SYMPOSIUM HOW-TO GUIDE

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A) SYMPOSIUM WEBSITE GUIDE

1. OVERVIEW

As a participant of the Berlin Symposium on Internet and Society you are able to use the website for the following operations:

• Read and comment on the research papers that form the basis for the workshops.
• Sign up for the workshops you are most interested in.
• Review and comment on the research questions the authors considered most interesting.
• Indicate that you are interested to pursue a research question, thereby allowing for team building and potential collaboration.
• Contribute new research questions you would like to work on in order to enable other researchers to indicate their interest in your questions and to team up with you.
• Each workshop has a mailing list and a shared online document which allows you to participate in the preparation of the agenda as well as it allows the follow-up of each workshop.

2. HOW TO PARTICIPATE ONLINE IN A WORKSHOP

2.1 How to create a user profile

Please note that your profile will be shown when you speak in a workshop. This will allow us to focus on the thematic discussion without losing time introducing ourselves and provide the possibility for every participant to know the background of speakers.

Here is how you create your profile: After logging in, you will see the “Account” dialogue box.

You can change your login and password by clicking on the “Edit” button next to the “View” button.

You can access your profile preferences via “Create your Profile” below the “View” button. The information you add in this section will be accessible on our symposium’s website and is visible to all participants at the symposium. Your profile information is also shown in each workshop you sign up for. IMPORTANT: We will use this information for the QR-Code on your ID Card (see below). For the collaboration on the website and also for the workshops it is very important to fill in each field with the relevant information. Also note that uploading a profile picture is not a must but surely “very nice to have”.

You are here: Home → Jeremias Schmitt

Create your Profile.

History
Member for
1 week 2 days

Blog
View recent blog entries

View Edit OpenID identifiers Signups

You can change your login and password by clicking on the “Edit” button next to the “View” button.
After having filled in each field with additional information please do not forget to save your preferences by clicking the “Save” button at the bottom of the page.

2.2. Sign up for Workshops
Visit our programme online to browse all workshops. By clicking on a workshop in the schedule you will find additional information about the topic as well as about the contributors and participants and, importantly, a link to the paper that forms the basis for the discussion.
2.3 Program View

By selecting a workshop in the schedule you will be guided to a workshop’s Session View like this:

Session View: In each session you will find a link to the respective research paper as well as to research questions identified by the authors (see orange section in session view).
2.4 Paper View
By following the link to the respective research paper of the workshop you will find a short abstract and a download link. In addition to the paper you will have access to the research questions as well as to the "Workshop Agenda & Planning Document", which will be used in every workshop and is editable by every participant. We have moreover linked the papers online via the collaboration tool Crocodoc (see below) to enable simultaneous editing for all participants.
3. WORKSHOP AGENDA AND PLANNING DOCUMENT

The “Workshop Agenda and Planning Document” will give you a chance to collaborate with all participants of the symposium at the same time. You will also find the agenda of the workshop, ready for your ideas, comments and questions. During the workshop the “Agenda and Planning Doc” will serve to collaboratively take minutes and project them in real time.

3.1 Participate in the preparation of the agenda as well as follow-up of each workshop.
Each workshop has a mailing list and a shared online document which allows you to stay up to date with everybody interested in a workshop. Please subscribe to the mailing list by clicking the link in the corresponding “Workshop Agenda and Planning Document”. The mailing list is a means for debating all the different aspects of the workshop and holds the planning together. The “Workshop Agenda and Planning Document” is a possibility to share interesting topics you want to discuss with your peers before, after, and during the session.

4. READ AND COMMENT ON THE RESEARCH PAPERS (CROCODOC)

Moreover, we offer a tool (Crocodoc) that enables all participants and authors to review, annotate and comment the research papers online. You can comment and discuss all research papers directly online at https://sites.google.com/a/internetundgesellschaft.de/collaborate/home. During the actual workshops you will find a projection of the corresponding “Agenda and Planning Document” to enable collaborative note taking.

5. COLLABORATIVELY IDENTIFY AND TEAM UP ON THE MOST INTERESTING RESEARCH QUESTIONS

5.1 Review and comment on the research questions the authors considered most interesting.
The authors of the workshop’s underlying papers have developed five research questions for further discussion. You’ll find these questions online at http://berlinsymposium.org/questions. The research questions are meant to build the basis for our institute’s upcoming research projects. To participate you have the following options:

• If you are logged in at berlin symposium.org you can discuss research questions by commenting on a question.
• To indicate your interest in a specific research question click the “I’m interested”-Button.

5.1.1 How to comment on a research question
To comment on a research question please select the respective question in the workshop Session View menu. This will guide you to the corresponding research question with its particular context. After being guided to the required research question please scroll down to the bottom of the page to find a dialogue box for commenting. Please save your comment and submit it to the website.

5.1.2 Indicate Interest in Pursuing Research Questions
By clicking the “I’m interested”-Button of a research question you indicate that you believe this question is important and that you are possibly interested in pursuing the question.

5.1.3 How to create a research question
You can of course also contribute the research question you believe are worth while. Once done we also recommend that you express your interest by clicking the “I’m interested”-Button and by commenting on the research question to specify your perspective.
By contributing a research question you give each participant the possibility to start a dialogue concerning your particular question.
In the “Editorial Menu” on the right-hand side you will find the button “Create Research Question”. By selecting it you will be able to contribute your individual “Research Question” with the possibility of adding a short “Description” of the context.
To link your individual research question to a specific workshop, please select one of the workshops in the dropdown field “sessions” in the “Create Research Question” dialogue box.
Please do not forget to save your preferences. The research question will be listed with the respective workshop information and is available for every participant to comment on.
B) COLLABORATION TOOLS
DURING THE SYMPOSIUM

1. OVERVIEW

During the symposium we offer you a number of innovative tools and affordances meant to facilitate the discourse as well as matchmaking of researchers with similar interests:

- **Real time collaborative documentation** during the workshop allows each participant to contribute to the agenda and minutes.
- **Interaction tools** to enable networking and special interest identification during the symposium.
- **Research questions** to show your personal interest and help the proactive team-up for an interest group.
- **Graphic recording** as lively visualization of the workshop which illustrates the core discussion.
- **Thematic islands** to exchange ideas regarding research areas and team up for joint efforts.

2. REAL TIME COLLABORATIVE DOCUMENTATION

The earlier explained “Workshop Agenda and Planning Documents” are projected on the wall in the respective workshop to support the collaborative note taking. This gives each participant the opportunity to take part in the planning and discussion process even before the actual workshop situation. Every participant is invited to contribute comments, questions and further thoughts to the respective document. By doing this you will help structuring the agenda and process of the workshop. We kindly ask you to make use of this document to take notes and minutes before the symposium’s workshop.

3. INTERACTION TOOLS

To enable networking and special interest identification during the symposium we will provide you with a set of individualized cards. To interact at the symposium we designed personalized ID Cards and Speaker Cards ready for you to indicate a special research interest.

3.1 ID Cards

Every participant receives 20 printed ID cards with their contact details. They can be used like customizable business cards. The back of the card provides space to write down your own research questions and post them in the workshops. Using these, you can share your ideas and contact information.

3.2 Speaker-Card

In addition to the ID cards, every participant receives a speaker card that allows you to interact in a workshop. The speaker card serves as a name plate you can put on the table in front of you. If you want to be added to the speaker list, simply raise the card and a staff member will put you on the list. If you have a smartphone, you can add yourself to the list of speakers by scanning the QR code of your card.

3.3 QR Codes as a Quick Way to Interact

To ease the network and contribution aspects on the symposium’s work flow, we have implemented a network of QR codes on all important interfaces. You will find QR codes on the following elements:

- On the ID cards, QR codes provide a direct access to the profile of the ID card’s owner. This enables a quick way to add the card owner’s details to your contacts.
- The same QR codes are displayed at the profile projection when a participant is speaking in a workshop.
- You will also find QR codes on the printouts of the research questions. By scanning the code with your smartphone you can add yourself to the research question’s interest group.

You do not have a smartphone? Do not worry. All important tasks can be done by using the paper ID-cards.
4. RESEARCH QUESTIONS

Each workshop aims to discuss and find the most interesting research questions in the given area. As discussed above, participants can already contribute and discuss questions online. At the thematic islands they can also indicate their interest and, for example, make use of their ID cards to exchange their contact details in order to form long-term interest groups.

Besides your online interaction you can express your interest in a research question at the symposium. We will print out the workshop’s research questions and display them prominently in the session room and the corresponding thematic islands. By pinning your ID cards to a research question you can show your personal interest and help the proactive team-up for an interest group. After the symposium we are going to identify the most popular questions and create interest groups around them.

5. VISUALIZATIONS (GRAPHIC RECORDING)

In each room there is a visualizer who is documenting the discussion as an illustration on a foam board. After the workshop the illustration will be moved to the corresponding thematic island. This will provide a lively visualization of the workshop which illustrates the core discussion. It is meant to support your discussion and offer a different perspective to the research areas and questions.

6. WORKSHOP CONVERSATION FACILITATION TOOL

In order to simplify the participation in a workshop, we have developed a unique conversation facilitation tool. This tool solves several workshop conversation issues in an innovative way:

• It allows the speaker to get to the crucial points by minimizing the time to introduce himself.
• It gives the audience the opportunity to connect to the speaker in real time.
• It allows the participants to review the speakers and work through the workshop retrospectively.
• It manages the speakers’ time in a workshop in a fair and automated way.

6.1 How Does It Work?
The tool recognizes who is speaking so that the speaker’s profile can be projected onto the workshop’s wall. (see How to Create a Profile above) Speaker recognition takes place by scanning the speaker’s QR code. Furthermore, the tool devises a speaker list which is managed by the moderator of the workshop.

6.2 How Can I Contribute in a Workshop?
If you want to contribute in a workshop you have two options to put yourself on the speaker list:

1. As soon as you raise your speaker card a staff member will scan your additional QR code and register you as a speaker.
2. If you have a smartphone you can scan your speaker card by yourself and list yourself as a speaker. With your first registration you have to select the corresponding workshop.

To establish a well-balanced discussion we will set up a timer as soon as a participant starts to speak.

6.3 What Else Do I Need to Know?
• Track the workshop’s speaker list online. You can click through your workshop’s participants’ profiles.
• The profile projection also shows a QR code which directs you to the speaker’s profile. (There are plenty of QR-code readers for your smartphone. Just search for QR-code reader in your app store.)

For further information regarding the usability of the website please contact: support@berlinsymposium.org (Sven Krome)
7. THEMATIC ISLANDS (WORKSHOP TEAM SPACES)

Before and after the sessions participants and workshop organisers can meet and gather around thematic islands to exchange ideas regarding research areas and team up for joint efforts. The thematic islands will have copies of the research papers and allow to review, sign-up and add thematic research questions. After the workshop the graphic recording [mindmap] will also be available at the island.