WINNER

WEEK OF INDONESIA-NETHERLANDS
EDUCATION AND RESEARCH

Guideline for Attendee
26 – 28 October 2021

The second edition of WINNER Conference will return this year in an online format on 26 – 28 October 2021 through its theme "Innovation for the SDGs: Education and Research Collaboration towards the future." This year, WINNER will host a total of various sessions on topics ranging from urban-rural dynamics, innovating food systems, water and energy management, internationalisation of education, COVID-19, and public health, to climate change and climate adaptation. There will also be ample opportunities for online networking and matchmaking. The best way to take advantage on the WINNER is to deeply understand the attendee experience.
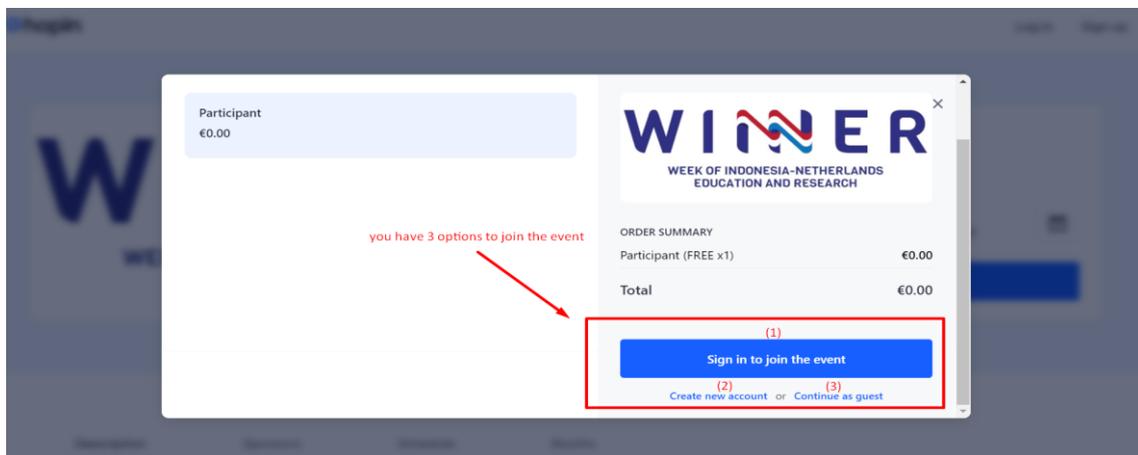
Contents

How to participate in the WINNER as attendee?

First, you must register to the event using this **link** (https://bit.ly/RegWINNER2021)
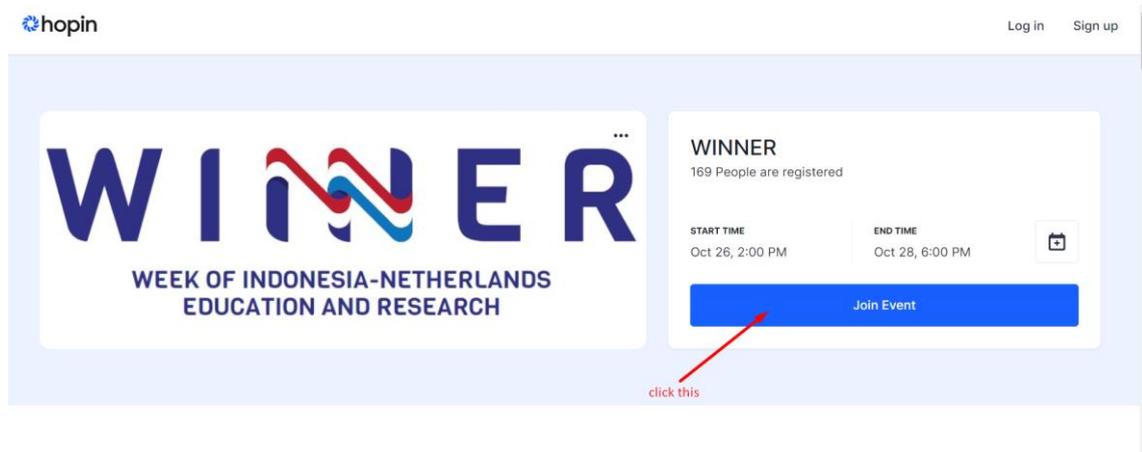
Once you clicked the **Join Event** button, you will have 3 options to register:

1. Sign in to join the event
2. Create new account
3. Continue as guest

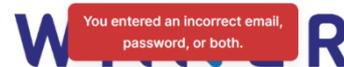**(1) Sign in to join the event**

This option is only applicable for those who already have a hopin account. What you have to do is write your hopin's email address and if you forgot your password, just click the 'Log in with email' button

If you don't have a hopin account yet and you clicked sign in to join the event, then you will get notification that you entered incorrect email, password, or both

WINNER
WEEK OF INDONESIA-NETHERLANDS EDUCATION AND RESEARCH

Facebook	Google	LinkedIn	Apple	SSO

Or

First name

Last name

Email address

Password

☐ I Agree To Hopin Terms & Conditions, Platform Terms & Conditions, and Privacy Policy

☐ I agree to receive product updates and marketing communications from Hopin (optional)

✉ **Sign up with email**

(2) Create new account

If you would like to make a hopin account before joining the WINNER, then you can click this second option. So, in the future you can use this email for joining any hopin's event.

(3) Continue as guest

If you don't want to have a hopin account, then you can click this third option to join the WINNER.

ASSIGN TICKETS

WINNER
Oct 26, 2:00 PM → Oct 28, 6:00 PM

TICKET 1 - PARTICIPANT

First name: Sulthan

Last name: Fakhri

Email: s.fakhri@outlook.com

WINNER
WEEK OF INDONESIA-NETHERLANDS EDUCATION AND RESEARCH

ORDER SUMMARY

Participant (FREE x1)   €0.00

Total   €0.00

Continue

WINNER
WEEK OF INDONESIA-NETHERLANDS EDUCATION AND RESEARCH

✓ Order Completed!

Please check your email to verify and join the event!

Once your order completed, check your email!

Click the 'verify and join event' button to go to the event platform

WINNER

Hosted by **The WINNER Commitee**

START TIME
Oct 26, 2:00PM WIB

END TIME
Oct 28, 6:00PM WIB

Add to Calendar

1 x Participant   Free

Total   Free

Verify and join event

This is a unique link for you only. Please do not share with anybody else.

Powered by Hopin. Use of the service and website is subject to our Terms of Use and Privacy Statement.

If you have any question or need help, please contact us at support@hopin.to

To continue for entering the event platform, you need to first agree to hopin terms & condition

Once you register for the event, you will see the **Reception** area. This is a customizable page that includes:

- Organiser's welcome message (event description, useful links to bring even more value to the Attendees)
- Sponsor logos (clickable logos that bring to Sponsors website)
- Event Schedule (what's happening, when, and which segment to follow)
- Speakers list (who is speaking at the event)
- Booths (expo exhibitors)

You can think of the **Reception** area as the information hub and a venue's lobby. Keep in mind that all the information above is only available when the event has started.

If the event has not started yet the reception area will only display limited info such the countdown to the start time, the event name and banner, the Hosted By section with the organiser details, and the ability to type in the Event chat as well as seeing any existing polls, registered people, and Q&As in the right-hand side panel. See below for a preview of what it looks like.
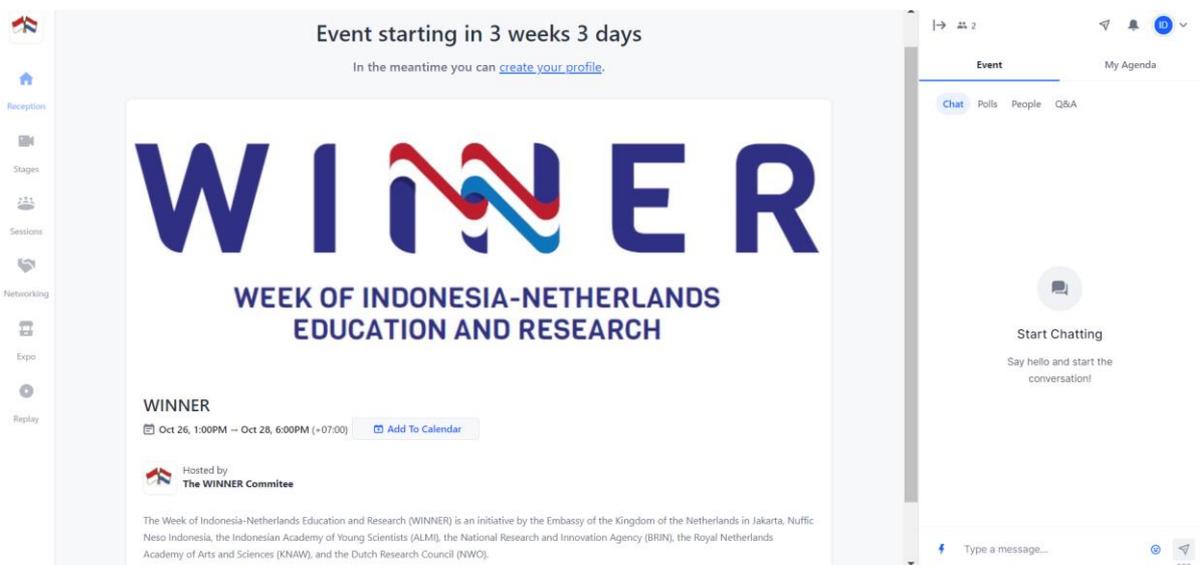
The other areas (segments) in the venue are on the left sidebar. These include **Stages**, **Sessions**, **Networking**, **Expo**, and **Replay**.

Five areas in the WINNER

There are five areas at the WINNER. Each area is flexible and provides live interaction for you in different ways.

1. Reception

The Reception area is the welcome page or "lobby" of the WINNER conference. Here you can quickly find out what's happening at the event currently: the organiser's welcome message, sponsors, the schedule, and speakers. The Reception area will be used for announcements, important links, sponsor messages, and event updates.

2. Stages

It's a one-to-many interaction area that supports up to 100,000 concurrent viewers. In the Stage there will be keynotes, presentations, panels, performances, and fireside chats. You must select of the live stage and your questions for the presenters can be asked through the Q&A in the stage tab (not in the event tab).
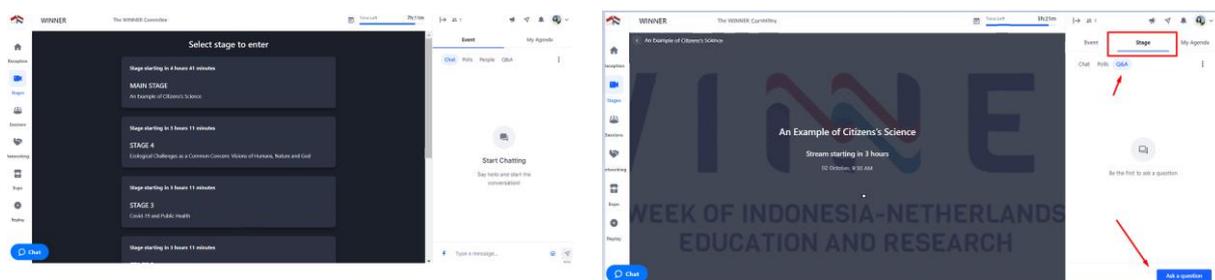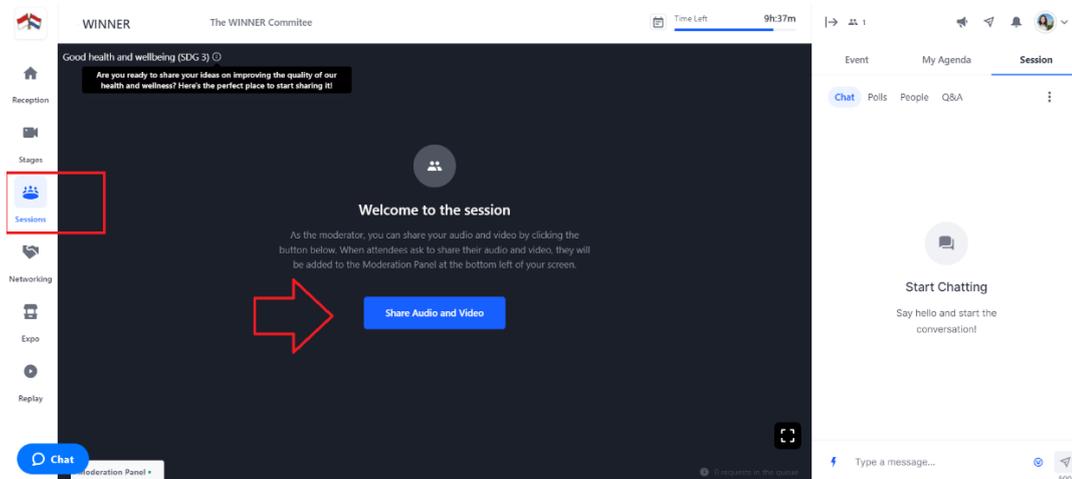
3. Sessions

If you are interested in networking or matchmaking during the WINNER conference, then go to the sessions page. In Sessions, you will see virtual roundtables for speakers and attendees to interact. This is where you can ask questions to the speakers on camera.
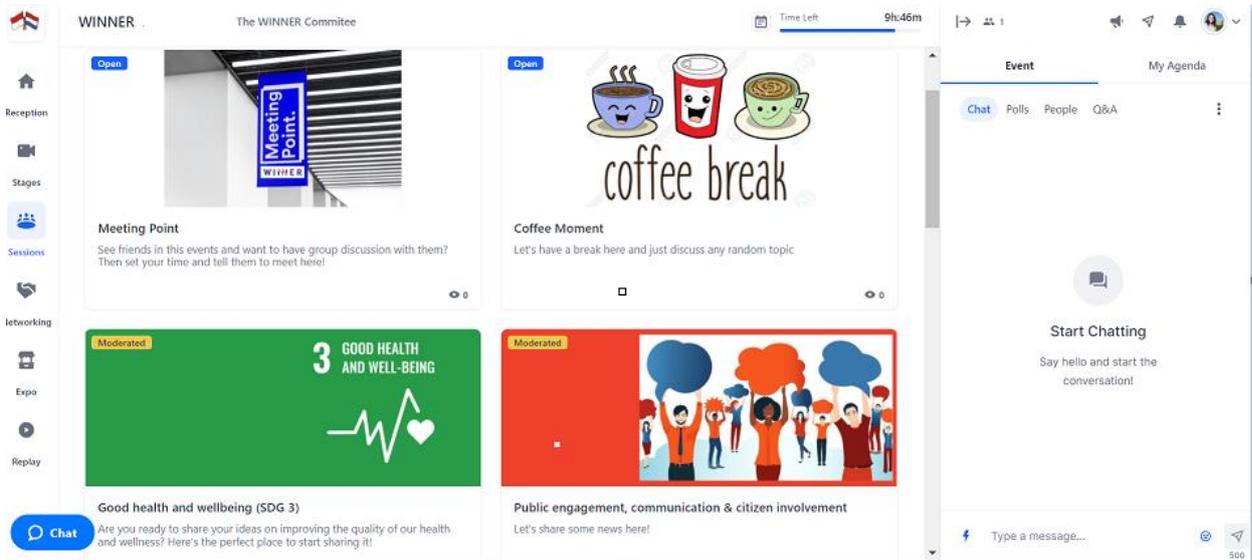
Once you switch to the Sessions segment on the left side panel and open a specific Session, they will have two modes: watching and participating.

Watching is simple, just join any Session and watch the Speakers talk or engage in a dedicated Session chat on the right-side panel.

Clicking Share audio and Video or Ask to Share Audio and Video means you want to participate on live video — people will be able to see and hear you in the session.

At the top of a session, you'll notice the number of people speaking/max number allowed and the number of people watching the Session. Plus, you can click on **Leave** at the top right corner to leave the Session at any time.
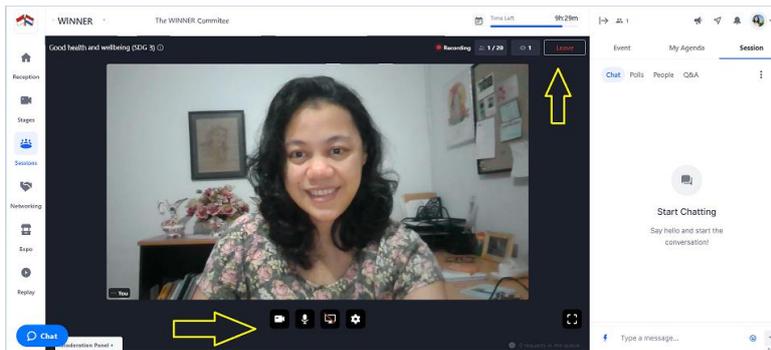
Once you are on screen, you will have the following Speaker controls at the bottom centre of the Session:

- **Camera**. Toggles your webcam on and off.
- **Microphone**. Toggles your microphone on and off.
- **Screen share**. Opens a screen-share menu. Tip: Check on our Presentation Slides and Sharing computer audio guides to screen share like a Pro.
- **Settings**. Opens the hardware selection menu for you to choose the camera and microphone for this Session.

Tip: you are able to pin a speaker to their screen by clicking
the three dots by the speaker's video card, and then pin. This is especially useful when a speaker is sharing their screen and you want to make either the screen share bigger on the screen or the speaker.

To unpin the speaker, repeat the process.
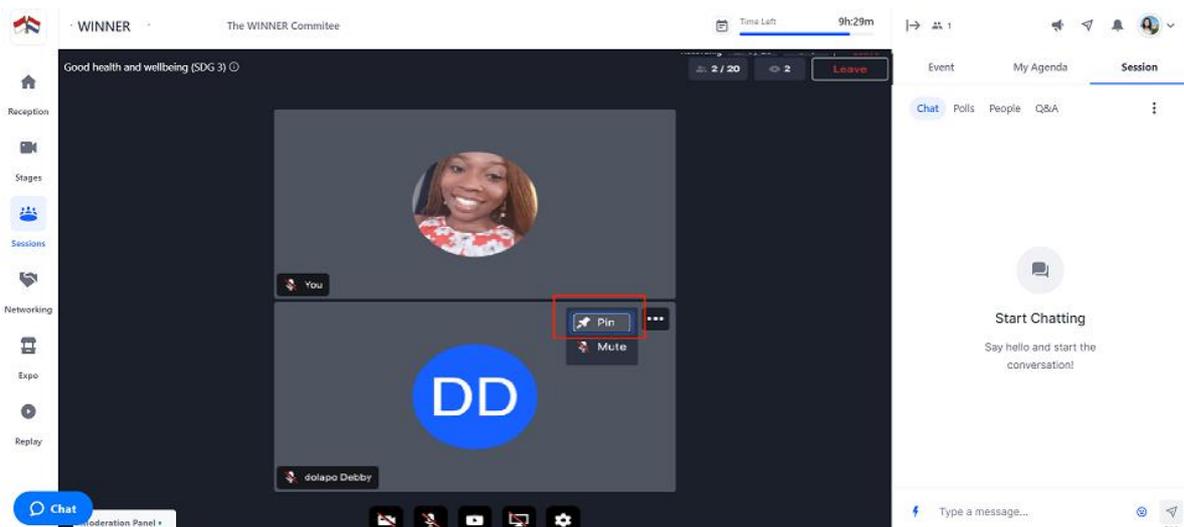
Speakers can share a Chrome tab with sound on. Just make sure the sound starts playing before you share the screen.
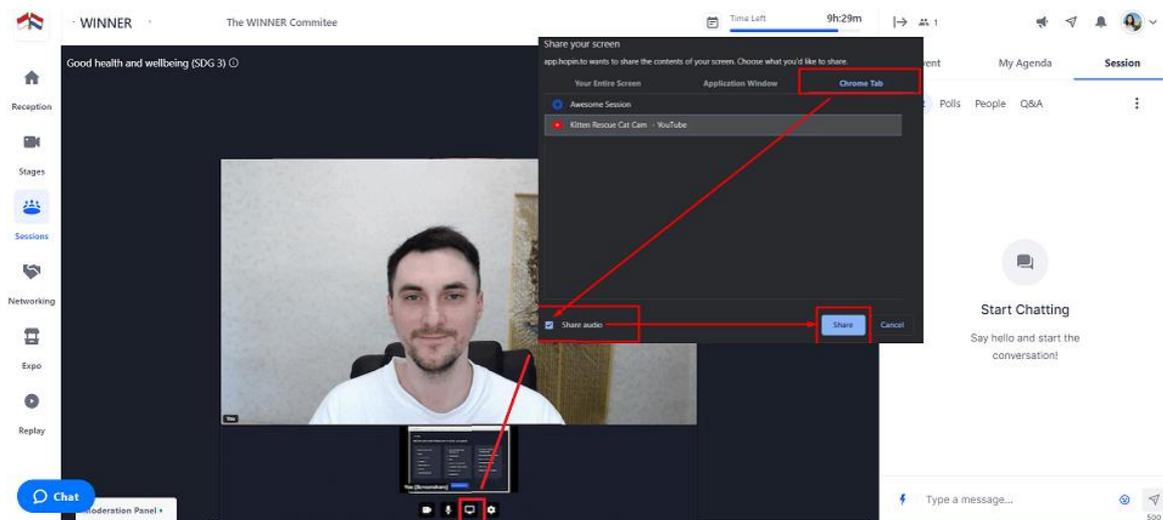
- Click Screen sharing icon at the bottom of the page.
- Switch to Chrome Tab on the popup window and choose the required browser tab
- Check the Share audio box
- Click Share to start sharing

E.g., Sharing a Google Slides presentation or playing a video in a browser tab with sound can be supported on the latest version of Google Chrome browser.

Note: Firefox browser doesn't support sharing a tab with Sound yet.

Chat

Each session has its own group chat, separate from the event-wide chat. As a viewer, you can interact with the people who are in the session via chat using the Session chat. This is a great place to ask questions and engage with people on-camera when you don't want to be on-camera yourself.

4. Networking

The Networking segment on the WINNER is pure engagement and is similar to one-on-one meetings on a FaceTime call. This segment is designed to recreate the "coffee-in-the-lobby" conversations or watercooler chats that are important at an in-person event. The Networking area automates the discovery of new connections. When you participate in the Networking, you will be matched with a random attendee and meet for a 3 mins.

You can click the Connect button during a call to exchange contact information and after the event the newly made contacts will appear at the Connections page of your individual Profile. In a Networking meeting, the blue Connect button shows up at the top right corner of the screen.

The purpose of this button is to give users the ability to exchange contact information quickly and easily, like exchanging business cards at a physical event.
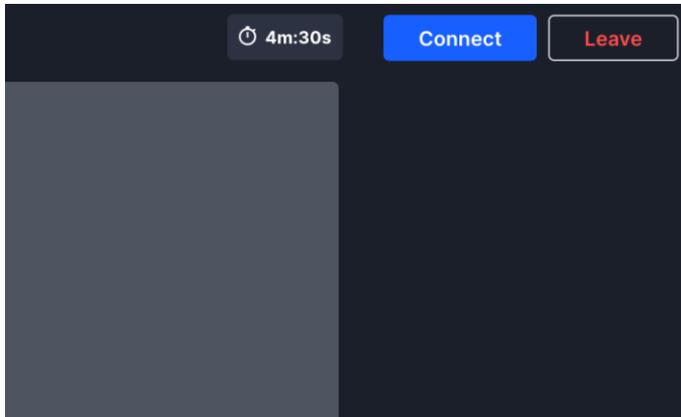
If both people click Connect, a connection registers. When a connection registers, both people will see the others' contact info on Connection's tab of their Profile.

Networking stays random, it's everyone meets everyone in a general networking experience. Attendees will not know if the other person clicked Connect until the end of the event. The purpose is to allow users to un-awkwardly avoid giving out their contact information if they do not wish to.

Extending the Networking Session

You can extend the meeting by clicking the Extend button. As the button is clicked, the other participant will receive a notification to confirm if they wish to extend the meeting.
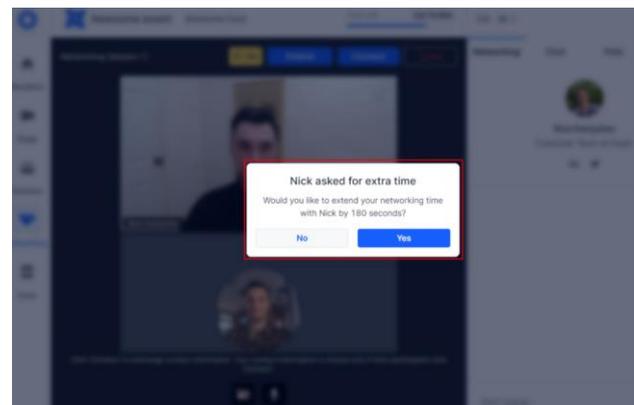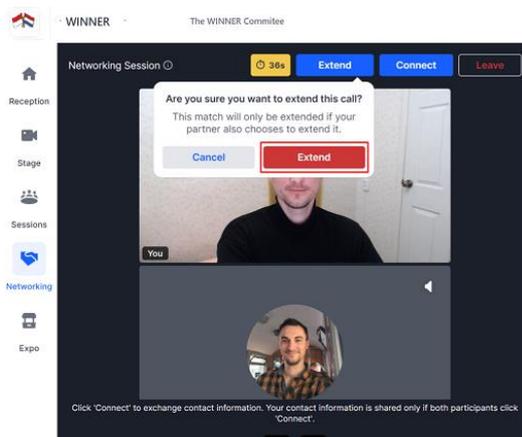
Note: the extra time equals the default time of the Networking set by the Organiser on the Networking Settings tab, which is 3 mins.

Important Networking rules to know

- Once you meet someone in the Networking area at the WINNER, you will not be matched with that person in the Networking area again at that event. You will never meet the same person twice in the Networking area
- Networking defaults to letting everyone meet everyone.
- You can set up 1:1 meetings with other attendees via the People tab of the event venue. You can also use Sessions for these meetings
- Networking meetings are not recorded or recordable
- You can turn off your camera in the Networking area, but of course it will be nicer if you turn it on
- Report any users using the three dots in the right-side menu, next to the People tab. Indicate the reason and we will investigate and ban any users who violated our terms of use
- Screen sharing is not possible in Networking
- In order to begin networking, you must have a camera and microphone connected to their device and allowed in their browser
- Any changes made to the Networking settings during a live event will affect only those who navigate away and back to networking after the changes were saved

5. Expo

The Expo area is the virtual exhibitor hall where you can visit the booths anytime during the WINNER on 26 – 28 October 2021. There will be 20 booths for Indonesian Universities and 25 booths for the authors of Poster Session.

Every booth has a customizable CTA button '**Register Interest**' that can collect your email.

On 27 October 2021 there will be concurrent live sessions at:
- Poster Sessions: 14.00 – 15.15 WIB (GMT+7) or 09.00 – 10.15 CET (GMT+2)
- Study in Indonesia Expo: 15.15 – 16.30 WIB (GMT+7) or 10.15 – 11.30 CET (GMT+2)

How do people get around at the WINNER?

Similar to a physical event, the online event experience is self-directed but with wayfinding tools and signs to help people easily get around. Attendees ultimately choose where they want to go. By default, all event segments are open during the entire event. However, as the organiser, we will direct attendees to the most relevant segment via signposting options:

- **Event Schedule.** A Schedule shows the attendees what's happening, where they should be, when, and who's speaking.

- **Live and Now tags.** When the Stage is live or Sessions, Networking and Expo happen now according to the Schedule, the red LIVE and NOW tags will appear on the left side panel, conquering the attention span of the event attendees.
- **What's happening now banners.** When attendees first land in the Reception area, there's a large clickable button that hints at *What's happening now* for all attendees and will get to the specific event segment in one click.
- **Highlighted chat messages sent by Organisers.** Chat messages sent by the Organiser are always highlighted to get easily identified by the Attendees.
- **Pinned chat messages.** Any extra information or useful links to related content can be pinned by Organisers to always be visible to Attendees on top of any Stage, Session or Expo chat.
- **Shortened URLs.** This is a powerful tool for giving attendees one-click entrance into any part of an event on Hopin.

Chats for everyone

There are multiple chat channels in the WINNER online conference. Each one serves a different purpose.

- **Event chat** — global event chat where all participants can post messages.
- **Stage chat** — chat with a Stage-related discussion all attendees have access to.
- **Session chat** — each session in Sessions has dedicated chat rooms. Attendees who are off camera can chat to interact with people on camera and vice-versa.
- **Booth chat** — like Sessions, each booth has its own chat for group discussions and interaction.
- **Meeting chat** — in Networking, a private 1:1 chat channel is available to the participants.
- **Backstage chat** — the Backstage has its own chat for speakers and staff to communicate privately. It is only accessible through the Backstage link.
- **Direct messages** — anyone can send messages to an individual at an event on Hopin via DMs in the People tab. To send a DM, find the person you wish to chat with in the People tab, click their profile photo, and send a direct message to them.
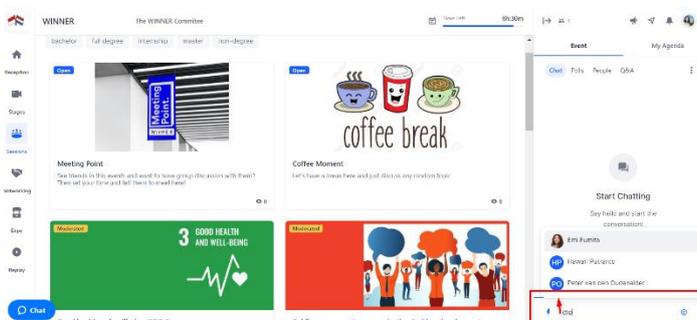

To mention an attendee, use the **@** sign and type part of their name

Scheduling 1:1 Meetings

To build meaningful connections, you need to be able to start meetings with other attendees in the WINNER.

How to schedule a meeting?

First, you will need to find the **profile** of the attendee that you would like to meet with. This can be done by clicking on that user's name in the **chat tab** or the **people tab**. Once there, you will see a *schedule a meeting* button.
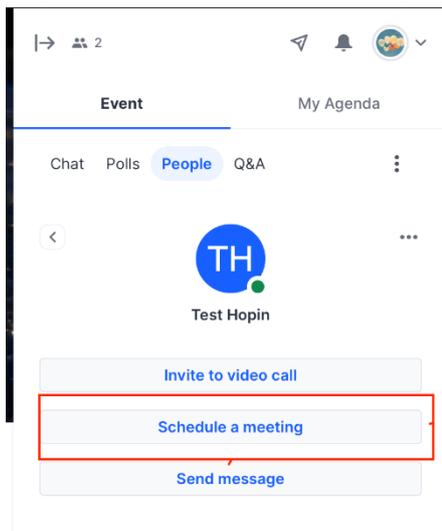
After clicking '**Schedule a meeting**' button, you will need to fill out:

- Meeting Title
- Start date/time
- End date/time
- Select recipients: You may invite **up to 19 attendees** to a meeting

If you would like to set up meetings for other users in the WINNER, you can exclude yourself from this meeting. Once you exclude yourself from the meeting, there is no way to see the meeting details in your notifications.

Once you have your meeting set up, you are able to send the invitation.

Note: If you schedule a meeting at a particular time on behalf of other attendees and excludes yourself from the meeting, you will not be able to schedule another meeting at that same time. It would have to be done by a secondary organiser or the attendees involved.

What happens after You invite attendee(s)?

When a meeting is scheduled, the recipient(s) of the invite is notified when they enter the WINNER - or immediately if they're already in the WINNER - via the notification area at the top right of the screen. They will also be sent an email of the meeting invite.

From the notification area or through the email, the recipient(s) can accept or decline the invite and also add the schedule to their calendar.

Note: The time displayed for this notification is based on the **recipient's** local time.

After the attendee(s) react, you will receive a notification. If accepted, you will be able to enter the meeting room 5 minutes before the scheduled time to get ready.

How do your invited attendees get into the meeting?

After an invitation is accepted, any users invited to this meeting will be notified 5 minutes before the meeting is about to start, and again when the meeting is starting. The notification can take the attendees directly into the meeting room.

If one of the participants leaves and wants to re-enter the meeting room, they can do so via the notification area where they first received the invite.

Other things to note:

- Meetings can currently only be scheduled within the bounds of the start and end time of an event. In other words, the meeting time must be during the WINNER.

- Organisers can schedule a meeting before an event starts through the "preview mode", but the users included in the invitee list must be registered users. Attendees can also schedule meetings before the event begins through the waiting page of the event.

- Meetings can be scheduled for up to 19 participants. Organisers can schedule a meeting for other attendees without including themselves.

- Once a meeting has been scheduled, participants cannot reschedule it. They can only schedule a new meeting.

- Accepted meetings are displayed in the notification area as well as the personal agenda area of the event.

- Meeting attendees can access the meeting room even after the scheduled end time has passed if required.

Browser Compatibility

Check the browser and make sure it is updated!

Currently, using the latest versions of *Google Chrome* or *Mozilla Firefox* on your laptop or computer guarantees the best experience.

Here are instructions for updating Chrome and here for Firefox. Other browsers aren't supported.

Note: Sometimes, third-party extensions can affect the experience by blocking some of the interface elements. That's why we also recommend opening the event in *Incognito mode* (command+Shift+N on macOS or Ctrl+Shift+N on Windows) on Chrome or a *Private tab* (command+Shift+P for macOS or Ctrl+Shift+P for Windows) on Firefox.

On mobile devices, the experience will be limited for Organisers or Speakers and sufficient for event attendees.

Desktop

The WINNER online events platform is fully compatible with Desktop (web) on the following browsers **updated to the latest version**:

- Google Chrome

- Mozilla Firefox

- Microsoft Edge (chromium version on Windows 10 only)

We recommend running a desktop browser for the best and seamless experience.

Note: Other independent browsers that accept webRTC technology may be compatible.

- Safari is not fully compatible for video on desktops

- Internet Explorer and Microsoft Edge (Non chromium) are not compatible on desktops

Also note that each browser has their own implementation of the technologies and some work better, some less, some don't work at all. Hence why we can recommend Chrome and Firefox but right now we cannot guarantee another browser will work as expected.

Mobile

The WINNER can be accessed by Attendees and have some limited compatibility for Speakers with Mobile devices (phones and tablets) on the following browsers:

Android

- Google Chrome

- Mobile App

iOS, iPadOS (Apple)

- Safari

- Mobile App

Note: No downloads are required for the web browser, however, downloadable apps for mobile devices are the best experience for watching an event. Also note speakers may experience unexpected audio muting issues when using mobile web browsers especially with Safari on Apple devices. Speakers should use desktop or laptop devices for the best experience.
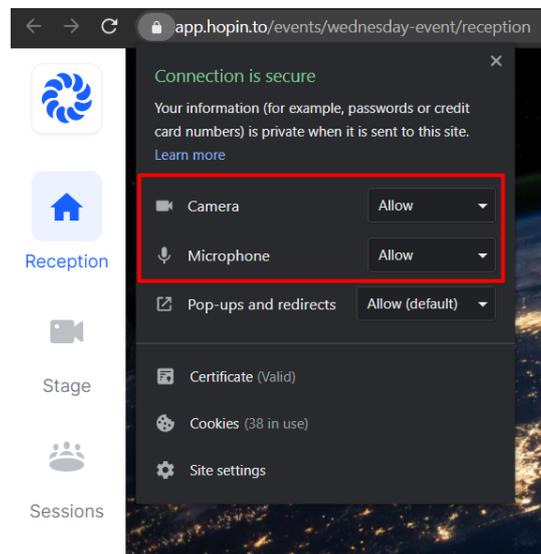
If you can't join a Session

Refresh your web browser

Tip: Hold the Shift key when pressing the command+R (macOS) or Ctrl+R (Windows) combinations to reload the page without the cache.

Check your browser permissions

Click on the padlock icon next to the URL field and make sure *Camera* and *Microphone* are set to *Allow* for app.hopin.com web page.

Check the browser and make sure it is updated

Currently, using the latest versions of *Google Chrome* or *Mozilla Firefox* on your laptop or computer guarantees the best experience.

Here are **instructions for updating Chrome** and **here for Firefox**. Other browsers aren't supported.

Note: Sometimes, third-party extensions can affect the experience by blocking some of the Hopin interface elements. That's why we also recommend opening the event in *Incognito mode* (command+Shift+N on macOS or Ctrl+Shift+N on Windows) on Chrome or a *Private tab* (command+Shift+P for macOS or Ctrl+Shift+P for Windows) on Firefox.

On mobile devices, the experience will be limited for Organisers or Speakers and sufficient for event attendees.

Restart your web browser

Sometimes browser settings require a browser restart for changes to take effect.

Note: if a session is Moderated, you will not be able to join the session unless the moderator approves your request.

Most of the time, a refresh of the webpage will fix most problems.

If you tried the tips above and still unable to join a session, it could be due to one of the following reasons:

- The Moderator or Organiser is not allowing you to enter the session
- The maximum amount of people on screen is already reached

Try contacting the Organiser in the event chat or in the help desk booth at the Expo area.

Other things to note

- Once the event is over, you can't access information from the event so please note any important chats as you won't be able to access chat messages.
- If you'd like to reach out to the organiser of the WINNER, you can find their contact information on the registration page of the event, at the 'Hosted By' section.

Now, you are ready to join the WINNER 2021!