



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

1. Overview of digital spaces in use for ATTR seminars

(see detail explanations below)

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

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

Academic room (breakout room for individuals continuing academic discussion, available from the Plenary Sessions room)

Social room (breakout room available from the Plenary Sessions room)

Technical room (for all kinds of technical assistance and testing)

The *seminar program* contains the link to the plenary room and gives 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 via zoom will have their zoom sound (including music or other sound tracks) and picture (including any shared screen) displayed and heard in the plenary room.
- Physical participants in local hubs need to use headphones only. They would log into the zoom meeting, ***mute their microphone and headphones***, and normally keep their camera on during the presentation. Sound from the hub conversation to the rest of the zoom meeting must be transmitted via one designated computer in the hub meeting room.
- Participants via zoom normally keep their video on and microphones muted during the presentations. They unmute and speak when relevant.
- Presenters aiming for group discussion during plenary sessions may use zoom breakout rooms for this purpose. Please notify the ATTR technical staff in advance!

• During *PhD seminar sessions*

- All chairs, presenters, respondents, participants log in to the zoom meeting using their individual computers.
- Hub participants keep their ***microphones and speakers muted*** at all times. Sound from the hub conversation to the rest of the zoom meeting must be transmitted via one designated computer in the hub meeting room. These participants will normally keep their camera on.
- Remote participants normally keep their camera on and their microphone open during the entire session.

• General advice

- We offer up-front technical guidance for operating all zoom functions (see below).
- Remember, you may share links, documents, etc. in the chat. (Do keep an eye on the chat icon during the session!)

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

- 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.

Post- and Trans-Meeting Academic interaction

- The Academic and Social rooms remain open after the lectures. 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.
- 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 digital communication. Here are some points to consider for your hardware (video and audio equipment) and for the use of zoom. We offer technical assistance for those who need it, before and during the seminar (see below).

Computer Equipment

1. **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).
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 face and avoid strong light sources (like windows) in the picture frame. Use alternative light sources if necessary. If you use glasses, make try 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. 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 lecturers do a test-run of their 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.

Zoom

1. Make sure I Zoom Client for Meetings is installed 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: <https://blogs.otago.ac.nz/zoom/how-to-update-zoom/>
3. Letting the other participants see your face is essential. 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. 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.

4. Technical Assistance

For technical assistance before or under the meeting, contact:

- Brynjulv Norheim by [mail](#) or phone (+47) 450 21 976

To reach the ATTR team, contact:

- Ina Marie Ausland by [mail](#) or phone (+47) 4512 4372
- Terje Stordalen by [mail](#) or phone (+47) 905 93 212

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