



QUICK GUIDE ONLINE CONFERENCE 2020



WELCOME WE ARE LOOKING FORWARD TO WELCOMING YOU TO THE KPSRL ANNUAL CONFERENCE 2020: HARNESSING POTENTIAL!



The 2020 Annual Conference is a two-day, online event that brings together SRoL experts and practitioners from around the globe. These diverse actors assemble with a singular aim: to present their freshest ideas and engage their peers to learn and improve security and justice policy and programs.

This year's theme is Harnessing Potential. The KPSRL Secretariat recognizes the value of mobilizing around promising ideas, new approaches, and catalytic innovations. Particularly in times when adversity appears to be mounting from every direction, we must seize upon the creativity and ingenuity that difficult circumstances demand (and even inspire). With this in mind, the 2020 Annual Conference will channel our community's collective energy to focus on those small, emergent possibilities that hold the prospect for large, sweeping changes.

ACCESSING THE "VIRTUAL VENUE"

This year we're hosting the Conference entirely online. To access the "Virtual Venue", an e-mail will be sent to you with a personalized link and login details (check your spam filter, too). These unique login details can be used to access the platform again, even after you have signed out. Should you lose your login details, please contact kpsrl@congressbydesign.com

The first time you log in, a Welcome video will show you how to navigate the platform. You will be asked to update your profile, privacy settings and other details that will be important when networking with other participants. Once you're done, click "Update" on the top right corner of the pop-up and continue to the Timeline to access the program. Please allow yourself 15min to complete these initial steps. We encourage you to sign into the Virtual Venue at least 15min prior to the start of the Conference program. You will be able to sign in from the moment you receive the email link.

CONFERENCE PROGRAM

To view the full conference program, please click [here](#) or use the following link: <https://www.kpsrl.org/annual-conference-2020-harnessing-potential-program>

NOTE

- **The conference program is in Central European Summer Time (CEST-Hague, Brussels, Berlin). However, once in the Virtual Venue, the times will adjust to your local time zone. If not, please check your Profile settings to change this.**
- **If you miss a session, or can't join two at the same time, don't worry. Most webinars and live stream sessions will be recorded and made available online. We'll alert our community of where to find them after the Conference.**

CHECKLIST PRIOR TO JOINING THE ONLINE CONFERENCE

- We strongly suggest you sign into the Virtual Venue at least 15 minutes before the program begins to get a chance to update your Profile settings and familiarize yourself with the platform. You can do this the day before (Oct.14th) once you've received the link.
- Please check whether your computer security and/or firewall allows live streaming videos, as these will be used throughout the online conference.
- Many sessions are hosted via Zoom. Make sure you have Zoom already installed on your computer. You can **download** it (<https://zoom.us/download>) before the start of the online conference. (Free basic Zoom accounts will also work!)
- The online platform will be accessible from Wednesday 14 October. We encourage you to log in right away to ensure your access to the Virtual Venue and to check out its functions. Should you be unable to access the platform, please contact kpsrl@congressbydesign.com

TIP

- **For optimal use of the online platform, it is recommended to use Google Chrome**
- **If the screen goes black, please refresh your web browser**

ENGAGING DURING THE CONFERENCE

We expect our participants to participate! Some quick tips for etiquette & engagement.

In Live stream sessions

- Ask questions through the Q&A function in the online platform, located in the panel on the right hand side.
- Some Live Stream sessions will have poll functions (located in the panel on the right) or Mentimeter (via your phone) for participants to contribute their ideas and opinions.

In webinar sessions (Zoom)

- Ask questions or offer your thoughts using the "Raise Hand" function in Zoom located at the bottom-left of the participants list
- Please keep your mic muted until you've been called upon
- We encourage all to have their cameras on during the session to maximize engagement
- Some webinar sessions will have break-out groups, interactive white boards, poll functions or Mentimeter for participants to contribute their ideas and opinions.

Respectful and Effective Engagement

- If you capture images of meetings (screenshots, recordings) please be respectful of others' privacy. Posting images on social media is only permitted with consent of the individuals featured. Otherwise, please blur any faces or names before posting online.
- The use of abusive language or disruptive behavior will result in your being expelled from the Virtual Venue and your login blocked.

NOTE

- **Please keep the Q&A section only for questions relating to session content. Any technical queries should be addressed via the Live Support (in the top right-hand corner of the Virtual.**

Unstable internet connection

If your internet connection seems to be unstable, try turning off your video until you wish to speak. You can check your internet connection [here](https://www.speedtest.net) <https://www.speedtest.net>

