

Hosted online by
Ngā Pae o te Māramatanga

New Zealand's Māori
Centre of Research Excellence

INTERNATIONAL INDIGENOUS RESEARCH CONFERENCE

TĀMAKI MAKĀURAU
AUCKLAND | NEW ZEALAND
18 - 20 NOVEMBER 2020

IIRC20 DISCUSSANT FAQ'S FOR THE VIRTUAL CONFERENCE PLATFORM

Ngā mihi, congratulations for submitting all requested information to date.

We are looking forward to having you join IIRC20 as a discussant in the Live Facilitated Discussion Session online during the Conference, 18 - 20 November. As a discussant, you have already presented your research in your pre-recorded video, we now encourage you to turn up to your session prepared and ready to share and engage with delegates who have watched your video and are keen to hear and discuss more with you during your live facilitated discussion session.

A Chair and support staff member will be assisting during your session and there is live online support to help with any technical issues you may experience on the day. So please, log onto the online conference venue early to become familiar with the system and all of the available functions, read the FAQs sheet and Guide document view the introduction video of the [online conference venue](#) to ensure you get a full and enriched experience for IIRC20.

There are two documents for you, as a Discussant to review BEFORE the conference.

1. IIRC20 Discussant FAQ's for the Virtual Conference Platform (this one)
2. IIRC20 Discussant Guide for the Virtual Conference Platform

WHAT DO I NEED IN ORDER TO BE A DISCUSSANT IN THE VIRTUAL CONFERENCE?

- Ideally 2 screens/monitors
- Stable Internet connection (minimum 5Mbps for both upload and download). You can check your internet speed at www.speedtest.net
- A webcam
- A microphone
- A quiet space

Headphones are a great option, wired headphones will give the best sound quality, blue tooth headphones can be unreliable.

Mobile devices are not recommended to be used as a discussant.

HOW DO I ACCESS THE VIRTUAL CONFERENCE PLATFORM?

All discussants will receive an email notification with their personalised login details on **16 November 2020** and also another email **24 hours prior** to the conference commencing, giving discussants and delegates the opportunity to login, update their profile and familiarise themselves with the virtual platform.

CAN I SHARE MY LOGIN FOR THE VIRTUAL CONFERENCE PLATFORM WITH ANOTHER DISCUSSANT?

No, each discussant will receive a link to the virtual conference platform that is uniquely tied to their registration and cannot be opened on multiple devices at the same time.

WHAT IS THE LIVE FACILITATED DISCUSSION SESSION?

The Live Facilitated Discussion Session is designed to increase engagement between you as the discussant and the audience on the day. These sessions provide an opportunity to discuss any questions raised after viewing your pre-recorded video.

- Each Live Facilitated Discussion Session is 45 minutes long, consists of up to three discussants and will be facilitated by a Chair. Support staff will also be available.
- 10 concurrent sessions will be in progress at any one time.
- At the beginning of each session, session chairs will remind participants to mute their microphones and turn off their videos.
- Discussants will be asked by the chair to say a few words about their research (remember delegates will have watched your video presentation) and after each discussant has given a brief overview, the session chair will facilitate a discussion.
- The session chair will ask questions, help tie the video presentations to the Theme as well as monitor questions from the audience.
- The discussion will take place within the online conference zoom platform. If participants stay within the online platform then they will just see the person who is speaking.
There is no opportunity to share slides or replay the pre-recorded video these remain on the media centre.

HOW DO I PREPARE FOR MY DISCUSSION SESSION?

To prepare, practice a 3-5 minute summary of what you would like to highlight about your research.

Have some pre-prepared questions to engage with the audience. Since these sessions are Live Facilitated Discussions with up to two other discussants, ideally you will have viewed the videos those who are in the same session. These will be available to view on the Ngā Pae o te Māramatanga Media Centre from Wednesday 11 November, a week prior to the conference commencing.

DO I NEED TO DOWNLOAD ANY SOFTWARE TO BE PRESENT IN THE VIRTUAL CONFERENCE?

No, our virtual platform is browser based so as long as you have one of the supported internet browsers (Google Chrome, Microsoft Edge, Opera) available on your device you will be able to be present in the conference.

DO I NEED A ZOOM ACCOUNT TO BE PRESENT IN THE VIRTUAL CONFERENCE?

No, you do not need a Zoom account to be present in the virtual conference, however, Zoom must not be blocked on your device or you will be unable to join any of the sessions presented through Zoom.

WHAT BROWSER SHOULD I USE?



We recommend using **Google Chrome**, **Microsoft Edge** or **Opera** to access the virtual conference platform. Firefox and Safari are also compatible with the Virtual Platform. We also recommend you clear your cookies and cache prior to logging in and disable any VPN's you may be using.

To optimise the broadcast of virtual conference sessions, please do not use 'incognito' or 'hidden search' browser settings.

HOW DO I FIND MY LIVE FACILITATED DISCUSSION SESSION?

Once logged into the Virtual Conference Platform you will see a timeline of sessions. Your Presentation Session will have a **Preview Button** on the right. Your view will look different than a session you are not a discussant in. Please refer to the [Discussant Guide](#) for more details.



WHAT IF I ENCOUNTER TECHNICAL ISSUES DURING MY LIVE FACILITATED DISCUSSION SESSION?

For support during your presentation please use the **Control Room Chat** to the right-hand side of the portal to connect you with conference staff.



Alternatively, you can click the **Live Support** button on the top right-hand side of the portal (red icon with a headset).

Please note that Live Tech Support is available:

18 November 2020 - 7:00AM – 3:00PM NZST

19 November 2020 – 7:00AM – 3:00PM NZST

20 November 2020 – 7:00AM – 2:30PM NZST

WILL MY LIVE FACILITATED DISCUSSION SESSION(S) BE RECORDED?

No, your pre-recorded video has been made available on the Ngā Pae o te Māramatanga Media Centre.

KEYNOTE sessions only will be recorded and available post-conference.

HOW LONG WILL THE VIRTUAL CONFERENCE PLATFORM BE OPEN?

The portal will remain open between 18 November 2020 7:00AM NZST – 20 November 2020 3:00PM NZST.

WHO WILL BE ABLE TO SEE AND HEAR ME?

Any attendee who has clicked into your session from the timeline once it is live.

CAN I CONNECT WITH OTHER DISCUSSANTS DURING THE VIRTUAL CONFERENCE?



Meeting Hub

Yes, the **Meeting Hub** is a terrific place to connect with other discussants or delegates one-on-one, allowing you to renew old friendships or make new acquaintances. In the **Meeting Hub** you can share contact details, send chat messages, video chat and set up meetings.

WILL THERE BE LIVE Q&A DURING MY LIVE ONLINE DISCUSSION SESSION(S)?

Yes, attendees will have the opportunity to type out questions and these will be asked to you by the session chair.

DO LIVE ONLINE DISCUSSION SESSIONS HAVE A LIMITED CAPACITY?

No, there are no upper limits to the number of attendees who can join your session, so you don't have to worry about anyone missing out!

WHERE CAN I FIND MORE INFORMATION ABOUT THE VIRTUAL CONFERENCE PLATFORM?

For more detailed information regarding the virtual platform and how to navigate it during the virtual conference, please refer to the Venue section on the conference website. <http://indigenousesearchconference.ac.nz/venue-online>