



vEGU21: Gather Online – your guide to running an engaging virtual Great Debate

vEGU21: Gather Online will feature five Great Debates. These will be hosted by the EGU Office but organised and chaired by the conveners of each session. The EGU office will create and promote the link to the webinar, manage technical issues, record the webinar and provide an edited version of it to be uploaded to the EGU's YouTube channel after the conference. As the session's convener, you will be responsible for coordinating and structuring the session to fit a virtual format.

The virtual format will enable people from around the world to participate. Similar to an in-person session, a virtual session can include presentations, videos (through screen sharing), polls and/or a Q&A. However, there are a number of aspects of your virtual session that you may wish to alter to ensure that your webinar is as engaging and successful as possible. This document outlines a few things you may want to consider and the steps that you'll need to take to ensure a smooth and successful session.

Practice run: Prior to vEGU21, conveners should find a single time for the session's speakers and moderators to test the platform with the EGU office. This will ensure that everyone's audio, visual and screen sharing functions work effectively and that everyone is comfortable with the online system. It will also give participants the opportunity to use the platform's interactive features. To coordinate this, we ask that you find one time between **5-16 April** when all of the speakers in your session are available and send this time to webinars@egu.eu by **31 March 2020**. We recommend using a scheduling platform like Doodle to establish everyone's availability.

Logging into your Great Debate: You will need to add the names and emails of your speakers to your session description by 31 March 2021 using the EGU21 session modification tool. This session tool will be made available by mid-February. All speakers and conveners listed on the session description will then be given permission to login to the platform 15 minutes early, allowing them to test their camera, video and screen-sharing functions prior to the start of the session.

Format: Great Debates will be capped at 90 minutes. During the session, we recommend that a maximum of 4 speakers be invited. The format is flexible, but it is important to give your speakers the opportunity to discuss and disagree with each other through questions or a panel discussion. Ideally, your selected speakers will have opposing or at least differing opinions on the topic. We request that all speakers and conveners involved in the Great Debate join 15 minutes prior to the start of the session.

Setting the tone: It will be the convener's job to welcome the participants, introduce the session and set the tone. Just like a regular session, you'll also need to introduce your speakers. We recommend that you draft a script for this.

Technical support: In the leadup to vEGU21 and throughout the conference, you will have access to EGU support via the webinars@egu.eu email address. There will also be a member of the EGU team

facilitating your practice session and assisting you with any potential technical issues during your live session.

Setting: We recommend that each convener and speaker find a quiet space for participating in the webinar, preferably in a well-lit area and with a plain and neutral-coloured backdrop. Lighting should illuminate the speaker's face (i.e., no window or light source behind you). It is also advised that all speakers use some form of external microphone or headset during presentation, as internal computer microphones are usually not able to provide sufficient quality.

Q&A. Some form of a Q&A during your session is a great method of increasing participant engagement. You are likely to get more questions than usual with participants being more confident to type their question than asking it in person. Participants will be able to see and upvote the questions that are asked by others watching the Debate. This may assist you with prioritising the questions asked by the participants.

Promoting your Great Debate. The EGU will assist in promoting your webinar through the meeting programme and our social media accounts. To maximise engagement, we also encourage conveners and speakers to spread word of your upcoming session through your own networks using the #vEGU21 hashtag.

What if something goes wrong? There's always a possibility that something unexpected will happen during the recording of the webinar. If a speaker loses their internet connection, we recommend that you move onto the next presentation until they are back online. The EGU office will support you with any other technical issues.

Webinar platform. vEGU21 will be using the Zoom's webinar platform to host all of the Great Debates. Zoom webinars are very similar to Zoom meetings but have some additional tools enabling the speakers and conveners to connect to the platform early, communicate with each other, and moderate the Q&A. If you or any of your speakers are unable to use the Zoom platform for security reasons, please let us know as soon as possible (but definitely before 31 March 2021) so that we can set your session up using an alternative software package.

Permissions: It is important for us to get permission from all speakers and moderators who are recorded during the session. We will provide you with a link a form for you and your speakers to sign in late February but please already make your speakers aware of this. **Unfortunately, those who are unwilling to be recorded cannot take part in the session.**

Your next steps:

Deadline	Task
ASAP	Communicate your planned format with your speakers and co-conveners so that they know what to expect during the session. Feel free to share this guide with them.
11 February 2021	Contact programme.committee@egu.eu prior to 15.02.2021 if you would like to request a specific date or time for your session. Please note that while the programme Committee will do its best to accommodate your request, they cannot guarantee it.

31 March 2021	Email webinars@egu.eu if you are unable to use one of the two webinar platforms listed.
31 March 2021	Add the names and emails of your speakers to your session description
Early April 2021	Find a time and date that everyone involved in your session can commit to for the practice session. Send this time and date to webinars@egu.eu with the title of your session in the subject line.
12 April 2021	Ensure all speakers and moderators have completed the permission form enabling them to be recorded.
Early-mid April	Help spread the word about your Great Debate through your own networks using #vEGU21!
15 minutes before the Great Debate	Login to your session using the link provided. Have fun!