



MAKING CONNECTIONS: COOPERATION AND NETWORKING IN GEOGRAPHY EDUCATION

IGU-CGE Conference, Prague, 2021

INSTRUCTIONS FOR PARTICIPANTS

www.prague2021.com



IN-PERSON PARTICIPANTS



We highly recommend all in-person participant to **follow the epidemic measures** adopted by the Czech government. We kindly asked the participants from abroad to adhere to the rules for border crossing – [see details here](#) and [more here](#). Please note that there are also measures in force for the public areas in the city, for instance you are required to wear a respirator in public transport and in almost all buildings (shops etc., except restaurants, cafés etc).

During the scientific programme, we ask participants to **wear respirators** (at least FFP2 or N95) in the building. Masks do not have to be worn by speakers and by audience when asking questions in the discussion. Similarly, masks are not required during coffee breaks and lunch. Thank you for understanding.

The main **conference venue** is located in the campus of Charles University in the building of the Faculty of Science (address: Albertov 6, Prague 2). Social events take place at Kasárna Karlín and at Karolinum, the historical building of the university – [see the map of important places](#).

We cordially invite all participants to take part in the whole **social programme** – the icebreaker, city tours, and the conference dinner. Please, do not forget to register at the registration desk before attending the icebreaker as conference labels will be needed to order drinks. The organizing committee offers two types of city tours to the participants – a traditional one and an unconventional tour of Prague centre as seen by homeless people – participants are asked to select one at the registration desk.

The **Slack application** will be used for communication between participants and organizers during the conference. This is a simple chat environment that will provide participants not only with the chatting possibilities but with the Zoom links to the sessions and posters as well (see details in the section for online participants below).

Session Chairs

All of us are about to face the challenge of mastering a hybrid conference format. Although the main task for the session chairs remains the same (opening and closing the session, introducing the individual presentations/speakers, guiding through the Q&A at the end of the session), there are of course a few more challenges related to the virtual format.

To run the session physically and virtually there is a virtual platform (Slack combined with Zoom). All participants will have access to the platform. The platform will be operated by the volunteers and staff. The main difference is in the Q&A at the end of the session. Because of the hybrid format, there might be questions from the remote participants as well as from the in-person participants.

We kindly ask chairs to join their sessions early so that they can familiarize themselves with the platform and start the session on time. At the scheduled session, please start by introducing yourself shortly, including your name and affiliation. Introduce each presentation with the title and the speakers. Thank you very much for helping us to make the conference a success!

Oral presentations

Each session has 90 minutes, time per one presentation is 15 minutes. The Q&A part should last at least 15–30 minutes and it should be done at the end of each session.

All session rooms are equipped with standard PowerPoint presentation equipment. We recommend you to save your PowerPoint presentation using PPT(X) or PDF.

Please be present in the session room 10 minutes prior the start of your session, upload your PPT/PDF file and follow the instructions from the chairs and/or the staff.

Posters

The conference is organized as a hybrid event allowing for in-person as well as virtual participation. Since the poster session will be running physically as well as virtually, all posters will be provided in both, poster area in the building and in the the Slack platform. We kindly ask poster authors to **send their posters to info@prague2020.com on Monday August, 9 at the latest.**

The posters should be in PORTRAIT style (please DO NOT prepare a landscape poster) in PDF/JPG format. The maximum format of a poster is A0 (i.e. 841 x 1 189 mm). Do NOT exceed the overall dimensions of the format. The organizing committee does not provide printing services for the physical poster display.

The posters should be set up in the poster area after registration of the participants (the poster session is scheduled on Wednesday). More information about the poster area will be provided at the registration desk.

Please, do not forget to **check your poster's chat in the Slack platform** and react to answers and comments from our colleagues who participate virtually

ONLINE PARTICIPANTS



The **Slack application** will be used for communication between participants and organizers during the conference. This is a simple chat environment that will provide participants not only with the chatting possibilities but with the **Zoom links** to the sessions and posters as well.

We highly recommend participants to install the desktop Zoom app or use the online version of Zoom.

Organizing committee will register all participants to the Slack platform with their e-mails entered in the conference registration. Participants will receive a confirmation message with a link to the conference virtual space.

Please check the [Slack App manual for help and support](#).

We kindly ask participants to mute their microphones when not speaking.

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Please, join the session in advance and follow the instructions from chairs and/or the staff. We recommend participants to check their internet connection before the session start.

Speakers are asked to share their screen with presentation and stop sharing at the end to allow chair to guide the Q&A part.

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