



Australian and New Zealand
Society of International Law

GUIDELINES FOR HYBRID CONFERENCING

SPEAKERS AND PARTICIPANTS

#ANZSIL OR #ANZSIL2022

1. TOOLS - WHOVA

Whova is the platform that will facilitate our hybrid conferencing. Here you will find all the information you need for the ANZSIL conference, including:

- Program/Agenda
- Speakers
- Participants
- Meetings: ANZSIL AGM and Interest Groups
- Random 'ice breaker details about your colleagues (go on, try it!)

We encourage you to play around in Whova in order to make the most of the platform.

A collection of useful information, including all of the panel abstracts, twitter posts and guides to Whova is collected under 'Resources' in Whova.

All of the information stored on Whova is destroyed by Whova after the conference ends.

2. WHICH SESSIONS SHALL I GO TO?

Details of session times are in the Program/Agenda.

Click on the speaker names to be taken to their biographical information.

Abstracts for panel sessions can be found in the 'Handouts' for each session.

The order of the speakers generally follows the order that they are listed in the program, but this is not guaranteed!

Can I switch between sessions, whether in person or online?

Yes. It's fine to move from one session to another within a session time. Please aim to do so as quietly as possible (close the door quietly behind you/make sure your microphone is muted!).

3. IN A SESSION

Click on the speaker names to be taken to their biographical information.

Abstracts for panel sessions can be found in the 'Handouts' for each session.

I'm presenting in person. What do I do?

- If you are using slides in your presentation, please email them to anzsil@anu.edu.au before your session. Please ensure you identify your session name, date and time in your email.
- Please arrive in the allocated venue for your session 10 minutes before the start time.

I'm presenting online. What do I do?

- Please join your online session via the Whova app. The preferred browser for Whova is Chrome.
- Once in the Whova app, you have the option of joining a session either 'Via Whova' or 'Via Zoom'. We suggest joining via Zoom, because it is a familiar platform but depending on your device configurations, it may work better for you to join via Whova. If you're having trouble, we recommend trying entering a session via both options and working out which works most effectively for you.
- Please join your session 10 minutes before your start time so we can check the tech details.
- If you are using slides, you will be able to share your slides via the usual Zoom 'share screen' functionality (this applies whether you enter the session via Zoom or via Whova).
- Please keep your camera on for the duration of the panel (that is, even when you are not presenting).
- Please stick to your 15 minute presentation time.

I'm attending online. What should I do?

- Please join online sessions via the Whova app. The preferred browser for Whova is Chrome.
- Once in the Whova app, you have the option of joining a session either 'Via Whova' or 'Via Zoom'. We suggest joining via Zoom, because it is a familiar platform but depending on your device configurations, it may work better for you to join via Whova. If you're having trouble, we recommend trying entering a session via both options and working out which works most effectively for you.
- Please MUTE your microphone except if you are called on to ask a question.

How do I ask questions in a session?

- If you are attending in person, please raise your hand and wait until you have a microphone before asking your question. Using the microphone enables both in-person and online participants to hear your question.
- If you are attending online, you can do one of two things:
 - If you want to ask your question yourself, please use the 'hands up' function in Zoom.
 - If you'd prefer the Chair to ask your question for you, please write your question in the Q&A box in Whova.
 - There will be student volunteers monitoring the online Q&A to ensure that the Chair includes all online questions.