



A National PhD School

Funded by the Norwegian Research Council

Run by a consortium of all faculties of Law and Humanities in the four major Norwegian universities, and the two major national theological institutions

Coordinated by the Faculty of Theology, University of Oslo

ATTR hybrid and digital seminars

Due to the pandemic, the ATTR has been forced to convert its research seminars in 2020 and early 2021 into hybrid or all-digital formats. We strongly prefer to arrange ATTR seminars with physical encounters between researchers and PhD fellows. However, the pandemic has taught us that PhD fellows and others may have legitimate reasons for not being able to participate physically, or for participating only in part. Hence, we foresee that future ATTR seminars will normally be real-life events with a limited option for digital participation. This document provides an guidelines to cope with this situation.

1. Overview of digital spaces in use for ATTR seminars

(see detail explanations in the following pages)

Plenary Sessions (zoom room, accessible from link in the Seminar Program)

PHD Group A, B, C, etc. (breakout rooms available from the Plenary Sessions room)

Social 1, 2, etc. (breakout rooms available from the Plenary Sessions room)

Private 1, 2, etc. (breakout rooms available from the Plenary Sessions room)

The *seminar program* will contain the link to the plenary room and give a detail view of the seminar. You may use that document as your entry portal for all events during the seminar.

2. Supporting Digital Interaction

In-Meeting Academic Interaction

• During *plenary sessions*:

- Lecturers in the room will present in their usual way, and the presentations are transmitted via zoom by the ATTR technical team.
- Lecturers via zoom will have their zoom sound (including music or other sound tracks) and picture (including any shared screen) shown in the plenary room.
- Physical participants should log into the zoom meeting, ***mute their microphone and speakers***, and turn their camera off during the presentation. In this way it is possible for those participating via zoom only to “hide non-video participants” (option in the zoom software) and thus have a better overview of the participants. Physical participants will open their camera for group discussion, etc. but they will keep their ***microphones and speakers muted*** at all times. (All transmission of sound is taken care of by the central ATTR equipment.)
- Participants via zoom normally keep their video on and microphones muted during the presentations.
- Group discussion during plenary sessions may use zoom breakout rooms.

• During *PhD seminar sessions*

- All chairs, presenters, respondents, participants log in to the zoom meeting using their individual computers.

Web: <https://www.tf.uio.no/english/research/phd/research-schools/attr/> ; Mail: i.m.ausland@teologi.uio.no

Postal address: ATTR, Faculty of Theology, PO Box 1023 Blindern, N-035 Oslo, Norway

Street address: Blindernveien 9, 0371 Oslo

- Local participants keep their *microphones and speakers muted* at all times. (All transmission of sound is taken care of by the central ATTR equipment.)
- Remote participants normally keep their camera on and their microphone open during the entire session.

- *General Netiquette:*

- All participants are welcome to take part in the discussion with questions as well as comments. To signal that you have something to share, please use the “raise hand” button in the “Reactions+” menu (bottom of your zoom window). In smaller groups, you may also simply raise your physical hand in the camera window or just speak your name out loudly to the group before speaking.
 - Once the floor is yours, unmute your microphone and go ahead!
 - In addition to speaking, you may share links, documents, etc. in the chat. (Do keep an eye on the chat icon during the session!)
 - You may share your screen with all participants, including the whiteboard. If you need to share content with audio do remember to select Share Sound in the bottom-left corner of the share selection window when starting to share.
- We offer in-advance technical guidance for operating all these functions in zoom (see below).

Post- and Trans-Meeting Academic interaction

- Social and Private Breakout Rooms remain open after the lectures, and the last lecturer will normally visit Social Room 1 to take any further questions or comments. When going for coffee or lunch, you have the option to visit these rooms and see what is going on there. Do feel free to eat and drink during these informal sessions, and to join and leave these rooms at will.
- It is possible to agree with a (group of) colleague(s) to team up for a private academic talk, and to use one of the breakout rooms Private 1 or 2 for that purpose. Remember that these rooms are open to all participants; do not share confidential information. Also, please do not interrupt unduly if any of the Private rooms are already occupied.
- Remember that text and images in the Zoom chat are lost when a meeting closes. If there is content you wish to keep, save it to your computer before leaving the zoom session.

3. Technical Preparations

Proper technical quality will ease communication. Here are some points to consider for your hardware (video and audio equipment) and for the use of zoom and Facebook. We offer technical assistance for those who need it, before as well as during the seminar (see below).

Computer Equipment

1. Important: ***Restart*** your computer every day before starting a full day session in Zoom.
2. Internet access. Make sure you have stable internet access – preferably cabled or WIFI with strong signal and good connection/bandwidth.
3. Audio / sound: We recommend using headset with a microphone close to your mouth. Alternatively, use handsfree (from your cell phone), or microphone from your webcam and good speakers.
4. Video / picture: Make sure your camera is centered on your face / person (not ceiling, wall, or other). Test the light conditions to ensure enough light on your person and

avoid strong light sources (especially windows) in the picture background. Use curtains and alternative light sources if necessary. If you are using glasses, make sure to avoid too much reflection in those.

5. Test your audio and video before joining meetings and make sure you have the right devices connected to Zoom. If you are using a computer (and not a mobile device), controllers for video and audio inputs / outputs are found in the menus next to the microphone and camera icons in the lower left corner of your zoom window.
6. We recommend that all off-site lecturers do a test-run of their specific equipment and of planned sharing (of screen, files, audio, etc.) before the seminar. Please suggest a time for a live test in Zoom by sending an email to Brynjulv Norheim brynjulv.norheim@teologi.uio.no or an SMS to cell: +47 450 21 976.
7. We invite all off-site participants to do the same: Send an email to Brynjulv Norheim brynjulv.norheim@teologi.uio.no or an SMS to cell: +47 450 21 976.

For Zoom

1. Make sure you have downloaded and installed Zoom Client for Meetings on the device you will use for the workshop. On PC/Mac download from <https://zoom.us/download> . On Ipad or cell phone download from App Store/Google Play.
2. Update to the most recent version of zoom. See how here: <https://blogs.otago.ac.nz/zoom/how-to-update-zoom/>
3. If you do not wish to broadcast your physical environments, consider using a “blurred” background or a different virtual background (available via zoom video settings).
4. It may be a good idea to set up a zoom room with a colleague and test functions like mute/unmute microphone, close/open video, raise hand, read and send chat, share files, share screen, use and share whiteboard, and options for viewing the room (gallery/speaker view) and for viewing other participants’ shared screen. For all this, cf. <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>.
5. Please note: If you plan to share content with sound (music videos or similar), make sure you select “Share Sound” in the bottom-left corner of the share selection window when setting up your sharing session.

(Guide version: May 2021)