

# MEi:CogSci Conference 2020

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## General Information

For the first time, a MEi:CogSci conference will take place online. The conference will include all the same points as usual, except transported into digital space.

### Summary

The conference will be organised as follows:

- on a **Discord** server (see Technical Suggestions):
  - poster talks
  - socialising
  - alumni activities
  - conference information (e.g. Zoom-links + passwords)
- via **Zoom** (see Technical Suggestions):
  - presentation talks
  - invited speakers
- via **u:cloud** (see Technical Suggestions):
  - all file hosting
    - posters
    - slides
    - audio files (ONLY for presenters who cannot live stream video)

## Conference Schedule

This is the overview of the planned schedule. The idea is to have talks/poster sessions followed by coffeebreaks with virtual socialising and computer breaks (offscreen time). Each Master Talks Block will have 4 parallel tracks with 3 presentations each.

	Thursday June 18	Friday June 19	Saturday June 20
09:00	Conference Opening & Welcome	Master Talks Block 3	Master Talks Block 4
09:30	Plenary Talk: Natalie Sebanz		
10:00			
10:30	Coffee Break/Socialising	Coffee Break/Socialising	Coffee Break/Socialising
		Computer Off-time	Computer Off-time
11:00	Poster Session	Poster Session	Poster Session
11:30			
12:00	Lunch Break/Socialising	Lunch Break/Socialising	Lunch Break/Socialising
12:30			
13:00			
13:30	Master Talks Block 1	Plenary Talk: Martin Takac	Master Talks Block 5
14:00			
14:30		Coffee Break/Socialising	
	Coffee Break/Socialising		Coffee Break/Socialising
15:00	Computer Off-time	Computer Off-time	Computer Off-time
15:30	Master Talks Block 2	Workshop Takac /Alumni Panel	Plenary Talk: Andreas Kalckert
16:00			
16:30			Conference Closing
17:00			

## Posters (2nd semester students)

During the MEi:CogSci Conference 2020, poster sessions will work as follows:

- each poster session is **one hour**
- each presenter will be assigned their own **voice and audio channels on Discord**
- all **other participants are free to move** between the different channels

### Time Windows

To facilitate dialogue, poster sessions will be divided into smaller time windows.

- Each window is **15 minutes**
- Presenters are encouraged **to start each new time window with a short introduction**
  - e.g. result or conclusions of their project
- Participants are encouraged **to change rooms at the end of these windows**

This structure is not mandatory. For example,

- **Do** start a new introduction in the middle of a time window, if a lot of people join your channel!
- **Don't** break off a stimulating discussion just because a time window has ended!

The time windows are designed to provide some structure for the poster sessions. Please use them as guidelines, but do not feel forced to adhere to them.

### Poster Format

Since this is a virtual conference, there are opportunities to do a few things differently. We encourage all participants to be as creative they wish.

Please keep the following points in mind

- **only submit (zoomable) .pdf-files**
- send your final poster to [meicogsci@univie.ac.at](mailto:meicogsci@univie.ac.at) by June 15<sup>th</sup>, 2020
  - subject line „2020 conference poster“

## Talks (4th semester students)

During the MEi:CogSci Conference 2020, student talk sessions will work as follows:

- conducted **via Zoom**
  - each session will have a **unique meeting ID** (available on Discord)
  - change of moderator between presentations to allow the next presenter to share her/his/their screen
- **four parallel tracks**
- three talks per session
  - **20 minutes per talk** (15 min. presentation + 5 min. discussion)
  - 15 minutes time buffer
- each session will be moderated by a teaching member of the MEi:CogSci community

### Presentation Format

Presentations will take place as follows:

- presenters are expected to prepare **slides**
- these should be presented on their screen, which presenters can **share via Zoom**
- **presentations will be live**
  - if you are scheduled for a student talk, please contact [meicogsci@univie.ac.at](mailto:meicogsci@univie.ac.at) immediately, if you know your internet connection will not allow you to present live. We will work out an alternative for you, depending on your circumstances.

### Schedule of Presentations

Will be announced on the Discord sever

## Technical Suggestions

### Discord

#### Microsoft / Linux

- suggested browser: Google Chrome (audio issues reported with Mozilla Firefox, Opera Browser, Microsoft Edge)
- not required to download the app
- unstable video streaming

#### Mac OS

- suggested browser: Google Chrome (issues reported with Mozilla Firefox, Opera Browser)
- not required to download the app
- unstable video streaming

### Zoom

#### Microsoft / Linux / Mac OS

either download Zoom or create account and attend meetings online (password and meetings names will be posted and updated on Discord)

for tutorials, see <https://support.zoom.us/hc/de>

### u:cloud

- only download is enabled: <https://ucloud.univie.ac.at/index.php/s/ILDyW7k5fVRJDNg>
- to upload, email [meicogsci@univie.ac.at](mailto:meicogsci@univie.ac.at) by June 15<sup>th</sup>, 2020
  - subject lines:
    - posters - „2020 conference poster“
    - slides - „2020 conference slides“
    - presentation audio - „2020 conference audio“ (ONLY for presenters unable to livestream their video + audio)