

IUFRO World Day – Guidelines for Live Session Hosts

How can participants register?

Registration is now open and available under the following link:

<https://www.iufroworldday.org/signup>.

Registration to the IUFRO World Day grants participants access to the interactive map **including all live sessions** and content related to the event. The registration will remain open until the end of the event.

- **All participants including the session hosts need to register through the IUFRO World Day registration form!**
- **Therefore, please do not set up an individual registration system for your session!**
- **Additionally, please do not share your session link directly when promoting your session but refer interested participants to the World Day registration!**

Please note that you will need to set up a password in the registration form which will later allow you to login on the website and access the IUFRO World Day Map.

Where will my session be visible?

The link to your session will be shown on the [interactive world map](#) which is the user interface of the event. Your session will pop up as a point on the map including your session title and basic information.

All registered participants will be granted access to the IUFRO World Day Interactive Map which will open shortly before the event. The Map will contain all live sessions and static content that are part of the forum. Registered participants will be informed about the opening of the Interactive Map via e-mail.

An example of what the interactive map will look like and how sessions will be displayed on it can be found on the event website: <https://www.iufroworldday.org/interactive-map>. In addition, the session (including hyperlink to access the session) will be shown in the [timetable](#) of the IUFRO World Day.

When will my session start?

All session organizers have received confirmation of their session start time via e-mail. If you have not received an information even though you handed in a session proposal form, please contact [egger\(at\)iufro.org](mailto:egger(at)iufro.org).

What do I need to prepare before my session?

- Please organize your session including the technical implementation in good time before the event starts. Prepare your content and cooperate with planned speakers and active participants.
- Prepare a **link to your session** and send it to [egger\(at\)iufro.org](mailto:egger(at)iufro.org) **until 12 September 2021**. Please set up the link so that the access to the event does not require any

password/passcode (e.g. during meeting setup in Zoom platform, make sure to choose “embed passcode in invitation” to allow one-click join)

- Send the following **session details** to [egger\(at\)iufro.org](mailto:egger(at)iufro.org) **until latest 12 September 2021**:
 - Session program/agenda
 - Short bio (up to 100 words) and one picture of each speaker
 - 1-2 pictures that could be used in promotional materials for your session (**please include photo credit**)
 - In case you have planned to develop a flyer for your event, please also send that to us
The more details you provide and the sooner you send your information, the more promotion can be done for your session from our side!
- Get familiar with the program/conference tool you will use (i.e. Zoom, MS Teams).
 - Make sure the technical platform for your session is not limited to a **number of participants** that is smaller than your expected audience.
 - In case the speakers in your event need to share their screen, make sure you allow this feature in the meeting settings.
- Use an external webcam and microphone for best quality audio and visual
- Join your session before the start time and test your link, microphone, and camera
- If possible, organize a test run with all your speakers before the World Day event to prevent any technical issues during the event
- You can use the following document as an additional resource which gives suggestions and best practices for organizing, hosting and reporting of online events and virtual meetings:
<https://www.iufro.org/fileadmin/material/science/divisions/toolbox/iufro-online-events-virtual-meetings-best-practices.pdf>
- If you plan to set up your meeting in Zoom, you can also use this reference for guidance:
<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

What do I need to pay attention to during my session?

- If possible, **please record your session** to make it available to the public later. If you record your session, please make sure to **notify all participants** in the beginning that the session will be recorded (for data protection and legal reasons)!
- Make sure that your **speakers and other required participants** are in your session (this could be done e.g. by inviting speakers to join the session 30-minutes before the official starting time).
- Make sure everyone except the speaker(s) turns their **microphones on mute** to avoid background noises.
- Depending on the platform you use, it would be useful to indicate to the participants the instructions and options for taking the floor (“e.g. raising hands”etc.)
- Feel welcome to use the IUFRO virtual background which is available here:
<https://www.iufro.org/fileadmin/material/science/divisions/toolbox/iufro-logo-for-virtual-background.jpg>

How can I make my session recording available?

- Please **send a link (e.g. YouTube) to your session recording** to [egger\(at\)iufro.org](mailto:egger(at)iufro.org) for it to be added to the interactive map and to the event archive.
- If you’re not sure how to upload your session recording to YouTube, you can use the following reference as guidance:
<https://support.google.com/youtube/answer/57407?hl=en&co=GENIE.Platform%3DDesktop>

- If you want to record your session in one time zone and make it available in other time zones, please make sure that you share the link immediately after the session to *egger(at)iufro.org*

What if I need to make last-minute changes to my session?

If you need to change the link to your session on short notice before the session, you can send the new link to *egger(at)iufro.org* together with the session title and name of the organizing IUFRO unit or member. If you need to make changes that are related to the content or format of your session, please notify *egger(at)iufro.org*. **We would strongly advise you to refrain from any last-minute changes and use this option as an emergency plan in case you have unavoidable problems with your originally planned session!**

If there are any other internal changes you need to make, please make sure everyone who is part of the session (e.g. speakers) will be informed.

How will my session be promoted?

First and foremost, the promotion and visibility of your session largely depends on your communication effort through your various channels and networks!

In addition, **IUFRO HQ** will promote your session as part of the overall IUFRO World Day event and as an individual session through the **event website**, <https://www.iufroworldday.org/>. We will place the date, time and title of your session there and provide additional information about your session on the website depending on the details that you have submitted to us. We will furthermore promote your session through our **social media channels** and create **session cards** that you may also use for spreading the word.

For us to promote your session in a timely manner, please send your session details as stated above as soon as possible!

Whenever you advertise your session directly, please make sure to mention the City and Country where the session is hosted to make it easier to find it on the IUFRO World Day interactive Map.

Please do always share the general registration link for the World Day, rather than your session invitation link!

In social media, please always tag @IUFRO and organizations/speakers as appropriate, and always include the #IUFROWorldDay hashtag!

Who can I contact if I have further questions?

Please contact the IUFRO World Day Project Manager, Carola Egger, *egger(at)iufro.org*, for any further questions regarding your session.