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Société Internationale de Sociologie des Religions
International Society for the Sociology of Religion



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GOES DIGITAL

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**International Society for the Sociology of
Religion 36th Conference**

Digital Conference Guidance

Contents

Introduction	3
Registering to attend the conference.....	3
Getting set up.....	3
Downloading Zoom	3
Installing Zoom.....	3
Using Zoom.....	4
Attending the Conference	4
Joining the conference Zoom meeting.....	4
Joining and leaving a breakout room.....	4
Presentations.....	5
Sharing slides, files or your screen	5
Conference Etiquette	6
Technical Support.....	7

Introduction

This document outlines the various features available in the Zoom video-conferencing application.

You are encouraged to follow the instructions in this document several days before your session is to be held.

Should you have any questions, this will allow for technical assistance to be provided in a calm and timely manner.

Registering to attend the conference

If you are not presenting at the conference, but would like to attend some of the sessions, then please email Bérénice at berenice.goffin@uclouvain.be

Getting set up

Downloading Zoom

To download Zoom:

1. Visit <https://zoom.us/download>.
2. Under the **Zoom Meetings** heading, click the **Download** button.

The Zoom installer file is normally saved in your **Downloads** folder. If you are prompted to select a location to save the Zoom installer file, we recommend that you save this file to your Desktop for easy access.

Installing Zoom

To install Zoom:

1. Open the Zoom installer file that you just downloaded.
2. Follow the steps included in the installer software.

Using Zoom

You can view a tutorial on how to use Zoom at this link:

<https://www.youtube.com/watch?v=QOUwumKCW7M>

Attending the Conference

Joining the conference Zoom meeting

You will receive an email with the daily schedule. This email will contain a single link that you can click to join that day's conference Zoom meeting.

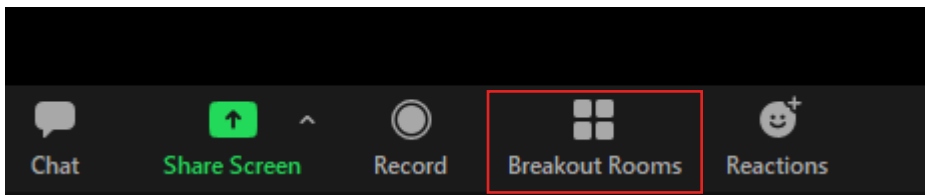
Once you have joined the conference Zoom meeting, you will be in the **Main room**.

Plenary sessions and the General Assembly will take place in the **Main room**.

All other sessions will take place in **breakout rooms**.

The **breakout rooms** are named using the session code specified in the conference program, overview and daily schedule email, such as **2.1.A**.

Joining and leaving a breakout room



To join a breakout room, click or tap on the **Breakout Rooms** button within Zoom. This will allow you to join sessions, leave sessions or switch to another session smoothly.

You will then see a list of session codes to choose from.

Click **Join** beside the name of the session that you want to attend.

To leave a breakout room and return to the **Main room**, click or tap **Leave Room**, then click or tap **Leave Breakout Room**.

To leave the entire conference Zoom meeting, click **Leave Meeting**.

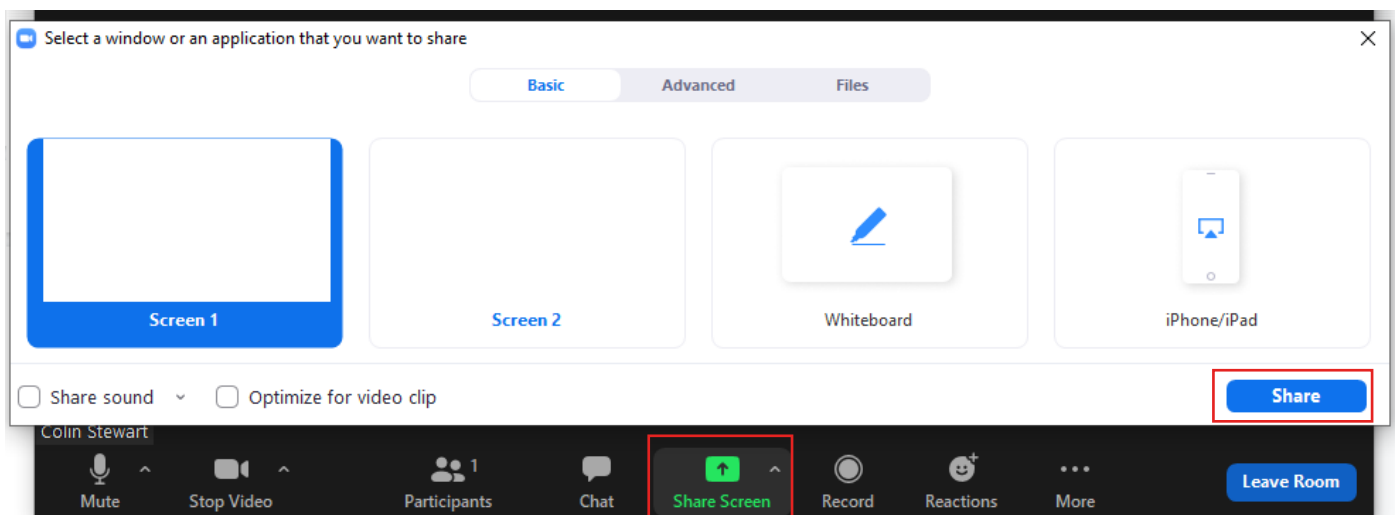
You can rejoin the conference Zoom meeting by clicking the link in the daily schedule email again.

Presentations

If you are a presenter for a session and would like to **share slides, files** or **your screen** with attendees, then please have those slides or files ready on your computer and remove any items on your screen that you don't want to be publically displayed before the start of the session. Ideally, you may want to check beforehand that your slides or files are easily legible on Zoom and that you know how to share them.

Presentations in regular sessions usually last no longer than 20 minutes. A discussion usually follows after all papers, but check with your session convenor if they want to structure the session in a different manner.

Sharing slides, files or your screen



To share slides, files or your screen, click the green **Share Screen** button. You will be presented with a range of options to choose from.

It is advised that you look at the full list of options before the conference to ensure that you are confident in locating the option that you require.

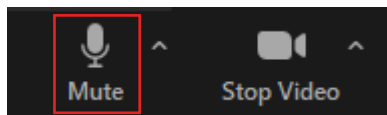
Note: Only one participant per room may share their screen at a time.

Conference Etiquette

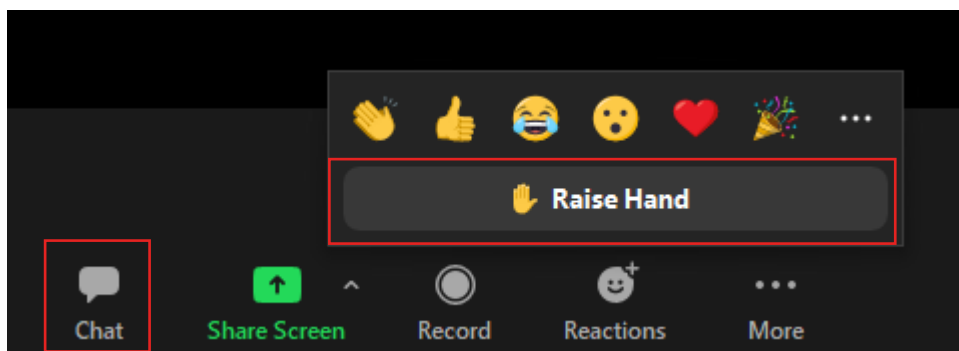
The **breakout rooms** in the conference Zoom meeting will be opened all day.

Please **arrive a few minutes before the start of the session** you wish to attend, especially if you are charing or presenting during that session.

Please **mute your microphone** to cut down on background noise.



“Raise your hand” or **post a question in Chat** if you want to speak or ask a question.



Technical Support

If you have any technical issues, please email our webmaster, Colin, at: colin@creativeworkerscooperative.com during the dedicated technical support slots listed below.

If you email Colin at those dedicated times, he will be able to answer your request swiftly.

All times listed are Dublin time

Pre-conference	9th July	11.30am-1.00pm
Conference Day 1	12th July	8.00am-9.30am
Conference Day 2	13th July	11.30am-1.00pm
Conference Day 3	14th July	8.00am-9.30am
Conference Day 4	15th July	11.30am-1.00pm