

Scales of Change

ECLAS 2022 --- University of Ljubljana, Slovenia

12--14-09-2022



Instructions for moderators and presenters - ONLINE sessions

The main topic of this year's conference is addressed within five thematic tracks.

Each session is 1 hour 45 minutes long, with 4 to 6 presentations of 13-minutes each and a discussion at the end. Due to last-minute cancellations and transfers from on site to online presentations, we could not avoid having different number of presentations in a session, but we still believe that each session gathers interesting presentations, addressing the same topic from different perspectives and scales.

VENUE and ONLINE SESSIONS

Dedicated online sessions will be held in **two parallel sessions** on both 12 and 13 September 2022, using the ZOOM Platform.

All scheduled hours of events are in 24-hour time format (00:00-24:00) and in CEST (Central European Summer Time Zone, UTC +2). Please calculate your time accordingly.

Moderators

- Will receive Book of abstracts and detailed programme. You are kindly invited to prepare one or two questions for the presenters to encourage discussion and wrap up the session. At the beginning of the session, invite the audience to post their questions in chat. This will enable presenters to prepare for discussion, as well as to group similar questions in the final discussion.
- Remind the presenters 5 and 2 minutes before their time is up. This will allow them to wrap up their presentations.
- We suggest having a discussion at the end of each session and only to allowing questions for clarifications at the end of each presentation. If you are moderating sessions with fewer presentations, you are more flexible and can allow discussion also after each presentation, but keep in mind that each presenter should have the same amount of time.

Presenters

- We would like to provide you with additional technical support in case of difficulties on the day of your scheduled presentation. In this regard we will be collecting all online presentations in pdf format until **September 9, 2022**, at the latest. Please send it to the technical moderators of your online Session:

Technical moderator for Online Session 1: tadeja.azman@bf.uni-lj.si

Technical moderator for Online Session 2: maja.debevec@bf.uni-lj.si

- Please note that your presentation is limited to 13 minutes, allowing two minutes for quick clarification questions. You will be reminded at remaining 5 and 2 minutes by your moderator.

Test session

- To test connection, cameras, microphones and speaker settings and presentation sharing will be on **Friday, September 9, 2022, from 10:00 – 15:00 CEST UTC+2**.
- All presenters/moderators will receive the **test links** by **Thursday, September 8, 2022**, at latest, should you not receive the link to the test session, please write to your technical moderator.

Online session

The links to the online sessions of **Monday, September 12, 2022**, and **Tuesday, September 13, 2022**, will be sent by **Friday, September 9, 2022**, at latest. Should you not receive the link by Friday, please write to maja.debevec@bf.uni-lj.si, tadeja.azman@bf.uni-lj.si and eclas2022@bf.uni-lj.si.

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University of Ljubljana
Biotechnical Faculty



ECLAS
EUROPEAN COUNCIL OF
LANDSCAPE ARCHITECTURE
SCHOOLS

GENERAL GUIDELINES

- Please enter the session room 15 minutes before your scheduled presentation. If you are not available at the time of your presentation, the next will be allowed to present, while you will have to wait to present at the end of your session.
- Before you connect to the ZOOM meeting, we recommend you have your presentation opened in your preferable software and close other apps, which might interrupt your presentation with different notifications.
- As a presenter/moderator, please check your chat box, for any possible communication with technical moderators.
- For the best quality of your presentation, please use a well-lit indoor space, as quiet as possible, to avoid echo or external noise. Headset with a microphone at the proper distance to reduce popping sounds is recommended. Avoid using a built-in microphone on your device, as there will be too many ambient sounds. Test your microphone and camera settings and the quality of sound beforehand.

TECHNICAL REQUIREMENTS

- Capable broadband connection (ideally wireline).
- Web camera and microphone; pre-recorded videos and presentations and machine reading are not accepted, as presentations should be made live.
- ZOOM platform: Though the ZOOM web client is available (using Google Chrome, Chromium Edge, Safari or Firefox), we recommend installing The ZOOM APP on your device for content moderators and for presenters (**ZOOM download**). Please update your browsers to the latest versions should you decide to use the web client.
- Although ZOOM offers mobile apps, we strongly recommend using computers, laptops or desktops over smartphones or tablets for all presenters. This will give a better viewing experience and more functionalities.

Should you have any additional questions, you can contact us at eclas2022@bf.uni-lj.si or write your session chair directly:

1 Evolution and reflection: Mojca Golobič mojca.golobic@bf.uni-lj.si

2 Relation between design and planning: Tadej Bevk tadej.bevk@bf.uni-lj.si

3 Teaching across scales: Nadja Penko Seidl nadja.penko@bf.uni-lj.si

4 Context matters: Davorin Gazvoda davorin.gazvoda@bf.uni-lj.si

5 Beyond the field: Tomaž Pipan tomaz.pipan@bf.uni-lj.si

We look forward to seeing you at the conference!

ECLAS2022 Committee