Annual Meeting 2021

Technical information

Browser

The scientific part of the conference is implemented on *meetanyway* software and the networking spaces are featured by *kumospace*. Both companies recommend to use **Google Chrome** as the Browser for the best experience.
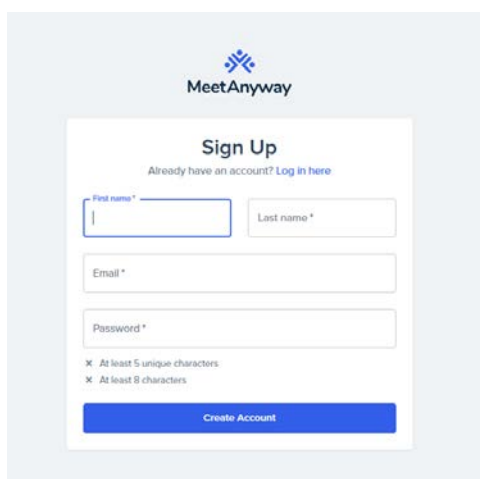
Firefox and Safari may work as well, but may have reduced functionalities.

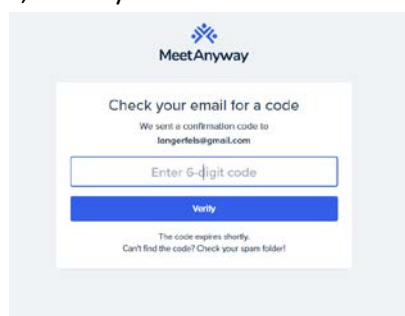## Getting access

Creating a meetanyway account

In order to join the meeting, you need to create a *meetanyway* account. It is advisable to create your account in time before the meeting, although it can be done at the spot. To do so, follow the steps below:

- Click at this link https://meetanyway.com/ to arrive at the log in page of *meetanyway*
- If you already have an account you can login to the meeting using your credentials, otherwise click the greenish "Create New Account" button


- Fill in the requested information and click the "Create Account" button. Your name is later the tag for finding you in the search function of the site, so avoid nicknames and acronyms. ***It is mandatory that you use the same e-mail address as you used to register for the meeting, otherwise access will be denied.***
- Accept the *meetanyway* AGBs and Privacy Policy on the following page and click "Create Account" again.
- *meetanyway* will email a 6-digit code, which you have to use for verification:

Once you verified with this code you can complete your profile. A portrait is optional but might be helpful to be found easier.

Finally, you will be forwarded to a site, which looks more or less as follows, if you are new to *meetanyway*:
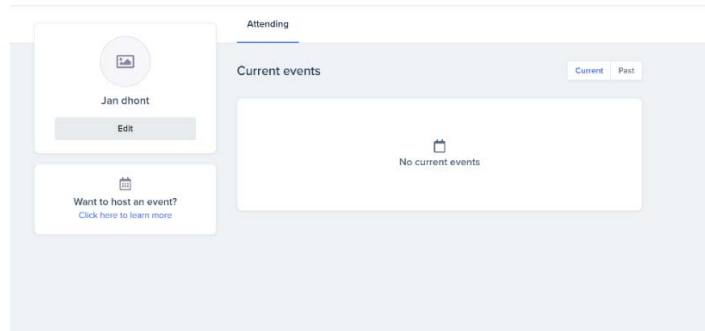
If you want to create an account only, you are done for the moment and can sign out

If you want to proceed to the meeting you can now use the meeting link, which was sent to you with the same e-mail as this document and follow the instructions in the next section.

Login to the meeting

- Click the meeting this link https://meetanyway.com/events/annual-meeting-2021-woqo ,
- Use the account you created (as described above) to login
- If you log in at for the first time. you will arrive at this site where you have to click the "Attend event" button first


- and second the "Enter event space" button, which will appear at the same position.

This should finally bring you to the event space. From your second login onwards only the second screen will show up and you can directly click the "Enter event space" button.

The *meetanyway* Event Space

The event space consists of a Navigation panel on the left and a meeting room panel on the right
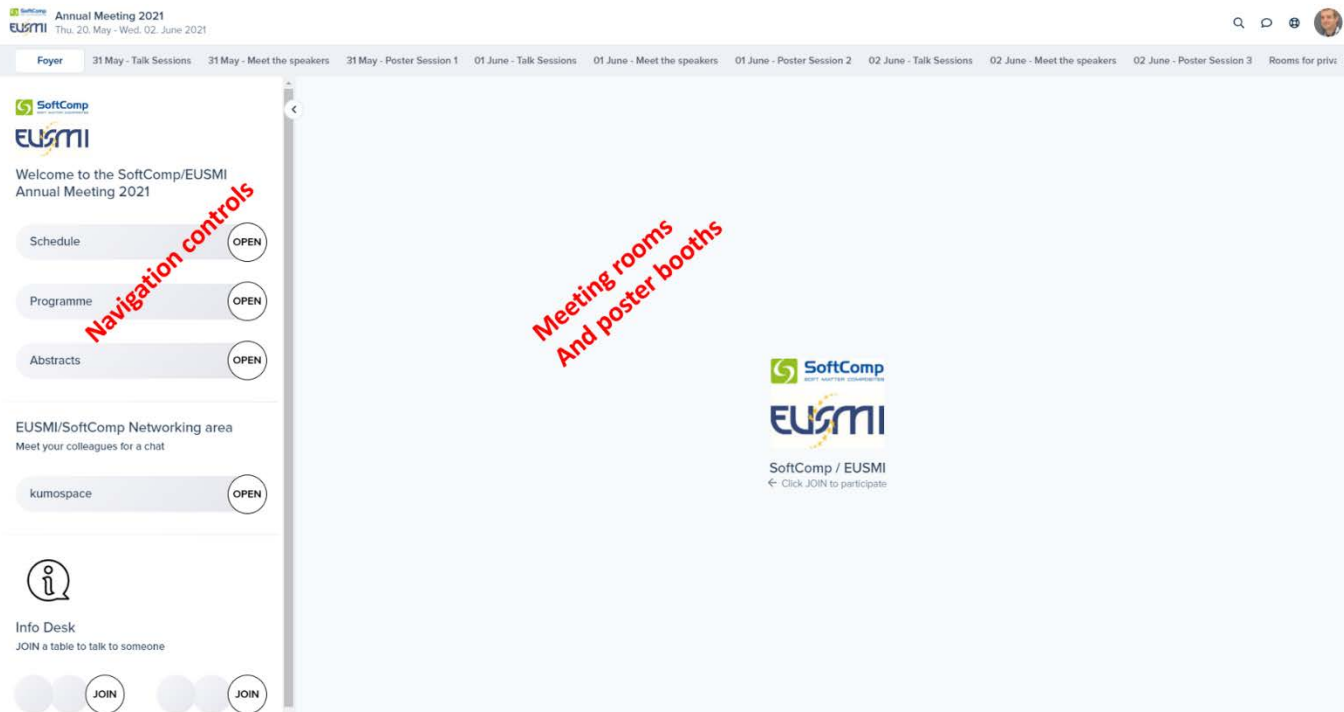
The navigation control will change appearance, depending on which tab you select from the. Upon entering the space, the "Foyer" tab is pre-set.

You can change to the talks of the first day by clicking the "31 May Talk Sessions" tab, the poster session of the same day can be accessed by selecting the "31 May Poster Session 1" tab and so forth.

For each day of the meeting there is a "Talks Sessions", a "Poster Session" and a "Meet the speakers" tab. Additionally, there is a "Rooms for private discussions" tab, where we provide 4 small, 2 medium size and one large meeting room for your convenience throughout the duration of the meeting.

Joining and leaving a session

Under each tab you can select the session you want to attend from the navigation control. Whenever you click a "Join" button the corresponding meeting room or poster booth will appear in the right panel of the screen.

All talks will run in a zoom session with which most of you are probably familiar.

If you want to leave a talk session you have to do that in two steps:
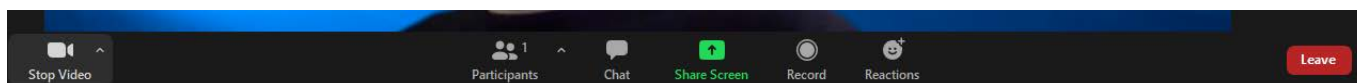

- Leave the zoom session first

- then leave the room by clicking the *meetanyway* leave button which you find always at the bottom of the navigation control panel.
- If you press the *meetanyway* leave button you will not be signed out from the zoom session.
- If you didn't leave the zoom session you might experience issues entering other meeting rooms.

Any other room has to be left by clicking the *meetanyway* leave button

The meetanyway *video calls*

The posters run on *meetanyway* videos calls which work pretty much the same way. There is however on peculiarity concerning the camera and microphone controls:

The icons are always crossed out

When an icon appears black, the device is open and the next mouse click will close it. When an icon appears red, the device is closed and the next mouse click will open it. The text underneath the icons DOEST NOT specify the device status, but it is indicating what will happen with the next mouse click.
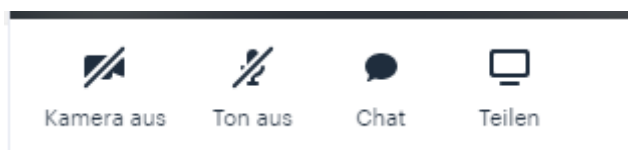
Camera and microphone are *active*. The next click on an icon will close the corresponding device
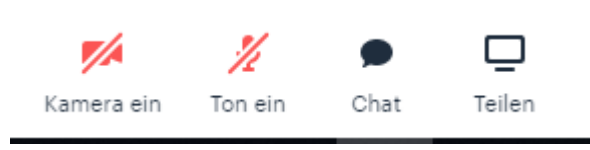
Camera and microphone are *inactive*. The next click on an icon will open the corresponding device

There are also controls for a chat and screen sharing which work pretty much the same as in zoom.

The networking space

At different places you will find elements called EUSMI/SoftComp Networking areas
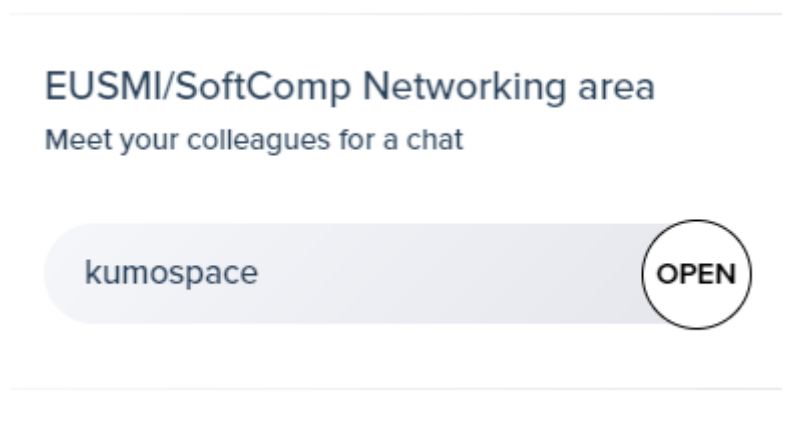
Clicking the "Open" button will bring you to a platform called *kumospace*. There you have the choice between eight different locations to meet people for discussions or a chat among friends.

Please join with your full name to allow people identifying you.
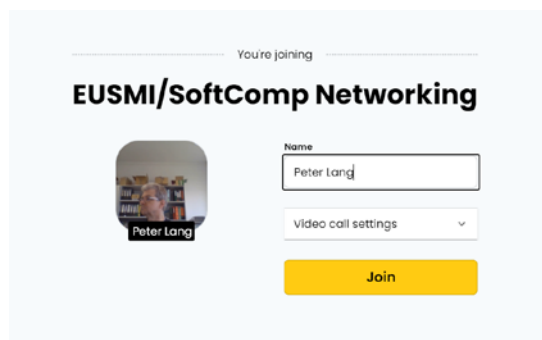
If you join for the first time, you will be asked to sign in. You have two options there. You can either create your kumospace account or you can click "Continue without account"

Enter your favourite room by clicking and take a second to read the instructions when you enter for the first time.

You can move around using the arrow keys or by clicking the point you want to go to
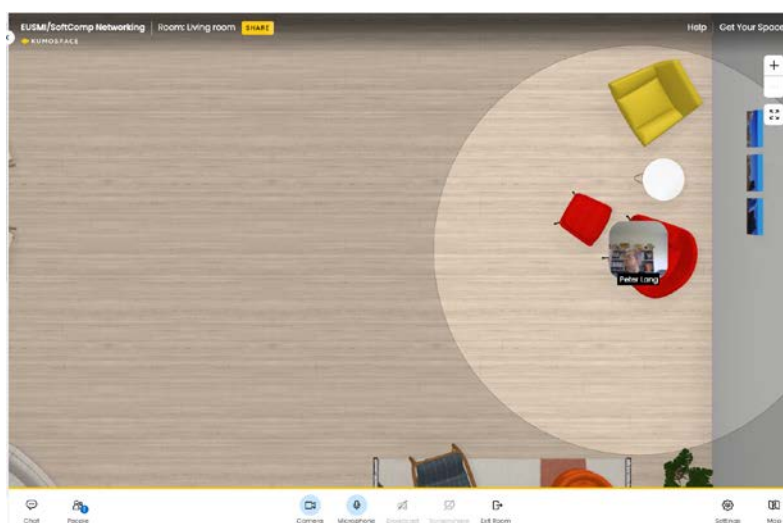
The highlighted area around your positions indicates the range in which your audio is heard. At the bottom right you find a map icon. Clicking it will show a miniature of the room with the positions of the people in the room indicated by their initials. (Again note: It is important to join with your full name in order to be findable)

Grab a beer and a sandwich from your fridge and have a chat.

Implementation of the programme structure

There are a number of plenary events and parallel sessions for talks. These are organized as follows:

- Monday: all plenary events will take place within the same zoom session as well as the "General 1 Session" and the "Student Organized Session" on Monday. Only if you want to attend "General Session 2" or "General Session 3" you have to change room.
- Tuesday: the plenaries, the "Industry Session" and the "Topical Session: Responsive Matter" are in the same zoom meeting. For the "General Session 4" or "General Session 5" you have to change room.
- Wednesday: the plenaries, the "Topical Session: Artificial Cell" and the "General Session 7" are in the same zoom meeting. For the "General Session 6" or "General Session 8" you have to change room.

The posters are implemented in individual *meetanway* video calls.

Information for speakers

- All zoom session will be available at least one hour before the start of the meeting every day. Please use this time or the lunchbreak to check whether your presentation runs smoothly. A host will be present to assist.
- To allow for additional discussion, each speaker is kindly asked to be present in the corresponding "Meet the speakers" room at the beginning of the lunch break after your presentation, if you talk in the morning, or after the end of the last talk of the day, if you talk in the afternoon.
- For speakers it is particularly advisable to use *Google Chrome* to ensure full software capabilities.

Information for session chairs

- Chairs are responsible to ensure strict timing for the talks. "Meet-the speakers" rooms will be provided for further questions.
- Please enter the zoom meeting well before the session starts. We will promote you to a co-host.
- You will thus have the same right as a host, e. g. you will be able mute all attendees and to unmute individuals to allow them questions and to lower raised hands.
- Alternatively, you might ask the audience to write their questions and remarks into the chat and read them to the speakers. It is your decision to choose which option you prefer.