World Congress 2023
Virtual Platform Tutorial

IPSA • AISP
27th World Congress of Political Science
27ème Congrès mondial de science politique
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Attendee Side of the Virtual Platform

This is the tutorial that explains how to use the Virtual Platform to access the virtual portion of the IPSA World Congress of Political Science 2023.

To access the Virtual Platform, proceed to the following link: https://pheedloop.com/wc2023/virtual/

Lobby

The Lobby is used to post important announcements about the virtual portion of the World Congress.

To access other parts of the Virtual Platform, use the menu on the left side of the screen.

Private Chats, Notifications, Accessibility Features and the Event Chat are available from all pages of the Virtual platform.
Sessions Page

The Sessions Page has all panels of the World Congress.

You can use the Search function to find a panel by title, or use available filters, like Dates, Speakers, Sessions, and Live Now.

Click on the button “Add to Calendar” to add a specific panel to your personal Apple, Google, Outlook, or Yahoo calendar.

Please note that the in-person panels will not be livestreamed.
**Schedule Page**

The Schedule tab has all panels sorted by days. It is strongly recommended to use the List View, as it is the best way to see the schedule of the Congress.

By clicking on a panel in the schedule you will be redirected to the panel page.
Networking Page

This page allows to find all people participating in the Congress. You can find people by name, or using filters Online Now, Exhibitor, Speaker, Sponsor.

If you do not wish to participate in Networking, you can disable your visibility by going to “Account” and toggling off the option “Profile Visible in Networking Section”.
Account Page

This page is for editing one’s personal profile. You may edit all fields that will be shown on your publicly visible profile. The Files section may be used for uploading your CV or recent publications of your choice. You can also change your account password here.
Help Page
Clicking on Help in the menu will show a pop-up window with the most popular answers on using the Virtual Platform. If you have a particular question, you can type it in the search bar to find an answer.
If you are experiencing issues with your connection, web-camera, microphone, screen share permissions, or any other issues preventing your participation in your panel, please write to us using the Panel Chat (see the image below). There will be one IPSA room attendant present at all times as well as Genevieve Guay from the Secretariat team. You can reach out to Genevieve using the Networking feature of the platform.
Speaker Portal

As a speaker, you will see an additional menu item called Backstage. This is the only gateway to accessing the panels in which you are a presenter, chair, co-chair, or a discussant. You cannot use the Sessions link to access a panel in which you are an active participant.
Upon accessing Backstage, the website will request a permission to use your camera and microphone. Click on Allow to give this permission. It is also recommended to check the “Remember this decision” box.

Each panel page has three tabs: Details, Meet & Stream, Polls and Q&A. Polls and Q&A will not be used during this event.

LOC06.25 La política y algunas claves de las reformas sanitarias en Latinoamérica. México, Uruguay y Chile

Sunday July 16th, 10:00 - 11:45 AM EDT

Speakers

- Carlos Vassallo Sella
  Universidad de Bologna
- Matías Havela
  Universidad de Buenos Aires
- Martín Orsi Echárt
  Universidad de Buenos Aires
- Sergio Wise
  Universidad Nacional de La Plata
Click on Meet & Stream to access the panel as a speaker. You will see the Device Settings, which will allow you to test your microphone and camera. Once you confirm that your microphone and camera work well, you can click on Join Meeting button to join your panel.

**Device Settings**

Review your audio and video device settings, and click on the Join Meeting button to get started. If you experience issues, check your browser’s camera and microphone permissions.

**Audio Settings**

- **Microphone source**
  - Microphone (2- Sennheiser USB headset)

- **Microphone activity**

- **Speaker source**
  - No speaker devices found
  - Test speakers

**Video Settings**

- **Camera source**
  - Logi C310 HD WebCam

- **Video quality**
  - Select video quality

- **Video preview**

**Join Meeting**
After joining the meeting, you will see the following screen. Depending on how many people have already joined, you may see other attendees with their cameras on. You will not be visible until you turn on your camera, but your microphone will be unmuted by default.

When your turn comes, you can share your screen by clicking on “screen” in the menu on the bottom of the screen. Please have your PowerPoint presentation ready beforehand, as it will not be uploaded to the platform separately.

Please note that there will be a 10-15 seconds delay during the panel livestream.
Volunteer Guide

As a volunteer, you can access the panel you’re helping by clicking on Backstage in the menu on the left side of the screen.

Room Attendant Checklist

- Know the names of the members of the panel before you arrive,
- Arrive in your room 30 minutes early but no less than 15 minutes before the start of the panel,
- Name yourself as “IPSA – Your Name” in your Account Settings.
- Have your camera and microphone on when you enter so you will be visible to the speakers,
- Introduce yourself as an IPSA volunteer to the panel chair and speakers,
- Ask every speaker entering the room if they have their presentation ready on their computer and if they know how to share their screen, turn on their mic/camera. Be proactive by asking speakers if they are currently experiencing any issues with their microphone, camera, or the Internet connection,
- Just before the panel starts, turn your camera and mic off unless you are still assisting speakers.

Tasks

- Familiarize yourself with the functions in the Speaker Portal,
- Ask the panel chair if they would like any assistance with timing or monitoring the Q&A,
- Assist speakers if they are having problems with sharing their screen for their presentations or turning their camera/mic on or off,
- Monitor the chat in a case a speaker needs assistance, or an attendee has questions,
- If you are not able to troubleshoot the problem, reach out IPSA Secretariat member Genevieve Guay. She will be present in every room as well as in the Networking section.

Notes

- If the panel goes over the scheduled end time, there is a buffer of 20 minutes before the panel session is closed,
- Be the last person to exit the room unless the speakers wish to debrief privately,
• Be friendly and courteous!

**Technical Problems Troubleshooting for Panelists**

Here is a step-by-step list of things you can try if panelists have trouble with their microphone or camera:

1. Send them this link to test if their computer meets the technical requirements:
   https://smart.newrow.com/room/testPage/
2. Ask them if their camera and microphone is authorized in their browser,
3. Tell them to refresh the browser page,
4. Make sure they have closed any other conferencing app (Zoom, Team, Facetime, etc.),
5. Make sure their VPN is disabled,
6. Clear the cache from their browser and restart the browser,
7. As a measure of last resort, tell them to restart their computer,

If these did not work, please write to Geneviève Guay using the private chat function. She will be there to help you!