ATTR hybrid seminars

Due to the pandemic, the ATTR has been forced to convert its research seminars in 2020 and early 2021 into hybrid formats. The hybrid format requires participants and presenters to plan and conduct the sessions differently than during conventional seminars. ***Please note these adjusted guidelines due to the change in format for the lectures.***

The pandemic also means we must adjust any physical arrangements on-site, primarily through limiting the number of participants interacting closely. This document provides an overview of academic and technical guidelines to be followed in this situation.

Academic Guidelines

PhD Fellows and other participants will
- write and submit a chapter from their dissertation, or a similar piece of research (see separate guidelines)
- read the mandatory readings suggested by the lecturers for the seminar
- prepare and present a response to two research papers in their seminar group
- read all research papers in the seminar group they are participating in (7-8 papers)
- write and submit a short document with reflections or questions concerning how the mandatory reading might be relevant to their own PhD project. The submission date will be the same as for the written responses.

Lecturers and presenters will
- suggest a list of mandatory and additional readings well ahead of the seminar, the first should not exceed 25-30 pages.
- prepare for a session of 60 minutes that should include ample elements of audience involvement and activity, group discussion, Q/A, etc. No continuous monologue should be longer than some 20 minutes. For planning audience activity, the lecturers may refer to the PhD fellows' short documents reflecting on the mandatory readings.

Technical guidelines

All presenters and participants must have access to a computer with acceptable video and audio capacities, internet access with necessary bandwidth, and localities with acceptable conditions for light and noise. Participants must be familiar with the zoom software, and they must register in advance for the relevant zoom sessions / rooms. (There will typically be one registration for all plenary sessions and separate registrations for each of the seminar groups.)

During plenary sessions
- Lecturers in the room will present in their usual way, and the presentations are transmitted also via zoom.
- Lecturers via zoom will have their zoom sound (including any shared sound) and picture (including any shared screen) shown in the plenary room. Capabilities of sharing screen (and audio) should be tested in advance of the session.

- Participants in the room should log into the zoom meeting but 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 more tidy overview of the participants. Participants in the room will then open their camera for group discussion, etc. but they must under all circumstances 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. During group discussions, zoom participants are invited into groups in breakout rooms.

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

TS, January 2021