

Guidelines for a smooth hybrid workshop

	Participants in Tallinn	Remote participants
Registration	Monday 27 March 09:00-09:30	https://bluejeans.com/682176176/8069 You are welcome to use your camera, microphone and the chat as long as the session doesn't start.
	Tallinn Nordic Hotel Forum - Tallinna südames	The bluejeans meeting will be opened at 08:30. Please make sure to identify yourself with "NAME Firstname" in the bluejeans chat, especially for those who haven't previously registered to the ASW.
During the session	The in-situ participants will see the presentations (remote or in-situ speakers) and the bluejeans chat.	At the beginning of the session, all microphones and cameras are switched off and the chat is to be used to ask questions to the speaker.
Beginning of the session	The chair and the speakers stand in front of the camera.	The co-chair and the speakers open their camera.
	The recording of the session begins and a Group photo is taken (bluejeans screen)	
Chairs	The chair is the time-keeper and gives the floor for 1-2 questions from the in-situ participants. A slight priority is given to questions in-situ, so first, each chair asks the audience in Tallinn for 1 or 2 questions (depending on time),	The co-chair takes care of the questions raised in the chat. In liaison with the chair, and after 1-2 questions in-situ, the co-chair gives the floor for 1-2 questions from the chat, if time.
Questions during/after a presentation	The chair names the person who asks the question for the benefit of remote participants, as they shall not be able to see the audience in the room. The microphone is to be used to ask a question.	The questions should be asked in the chat. It is expected that, if there is no time for them during the presentation time-slot, they are answered afterwards. If the answer doesn't follow directly the question, make sure to indicate: "to answer XX question on YY: ... your answer". The chat messages will be made available on the ASW webpage after the sessions.
Speakers	The speaker stands in front of the camera, uses the microphone, presents his slides.	The speaker opens his camera and microphone, shares his screen with his presentation. The speakers can test the sharing of their screen/presentations during a break or before the start in the morning.
	The speakers should plan for 15 minute presentations, in order to have time for questions.	
End of session or break	The recording of the session stops at the end of each session or for a break.	
Presentations	The pdf file of the presentations should be uploaded on the pc in the room before the session	The pdf file of the presentations should be uploaded at least 1 day before the session https://drive.google.com/drive/folders/1meY8SCfMr4udvWOk7gd1E2O6sdaE15hP
Posters	The posters are displayed in the coffee-break room.	The posters can be printed by the ESTEA colleagues if the pdf file is provided in advance.
	The poster presenters have been asked to provide a pdf version of their poster before the ASW and to upload it here: POSTERS The poster presenters have been asked to fill the Google slides document that the chair will show during the introductory session: Posters-introduction-ASW2023 Poster presenters are given 2 mns to introduce their material, no questions during the online introduction session (remote participants should contact the poster presenter directly later on)	
Agenda and documents	http://www.accord-nwp.org/?3rd-ACCORD-All-Staff-Workshop-27-31-March-2023-Tallinn-hybrid This page on the ACCORD website contains: agenda, list of participants, list of posters with pdf file, list of presentations with pdf file. The page will be updated during the ASW with pdf files (presentations, posters), exchanges in the chat during the sessions, recording of the sessions, photos, ...	