

WERA 2021

WERA 2021 VIRTUAL FOCAL MEETING
PARTICIPANT GUIDELINES
7-9 JULY 2021



July, 7-9
2021



WERA 2021 *Virtual Focal Meeting*

Networking Education: Diverse Realities, Common Horizons



SANTIAGO DE COMPOSTELA - Galicia - Spain



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Table of Contents

1. INSTRUCTIONS TO NAVIGATE ON THE EVENTS AIR PLATFORM	2
1.1. Prior to the event	2
1.2. Important aspects pertaining to speaker management and general flow of the event	2
1.3. Logging in for the first time	2
2. NAVIGATING YOUR WAY AROUND THE EVENTS AIR PLATFORM	4
2.2. Home screen	4
2.2. Sessions	5
2.2.1. Oral Presentations	5
2.2.2. Poster presentations	6
2.2.3. Discussion forum and Q&A	6
3. Networking	7
3.1. Meeting Hub	7
3.2. Exhibition / Sponsors	7
3.3. Gamification: Earning points by using the platform	8
3.4. Social Wall – A private social network for the even	9
4. INFORMATION FOR PRESENTERS	10
4.1. Live Presenters using AIRCast Studio	10
4.1.1. To start your presentation	10
4.1.2. Paper presentation	11
4.1.3. Symposium presentation	11
4.1.4. Invited symposium presentation	11
4.2. Chairs and Discussants	11
4.2.1. How to enter the session (the procedure is the same as for live speakers)	12
4.2.2. To join the session	12
4.2.3. The role and responsibility of the Chair	12
4.2.4. The role and responsibility of the Discussant	13
4.3. Poster sessions	14
4.3.1. To join the poster session	14
5. IMPORTANT PC SETTINGS	15
6. TRAINING SESSIONS SUMMARY	16

1. INSTRUCTIONS TO NAVIGATE ON THE EVENTS AIR PLATFORM

1.1. Prior to the event

A few days before the events starts, you will receive an email with the following information:

- A link to access the Virtual Portal.
- Confirmation of the sign in email address (*Your email address*) – that is the email address we have received from you on your registration form.
- A sign in PIN

Please keep these available, because you will access the portal with this information every time you log on. Please note that some browsers may allow automatic login without needing to enter the pin.

1.2. Important aspects pertaining to speaker management and general flow of the event

Before the event, please make sure about the following:

- Your internet connectivity is working and that you have enough bandwidth to participate.
- Please use Google Chrome as this browser interact best with the EventsAir platform. Other browsers may be compatible but from experience, if a speaker is experiencing a problem and then switches to google chrome, it seems to resolve the problem. We strongly recommend the attendees to use it too.
- Speakers MUST have a WIRED internet connection of no less than 8mb/s upload and 8mb/s download speed.
- Speakers need to use a personal computer that has no restrictions or limitations.
- Speakers need to use a connection that has no restrictions or limitations.
- Speakers need to be ready, in their sessions by no less than 20 min before their session starts. If there is a session before, kindly leave that session early to log in as speaker on time.
- The time allocated to each session needs to be monitored by the Chair who needs to make sure that sessions start and finish on time.
- Any videos or media needing to be shared must be embedded in the presenter's presentation. The technical administrators cannot take responsibility for sound quality issues from speakers' own presentations.
- We STRONGLY recommend speakers use two screens to present - this will allow you to keep an eye on the platform as well as your presentation. If not, you will only see your presentation after which you can unshare it and come back to the platform.
- Any speakers who are having technical difficulties will be given a reasonable time to resolve before we must move on with the programme.
- Due to the extremely high number of presenters, it is important that all speakers familiarise themselves with the platform before presenting and, speaker or presenter training sessions will be provided on 21, 22 and 23 June 2021 to log in to the backend of AIRCast. Three 3 full days have been allocated where speakers can book a slot to login, join a session and share their presentation. Upon booking a training slot a video and training documents will also be provided and we suggest that all speakers familiarise themselves with the training documents prior to the 'training' log-in opportunity. Please see information on speaker training in section 4.
- The technical administrators cannot take no responsibility for a presenter's technical issues. Speakers must ensure they adhere to the recommendations made above as well as ensuring that they have NO OTHER programs running besides PowerPoint when they present.
- Poster presenter training will be an open invitation webinar on Zoom on 24 & 25 June. Invitations will be sent closer to the time with timeslot to choose and the option to add to calendar.
- Chair and Discussant training will be an open invitation webinar on Zoom on 28 & 29 June. Invitations will be sent closer to the time. Invitations will be sent closer to the time with timeslot to choose and the option to add to calendar.

1.3. Logging in for the first time

When you log in for the first time, you will find the following:

- You will be asked to confirm your audio and video capabilities (this is an important thing to do to make sure that your camera and microphone is working).

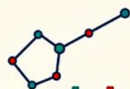


July, 7-9

2021



2021



WERA 2021 *Virtual Focal Meeting*

Networking Education: Diverse Realities, Common Horizons

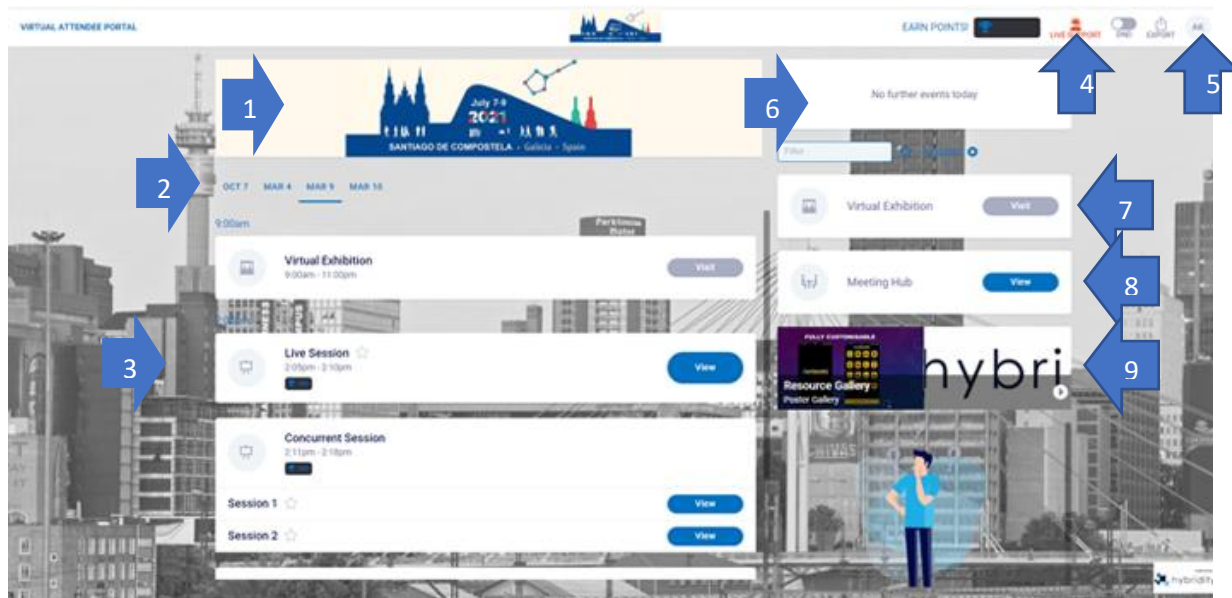
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- An [instruction video](#) introducing you to the platform. Please note that you can listen to this instruction video at slower speed, at the bottom right click on settings and change the speed according to your preference.
- A [form to complete](#) requesting fields of interest, a picture of yourself and a short bio. You are welcome to edit the content of this form and add as much information you want, because this assist attendees in the networking portion of the event.
- Once logged in. You can [edit your details](#) at any time by clicking on the [picture placeholder](#) (or your picture if you have uploaded one) in the right top corner of the screen.

Attendees can click [here](#) to watch an explainer video.

2. NAVIGATING YOUR WAY AROUND THE EVENTS AIR PLATFORM

2.2. Home screen




1. Sponsor logos.
2. Event dates.
3. Timeline showing the programme. *Please note that the sessions will run according to the times on the Timeline and start and end exactly at the times indicated. If you give a live presentation, please try to keep within the time limit given, otherwise you will be stopped in mid-sentence.* To join any of the items, click the JOIN button which will appear next to the agenda item.
4. Live support: click here if you experience any technical difficulties to chat with someone in the control room.
5. Your picture will show here.
6. Timer to show you how far you are into the current session and when the next session will start.
7. Click here to see the booths of sponsors
8. Meeting Hub: click here to see a list of all delegates; this functionality allows you to contact and chat to other delegates either by text or video (please note that you will not find your own name among the list of delegates in the Meeting Hub).
9. The gallery of all both pre-recorded oral presentations and posters.

2.2. Sessions

Once you have clicked on a session on the *Timeline*, the following screen will appear:



1. If you are in a session or any other part of the platform and want to go back to the Timeline, press “Back to Timeline”.
NEVER press the “back” arrow of your browser because that will log you out of the platform.
2. Shows you the session that will be starting, or the one in progress.
3. Once a session has started, you will see a screen in this position. The screen can be enlarged by pressing the white diagonal arrow at the bottom corner.
4. Click here to see information about the speaker and download handouts if any are uploaded.
5. Any polls that the speakers would like the attendees to participate in will appear under the Poll section, once polling is complete – the attendees will be able to see the live results.
6. You can post questions to the speakers using the Live Q&A function.
7. Use the Discussion Forum to chat with delegates in general or post comments for all to see. **DO NOT POST QUESTIONS TO THE SPEAKERS IN THIS FORUM.**
8. You can make notes visible only to yourself here and then export them to your computer at the end of the event using the Export button at the top right corner of the screen. 
9. If you are not able to see any of the functionality shown on the images above, try zooming out on your browser.

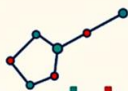
2.2.1. Oral Presentations

- Live presentations: these will happen on the main stage of the platform, and you can ask questions using the Q&A module on the right hand side of the screen.
- If you have a specific question about a presentation and do not feel it has been addressed in the Q&A session, you can set up a meeting with the presenter via the Meeting Hub.
- Please check the programme to see who presents in which theme.



July, 7-9

2021



WERA 2021 *Virtual Focal Meeting*

Networking Education: Diverse Realities, Common Horizons

SANTIAGO DE COMPOSTELA - Galicia - Spain

2.2.2. Poster presentations

Each poster presentation consists of a

- Single page PDF document showing the content of the poster (1MB or less).
- An abstract (250 words or less) that can be *viewed in advance* and which will not be shown during the poster sessions.
- Poster presenters will be available for the duration of their session to answer questions and participate in discussions. Delegates can join at any time during the session to participate and can also contact the presenters outside of the poster sessions.

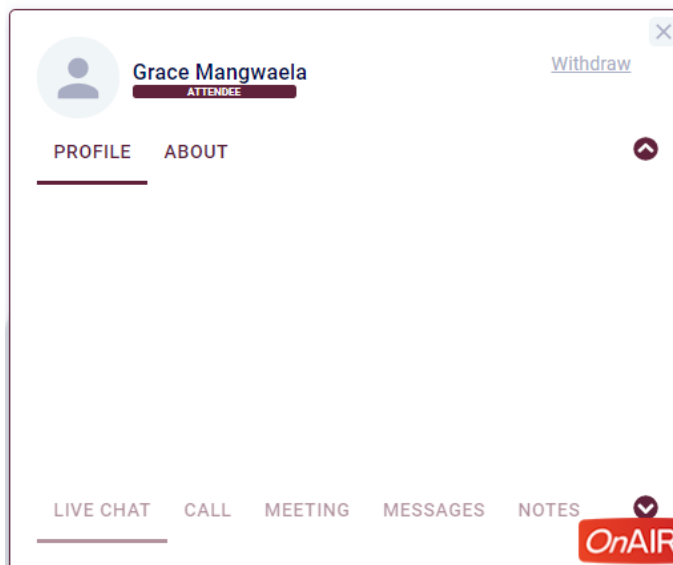
2.2.3. Discussion forum and Q&A

- The Discussion forum should be used for general remarks and chatting with other delegates. Comments on this forum will not be used as input to the technical discussion sessions.
- The Q&A can be used for posting questions while watching the live talks, poster flash presentations and the discussion sessions. If you see someone has already posted a similar question, you can “vote” for it by clicking the “thumbs up” sign and the one with the most likes will jump to the top.

3. Networking

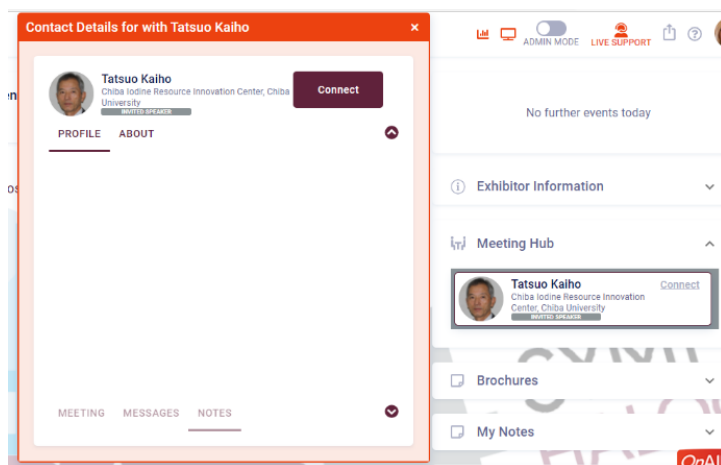
3.1. Meeting Hub

A list of delegates appears in the meeting hub, and you can select a delegate you want to learn more about or have a conversation with. This can be done by text, live chat via video or audio. Please take note that you will not find your own name in the meeting hub, only others!



3.2. Exhibition / Sponsors

- All exhibitors and sponsor information are listed under “Virtual Exhibition” on the right-hand side of the timeline and information, brochures, contact details, videos and product lists can be downloaded when you visit the booths.
- If one of the sponsors have the option of a “live” booth, you will be able to interact with them using video and text-based chats. Click to open and then click on “Connect”. This will open a window on the left where you can connect with the exhibitor to set up a meeting time.
- Exhibitors and sponsors do not need to be available at their booths during the event – they just need to respond to delegates requesting meetings.

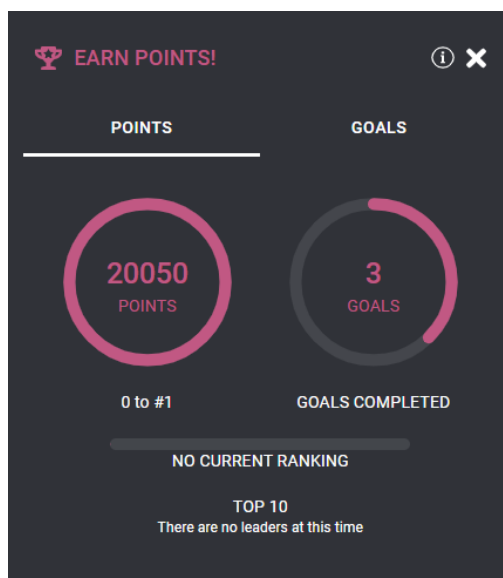


When an exhibitor / sponsor is available the delegates will be given an option to queue for a meeting and once the exhibitor accepts the request, they can have a video conversation here. Should they wish to have another meeting they can then select the meeting hub option and organize additional meetings.

3.3. Gamification: Earning points by using the platform



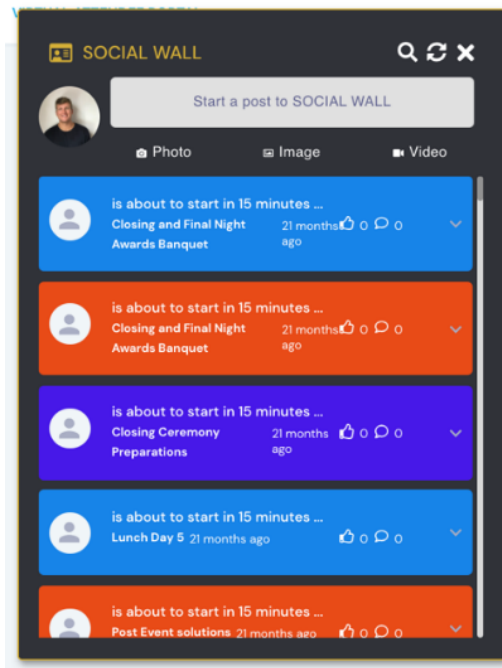
Using the various functionalities of the platform will earn you points attending live sessions, poster sessions, visiting sponsor booths, participating in the networking sessions, activity on the Discussion Forum, etc.





3.4. Social Wall – A private social network for the event

By clicking the button above, you will open the Social Wall. The social wall allows you to post photos, post videos, share a status or tag fellow attendees in your posts.



4. INFORMATION FOR PRESENTERS

4.1. Live Presenters using AIRCast Studio

- Presenters in AIRCast Studio require a personal computer with adequate performance to manage their presentations and video feeds.
- The following are our recommended hardware requirements for presenting in an AIRCast Studio session:
 - Wired internet connection
 - Personal computer with a minimum i5 or equivalent processor
- Close any background software such as Outlook, Slack, Skype, Teams etc.
- Do not minimize or put the AIRCast Studio into the background. This will cause the broadcast to stop.
- Disable Sleep and Power Saving options on your computer. The presentation is run from your own computer and not embedded on the platform.
- You do not have to watch or react to the live Q&A, because this will be used by the Chair of your talk.
- Make sure your presentation fits into the allocated time for your talk. Close to the end of the time allowed for your presentation, a count-down counter will appear prompting you to finish. Once it reaches “0”, the presentation will stop. If you use one screen only, you can download the timer app on your phone to check while you are presenting. Click on “Clock app” in the top right corner of the screen and scan the QR code to download the app.
- You can join your session from 30 minute prior to its start time. When you join your session, you will be placed in a Green Room in AIRCast Studio, the presentation environment used by all presenters. Only the platform host and other presenters already in the Green Room can see and hear you at this point. The platform host will start the AIRCast studio a few minutes before you present to get you ready for your presentation.
- Once you share your presentation, your presentation will be the only thing visible on your screen. If you would like to be able to view the platform back-end as well, you will need a second screen connected to your PC.

4.1.1. To start your presentation

Open your presentation on your computer.

- Select Join Greenroom. You will be brought into the Green Room until the platform host brings you on to the Main Stage.
- Adjust your camera as required to make sure that attendees will see you clearly. Once the platform host has added you to the preview window, you can select Share Screen to share your presentation with the delegates.
- You will see this toolbar:



- The host will warn you when you are going live with your talk, but it sometimes takes a few seconds for delegates to connect, so wait for a few seconds longer before starting to speak.
- The Chair will warn you when there is five minutes left before the end of your talk.
- 10 minutes will be allocated to questions at the end of the session.
- Once your presentation is finished, you can select End Presentation and click the LEAVE button to go back to the timeline.

You can click [here](#) to watch a video with the instructions.

IMPORTANT NOTE FOR ALL PRESENTERS:

Before the start of the event, you are required to submit your presentation details, your picture and bio using the Presenters Portal. Your personalised registration link can be found in the main body of this e-mail it is very important that you complete this process so that all of your information is captured.



July, 7-9

2021



WERA 2021 *Virtual Focal Meeting*

Networking Education: Diverse Realities, Common Horizons



SANTIAGO DE COMPOSTELA - Galicia - Spain

4.1.2. Paper presentation

Please be aware of the following information when planning your paper presentation to ensure that it adheres to the time available during each session:

- Each session is 90 minutes long.
- 10 minutes will be allocated to the Chair at the beginning of the session. The session Chair will introduce each paper.
- 10 minutes will be allocated to questions at the end of the session.
- The remainder of the time (70 minutes) should be distributed evenly among presenters (an average of 4 presenters per session). A tight time schedule will be managed by the Chair of a session.
- If applicable, presentations in Spanish must also be accompanied by an English PowerPoint/presentation.
- Highlights may be given covering such points as the purpose of the study, description of the sample, methodology, problems, and major findings, conclusions, or recommendations. The amount of time devoted to each highlight will vary according to the author's evaluation of the importance of each area to the paper.

4.1.3. Symposium presentation

Please be aware of the following information when planning your symposium to ensure that it adheres to the time available during each session:

- Each symposium session is 90 minutes long.
- 10 minutes will be allocated to the Chair at the beginning of the session. The session Chair will introduce each paper.
- 10 minutes will be allocated to the Discussant at the end of the session.
- 10 minutes will be allocated to questions at the end of the session.
- The remainder of the time (60 minutes) should be distributed evenly among presenters (an average of 3-5 presenters per session). A tight time schedule will be managed by the Chair of a session.
- If applicable, presentations in Spanish must also be accompanied by an English PowerPoint/presentation.
- Highlights may be given covering such points as the purpose of the study, description of the sample, methodology, problems, and major findings, conclusions, or recommendations. The amount of time devoted to each highlight will vary according to the author's evaluation of the importance of each area to the paper.

4.1.4. Invited symposium presentation

Please be aware of the following information when planning your Invited symposium to ensure that it adheres to the time available during each session:

- Each Invited symposium session is 60 minutes long.
- 5 minutes will be allocated to the Chair at the beginning of the session. The session Chair will introduce each paper.
- 5 minutes will be allocated to the Discussant at the end of the session.
- 5 minutes will be allocated to questions at the end of the session.
- The remainder of the time (45 minutes) should be distributed evenly among presenters (an average of 3-5 presenters per session). A tight time schedule will be managed by the Chair of a session.
- If applicable, presentations in Spanish must also be accompanied by an English PowerPoint/presentation.
- Highlights may be given covering such points as the purpose of the study, description of the sample, methodology, problems, and major findings, conclusions, or recommendations. The amount of time devoted to each highlight will vary according to the author's evaluation of the importance of each area to the paper.

4.2. Chairs and Discussants

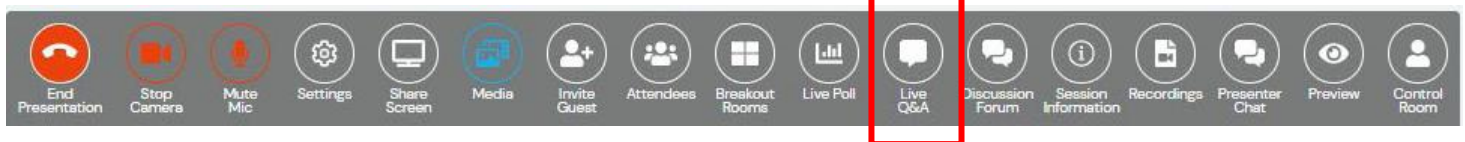
Please be aware of the following important information which will be useful for you to know when planning to Chair or act as Discussant for the WERA Paper or Symposium Session allocated to you.

- Only 9 people (Chair plus 8) can be on the screen at the same time. If you want to address a speaker not on screen, please indicate that you want to ask him/her a question so that the control room can bring them in.
- If more than one person presents or if more than one chair needs to be 'on stage' for the duration of a session please inform the Logistical Assistant when you log in prior to the session.

- We will have a webinar-style training session on the 28th and 29th of June – you can choose one of these dates and an invitation will be sent out closer to the time.

4.2.1. How to enter the session (the procedure is the same as for live speakers)

- Please use a wired connection.
Close any background software such as Outlook, Slack, Skype, Teams etc.
- Do not minimize or put the AIRCast Studio into the background. This will cause the broadcast to stop.
- Disable Sleep and Power Saving options on your computer. The presentation is run from your own computer and not embedded on the platform.
- Watch and moderate the questions coming from the audience using the Live Q&A function:
 - View questions submitted in real time.
 - Choose to moderate questions, by using a checkbox to indicate questions to display in the Live Q&A display.
 - Star questions to categorize them as appropriate or next to respond to.
 - Once questions have been answered Mark questions as answered.
- Make sure the presentations fit into the allocated time. Close to the end of the allowed time, a count-down counter will appear prompting you to finish. Once it reaches “0”, the session will stop. If you use one screen only, you can download the timer app on your phone to check while you are presenting. Click on “Clock app” in the top right corner of the screen and scan the QR code to download the app on your phone.
- You can join your session from 30 minutes prior to its start time. When you join your session, you will be placed in a Green Room in AIRCast Studio, the presentation environment used by all presenters. Only the platform host and other presenters already in the Green Room can see and hear you at this point. The platform host will start the AIRCast studio a few minutes before you present to get you ready for your presentation.



4.2.2. To join the session

- Select Start Presentation. You will be brought into the Green Room until the platform host brings you on to the Main Stage.
- Adjust your camera as required to make sure that attendees will see you clearly.
Once the platform host has added you to the preview window, you can select Share Screen if you have a presentation to share.
- Once you have shared a presentation, you will only see your presentation in presentation view. Your logistical administrator will talk you through this before your session.
- Once the session is finished, you can select End Presentation and click the LEAVE button to go back to the timeline.

You can click [here](#) to watch a video with the instructions for presenters.

4.2.3. The role and responsibility of the Chair

Chairs are responsible for the overall planning and execution of the session to facilitate the sessions’ success, as well as evaluation of the session. Responsibilities fall into the following areas:

- *In Advance of the Session*
 - When you search the online programme you will be able to view author’s details and email addresses (if this were uploaded in their bio) for your session.



WERA 2021 Virtual Focal Meeting

Networking Education: Diverse Realities, Common Horizons

SANTIAGO DE COMPOSTELA - Galicia - Spain

- Email authors to request that they send their presentations slides, and a short biography which you can use to introduce each presenter.
- **During the Session**
 - Connect to the session minimum 20 minutes beforehand to join the greenroom. Please go through the main points for a presentation in these 20 minutes beforehand, while logistic assistants upload the presentation of each presenter.
 - Chairs will facilitate the live sessions covering a specific theme as follows:
 - Introduce the speakers of the session and warn them when they have 5 minutes and 1 minute left to go.
 - Moderate all live Q&A submissions to be answered by the presenters at the end of the session.
 - Bring in all the presenters to form a panel.
 - Facilitate the discussion as well as the Q&A.
 - Open the session at the scheduled time and orient the audience to the context with a few brief introductory remarks.
 - Please commence the session with the following information:
 - Provide a very short overview of the World Education Research Association (WERA) for example: *“WERA is an association of major national, regional, and international specialty research associations dedicated to advancing education research as a scientific and scholarly field. WERA aims to undertake initiatives that are global in nature and thus transcend what any one association can accomplish in its own country, region, or area of specialization. Member associations are resolved to work together to address such issues as building capacity and interest in education research, advancing education research policies and practices, and promoting the use and application of education research around the world”*.
 - Acknowledge and express gratitude to presenters and attendees for supporting WERA.
 - Introduce the participants before their presentations.
 - Strictly limit time for each speaker and discussant. While Chairs need to be attentive to time allocations, the role of Chair is much more than keeping time. A session’s success may depend on the Chair’s ability to limit the time of presentations and temper discussion from the floor to allow sufficient time for interaction.
 - Raise issues that can facilitate audience engagement and moderate panel or floor discussions.
 - Adjourn the session in time to allow the room to clear before the next session begins.
- **General reminders during the session to share with presenters**
 - Please remind presenters that if they would like to talk to one another while a presentation is live, they can use the presenter chat button. The Chair can also use this button to communicate with the LA or other presenters in the Preview Screen while on stage.
 - Remind presenters that the Chairs will remain on the main stage throughout the session and the LA will be bringing presenters on stage one at a time and share their presentation that were uploaded prior to the start of the meeting.
 - Please remind presenters that AIRCast Studio where they are presenting from is back-end view and that attendees will see a much larger, more legible view of the screen.
 - The Chair will should reminder presenters NOT to press the "End Presentation" button as this will remove them from the main stage. Also please remind presenters that if anyone pressed the "End Presentation" by mistake, to re-join the session and wait for the LA to add them back onto the preview screen.
 - Remind presenters once a session is live to mute their microphones when not presenting.

4.2.4. The role and responsibility of the Discussant

Discussants are responsible for commenting on papers and presentations to provide professional as well as constructive criticism and raise issues for broader consideration that connect to these works. Responsibilities fall into the following two areas:

- **In Advance of the Session**
 - Read the abstracts for your session in order to prepare comments and organize your thoughts.
 - Prepare appropriate analytical or critical commentaries on the significance and contribution of the papers presented in the session. You are under no obligation to comment on papers not uploaded in the online program.
 - Connect with the session Chair to review the shape of the session and time constraints on the length of discussion.
- **During the Session**
 - Serve as commentator for the papers and issues on substantive points pertaining to these works. It is expected that you draw upon your expertise and views in commenting on papers or presentations; however, it is not the appropriate occasion to present your work.
 - Provide comments on papers that will assist authors in taking steps toward publication in order to help authors minimize the time between presentation and publication. Such commentary may include remarks on the session, comments written directly on the papers, and/or discussions with the authors.

4.3. Poster sessions

Poster sessions are visual displays of research findings, which provide the presenter with an opportunity for discussion of the research and findings. Work with initial findings or in early stages of development and studies that are best conveyed with data analytic methods or pictorial, or hands-on displays might be especially appropriate for a poster.

- The poster should be as self-explanatory as possible so that your main job is to supplement the information it contains. To reach this aim, make it clear, structured, concise and attractive with the following information:
 - The paper title and the authors' name and affiliations should appear at the top of the poster.
 - The abstract (250 words or less) should be placed in the upper left portion of the poster, with a conclusion (major conclusions, discussion, theoretical and/or practical implications) in the lower right-hand corner.
 - Although there is considerable room for flexibility (please see the '[poster template](#)' on the conference website as example), it is often useful to have panels indicating the aims of the research (research problem statement or objective of the project), hypothesis or research questions, method (a description of the sample, design, materials and procedure of the study) and analyses of the study. Another panel might highlight the important results, with a few panels being used to present the main points in tables or figures.
 - The major titles/subtitles should be in large letters.
 - Figures and tables should be kept as simple as possible, so that viewers can readily take away the main message.
 - A brief large type heading of no more than one or two lines should be provided above each illustration, with more detailed information added in smaller type beneath the illustration.
 - When working on the arrangement of your display on the poster, be aware that it is preferable to align materials in columns rather than rows.
- Single page PDF document showing the content of the poster (1MB or less). Please save the poster using the following naming convention: namesurnamePOSTER.PDF
- An abstract (250 words or less) that can be *viewed in advance* and which will not be shown during the poster sessions.
- A flash poster can also be submitted. A flash poster is a pre-recorded 3-minute or less video presentation of your poster. This video will be uploaded in the resource gallery and will be available to the attendees throughout the duration of the event. It is not compulsory to submit.
- All the above documents and video's must be submitted in advance using the Presenters Portal via the link at the bottom of this section. Make sure that you know in which poster session you will present.
- We will have a webinar-style training session on the 24th and 25th of June – you can choose one of these dates and an invitation will be sent out closer to the time.
- **To submit your Poster and Flash Poster, please use your personal registration link in the body of this e-mail.**

4.3.1. To join the poster session

- Join your poster session at any time prior to its start time and be available throughout the session.
- When you click View My Presentation, you will be placed into the virtual poster presentation. During the poster sessions, attendees will be able to queue for the discussion - you will need to accept attendees before they can join the discussion. Please note that attendees join the poster session via audio only.



- You will need to let attendees into the session before sharing your screen and starting the presentation
- The presenting author should be available throughout the session.
- The session will stay open for the duration of the poster session.
- At the end of the poster session, select End Presentation for All.

You can click [here](#) to watch the video with instructions.

5. IMPORTANT PC SETTINGS

IMPORTANT PC SETTINGS:

For AIRCast to access your presentation, camera and microphone it is very important that you check your security and privacy settings on your PC. You will need to give permission to your browser to access your camera, microphone and screen recording. Please use the below for instructions on how to grant these permissions:

APPLE: <https://support.apple.com/en-za/guide/mac-help/mchld6aa7d23/mac#:~:text=On%20your%20Mac%2C%20choose%20Apple,%26%20Privacy%2C%20then%20click%20Privacy.&text=Select%20Screen%20Recording.,off%20access%20for%20that%20app.>

WINDOWS: If you are using a Windows computer, when you click “Share Screen” in OnAIR you will be prompted to give permission to your browser. Please grant your browser permission to access your apps or desktop.

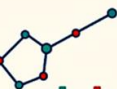


July, 7-9

2021



2021



WERA 2021 *Virtual Focal Meeting*

Networking Education: Diverse Realities, Common Horizons

SANTIAGO DE COMPOSTELA - Galicia - Spain

6. TRAINING SESSIONS SUMMARY

To ensure that all speakers are able to presenter effectively, we strongly recommend that you attend speaker training. We have allocated three full working days to facilitate this training on the 21st, 22nd and 23rd of June 2021. To register for speaker training, please look in the main body of this e-mail where you will find a personal registration link.

Please book a training slot by 16 June 2020.

You will receive an email conformation. Should you have trouble with booking your timeslot please contact: Alex Macphail alex@hybridity.co.za or sonette@savannaskills.co.za

Speaker training will not take longer than 10 minutes per person "on stage" and give you the chance to experience our streaming studio, AIRCast Studio before your presentation and allow us to iron out any issues you may experience beforehand.

PLEASE TAKE NOTE THAT THIS PERSONALISED TRAINING IS FOR PAPER AND SYMPOSIUM PRESENTERS ONLY!

Posters presenter training will be an open invitation webinar on Zoom on 24 & 25 June. Invitations will be sent closer to the time. Links can also be found in the main body of this e-mail.

Chairs and Discussants will also be trained in a webinar training session on the 28th and 29th of June. Invitations will be sent closer to the time. Links can also be found in the main body of this e-mail.