

## Regions in Recovery Festival Guide

2<sup>nd</sup>-18<sup>th</sup> June 2021

#RinR21

The following guidelines and best practices are for organisers, presenters, panellists, and all other participants in our Regions in Recovery Global E-Festival. [Email us](#) with questions or concerns.

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### Accessing Regions in Recovery Festival Sessions

You will need to download the free RSA Hub App for [IOS](#) or [Android](#) from your phone's App Store. You can also access sessions through the [desktop version of the App](#). You will need the app to see the ZOOM links – these will not be emailed to you. [Contact us](#) if you have questions.

#### **RSA Hub App links for phone and desktop:**

RSA Hub App Download (IOS): <https://apps.apple.com/gb/app/regional-studies-association/id1527798326>

RSA Hub App Download (Android):

<https://play.google.com/store/apps/details?id=com.resultsdirect.eventsential.branded.rsa>

RSA Hub App Desktop Version: <https://events.rdmobile.com/Events/Details/13802>

Sessions will be run as ZOOM meetings, ensure sure you have this application installed. Please [download ZOOM for free here](#) or update to the latest version before the Festival starts.

### RSA Hub App

See our "[How to](#)" [video guides](#) for information on downloading RSA Hub App and using it to attend events. Use the app to mark your favourite sessions, receive reminders, network with participants and more.

### Plenary Sessions

The plenary programme, including speaker bios [can be found here](#).

### Well-Being Tent

The Well-being programme offers the Coffee Truck networking sessions, yoga sessions (both free to attend) and a painting session (charged). Find out more about these additional sessions [here](#).

### Presentations and Recordings

#### **Will my presentation be recorded?**

As a presenter, you need to [explicitly opt in](#) to have your presentation recorded. If the presenter does not [actively opt-in](#) by 26th May 2021, we assume he/she does not wish to have their presentation recorded and respect this. Therefore, we cannot guarantee that all presentations will be available as a recording and available on catch-up. Please switch your camera and microphone off if you do not wish to be recorded as a non-presenter.

#### **Where can I find recordings?**

Where presenters have opted in to have their presentation recorded, the recordings will be available on the [RSA Hub App](#) until the end of August 2021.

### Terms and Conditions

Our full Terms and Conditions can be viewed [here](#).

## Tips for Regions in Recovery Festival Sessions

### General tips – Presenters

Session chairs and presenters must access the ZOOM meeting through RSA Hub App. They will also be able to share their screen for the presentation.

- Arrive early to ensure your set-up works (sessions will open 10 minutes before they start)
- Tell RSA staff in advance if you want to do a poll during your presentation (questions and answers need to be received a week prior by emailing [events@regionalstudies.org](mailto:events@regionalstudies.org))
- Keep to the time limit for your presentation  
(our sessions are two hours long, meaning in a session with
  - 5 speakers: your presentation, incl. questions is max. 24 minutes long
  - 4 speakers: your presentation, incl. questions is max. 30 minutes long
  - 3 speakers: your presentation, incl. questions is max. 40 minutes long)
- **Back-up presentation file** – please [send us](#) a back-up copy of your PowerPoint presentation if you can and certainly if you anticipate access problems such as bandwidth problems. The file will only be shown to session participants and not published afterwards unless you give your [explicit permission](#). Submit your presentation by [email](#) one week before your scheduled presentation.

### General tips – Session Chair

The session chair will moderate questions from the audience. Questions may be put in the chat or asked verbally by virtually raising your hand on ZOOM and waiting for the chair to call on you.

- Arrive early to ensure your set-up works (sessions will open 10 minutes before they start)
- Greet participants as they enter and once the session starts, inform them about housekeeping rules (staying muted unless called to speak, raising hand virtually)
- Please inform your audience how/when you will address questions and encourage the audience to submit questions and comments in the session chat
- Introduce the speakers and their presentations
- Ensure good timekeeping and remind presenters 1 minute before their allocated time is over

### General tips – non-presenting attendees

Non-presenting attendees will be muted by default when entering the meeting. You have the chance to unmute to ask a question during the question time.

- Stay muted when you are not talking and use the ZOOM “raise hand” function if you would like to ask a question verbally, or put any questions in the chat
- Keep your camera off if you do not wish to be recorded in any session that is being recorded
- You can change your name on Zoom to include pronouns if you wish

## Technical Recommendations

**Technical support** – there will be an RSA staff member in each session to facilitate the meeting. Please note that we cannot assist you with individual computer set-up but we will offer open technical check sessions if you want to test your set-up. Click on each session to join once its live:

[Technical check Monday 24<sup>th</sup> May, 08:00-09:00 BST](#)

[Technical check Tuesday 25<sup>th</sup> May, 12:00-13:00 BST](#)

[Technical check Thursday 27<sup>th</sup> May, 16:00-17:00 BST](#)

## Video Recommendations

- Webcams: an external webcam may provide the best video
- Be aware of your background, and warn those around you that you will be on a live video call

## Audio Recommendations

- Stay muted if you are not presenting or asking a question
- A headset or earbuds with a microphone can provide the best sound quality
- Join the meeting from a quiet space as background noises can cause distractions during presentations

## Additional Help and Resources

- [ZOOM Video Tutorials](#)
- [ZOOM Download Center](#) - includes browser extensions for Chrome and Firefox; mobile apps for Apple and Android platforms; and other plugins for Outlook or IBM Notes.
  - [ZOOM download for Windows](#)
  - [How to install Zoom on a Mac](#)