

WELCOME TO THE 36TH ANNUAL IMP CONFERENCE AND DOCTORAL COLLOQUIUM 2-4 SEPTEMBER 2020

GUIDELINES FOR IMP 2020 VIRTUAL

Dear IMP Colleagues,

We are pleased to welcome you to this unique event in history – the first ever IMP Virtual Conference! The conference will of course continue the tradition of an open, inclusive, constructive and friendly atmosphere where colleagues meet, greet and discuss among each other. While much is the same, some practical matters change.

We want to take this opportunity to introduce you to some of these practicalities now before the start of the conference.

Access

To gain access to the conference, you will be required to use the following two platforms:

- The conference, including the Doctoral Colloquium, is broadcast via **Zoom** from a studio in Örebro. There will be live discussions and keynotes from the studio in addition to the paper sessions (which will also take place using Zoom)
- We will be using an **app**, the Örebro University Conference App, for your smartphone which will (among other things) enable you to navigate the full program, build your customized program, get access to all Abstracts, find practical information and engage in social interaction

The conference will have a main Zoom-room for all plenary sessions with a live webinar stream broadcast from the IMP 2020 Virtual Studio. It will also have parallel rooms for the tracks which contains the paper sessions.

Access to all sessions will be via Zoom links which will be published in the detailed program when you log on to the conference website and in the Örebro University Conference App. Each track will have a unique Zoom link which will remain the same during the whole conference. Day 1 contains five tracks and, hence five Zoom links. The first four of these will then be used to access the four tracks that make up Day 2.

Further details on how to access both platforms can be found in the guidelines below.

Tech check

If you are a **presenter, session chair or tech support**, we will contact you to arrange a testing session. Participation at this rehearsal is mandatory; thank you for your understanding! This is to ensure that the handling of technical issues can be tested and any potential issues resolved before the actual conference and the Doctoral Colloquium starts.



For **participants**, we offer the opportunity to test your technology at the start of the conference. Log in via the link under *meet and greet* in the detailed program.

Please ensure that you familiarize yourself with these guidelines before the testing session.

Support

If you need technical support during the conference, do not hesitate to contact us!

- If you experience any technical problems before the conference, please contact IMP2020@oru.se
- During the conference, please contact tech support by sending a private message by selecting Tech Support (i.e., the host) in the chat options of the Zoom room that you are participating in.
- Every session will have a tech support to help with the technology. This person will be the one actually hosting the Zoom session, and will thus ensure that delegates get access. The tech support will also monitor the chat.



Setting up your infrastructure

- We prefer that you use Google Chrome
- Use a network cable instead of Wi-Fi if possible
- Sit alone in a room without disturbing background noise
- A good microphone is very important. Use a headset or headphone with a microphone that connects to the computer via USB cable
- Please be sure to turn off or mute your microphone when you are not talking
- Make sure you are visible in the picture. Use the webcam and place it close enough to angle the camera so that your eyes are slightly above the centre of the image
- Have more light in front of you than behind you. If you are sitting with a bright light behind you it is difficult to see your face and you will appear more like a dark silhouette

In Zoom there is a function for changing background. Please download the IMP Virtual background from the Conference web page and add it by clicking on settings→virtual background and add the image by clicking +Add image. If your computer does not meet the requirements for having a virtual background without a green screen, please have a quiet background. Messy wallpapers draws attention from you!

This year, your Zoom name is your conference badge. Please make sure to use the 'name' function in Zoom to show your Name, Organisation, Country (e.g. John/Jane Doe, Örebro University School of Business, Sweden). To change your name after entering a Zoom meeting, click on the "Participants" button at the top of the Zoom window. Hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "More" and select "Rename". Enter the name you would like to appear in the Zoom meeting and click on "OK".

- As always, we do not have a conference dress code. But please be aware that finely striped shirts and blouses can flicker in the camera!
- We would appreciate it if you could log into each program point about 10 minutes in advance to check all settings work, and if they don't, you can get tech help!

Zoom

All sessions will use Zoom. If you have not used Zoom before, please refer to the excellent user guide [here](#).

Zoom Webinar

- Zoom Webinar will be used for all plenary sessions broadcast from the IMP 2020 Virtual Studio, as this is the best platform for sessions with many participants
- With Zoom Webinar, you will be able to follow what is going on from the studio, and some times also interact by asking questions using the “raise hand function” and by sending a private message to the chair of the session.

Zoom Meeting

- Zoom Meeting will be used for all paper sessions and coffee breaks
- With Zoom Meeting, you can be an active participant, using your camera and microphone. You can interact by asking questions live and getting replies as in any ‘real’ paper session. We encourage discussions and exchange of ideas.
- The session chair will let you know at the start of each session how you can interact. This will depend on the type of session and numbers of participants

Örebro University Conference App

You will need to download the conference app to gain the best information about the conference and the Doctoral Colloquium.

Please do this several days in advance.

The conference app will allow you to access abstracts for every session, customize your program, communicate with other participants, and have all the necessary information you need during the conference easily accessible in your smartphone!

Get going

- Before the conference you will receive an e-mail with the meeting's event code and link to App-store and Google Play to download the app.
- Download the app.
- Activate the event with the event code you received in the e-mail
- Enter the activity stream and click on “Create your participant profile”
- Enter setting and allow push notes and reminders of upcoming events

