the Subject: “Verify your email address”. Please also accept the FHOÖe terms and conditions within the next step. FHOÖe is the institution that hosts the NeuroIS Retreat 2020 (as shown below).

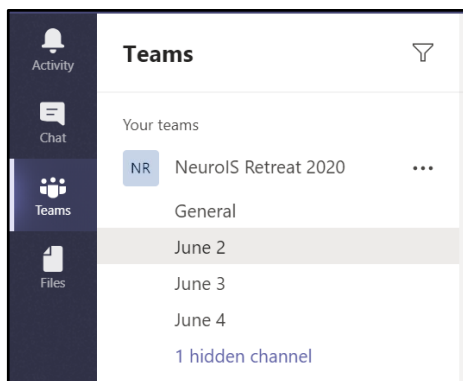
Now you are done with the registration, should it be required. You can now download the (desktop) app if you have not yet done it, use the web-app (Chrome or Edge) or open the Team within the desktop app. You can now sign in using your provided email address (shown below).

Now you can see the NeuroIS Retreat 2020 Team within the desktop or web application. This means that you are ready to join the virtual conference.



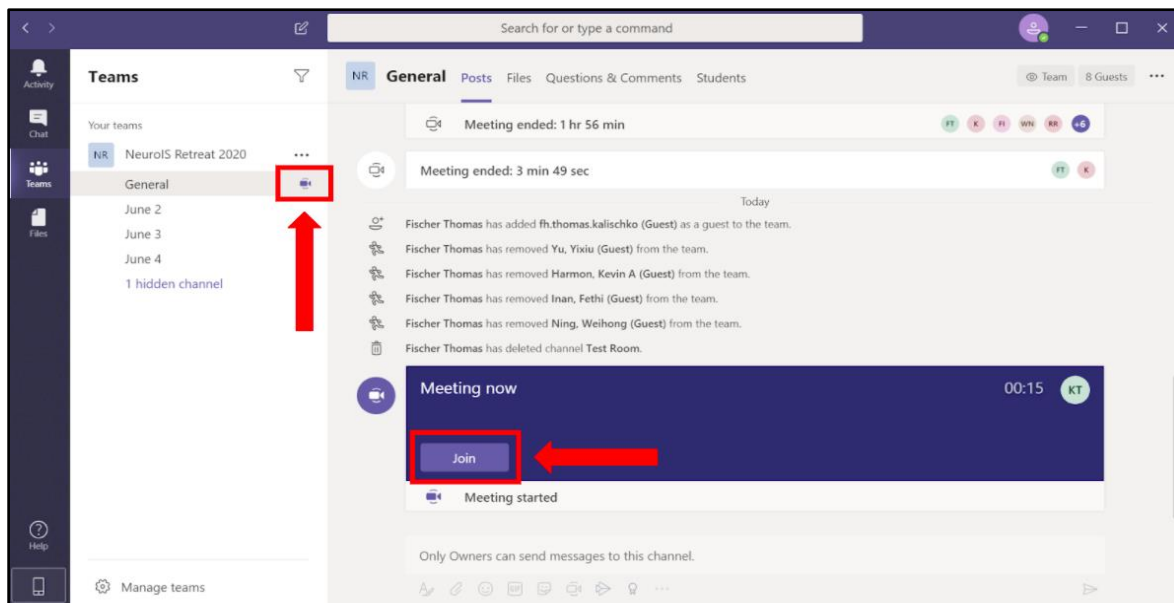
During the Retreat

In MS Teams - NeuroIS Retreat 2020 Team:



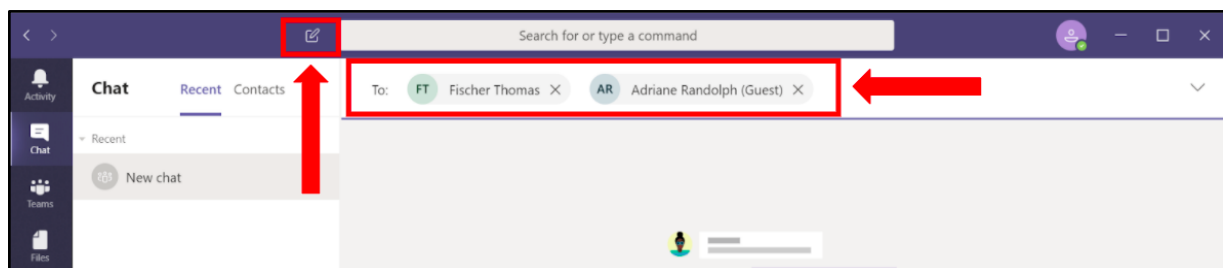
During the retreat, we will start one conference call each day. Each call will happen within the dedicated channel (June 2, June 3, June 4) (shown on the left).

Whenever there is a conference call you can see a small video icon next to the channel name. By clicking on the channel you can enter the conference call. Please note that you have to join the call yourself each day (shown below) – should you have technical problems at this stage, please contact the organizers by sending an e-mail to info@neurois.org.



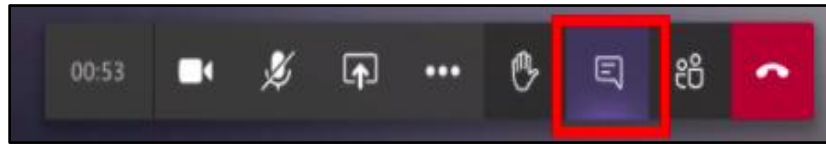
Within the break room, you can get in touch with other participants for networking activities or to talk about other topics (through an open chat room). For example, if you are interested in talking to other PhD students you can type that into the chat. Others who are also interested in joining the conversation can now interact with your message by using emojis or by commenting. Afterwards, organize yourself by creating a private chat.

To create a **private chat**, switch to the “chat” symbol on the top and type in the names of the people who indicated interest in getting in touch with you and/or talking about the provided topic. To switch back to the retreat, click on the “Teams” icon on the left side (shown below).

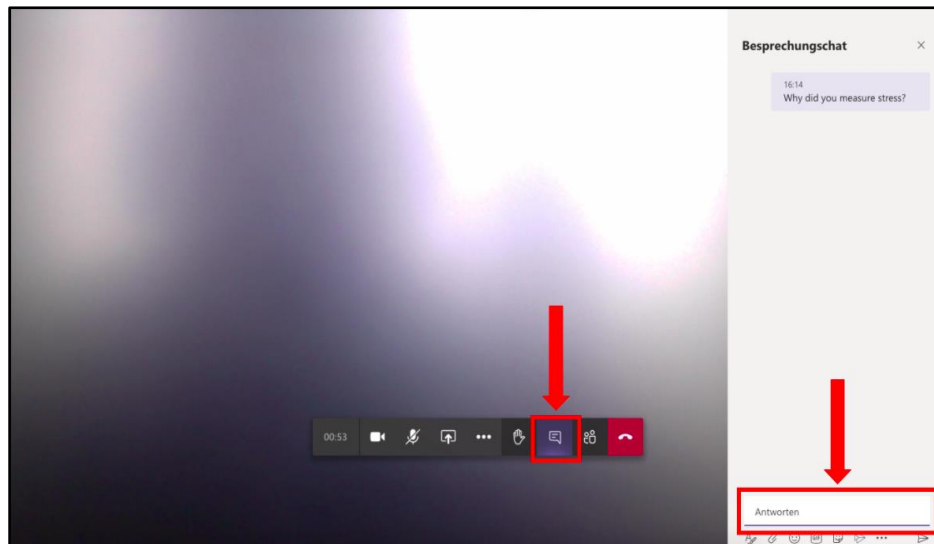


During the Conference Call / Presentations

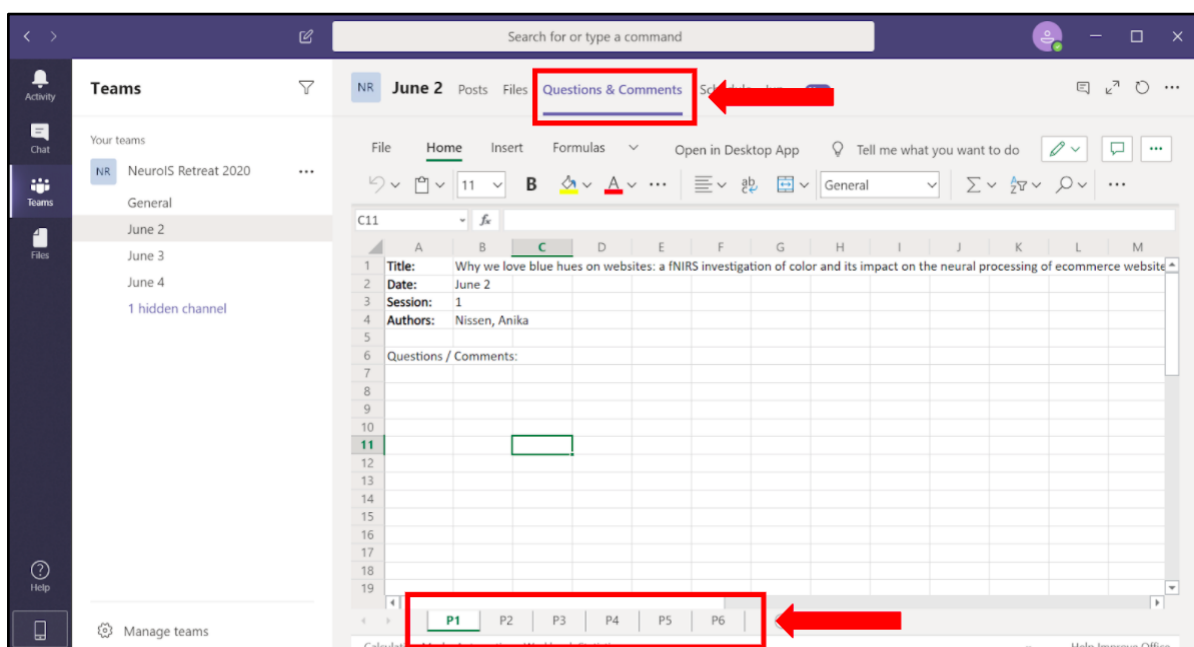
General info: Within a conference call, a couple of settings appear in the middle of your screen (as shown below). On the left, you see how long the current conference call has been going. The camera symbol allows you to turn your camera on/off. The microphone symbol allows you to turn your microphone on/off. The third symbol opens a dialogue, which enables you to share your screen or certain portions of it (e.g., a certain program that you have open). The three horizontal dots open a dialogue for further settings (e.g., device settings, which allow you to choose the camera and microphone that you use in MS Teams). The hand symbol allows you to indicate that you require attention (e.g., because you want to pose a question as soon as the presentation is over). The speech bubble symbol opens the chat window for the current conference call. The second to last symbol on the right opens an overview of the participants in the conference call. The last symbol (in red) allows you to leave the current conference call. The view for the chat window is shown in more detail below.



As shown below, when you activate the chat window it opens on the right side of the screen. Note that what you type in here will be visible to *all* participants in the conference call.



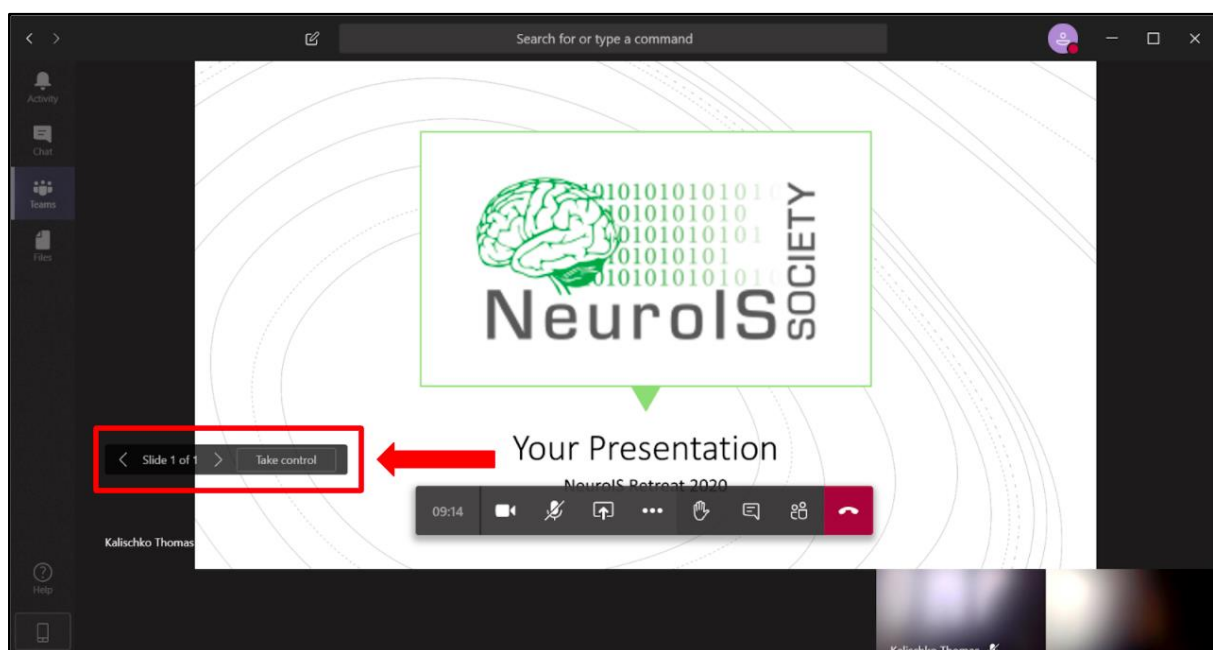
As audience member: You can either use the chat option to ask questions or you can use the Excel file that is provided for each presentation. You can find the file in the “**Questions & Comments**” tab on the top. Within the file, every presentation has its own page. Please use the correct page to ask your question or to make a comment (shown below on the next page). For each day, a document with the abstracts for each paper is also provided, which includes the ID (P1 through P41) of each presentation. Note that comments that you provide in the Excel file are visible to all conference participants.



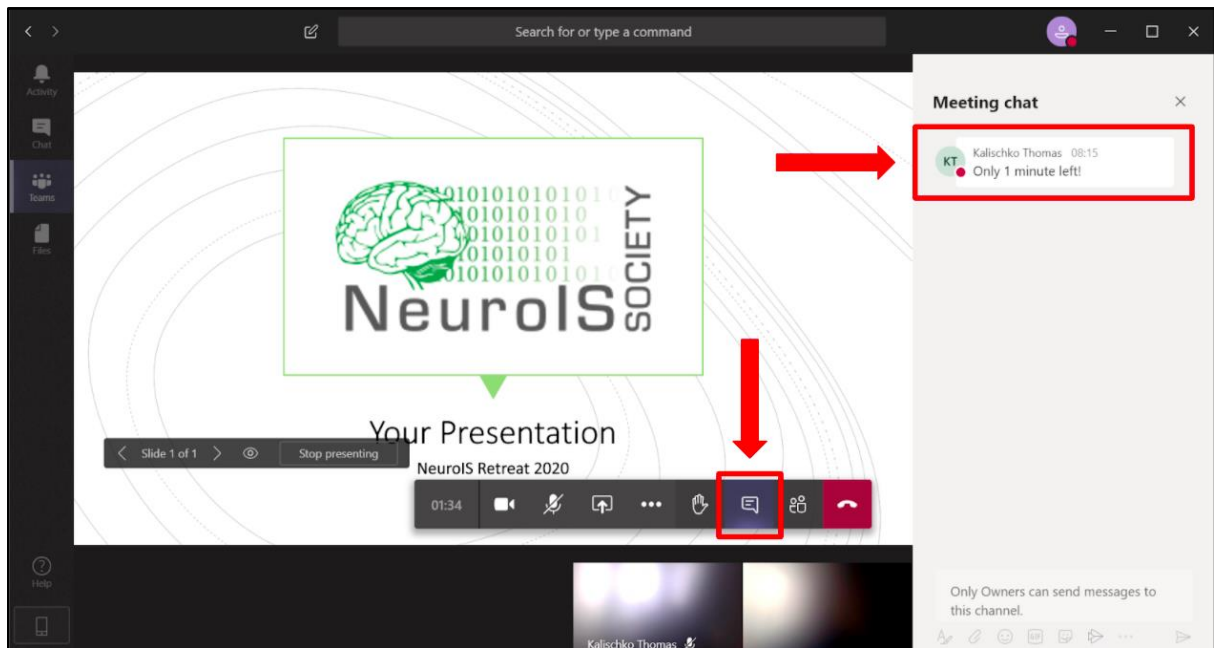
As presenter: Your presentation should have a .ppt or .pptx format and **has to be provided before the conference**. It will be started centrally by the organizers and then you can “Take control” during the presentation. The view for the take control window is shown below.



Clicking on the “Take control” button sets you as the presenter and gives you full control of the presentation. **Please do not “take control” as an audience member!**



After pressing “take control” please activate the chat window. We will inform you 1 minute before the end of time by either a chat message or by verbal cue. Note that the organizers will take control over the presentation when time is over. Time budgets for presentations have to be executed sharply to avoid running into organizational problems during the conference. We kindly ask for your cooperation. Thanks! Below you can see the view from a presenter's perspective.



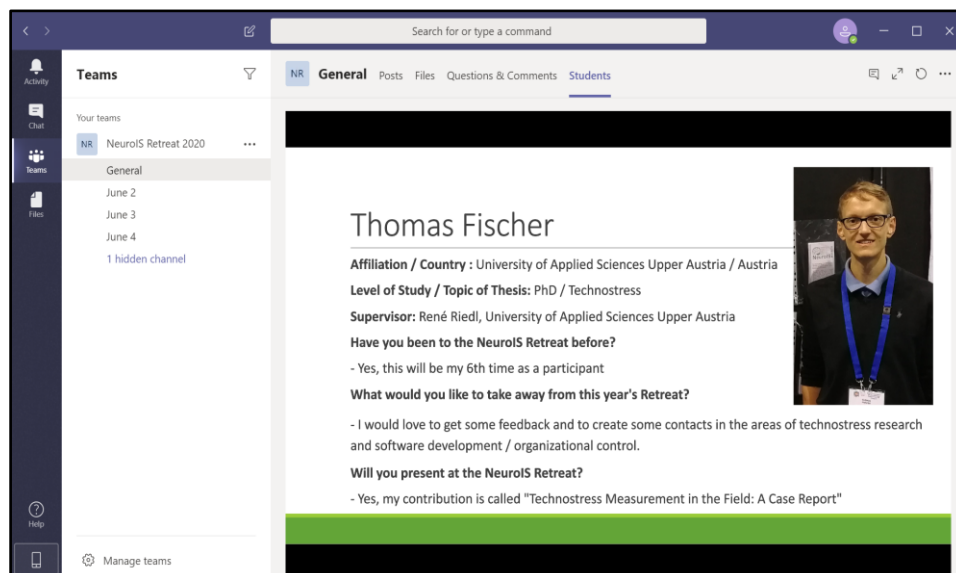
Note that you can reduce the chat window on the right in size, so it does not block your view on the presentation slides. Also, the controls in the middle of the screen will disappear over time if you do not interact with them (you can use, for example, the arrow keys on your keyboard to switch slides).

Types of Presentations

In addition to the keynote and the hot topic talk, we have three types of presentations:

- paper sessions (20 min per presentation in total)
- short paper sessions (10 min per presentation in total)
- student intro sessions (1 min per presentation in total)

Student intro: Each student has the chance to present him-/herself in front of the entire audience for 1 minute with 1 slide (an example is shown below). Students only have to activate their microphones, the organizers will handle the slides. Please do *not* interact with the slides during the presentation.

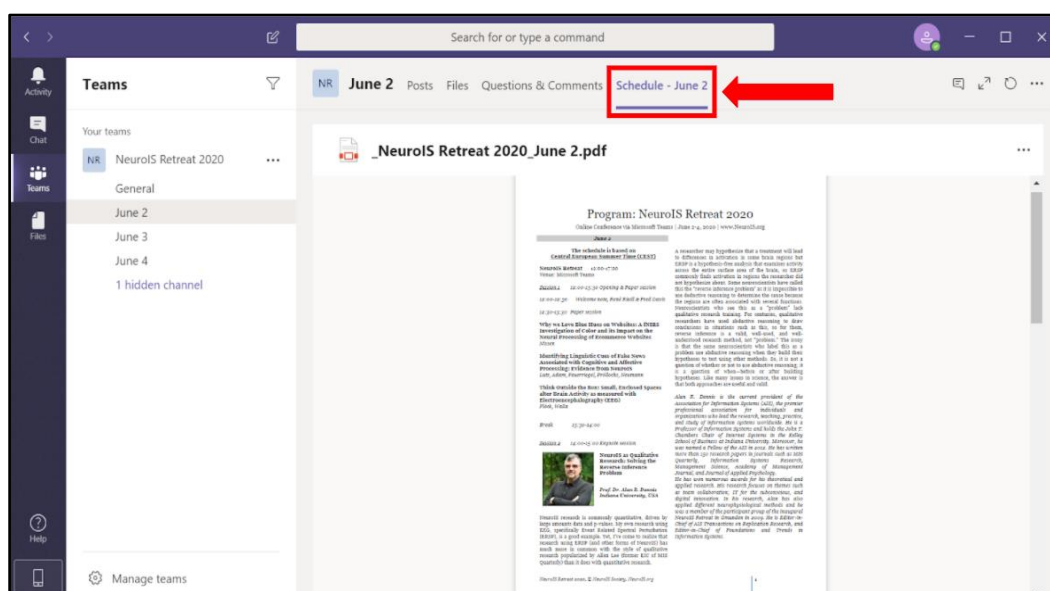


Further Information

For all participants:

You will receive an invitation to MS Teams in the beginning of the week before the Retreat (May 25 and onwards). To make the interaction during the Retreat uncomplicated, we will create a slideshow (ppt) with all participants (name, affiliation, picture taken from official web presence). In case that you prefer a picture different to the one provided on your official website, please send it to Info@NeuroIS.org until May 31.

You can find the schedule for each day of the conference in the “Schedule - June X” tab.



For presenters:

We will ask you to send us your presentation slides up until midnight before your presentation (CEST). In the week before the Retreat (beginning on May 25), we will also schedule test sessions with all presenters to make sure that the setup for the presentation will work during the Retreat. All presenters will be contacted by the organizers for this purpose.

For students:

A slideshow (ppt) will be included that features each student participant of the Retreat (in alphabetical order). 20 slots for 1 minute introductions will be provided in the Student Intro Session on June 2 and another 20 slots will be provided in the session on June 3. Students can edit their slides until June 1.

For further questions or assistance, please send an email to:
info@neurois.org

Alternatively, you can also contact the two conference assistants:

Thomas Fischer - thomas.fischer@fh-steyr.at

Thomas Kalischko - thomas.kalischko@fh-steyr.at