



Data for Policy 7th International Conference 2022

Overview of the
conference using Zoom for all
virtual participants



General information about the Conference: virtual structure

- The Hong Kong and Seattle conferences will run as two Zoom sessions, one before and one after the long break
- The Brussels conference will run as two Zoom sessions, one for Parallel Track A and one for Parallel Track B. The session will be paused at the long break
- Please check the website for the latest version of the programme, as there may be last minute changes



Joining the Conference

- Please join the conference by Zoom in good time for your Session
- Please stay muted, with video off
- Please display your name (this will ensure that you are admitted to the conference from the waiting room)
- If you are a chair or speaker, the conference Host will give you co-host privileges
- Once co-host, presenters should enable their videos
- Other participants should remain off-video during the presentations



General Information about the Conference: Individual Presentation Sessions

- Sessions of individual presentations vary in length across the three regions;
- Presenters will give live summaries of their work (~5 mins), followed by discussion and Q&A. Presenters may use slides for their summaries;
- Questions can be posted in the chat. Live questions at Chair's discretion.



General Information about the Conference: Security

- Conference hosts and co-hosts reserve the right to stop video or audio outputs from attendees, and to remove attendees as a last resort



General Information about the Conference: Visuals during Sessions

- Virtual chairs and panellists will be made co-hosts, in order to enable screen sharing
- All other attendees will be muted, with video off, unless invited to speak by the Chair



Settings during your Session

- Session Chairs and presenters will have video on throughout the session
- Other authors can join on video for Q&A when invited by the Chair
- Please mute if you are not speaking



Co-host privileges

- Co-hosts have privileges on Zoom, but we ask that you do not misuse them;

In particular:

- Co-hosts are not to admit guests from the waiting room;
- Co-hosts must not change settings of any other participant, unless specifically requested to by the host or Chair.



Handling questions during your Session

- Questions from Zoom chat will be asked by the Chair
- Limited questions from the audience using video/audio will be at Chair's discretion and invitation