



# IIAS 90th Anniversary Conference Public Governance for Climate Action 15-18 December 2020

## Technical Instructions

### VISA SYSTEM

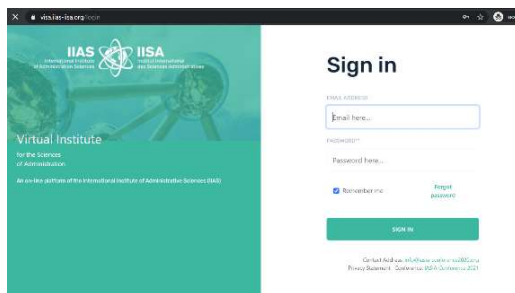
The new Conference system created for IIAS is available on the following link:

<https://visa.iias-iisa.org/>

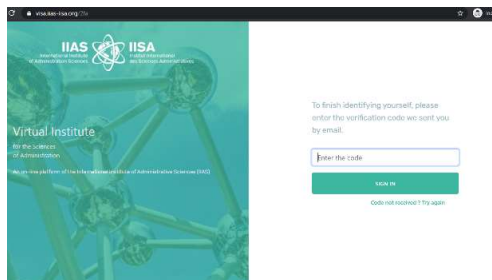
The Users can access the system, see the agenda of the Conference, and connect to the meetings. VISA system uses a connection to the platform Zoom for the online meetings.

If you want to connect to the system:

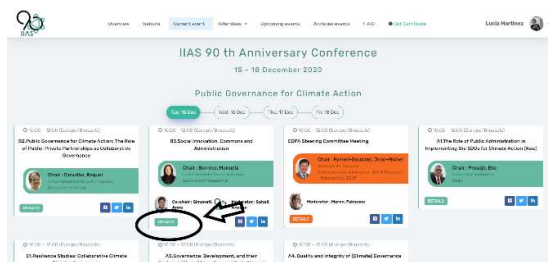
- **First step:** Signing in. Introduce your email address



- **Second step:** You will receive a code to enter the system



- **Once we get connected go to the Agenda and click on details to connect to the sessions and see the panelists.**



## Conference Agenda:

The agenda of the IIAS e-Conference is available at the following link:

<https://visa.iias-iisa.org/program>

You can access to the on-view agenda without login into the system.

**To enter the session and follow online you must log-in**

**Check your time zone:** All the Conference agenda is scheduled on CEST (Central European Time Zone) – Brussels Belgium.

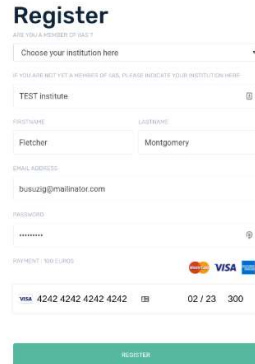
## Registration:

Participation is free of charge for the members and Speakers.

- First choose the name of your institution



- For non-members there is a 100€ fee to become member, this membership allows you to participate in IIAS events through the year.

A screenshot of the IIAS registration form. The form is titled 'Register' and has a sub-header 'ARE YOU A MEMBER OF IIAS?'. Below this is a dropdown menu labeled 'Choose your institution here'. A note says 'IF YOU ARE NOT YET A MEMBER OF IIAS, PLEASE INDICATE YOUR INSTITUTION HERE:'. The form has several fields: 'FIRST NAME' (Fletcher), 'LAST NAME' (Montgomery), 'EMAIL ADDRESS' (busuag@mailinator.com), 'PASSWORD' (\*\*\*\*\*), and 'PAYMENT REQUIRED'. The payment section shows a VISA card with the number 4242 4242 4242 4242, the name 02 / 23, and the number 300. There is a 'REGISTER' button at the bottom.

If you need more information about the Connection, please email us at:

[info@iias-conference2020.org](mailto:info@iias-conference2020.org)

To join a session, you must register using the Zoom links in the Agenda ([Browse the Conference Agenda](#)). Only registered participants will be allowed to join the meetings. A certificate can be uploaded from the system for the attendants. The presenters can ask for the certificate at [info@iias-iisa.org](mailto:info@iias-iisa.org) or [l.martinez@iias-iisa.org](mailto:l.martinez@iias-iisa.org)

Chairs and Speakers can connect directly through the zoom link or enter in VISA system.

## Testing the connection:

- **Chairs and Speakers**

We would like to ask you to connect **15 minutes** before the start of the session to resolve any technical issue and check your connectivity (audio and video) as well as your presentation.

Please note that we need to have your **mobile-phone number (WhatsApp)** in case of problem in connecting you to the Webinar System (Zoom) – you can send these details to the session 'moderator.

## Roles :

- **Chairs** – They will introduce the debate and make the transition between each speaker. They will also summarize the debate and make the wrap-up of the session.
- **Speakers** – Each speaker will screen share his/her presentation. Speakers are requested to send us their presentations prior to the sessions so that the moderators can assist if there are problems for Sharing Screen.



- **Moderators** – The moderators will manage the sessions and provide participants and speakers with the required instructions at the beginning of each session. The moderator will also introduce the session, the chairs, and the speakers, as well as manage the discussion and Q/A in the chat.

## Interaction Q/A

Questions can be in different formats:

- **Group Chat.** These questions will be grouped by the moderators and will give the floor to the pertinent speaker. Moderators may also invite participants to directly formulate their questions or comments to motivate the debate.

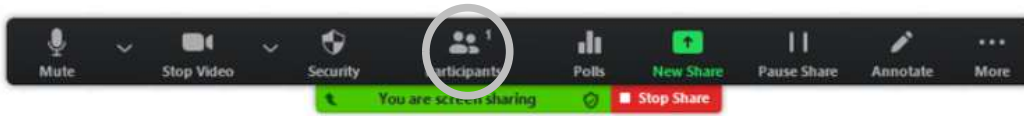


When clicking on it, it will display a conversation. To communicate with us via the chat please select "Moderator's name" or you can type directly to "everyone".

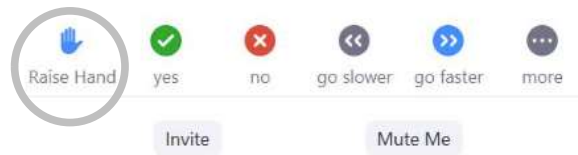


- **Intervene directly:** Participants will use the raise hand function to indicate they would like to make a comment or raise questions.

Click on 'participants' on the tool bar. A list of participants will be displayed



To raise your hand, click on the button 'raise hand' (see below)



The moderator will call your name and unmute you to deliver your contribution (Please keep it short). After your intervention you can press 'lower your hand'.

During the session, be informed that all the participants must be in Mute mode/camera off except the contributors to the sessions.

Please respect the speakers and the moderator's recommendations at the beginning of each session.

## Social Media & Communication

Please use the following communication channels.

#90\_IAS2020



@IIAS\_IISA



@IIAS\_IISA



@IIAS\_IISA