



First International Conference on Urban Water Interfaces

Instructions for participants, presenters, session chairs and keynote speakers

Participants: The conference will be carried out through the videoconference system Zoom. We will provide you with the necessary links a couple of days before the conference. As the conference will be carried out in two parallel sessions, you will get two links, which are valid for the whole period of the conference.

Using a headset or earphones is recommended, specifically for the keynote speakers, presenters and session chairs. Please connect with your camera and microphone using your full name.

During the presentations, the moderators will mute all participants except the keynote speaker / presenter and session chair. Cameras of all but the person presenting and the session chair should be switched off during the presentation. In case you have a question directly after the presentation, switch on your camera and wait until the session chair calls you up to ask your question. You should then switch on your audio.

The presenters and keynote speakers will be available for possible further questions another 15 minutes during the next virtual break following the session or keynote lecture (virtual networking). In case you have further questions, stay in the meeting and switch on your camera and audio. The session chair will call out participants to ask their questions.

We will provide a phone hotline in case of technical questions.

The numbers are:

+49 30 314 72306

+49 30 314 72309

Presenters: There are 15 min for the presentation and 5 min for discussion, please stick to the time. Your presentation will be delivered in the way that the moderator / session chair will ask you to share your screen. Please switch on your camera and audio. The session chair, who also moderates the 5 min discussion following the presentation, will introduce you.

Please be available another 15 min in the next virtual break after the session (in which you present) for answering possible further questions. Please stay in the meeting and switch on your camera and audio. Participants with additional questions will also be requested to stay in the meeting. The session chair will call up participants to ask their questions.

If you want to practise your presentation before the conference, we will offer opportunities in the week before the conference. Please write an email to conf2020@uwi.tu-berlin.de and we will contact you to agree on date and time.



We would like to inform you that we will present **five awards** for best presentations: one within each of the four conference topics and one for the most innovative online format. The awardees will be honoured in the closing session, where they receive a specific certificate.

Session chairs: In the parallel sessions, there are 15 min for presentation and 5 min discussion, while for the keynote lectures, there are 35 min for presentation and 10 min discussion; please ensure that the time frame is kept.

Start the session with a short welcome message. To introduce the presenters in the parallel sessions, you find their affiliation in the Summary of Abstracts / Excel file, with all session contributions. To introduce the keynote speakers, we politely ask you to prepare a (short) introduction of about 2 – 3 minutes.

Please guide the 5 min discussions after each presentation or the 10 min discussion after the keynote (the moderators are responsible for technical issues only) and be available for further questions another 15 minutes during the next virtual break following the session or keynote lecture (virtual networking). You may close the session / keynote with a concluding remark.

Please fill in the scoresheet for each presentation shortly after the session and send it to conf2020@uwi.tu-berlin.de.

If you want to practise chairing a session before the conference, we will offer opportunities in the week before the conference. Please contact Gwendolin Porst (gwendolin.porst@uwi.tu-berlin.de) in case you would like to make use of this opportunity.

Keynote speakers: There are 35 min for the presentation and 10 min for discussion, please stick to the time. Your presentation will be delivered in the way that the moderator / session chair will ask you to share your screen. Please switch on your camera and audio. The session chair, who also moderates the 10 min discussion, will introduce you.

Please be available another 15 min in the next virtual break following your keynote lecture for answering possible further questions. Please stay in the meeting and switch on your camera and audio. Participants with additional questions will also be requested to stay in the meeting. The session chair will call up participants to ask their questions.

If you want to practise your keynote lecture before the conference, please arrange a meeting with Gwendolin Porst (gwendolin.porst@uwi.tu-berlin.de).