

17th International Pragmatics Conference
Winterthur, Switzerland
27 June-2 July 2021

IPrA2021

<https://event.ipra2021.exordo.com>

Online conferencing via Ex Ordo Webex

ATTENDEE & PRESENTER DOCUMENTATION

(version 2021-06-15)

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The golden rule of online conferencing

Do not mistake online conference participation as an easy armchair activity you can wait to ‘happen.’ To make it successful, it requires as much careful preparation as the planning of adventurous intercontinental travel.

Thoroughly familiarize yourself with the platform and its procedures, so that any hurdles can be taken weeks before the event. ***Do not wait! Start exploring!***

Note the following clarifications/changes in relation to earlier versions of this document:

- Troubleshooting for access (end of section 1)
- Notes on ‘Doors open’ periods (intro to section 5 and beginning of section 5.1)
- A note on uploaded pre-recorded presentations (in the ‘IMPORTANT’ box in section 5.2.)
- A note on joint presentations (new section 5.3)
- Minor clarifications on ‘Leaving the stage’ (section 5.4.)

1. ACCESS

System requirements to make use of the Ex Ordo Webex conference platform:

- Downloaded Webex Events App ([Download Link](#) provided by ExOrdo)
 - if your IT department does not normally let you install apps you may have to get temporary admin rights (only needed once!)
 - don't worry if, after getting the message that the app was successful installed, you seem not to be able to 'find' it on your computer – it is there, and will work the next time you need it
- Mac or PC (Live Events do NOT run on mobile devices)
- Operating system:
 - Windows 7 and up (Intel Dual-Core CPU 2.XX GHz or AMD processor with a recommended 2GB of RAM)
 - Mac OSX 10.13 and up (Intel CPU with a recommended 2GB of RAM; Oracle Java v.6 up to v.8)
- High-speed internet access. Be aware that certain (corporate) firewalls may block access to webex.com, in which case a different network must be used (VPN, home network, mobile hotspot).

Access to the Ex Ordo Webex conference platform:

Due to the **single sign-on** between the IPrA membership website (<https://pragmatics.international>) and IPrA's Ex Ordo conference website (<https://event.ipra2021.exordo.com>) *all attendees must first sign in at the IPrA website before opening a new tab in their browser to access the conference website.*

- Members do this with their regular username and password
- Non-members (participating without a conference contribution) will be given temporary user names and passwords.

All attendees with a contribution to the conference must be members and must have registered for the conference. All *registered participants* will be added to a **safelist**, giving them access to all functionalities of the conference website (when signing in through the IPrA membership website, as explained above). *Note that if you failed to register before the site was launched, you will have to be added to the safelist manually, which may cause to delay your access.*

Troubleshooting – common access problems

If you have trouble getting access and you have observed all the above

- There may be security settings on your computer that block interaction
- There may be security settings in your browser – in that case, make sure
 - that Javascript is enabled
 - that the browser allows cookies/popups both from the membership site and the conference site
 - that it gives access to the Webex extension

Sometimes switching to a different browser is all you need to do.

The two recommended browsers are **Chrome** and **Firefox** (but others can be made to work).

2. Webex GLOSSARY

The following notions are essential for an understanding of how the conference works.

Every event is called a SESSION (the standard is a programmed 90-minute period during which individual lectures are given or a number of panel presentations, and which may be devoted to discussion)

Every session is held on a LIVE STAGE.

Webex ROLES

ATTENDEE	<ul style="list-style-type: none"> • Enters the stage to watch the session • Can use chat, Q&A, can be unmuted by Stage Manager • EVERYONE except the Stage Manager enters as attendee
PANELIST	<ul style="list-style-type: none"> • Role given to speakers, chairs, discussants • Can unmute themselves, turn on/off their camera and manage Q&A
PRESENTER	<ul style="list-style-type: none"> • Able to share content via share screen • Privilege given to an active participant while presenting • Only ONE at the same time
PARTICIPANT	Cover term for Attendee, Panelist, Presenter
STAGE MANAGER = HOST	<ul style="list-style-type: none"> • Opens the stage (possible up to one hour before the first session) • Controls everything, including <ul style="list-style-type: none"> • Promoting/demoting attendees to/from panelist/presenter • Recording • Interaction <ul style="list-style-type: none"> • Unmuting • Chat • Q&A

3. SESSION TYPES

Plenary lectures

- Roles: Stage Manager (Host), session chair (Panelist & possibly Presenter), speaker (Panelist & Presenter)
 - The chair welcomes, introduces, manages the time, and moderates the discussion (reading out questions posted in the Q&A or inviting Panelists to do so) – see ‘Session chair documentation’
 - The Stage Manager opens the stage, starts and stops recording, enables Panelists, promotes the speaker (and the chair, when necessary) to Presenter at the appropriate time, and unmutes attendees (upon request by the chair)
- Interaction:
 - Attendees may request to be unmuted to make comments/ask questions (‘roving mic’ effect); they do so through the Chat function (addressing the ‘Host’ only, who does the unmuting if the chair permits)
 - Attendees may also directly ask questions through the Q&A function (visible for Panelists); the chair must repeat/reformulate questions (or ask Panelists to do so), as they are not visible to the other Attendees

Important: For the use of Chat and Q&A, see section 5.1.

Lecture sessions (labelled ‘*Oral*’ in program overviews on the website)

Lecture sessions are 90-minute periods with three (exceptionally two) consecutive presentations (each with 20 minutes speaking time followed by up to 10 minutes for discussion).

The roles and interaction facilities are the same as for plenary lectures, but the roles of ‘Host/Stage Manager’ and ‘chair’ may coincide (in which case the ‘chairing’ task is restricted to announcing speakers and time management).

Panel sessions

In contrast to lecture sessions, panel sessions are self-organizing: they do not necessarily follow a patterns of 30 minutes per presentation with discussion; often there are more than three presentations in a 90-minute session, sometimes fewer. Panel organizers play the role of chairperson (some have also been recruited as Host/Stage Manager). Sometimes there is also a designated ‘discussant’ who is allowed in as Panelist (and who may also be promoted to Presenter if s/he wants to share content).

- Roles: Stage Manager (Host), session chair(s) (Panelist(s) & possibly Presenter(s)), speakers (Panelists & rotating Presenters), sometimes a ‘discussant’ (Panelist & possibly Presenter)
 - The chair welcomes, introduces, manages the time, and moderates the discussion (reading out questions posted in the Q&A, or asking Panelists to do so) – see ‘Session chair documentation’

- The Stage Manager opens the stage, starts and stops recording, enables Panelists, promotes the speaker (and the chair or discussant, if necessary) to Presenter at the appropriate time, and unmutes Attendees (upon request by the chair)
- Interaction:
 - Attendees may request to be unmuted to make comments/ask questions ('roving mic' effect they do so through the Chat function (addressing the 'Host' only, who does the unmuting if the chair permits)
 - Attendees may also directly ask questions through the Q&A function; the chair (or the responding speaker) must repeat/reformulate questions, as they are not visible to the other Attendees
 - Attendees are advised to use 'Grid View' to see Panelists

Important: For the use of Chat and Q&A, see section 5.1.

Poster sessions

On Thursday afternoon (1 July) there is a period of time devoted entirely to posters. Posters will be thematically grouped into different simultaneous sessions on different stages. There are no presentations, since all posters will have been available from before the conference.

- Roles: Stage Manager (Host), session chair, all of the session's poster authors (as Panelists)
 - The chair welcomes, introduces all the authors, starts up and moderates the discussion (reading out questions posted in the Q&A, or asking authors/Panelists to do so) – see 'Session chair documentation'
 - The Stage Manager opens the stage, starts and stops recording, enables Panelists, promotes the chair (and authors/Panelists, if the need arises) to Presenter, and unmutes Attendees (upon request by the chair)
- Interaction:
 - Attendees (who are expected to have seen the posters beforehand) may request to be unmuted to make comments/ask questions ('roving mic' effect); they do so through the Chat function (addressing the 'Host' only, who does the unmuting if the chair permits)
 - Attendees may also directly ask questions through the Q&A function; the chair (or the responding speaker) must repeat/reformulate questions, as they are not visible to the other Attendees
 - Attendees are advised to use 'Grid View' to see authors/Panelists
 - Attendees can move between poster sessions

Important: For the use of Chat and Q&A, see section 5.1.

4. BEFORE THE CONFERENCE

What you do **before** a conference always determines the success of your participation... but just a little more when it's an online event. Make sure to be **prepared**.

4.1. Testing your access

An essential checklist to go through well before the conference:

- Check your compliance with the system requirements (section 1 above)
- Make sure you know your user name and password for the IPrA membership website <https://pragmatics.international>
- Log in, and then open a new tab in your browser to move on to the conference site <https://event.ipra2021.exordo.com>

Troubleshooting – still problems with access?

If the single sign-on does not give you access to the conference Event space, and you have taken care of all the technical issues mentioned in section 1 above, there is probably a mismatch between your email address in the membership database and the one in the conference database.

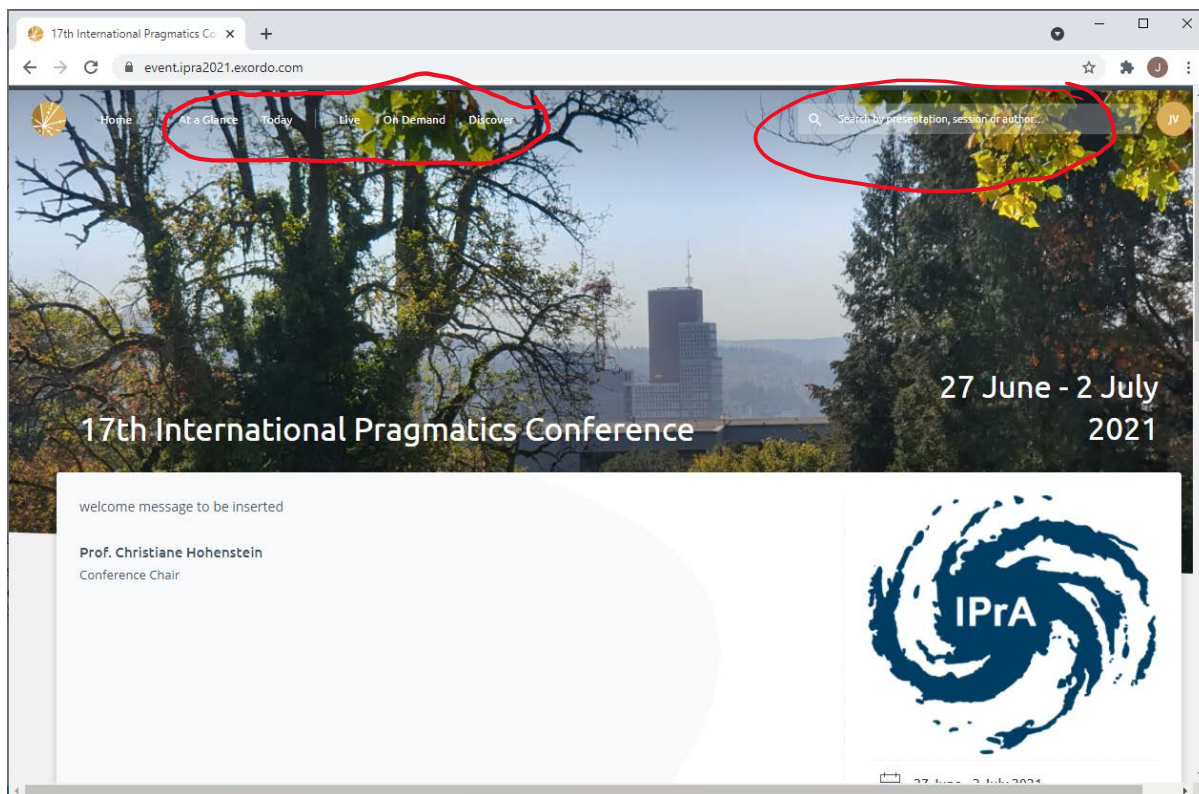
If you remember the email address you attached to your conference submission, you can solve the problem by changing the one in your membership profile.

If not, you need to contact support: ann.verhaert@pragmatics.international

This is the kind of problem you MUST detect well before the conference – there are over 1,400 conference participants, and even if only a few encounter this issue at the time of the conference, timely support is completely impossible.

4.2. Browsing the program

When entering the Event space, you see the Home page, a screen like the one below:



You have to know how to use **the menu in white letters at the top of your screen**.

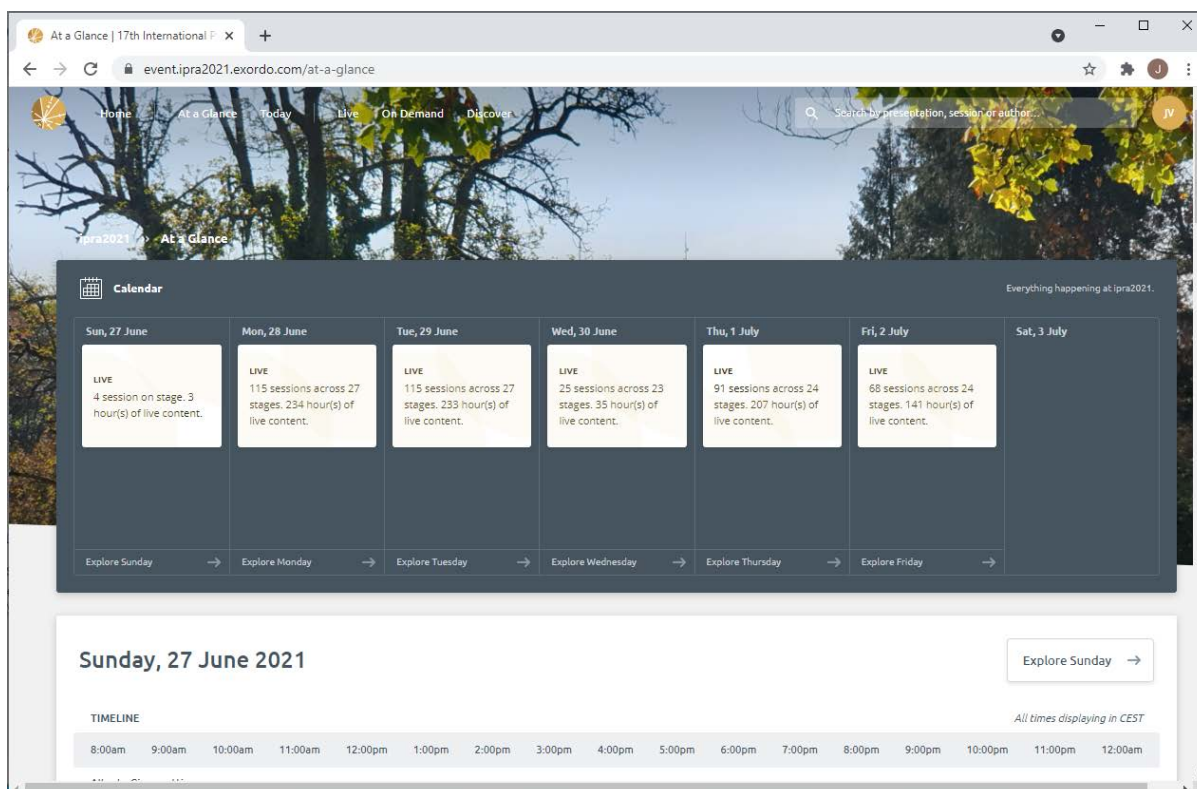
The “Discover” button is not of great importance: clicking it will only draw your attention to a few special events and to the plenaries – so you may want to check this occasionally anyway.

The “Today” and “Live” buttons will be very useful during the conference:

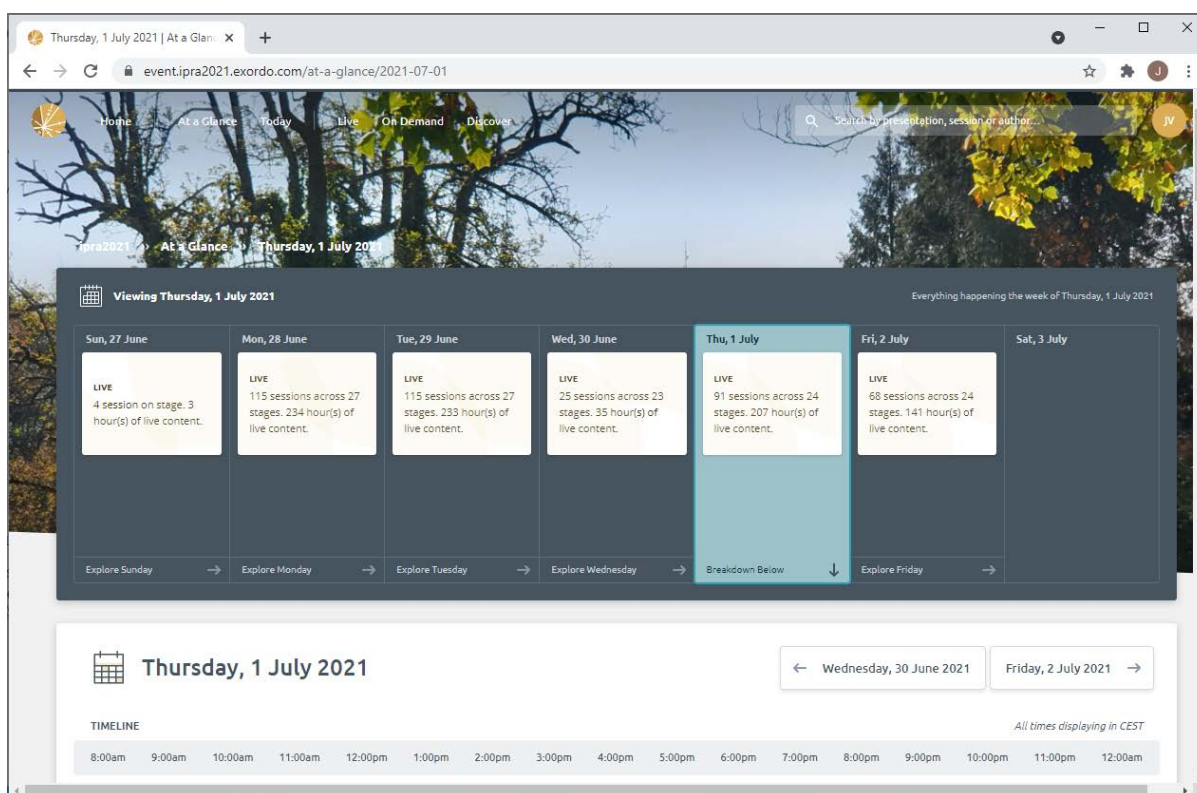
- “Today” gives you the complete program for the day
- “Live” will show all the sessions that are ongoing at the time when you click the button

You can ignore the “On demand” button; we have decided to give access to presentation files as soon as they are uploaded; the “On demand” feature was designed to create bundles of content to be released at specific moments in time.

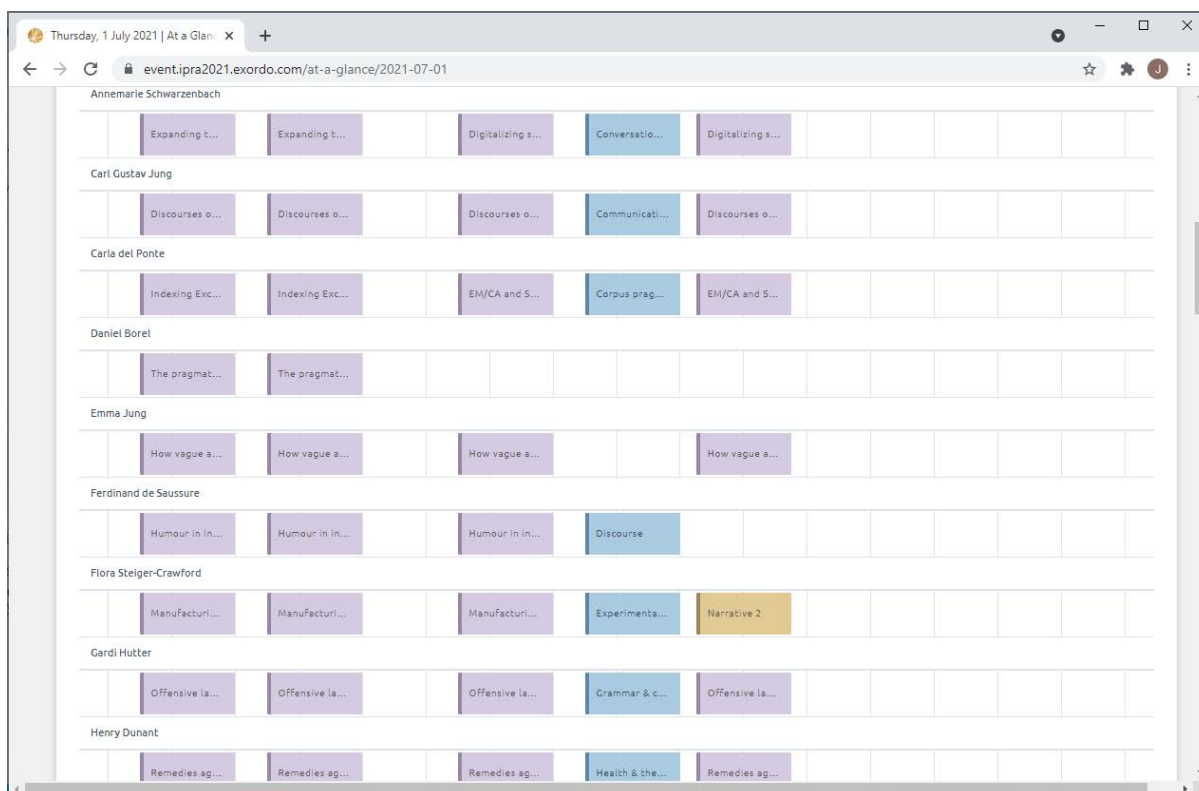
To start exploring the program, click “At a glance”. The following screen will appear:



If you want to know more about what's on on Thursday, click “**Explore Thursday**”, and the view will change as follows:



Scrolling down will give you a complete overview of all the sessions on Thursday. Take a look at the following snapshot (showing part of what you'll see when scrolling down):



Stage	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10
Annemarie Schwarzenbach	Expanding t...	Expanding t...	Digitalizing s...	Conversatio...	Digitalizing s...					
Carl Gustav Jung	Discourses o...	Discourses o...	Discourses o...	Communicabi...	Discourses o...					
Carla del Ponte	Indexing Exc...	Indexing Exc...	EM/CA and S...	Corpus prag...	EM/CA and S...					
Daniel Borel	The pragmat...	The pragmat...								
Emma Jung	How vague a...	How vague a...	How vague a...		How vague a...					
Ferdinand de Saussure	Humour in in...	Humour in in...	Humour in in...	Discourse						
Flora Steiger-Crawford	Manufacturi...	Manufacturi...	Manufacturi...	Experimenta...	Narrative 2					
Gardi Hutter	Offensive la...	Offensive la...	Offensive la...	Grammar & C...	Offensive la...					
Henry Dunant	Remedies ag...	Remedies ag...	Remedies ag...	Health & the...	Remedies ag...					

Each horizontal line represents a ‘Stage’ (named after an important person from Switzerland) and the different Sessions to be held on that stage on Thursday.

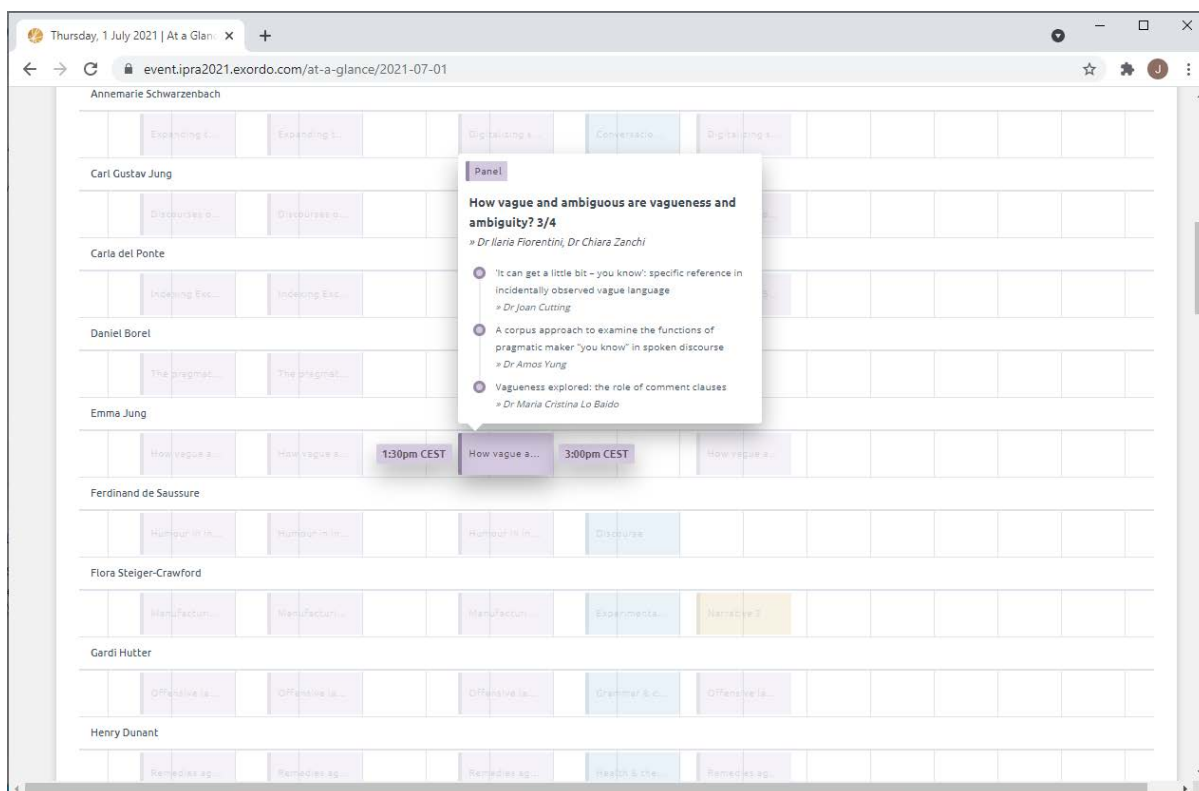
The session periods are (always CEST):

- 8:30 am – 10:00 am
- 10:30 am – 12:00
- 1:30 pm – 3:00 pm
- 3:30 pm – 5:00 pm
- 5:15 pm – 6:45 pm

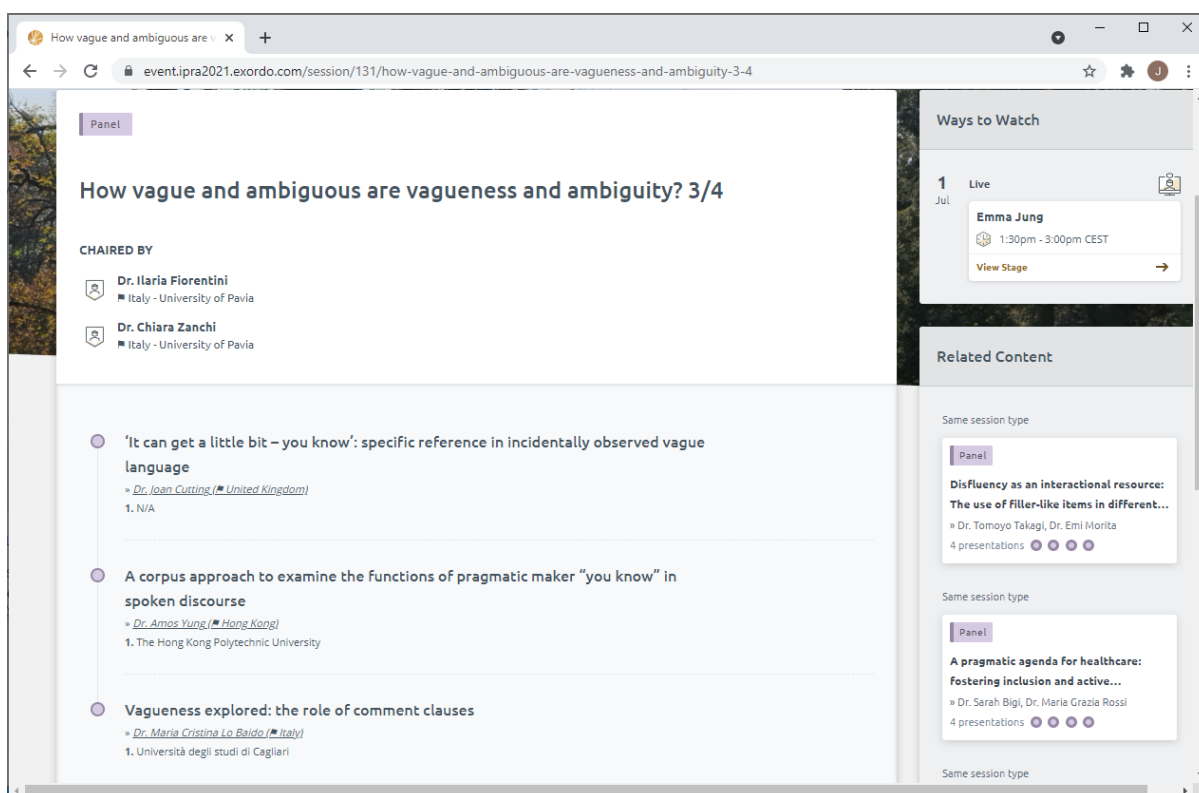
Sessions are color-coded as follows:

- Purple: panel sessions
- Blue: poster sessions
- Brown: lecture sessions

Only the first word(s) of a session title is/are directly visible, but moving your cursor over one of the sessions immediately gives you the content, as well as the exact times of start and finish.:



If you are then interested in getting more information about this session, click the pop-up, and a screen opens with only information for that session:

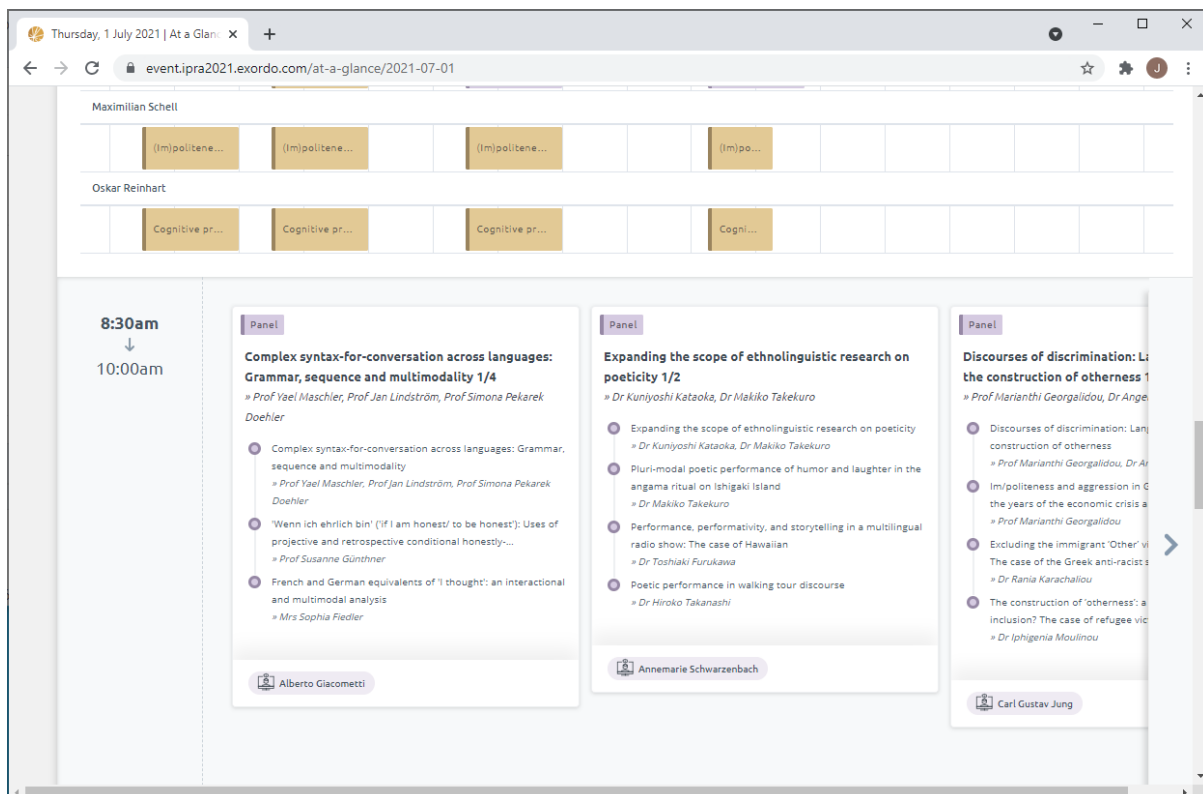


If you want to know more about any of the contributions, click on it, and you will get access to

- the abstract
- all the uploaded presentation files (see 4.4. below)

You will have noticed in the example that this session is the third in a series of four (indicated as 3/4 after the title). Since this is part of a four-session panel, you may want to get a description of the panel as a whole. To find the panel abstract, move to the first one of the four sessions. ***The first item listed in the first session of a multiple-session panel always gives you the panel abstract.***

If, rather than to jump directly to more information on a specific session, you want to get an overview of what's on during a specific part of the day, you scroll further down and you will get a view like this:

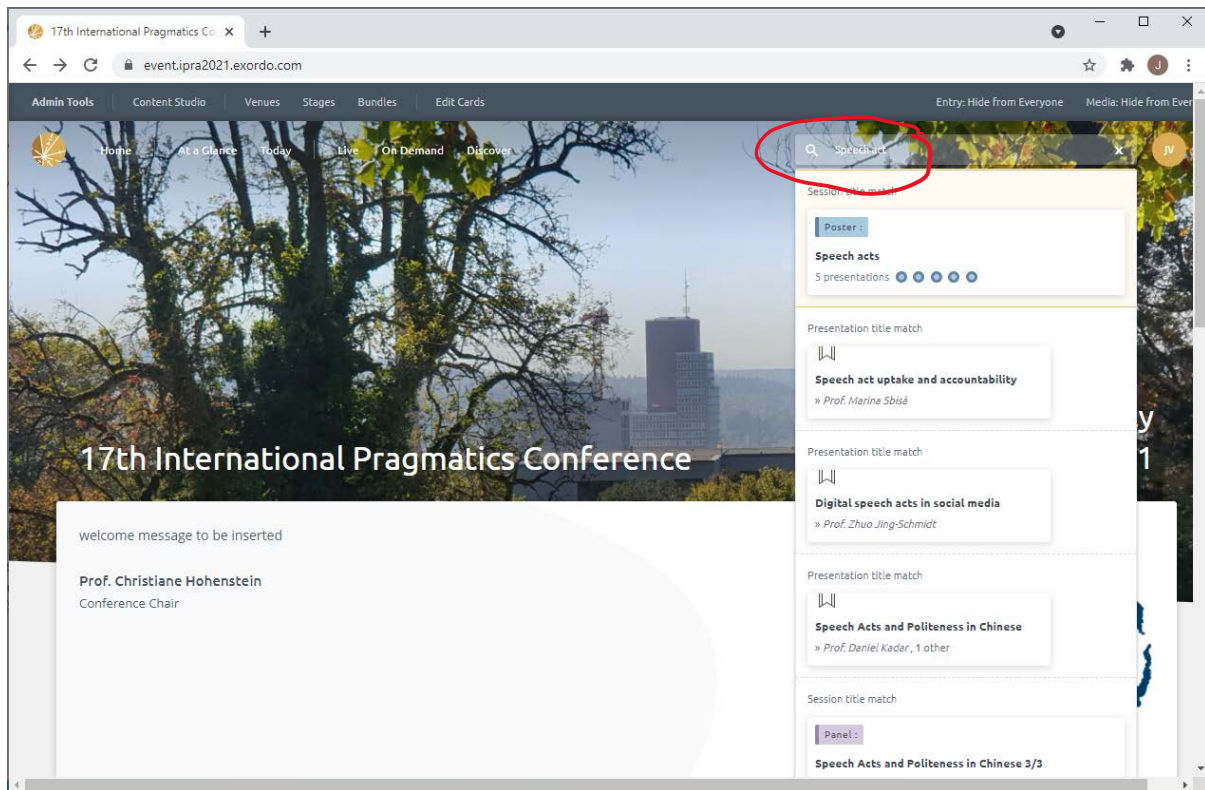


This tells you clearly what's on on the different stages from 8:30 to 10:00 (and, when going further down, from 10:30 to 12:00, and so on). Clicking the arrow on the right hand side will take you through the entire set of 23 stages with active sessions at that time on Thursday.

If you know already what/who it is you are looking for, you can use the search bar in the upper right corner of your screen. There you can search

- by author
- by session/topic

For instance, if you want to know what papers there are in the program about speech acts, just type "Speech act" and you will get a list of sessions and papers with 'speech act' in the title, as you see below:

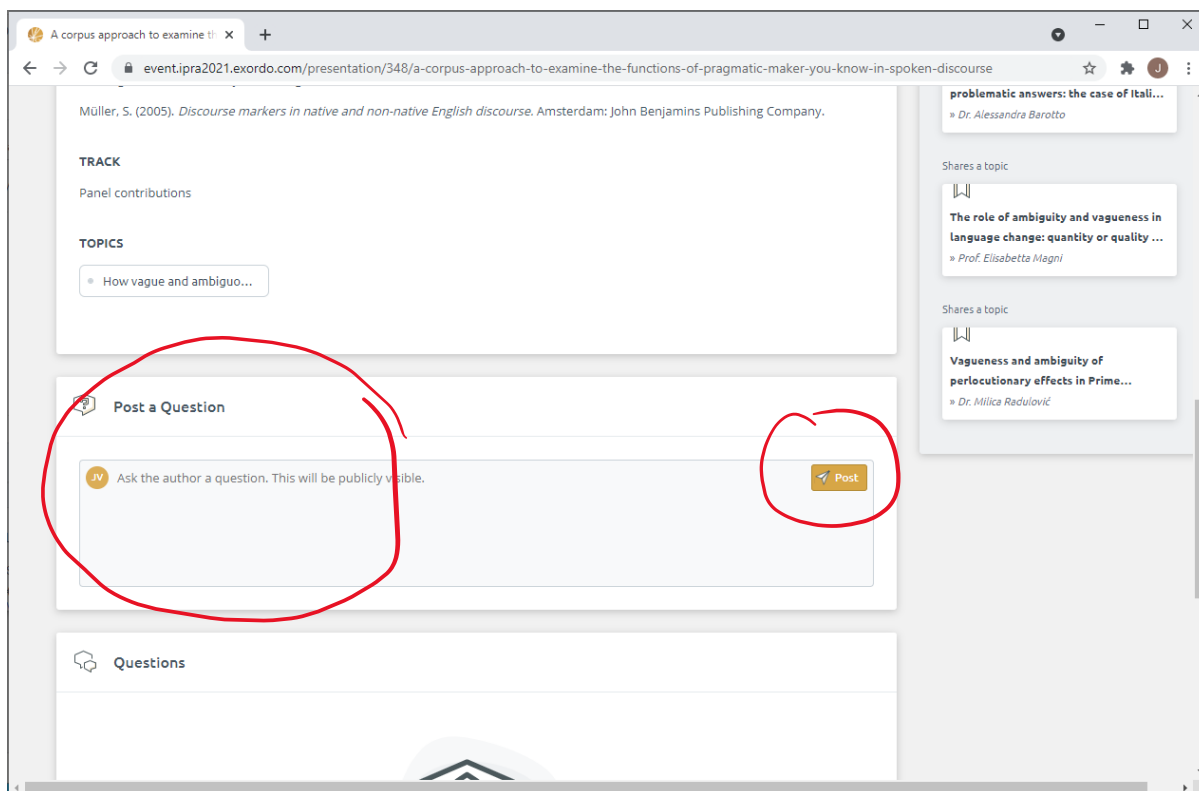


Clicking on any of these will let you explore further, in the same way as illustrated above.

4.3. Starting to interact

Interaction with authors can already be started before the conference.

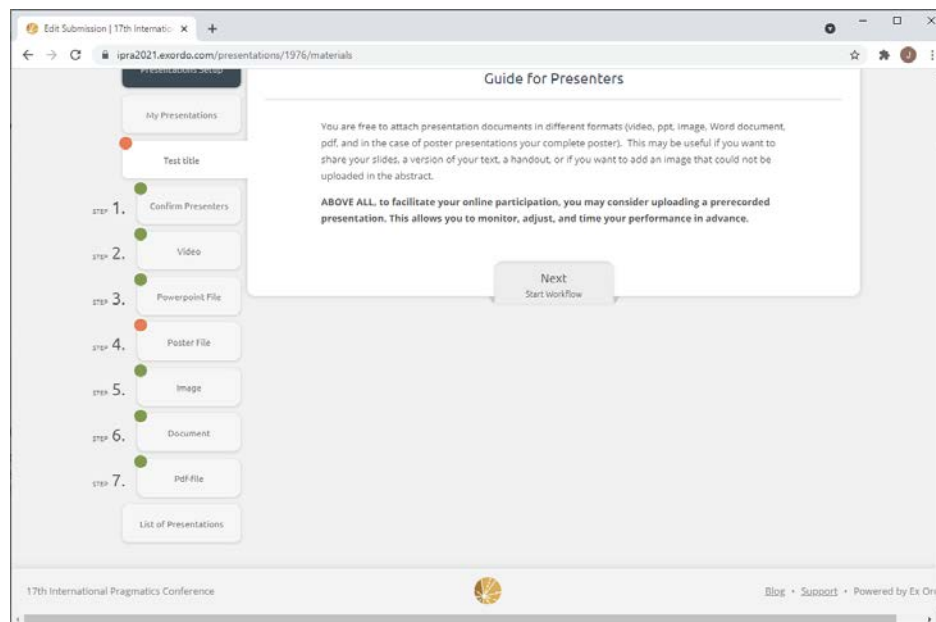
When you are looking at an abstract and scrolling down, you will be able to post any question you may want to ask (see below) or any comment you want to make. ***Note, however, that everyone with access to the program will also be able to see your question/comment.***



4.4. Uploading presentation files

Even though the Event site (<https://event.ipra2021.exordo.com>) is already up and running, you can still add presentation files to your contribution by logging in at the submission site (<https://ipra2021.exordo.com>).

Look for the “My Presentations” card on the home page, and click “Upload Presentations Material”. This will open the following type of screen (but with all buttons red if you have not yet gone through this process):



Clicking “Next” first takes you to a screen where you are asked **to confirm who the Presenter(s) of your paper is/are going to be**. This is very useful information for all papers with more than one author (and *crucial information for your session’s Host/Stage Manager to have, especially when a larger number of authors is involved*).

After having confirmed Presenters, you go through the steps that allow you to upload video (e.g., your prerecorded presentation), powerpoint (which can also be used for prerecording a presentation), a poster (required for poster authors), images, documents or pdf files (e.g., draft versions of a paper, a handout).

You do NOT have to go through the entire set of possible presentation files before closing, and you can always go back to replace or to add more (until the deadline – see below).

Acceptable **presentation file formats**:

- Video: mov, avi, mp4, wmv, flv, webm, mkv
- Powerpoint: ppt, pptx, key
- Poster: pdf, ppt, pptx, key, doc, docx, jpeg, jpg, png, gif, tiff, bmp
- Image: jpeg, jpg, png, tiff, bmp
- Document: doc, docx
- Pdf: pdf

Deadlines for uploading:

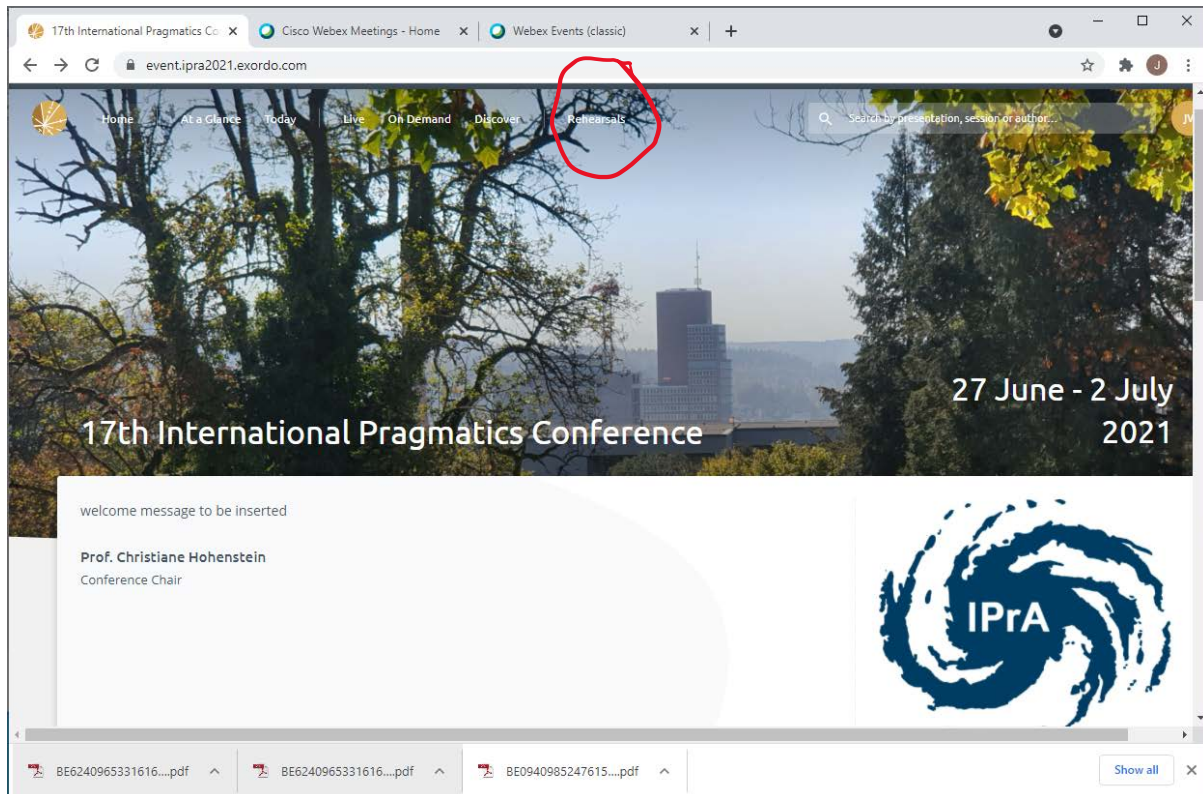
- Posters should be uploaded before ***Sunday 27*** June 2021, as we want all of them to be available for the entire duration of the conference
- All other files can be uploaded until the last day of the conference, 2 July 2021

Important:

Only files that are available ***48 hours before your presentation*** can be expected to be available to the Host/Stage Manager to help you out with in case you need access to them and something goes wrong at your end.

4.5. Practicing

Unless you have found other ways of practicing, make sure to join one or more of the *open rehearsals*. The Home screen (as below) has a “Rehearsals” button. Clicking this gives you an overview of all the open rehearsals that are being planned. New ones will appear throughout the weeks preceding the conference.



To join an open rehearsal, log into the Event space at <https://event.ipra2021.exordo.com> after signing in as a member at <https://pragmatics.international> (see section 1). click “Rehearsals” in the top navigation bar and click to join the event of your choice.

Note

- that you cannot join until (shortly before or at) the announced time of the rehearsal
- that this will only work for you when logged in as described in 1 and 4.1 above
- that if you have not yet downloaded the Webex Event app (see 1 above) you will first be asked to do so

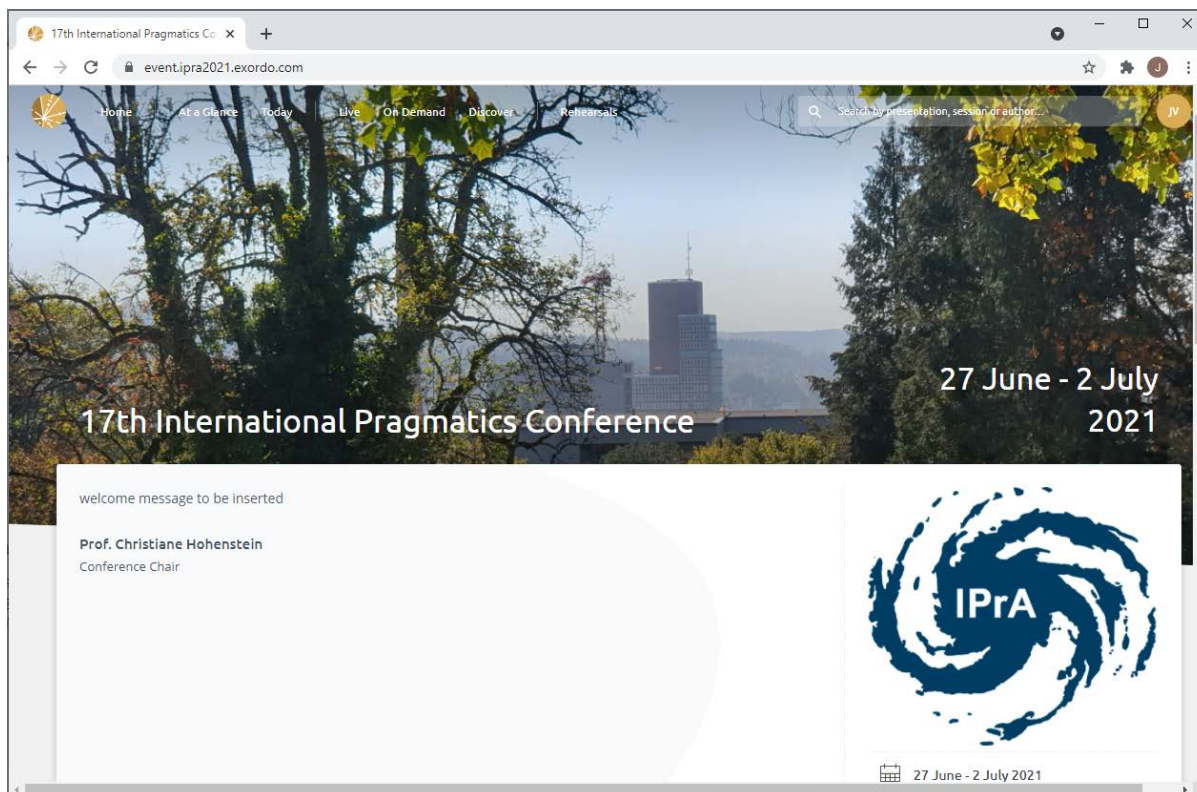
Access to the **open rehearsals** works in the same way as access to sessions during the conference. If you have been invited to a **private rehearsal**, you will have received a **url** to get in, but clicking it will only give you access after being logged in as described above.

During rehearsals we’ll have to run through a number of basic checks, such as

- microphone check
- camera check
- ability to share content check.

5. DURING THE CONFERENCE

Have another look at the Home page that appears as soon as you have entered the Event space:



The welcome message (still under design when this screenshot was taken) will be moved further down on the screen, and instead what will appear first is an announcement card where you will find whatever message/program change must be urgently communicated. Have a quick look at this first.

Then proceed to browsing the program (as described in 4.2.) to find the sessions you want to attend or in which you participate. A **program booklet** will also be downloadable as a pdf-file from <https://pragmatics.international/page/Program2021> - but that will not reflect the most recent changes, if any.

A **book of abstracts** will also be made available in the same way if you prefer to browse a document rather than the website.

Doors open – essential for speaker preparation

In the online program that you will need to participate, you will see that each conference session is preceded by a 'Doors open' period. In the morning and after the lunch break this is 30 minutes; at other times it is 15 minutes.

Please try to enter the stage during these periods. Speakers can then be immediately promoted to 'Panelists' by the host/stage manager. And they can inform the host (using the 'Chat' function) if they do not want their session to be recorded.

5.1. Attending

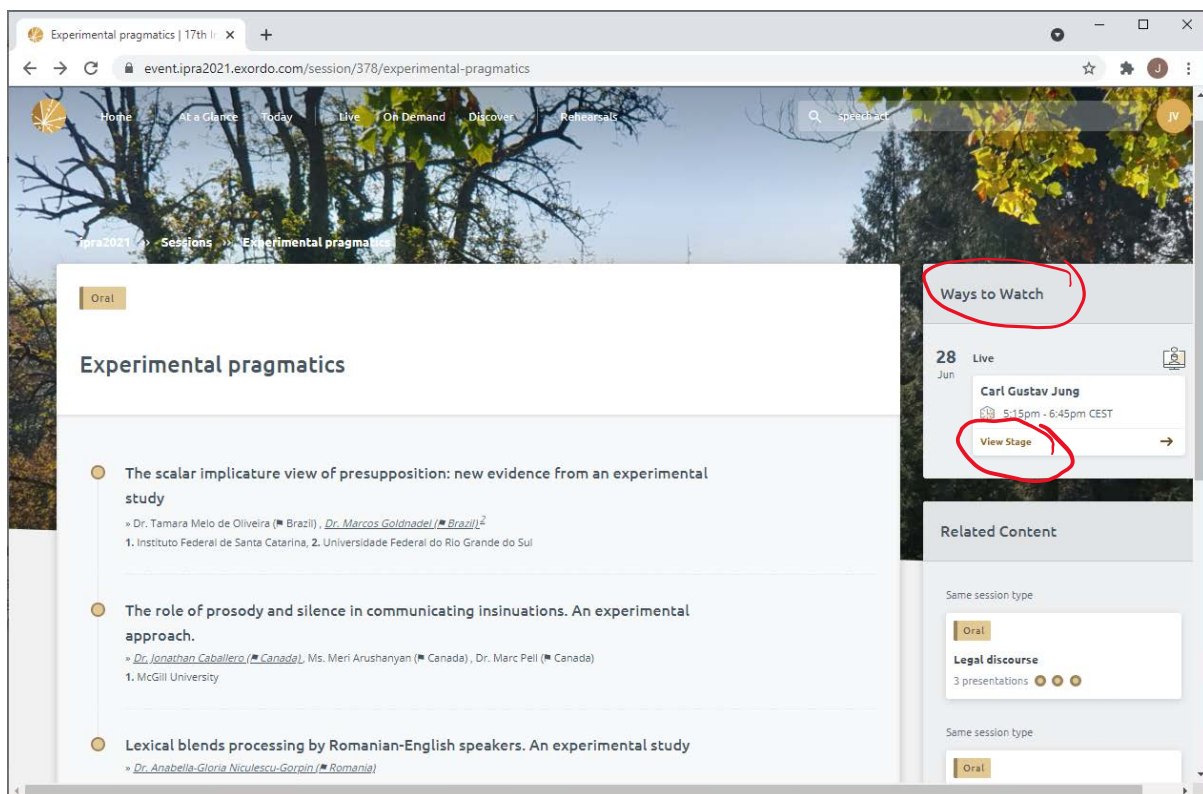
When you have selected a session and clicked on it for details, you will see a “Ways to Watch” card on the right hand side of your screen (see below). In the current online context there is only one way to watch: you enter the stage by clicking “View Stage”. If you do that before the conference day in question, you will get the message that the stage is offline. When the session starts, instead of seeing the message “This stage is offline” you will be invited to “Click to join this livecast.”

It is very important, however, to avoid entering a session at the very moment when it starts. Please try to enter the immediately preceding ‘Doors open’ session (see the previous page). ‘Doors open’ periods will seamlessly lead you into the session that you need.

Note that joining will not work unless

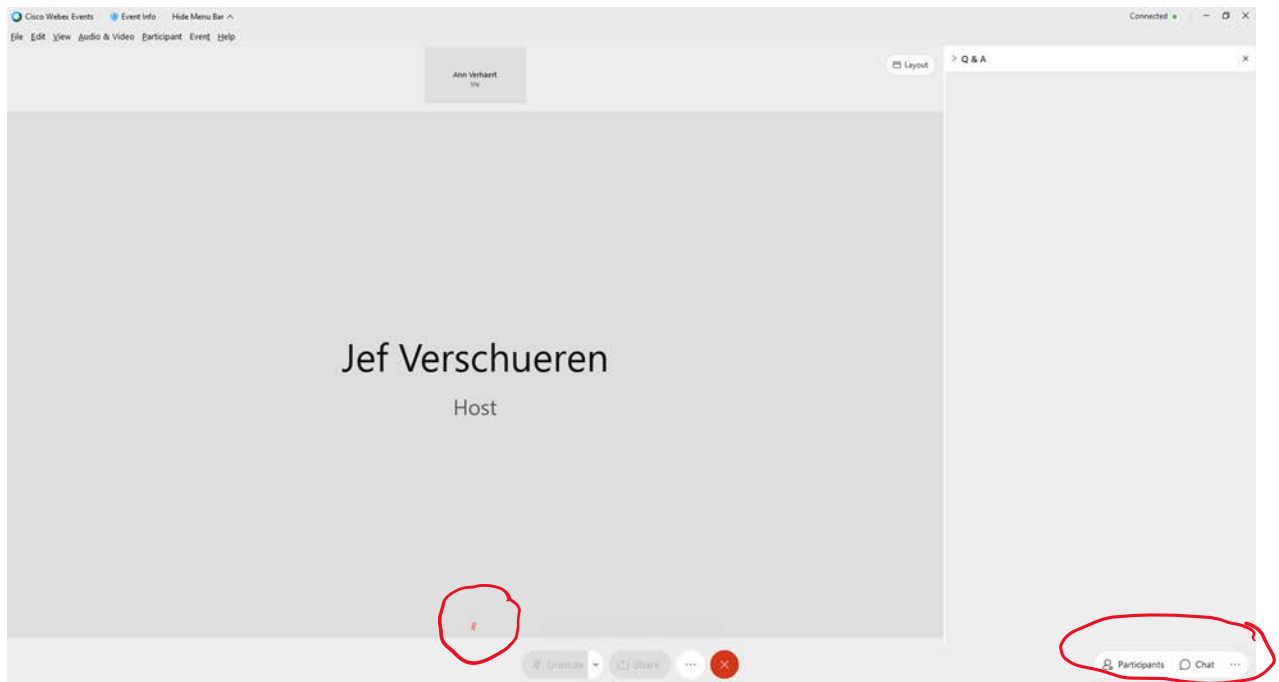
- you’re logged in as described in 1 and 4.1 above
- you have installed the Webex Event app (see 1 above)

When all that is in order, you will get a “Join Event” button to click.

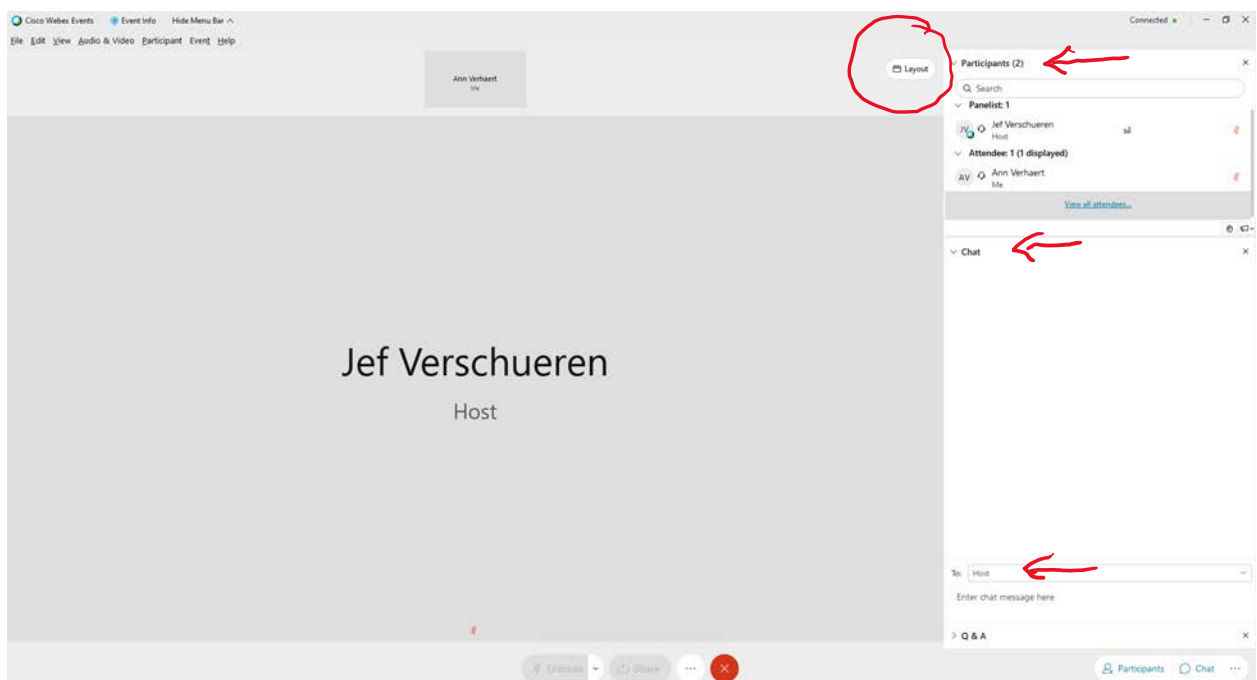


When entering, you will be recognized as Attendee (see the glossary in section 2).

At that moment you will get a screen with the following general structure:



As an Attendee, by default you will be muted (see the red microphone at the center bottom), and in addition to watching/attending what is happening, all you can do is activating the Participants list and open the Chat (both in the bottom right corner of the screen) as well as the Q&A (which usually opens by default; if it does not, you can activate it by clicking the three dots next to the Chat bubble). The result:



As an Attendee you can

- see and hear everything that is happening
- adjust your view layout (towards the upper right next to the Participant/chat/Q&A panel) – for panel and poster sessions we advise “Grid” view so that all Panelists are visible for you

- browse the list of Participants
- post questions (to be addressed to “All Panelists”) in the **Q&A**

Note:

- questions are then visible for the Host and all Panelists, not to other Attendees
- when answering a question you ask, the chair or the responding author/Panelist will repeat/reformulate your question for the audience

- use the **Chat** function to communicate with the Host/Stage Manager

Note that on the Webex platform **Chat** can be used by Attendees during sessions to address the Host/Stage Manager, the Presenter, All Panelists, All Attendees, or Everyone, but not individual participants.

You are advised to address the Host/Stage Manager specifically for the following two purposes:

- to ask the Host/Stage Manager for advice on a technical issue
- to ask the Host/Stage Manager to UNMUTE you, so that you can make a comment or ask a question directly (see the next bullet point below)

For asking questions, you are strongly advised to use only the **Q&A** (directed to “All Panelists”). Your question will then be seen by the Panelists. If you formulate questions in the Chat, they may get ‘lost’ in a stream of comments so that they risk not being addressed at all.

- directly participate in a conversation after having been unmuted by the Host/Stage Manager (upon your request, directed at the Host/Stage Manager, and if the session chair allows this to happen)

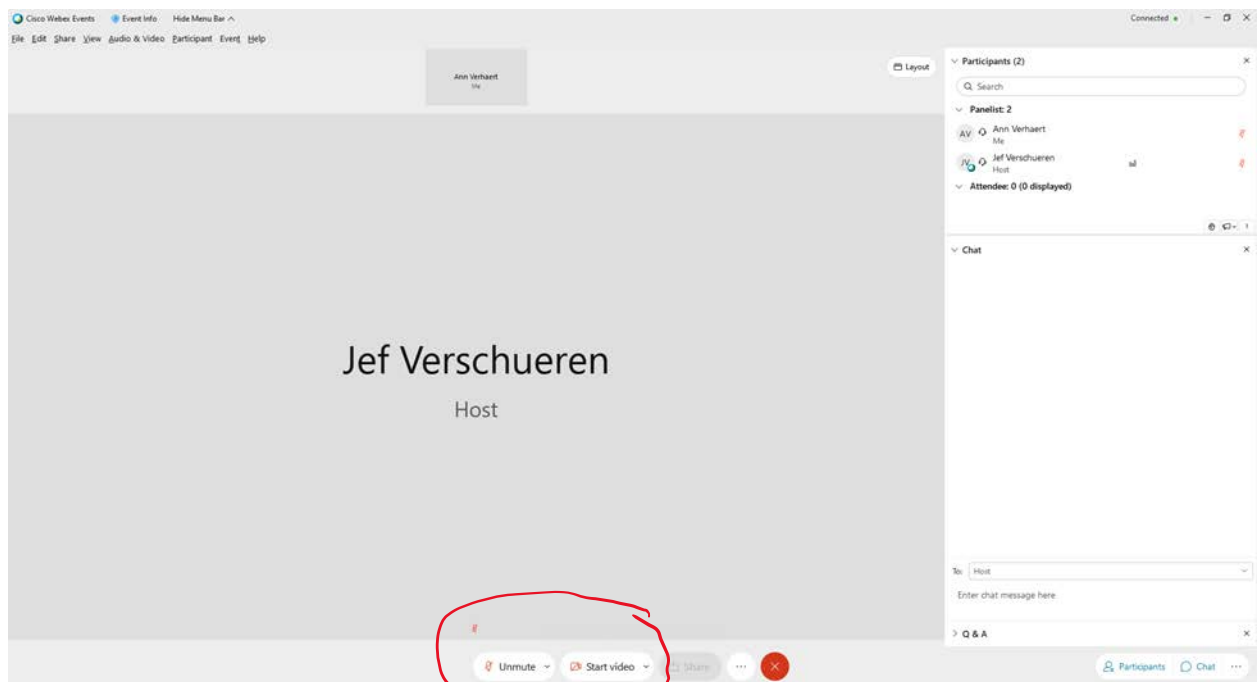
Q&A and Chat – rules of thumb

- Always use **Q&A** to ask questions (in writing) to Panelists/Presenters
- Use **Chat**, specifically directed at the **Host**
 - to ask for advice on a technical issue
 - to ask to be unmuted for direct interaction (for questions/comments)
- You may use **Chat** for other forms of communication you deem useful, taking into account
 - that Attendees (in contrast to Panelists/Presenters) cannot direct messages to other individual Attendees (this is a limitation of the platform we use)
 - that the Host can see all messages

To enable Attendees to Chat with other individual participants, stages will be kept open **during breaks**, and *all Attendees will be promoted to Panelist*. In order to enable Hosts/Stage Managers to reconfigure the proper roles for the next session, however, periods of *completely unrestricted Chat interaction must be broken off at the beginning of every ‘Doors open’ period* (see 5.4. ‘Leaving the stage’).

5.2. Presenting

If you are actively participating in a session (as chair, author/Presenter, discussant), the Host/Stage Manager will promote you from Attendee to Panelist. The result looks as follows:

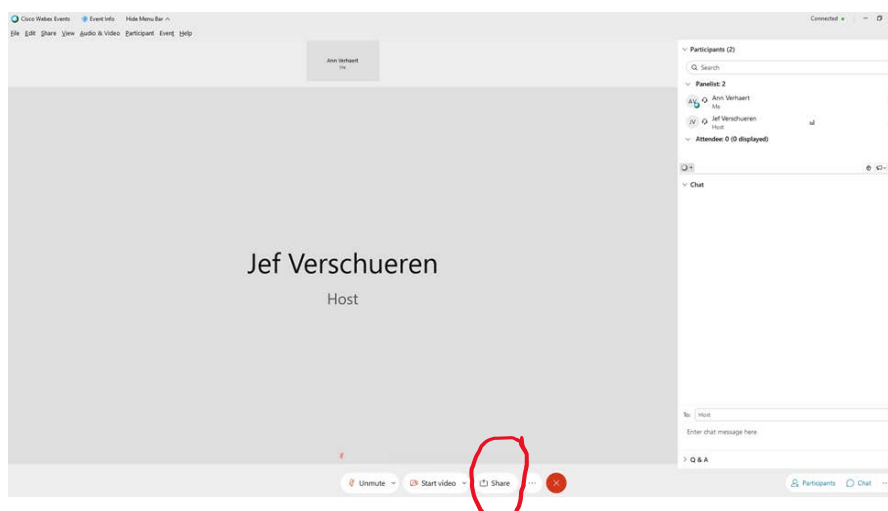


You are now able to unmute yourself, and to control your camera (the “Start video” button).

Important:

- Before the start of the session: let the Host/Stage Manager know if you object to being recorded – use **Chat** for that purpose
- Please make sure to keep yourself ‘muted’ except while speaking. Too many unmuted microphones at the same time cause echoing effects.

When it is your turn to give a presentation, the Host/Stage Manager will further promote you from Panelist to Presenter. The result is that you can now also share your screen:



If you need to share your screen for a presentation, make sure you have the relevant file open on your computer, click “Share” and choose the screen you need (all open screens will appear to choose from, so it’s always best not to have too many programs running at the same time).

IMPORTANT: if the file you want to share includes sound, you must play it audibly and *unmuted with headphones unplugged* – that is the only way to make sure all Attendees get sound as well as images (as direct ‘live’ transfer from the file through Webex – though technically possible – often causes problems hard to identify or may not work at all).

If there is a long stretch of video to be played, there are two alternatives:

- provide Attendees with a link they can go to in a new tab of their browser
- upload the video as one of your presentation files (see 4.4.)

and ask Attendees to follow the link first or to look at the uploaded video file before returning to the live session.

For uploaded pre-recorded presentations, the best results may be obtained by asking Attendees to open a new tab in their browser, to go to the conference events site in that new tab, to find your contribution and to listen to the recording they will find there. This is possible without really ‘leaving’ the session and having to come back in.

You may run into specific issues with screen sharing and access to Webex controls. Here is some troubleshooting:

How do you know whether you are sharing a screen or which one?

When sharing a screen, an orange border appears around the edge of the screen, with a text at the top saying “You’re sharing your screen.” (This is only visible for the person sharing.)

If you use two screens (e.g., laptop and external monitor) the orange border shows which screen it is that is being shared.

Where are the Webex controls when sharing?

By hovering your cursor at the top of your screen, a toolbar appears that allows you to stop sharing, or to pause.

What is visible for those watching?

Everything on the screen you’re sharing is visible: bookmarks, open tabs, notifications that pop up or slide in (including social media and email notifications); make sure to close what you don’t want to be active.

What if the wrong screen is shared in Keynote or Powerpoint?

When using Keynote or Powerpoint with two screens, it may be that you are sharing the Presenter view (indicating what slides are coming up next) rather than simply the slides you want to show. In Keynote, just click on “Switch displays” (an icon in the upper right corner). In Powerpoint, click “Swap displays” in the left hand corner.

How to avoid going full screen with Powerpoint?

Powerpoint in full screen mode may prevent you from getting at the Webex controls that you need.

- If you’re using two screens, make sure the slide goes in full screen on only one screen: click Slide Show > Set Up Slide Show and then choose “Browser at a kiosk (full screen)” and choose under “Slide Show Monitor” which screen the slide should appear on
- On one screen, simply prevent Powerpoint from going full screen by choosing “Browsed by an individual (window)” after clicking Slide Show > Set Up Slide Show

5.3. Joint presentations

Note that only one Panelist can be made Presenter at the same time (see section 2 above); this implies that only one person is able to share her/his screen.

If you want to give a presentation together with a co-author and you need to present slides, there are two ways of handling the situation:

- One of you (the Presenter) handles the slides by sharing her/his screen – the other author, being a Panelist able to unmute her/himself and to make her/himself visible, can take the floor whenever needed
- Or you can both consecutively share your screen, in which case you have to ask the Host/Stage Manager to switch the Presenter role

5.4. Leaving the stage

At the end of a session, leave the stage by clicking the red button in the bottom menu bar.

Please do so, unless you want to hang around for some casual interaction (see the “Q&A and Chat – rules of thumb” at the end of section 5.1.), which is possible for some 15 minutes during coffee breaks and up to one hour during the lunch break.

Unless you continue as Panelist (perhaps Presenter) in the session after the break, ***your leaving the stage (even if only briefly) greatly facilitates the task of the Host/Stage Manager*** who will have promoted all Attendees to Panelists at the beginning of the break but needs to reconfigure the roles for the next session after the break.

If there are too many conference participants still present by the time the new ‘Doors open’ period starts, the host/stage manager may have to expel everyone, so that you have to come back in yourself.