



**9<sup>th</sup> International Symposium**  
**On Wetland Pollutant Dynamics and Control**

**13-17 September, 2021**  
**BOKU University, Austria**

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## WETPOL 2021 – EVENT PLATFORM USER GUIDE

The 5-day-event from 13-17 September 2021 will be hosted entirely online using the platform *talque*.

The following user guide will take you through the basic steps you need to know for a successful and stress-free participation during the conference. Please contact us at [wetpol2021@boku.ac.at](mailto:wetpol2021@boku.ac.at) in case of further questions.

### What you need to participate

- A computer, tablet or smartphone with a stable internet connection
- A headset/speakers and microphone
- A webcam: if you are not presenting it is not strictly necessary, however you will not be seen by other participants during coffee breaks and networking activities, so we recommend using one

### Onboarding

- You will be invited to join the *talque* platform and asked to create an account in due time.
- Simply follow the “Start now!” link provided in the e-mail and begin filling out your information.
- To join the event, simply use the **personalized access code** provided in the e-mail.

During the registration process, you will be asked a sequence of questions. *talque* will match your profile with other conference participants to connect you based on common interests.

Once you are on board, login with your email address and the password you have set during the onboarding. You can access the full event site either through your browser or by using the *talque* smartphone app for a mobile conference experience.

John Doe, you have been invited to Wetpol 2021. Start networking now!



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Wetpol 2021 | 9th International Symposium on Wetland Pollutant Dynamics and Control

Start onboarding now in order to make powerful new connections, see the agenda, and select the talks you are interested in.

To join the event, please use the access code **wetpol21-wthy4**

Start now!

## Welcome! Landing page and navigation pane

The screenshot shows the conference platform interface. At the top, there is a navigation pane with tabs for 'Schedule', 'Coffee break', 'Participants', and 'Posters'. A notification banner at the top right asks to 'Activate desktop notifications'. Below this is a search bar and a calendar icon. The main content area displays an 'Upcoming' session for Monday, September 13, 2021, at 2:30 PM - 3:45 PM. The session title is '00EXAMPLE: S11.1A Role and functioning of wetlands and other nature-based solutions in urban settings'. The session chairs are Kanchan Khare, Robert Faggian, and Daynad Panse. The session description states: 'The session will confer about how wetlands and other nature-based solutions play a critical role in restoring ecosystems, especial...'. There is a '+ Participate' button at the bottom right of the session card.

After joining the conference platform, you will see the Wetpol 2021 network in the top left-hand corner of the webpage. You will find the navigation pane at the top of the window with the following tabs: 1)

Schedule, 2) Coffee break, 3) Participants, 4) Posters. On the top right-hand corner of your screen you can access your chats, contacts and calendar appointments, as well as your personal profile.

## CHAT

You can exchange private messages and share files with the other participants using the chat function. Once you exchange a chat message with another participant in the network, you can add that person to your contacts. You can then easily invite your contacts for a video call meeting.

## CONTACTS

Here you can find all your added contacts, including groups you are part of. Here, you can also create new groups to discuss specific topics within a community or unite people with a specific interest.

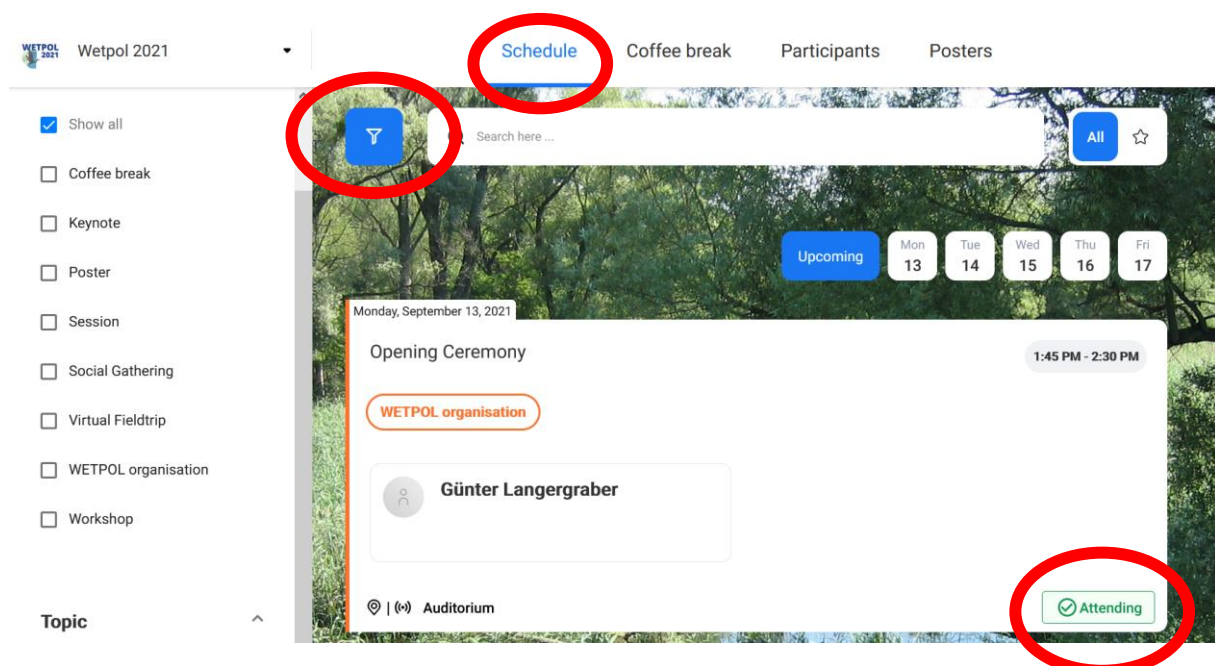
## CALENDAR

Your calendar will display all of the items you have scheduled by clicking “attend”. Any meeting or video call that you have scheduled with other participants will also be visible here.

## Schedule

**Important:** Please keep in mind that *talque* adjusts the times displayed for each session in the schedule to your local time zone.

The “schedule” tab shows you all the program points, the dates and times and lets you filter the sessions by date, format, topic and room. You can indicate your participation in a given session by clicking the button “participate” in the bottom right-hand corner. A green box with a check-mark will signify your attendance (you can cancel and re-register at any time).



The screenshot shows the 'Wetpol 2021' interface. At the top, there are navigation tabs: 'Schedule' (circled in red), 'Coffee break', 'Participants', and 'Posters'. Below the tabs is a search bar with a magnifying glass icon (circled in red) and the text 'Search here ...'. To the left of the main content is a filter menu with various session types, each with a checkbox. The main content area displays a session card for 'Opening Ceremony' on 'Monday, September 13, 2021' from '1:45 PM - 2:30 PM'. The session is organized by 'WETPOL organisation' and features 'Günter Langergraber'. The location is 'Auditorium'. In the bottom right corner of the session card, there is a green button with a checkmark and the text 'Attending', which is circled in red.

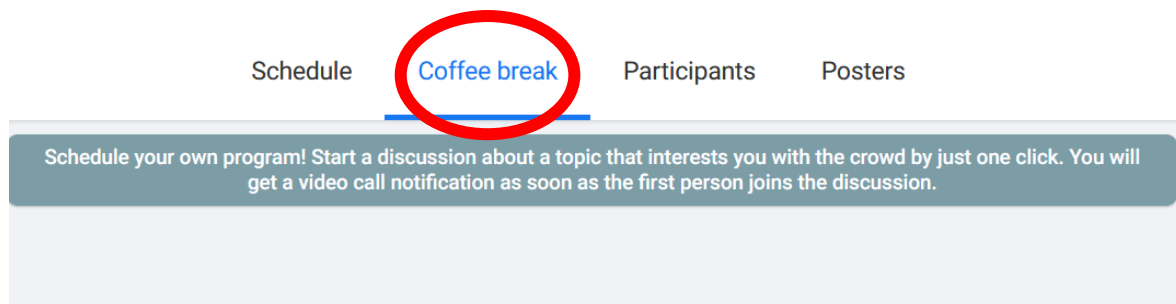


By clicking on a single schedule item, you can view the details in the main window and access the speaker(s) and chair(s) profile(s).

During the sessions, you will be able to ask questions in the integrated chat next to the live stream video!

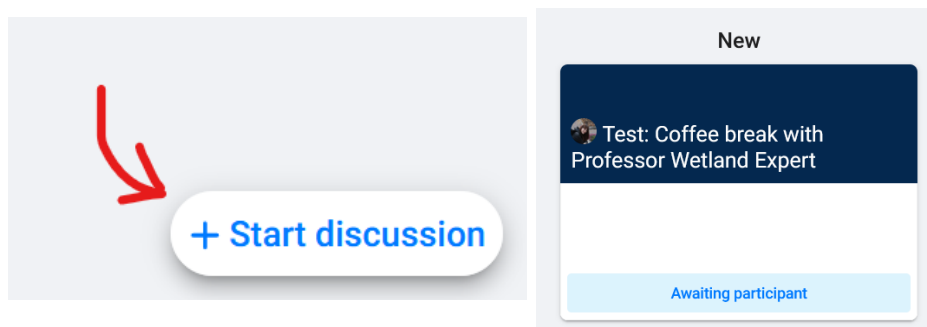
## Coffee Break

We encourage you to make use of the “Coffee break” tab and jump into interesting and dynamic discussions on the topics of your choice!



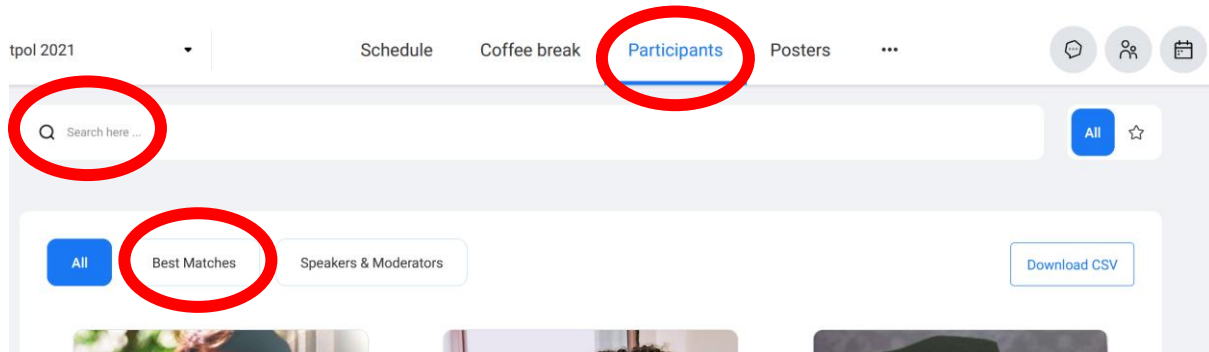
Simply start a discussion by clicking the button in the bottom right-hand corner:

- Enter the title of your discussion and your session will appear on the page.
- You will be informed as soon as the first person joins the discussion via a notification.
- Upon joining, a video conference will open up with all of the participants coming and going as they wish.
- This feature will be available in the dedicated time slots (COFFEE BREAK) and not during the main program points.



## Participants

You can search for participants in the search bar at the top of the participants page:



### BEST MATCHES

*talque* will match your profile with other conference participants to connect you based on common interests.

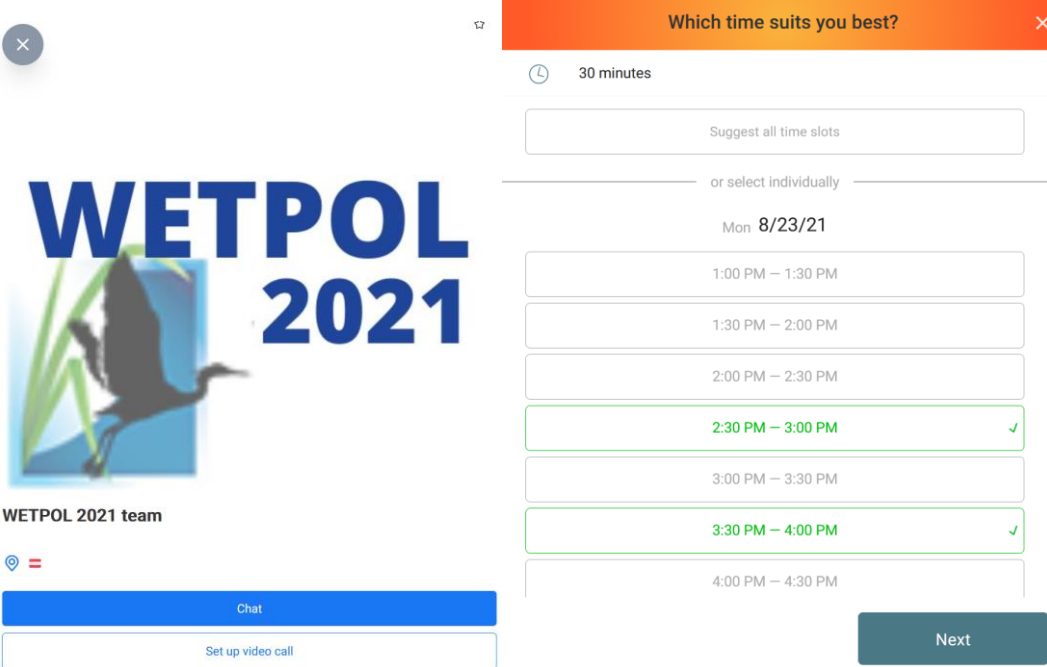
- The best matches will appear under “Best Matches”.
- You can freely connect with all the participants by clicking on their profiles.
- Use the function “favorite”, by clicking on the star, and mark the participant for later:



### 1 TO 1 VIDEO CALL

When viewing the participants, you can see those that have already entered the *talque* network.

- Their information will include a “chat” and a “set up video call” button. You will be able to send a private message or send a video request with suggested time slots for a 1 to 1 video call.
- In case you want to invite other participants to the video call, you can simply do so by copying the link in the video meeting (when you are already in there) and send it to the people you want to join.



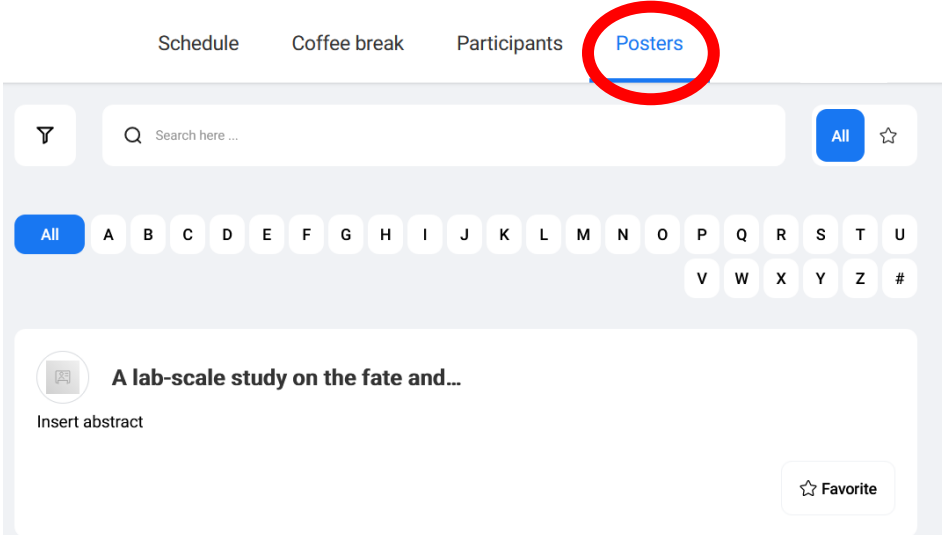
The screenshot shows a chat window for the "WETPOL 2021 team". An orange modal titled "Which time suits you best?" is open, showing a 30-minute duration. It offers a "Suggest all time slots" button or the option to "select individually". The date is "Mon 8/23/21". Time slots are listed from 1:00 PM to 4:30 PM. The slots "2:30 PM – 3:00 PM" and "3:30 PM – 4:00 PM" are highlighted in green with checkmarks. A "Next" button is at the bottom right of the modal. The chat interface includes a "Chat" button and a "Set up video call" button.

#### Networking:

- Smart matchmaking feature to connect you with participants based on your profile information and interests; questionnaires and 1:1 video chat; Virtual round tables for group discussions and socializing in virtual coffee breaks
- Send instant messages to your contacts directly or request a video call
- Individualized user profiles for optimal networking
- Independently arrange discussions around topics of your choice on the Coffee break page

## Posters

The posters will be available under the “Posters” tab at the top of the website. This is our virtual poster hall. Browse through the posters and view the content that has been provided by the poster author.



The screenshot shows the website's navigation menu with tabs for "Schedule", "Coffee break", "Participants", and "Posters". The "Posters" tab is highlighted with a red circle. Below the menu is a search bar with a magnifying glass icon and the text "Search here ...". To the right of the search bar are "All" and "Favorite" buttons. Below the search bar is a grid of letters from A to Z, with "All" selected. Below the letters is a poster listing. The first poster is titled "A lab-scale study on the fate and..." and has a placeholder image. Below the title is the text "Insert abstract". To the right of the poster is a "Favorite" button with a star icon.

- Use the search bar to find a specific poster you're interested in.
- Use the "Favorite" function by clicking on the star symbol and view all of your favorite posters by using the star filter on the top right-hand side.
- By clicking on a poster, you will be able to view it fully, access the information provided by the author(s) and ask questions.
- **Best poster award:** Every participant will be able to vote for their favorite poster by distributing points. The button "Vote this poster!" will be available in each poster profile. Every participant has a total of 10 points to distribute.

## SPECIFIC INFORMATION FOR PRESENTING PARTICIPANTS

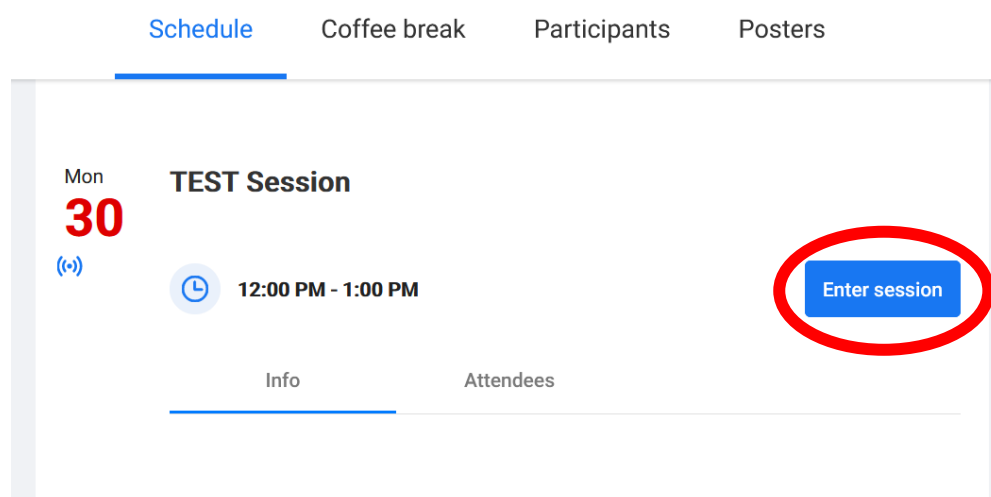
Keynotes: 35 minutes presentation

Parallel sessions: 12 minutes presentation

Poster flash: 3 minutes presentation

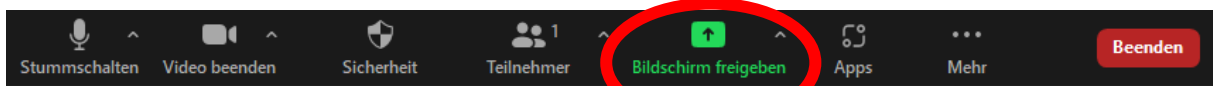
### Before the call:

- Install the Zoom software
- Make sure your headset, microphone and webcam are working correctly
- Have your presentation ready and open (as power point or pdf)
- In *talque*, select your presentation in the schedule on the left-hand bar and click on "Enter session". For speakers and chairs, the button is available from 30 minutes before the scheduled start and will bring you directly into the zoom session. In zoom, you will be staying in the waiting room until the previous session is over. In the break before the session, you will be let into the zoom meeting.



### In Zoom:

- Open file you want to present (ppt or pdf)
- Start presentation mode (Powerpoint) (for pdf please test this in advance)
- When its your turn → click **Share Screen**



- If for ppt the presenter's mode is shared you will be informed and need to change this by clicking on **Swap Presenter View and Slide Show**

