# EASM 2021 Chair User Guide

## 1. Register on Conftool

In order to be granted access to virtual event platform it is essential that you register on conftool via https://www.conftool.com/easm2021 using the same email address you wish to use for the festival. Please note the deadline to register for the respective events, as we cannot guarantee access should you have registered after that deadline.



EASM 2021
FESTIVAL OF SPORT MANAGEMENT RESEARCH AND PRACTICE
EASM
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**Register New**                    Conference Time: 26th May 2021, 11:42:25am CEST

### ConfTool Conference Administration

Please log in to register for **conference participation** and to view your registration and payment details.

If you have not yet created a user account, please do so now.

Please note that the **user accounts of the preceding EASM 2020 conference were not transferred.**
All users will have to **create a new account** for this event.

| Account Login |
|---|
| **First time here?** |
| Create account and register for conference |
| **Registered users** |
| E-mail or user name: j.g.g.mueller@lboro.ac.uk · ⧉ Forgotten your user name? |
| Password: •••••••••• · ⧉ Forgotten your password? |
| Login |

Mobile View ▢

## 2. Create an Account on the MyEASM App

The entire EASM 2021 Festival will be hosted on the MyEASM app which is available as a mobile app for both Android and Apple devices. You are encouraged to **use the web app** for laptop and desktop users via a **chrome browser** to chair your session. The app is hosted by a company called Conference compass.

2.1 Click on the link to get to the EASM Web App (https://festival-easm.web.indrina.com/Landing)

2.2. Click on "Sign in with Email"
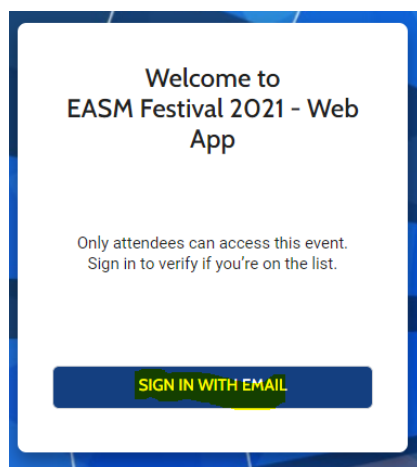
2.3 Sign in using the **same email** you used for registration on conftool. If you are using a different email address you will receive an error notification saying: "No Access – The email address you specified is not on the attendee list".
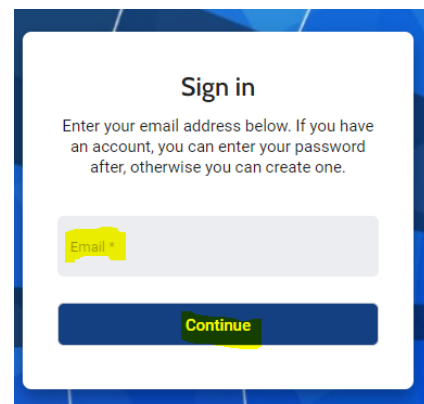
2.4 If it is the first time you are accessing the web app you can **create a password** and just type it into the password box. If you previously downloaded the MyEASM app you might need to click on "*forgot password*" to reset it.
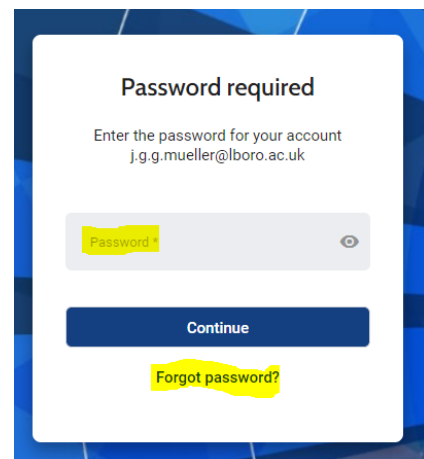
## 2. Create an Account on the MyEASM App

Now you are successfully logged into the MyEASM web app and are able to see the Event Program, list of Attendees, and Speakers. You might want to update your Profile the first time you log onto the web app.



2.5 Please go to the little arrow next to your name at the top right corner and select "edit public profile" to change your personal information, add a profile picture, or provide links to your LinkedIn or Twitter Account.
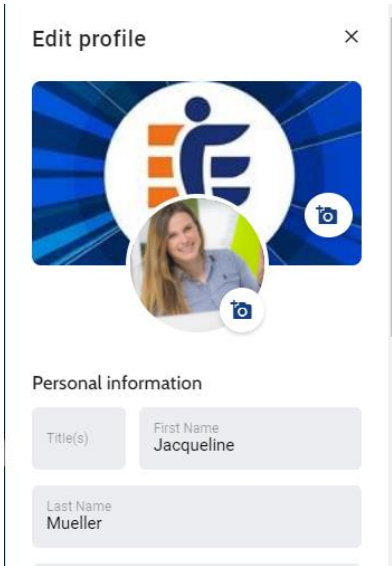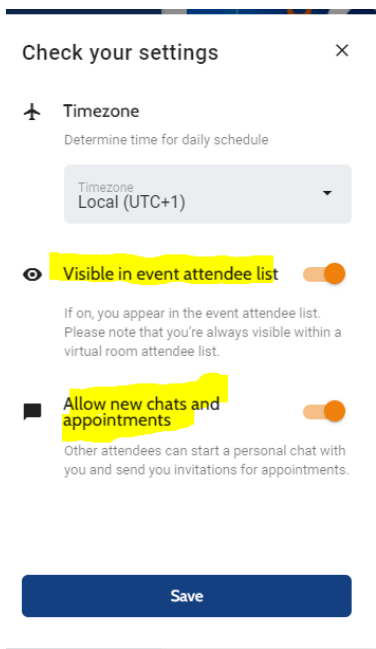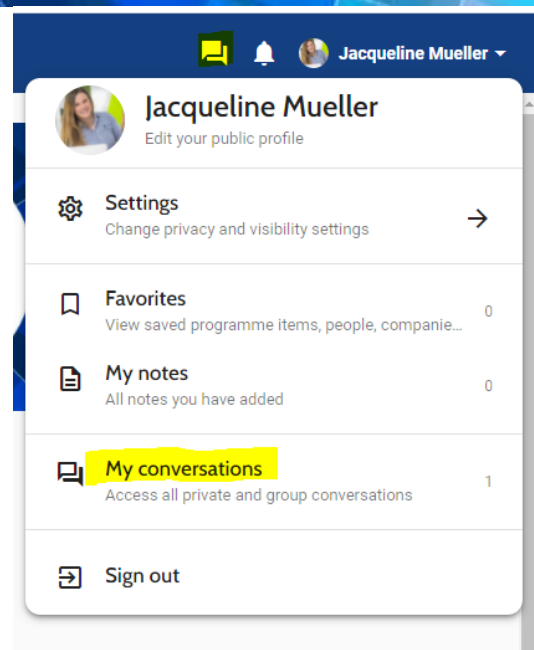




2.6 In order to **appear on the attendee list** and/or allow other attendees to send you a message via the app and use the conversation function, please enable those functions by selecting "settings" and ticking the to boxes.

## 3. Using the EASM2021 Event App

3.1 To make use of the Chat/Conversation function in the MyEASM App please select "my conversations" to access all private and group conversations. If you receive a new message via the app, there will be a small number next to the conversation bubble.

➡

**Jacqueline Mueller**
Edit your public profile

⚙ **Settings** →
Change privacy and visibility settings

🔖 **Favorites** 0
View saved programme items, people, companie...

📄 **My notes** 0
All notes you have added

💬 **My conversations** 1
Access all private and group conversations

➡ **Sign out**

3.2 Please click on the three lines at the top left next to home on the landing page of the web app to see the other available options (daily programme, speakers, partners, attendee list, awards, FAQ)

**Home**

**Home**

🏠 Home

📅 Daily Programme

👥 Speakers

📑 Partners

👥 Attendees list

🏆 Awards

❓ FAQ

📅
**PROGRAMME**
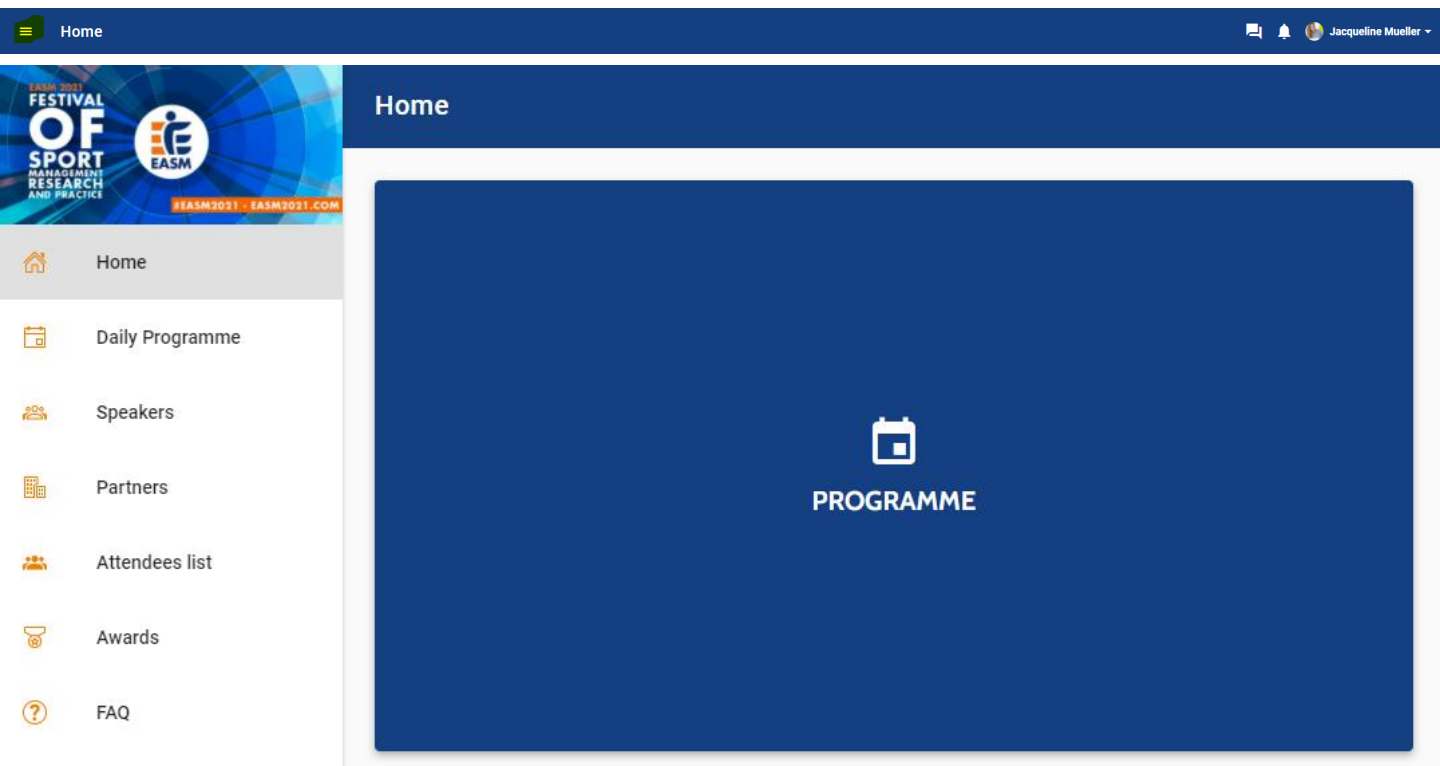
# 4. Accessing the (Virtual) Session as an ATTENDEE

4.1 Click on **daily programme** (2nd option from the top in the panel on the left). And Select the Event for which you want to see the programme



4.2 Click on the Session you wish to attend



4.3 Click on **"Enter Virtual Room"**. This option will only bee available once the host has opened the virtual room (approx. 15 Minutes before the session begins) until then it will appear as "virtual room is closed".

# 4. Accessing the (Virtual) Session as an ATTENDEE (cont)

4.4 Before the session officially starts you will be in a "waiting room" where you can start using the **chat** and/or **QA** function



4.5 Please only **use the QA function to ask any questions** and DO NOT use the chat for this purpose. *Kindly, note that the moderator has to "approve" your question in the backend before it will appear here.* So there might be a slight delay.

4.6 You can click on the "**heart" icon** to like a question. If there are too many questions to answer during the QA, questions with a higher number of likes will be asked first.

# 4. Accessing the (Virtual) Session as an ATTENDEE (cont)

4.7 You can decide which of the two screens you would like to see bigger (presentation OR speaker). In order to change the view, simply click on **"Make main screen"**.



4.8 Please note that as an attendee you **WILL NOT** be able to turn on your **microphone or camera**. You are encouraged to use the chat function to interact with other attendees and use the QA function to ask any questions you might have.

*Should you participate in any round table sessions, you will be able to use your camera and microphone.*

# 5. Information on the Session, Chairs, and Presentations

5.1 Click on "Session Information" to see more information on the respective session. You can also see who will be the Chair, Speakers of the session you selected.

**SESSION INFORMATION** ^

Parallel Session I

Paper Presentations of recently accepted ESMQ SI contributions on COVID-19 and Football

Invited presentations by Professor Dr James Reade and Johanes Fühner

📅 Create note

**CHAIR**

Christopher Dick
IST-Hochschule 🔖

**SPEAKERS**

Prof. Dr. James Reade
University of Reading 🔖

Johannes Fühner
WHU Otto Beisheim School of Management 🔖

**PRESENTATIONS**

May 27th **12:55** Demand for Public events in the Covid-19 Pand... 🔖
0:25h

May 27th **13:20** Are diversified football clubs better prepared for ... 🔖
0:20h

5.2 Click on **"Presentations"** and select the presentation you wish to know more about. This will open a pop-up window that shows you the abstract of the presentation you've selected.

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← **Session** ✕

Thursday, May 27th 2021
12:55 - 13:40                          🔖 Save

Parallel Session I

🎥 Virtual room is closed

**SESSION INFORMATION** ^

Parallel Session I

Paper Presentations of recently accepted ESMQ SI contributions on COVID-19 and Football

Invited presentations by Professor Dr James Reade and Johanes Fühner

📅 Create note

**CHAIR**

Christopher Dick
IST-Hochschule 🔖

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← **Presentation** ✕

Thursday, May 27th 2021
12:55 - 13:20                          🔖 Save

Demand for Public events in the Covid-19 Pandemic: A case study of European football

**INFO** ^

Research question: This study looks at stadium attendances in elite-level European football, to suggest how people responded to the initial COVID-19 outbreak. This offers insight into how professional sports will emerge from social lockdowns and competition taking place behind closed doors. Research methods: The analysis focuses on the top leagues of England, Italy, France, Spain and Germany. Using panel data methods and exploiting the variation in day-to-day attendances in these leagues, the impacts on implied spectator demand from the news of confirmed COVID-19 cases and deaths can be quantified. Results and Findings: In Italy, England and

# 6. Accessing the Session as a CHAIR

6.1  Prior the start of conference you will receive an email from „EASM Festival 2021" (Eureka) inviting you as a „Virtual Room Speaker". Please click on „**open dashboard**" to access your assigned session (*kindly remember to log-into the session at least 25 minutes ahead of sheadule*).

## You are invited as Virtual room speaker for "Virtual Test Speaker" at EASM Festival 2021

Dear Jacqueline Mueller,

You have been invited as a Virtual room speaker for the session "Virtual Test Speaker" at the EASM Festival 2021. Please click the button below to access your personal Virtual room speaker dashboard.

Open dashboard

Sign in or create an account using the same email address as you have been invited with. We advise you to get familiar with the platform in advance.

6.2 In the new window that opened please select „sign in or create an account here" and select „continue with email" afterwards. (*please remember to use the **same email** you used for registration on conftool and for creating your accoint on the MyEASM app*)



EASM

On this platform you can moderate sessions, chat and the social wall for EASM:

- Upload your slides and start your recording as a speaker
- Moderate a live session
- Moderate polls and incoming questions from the audience
- Moderate chat conversations and the social wall

After signing in, you will see all sessions and features your email address is linked to.

SIGN IN OR CREATE AN ACCOUNT HERE



Sign in                              ✕

Sign in to moderate sessions, chat and the social wall.

✉ Continue with email

G Continue with Google

# 6. Accessing the Session as a CHAIR (cont)

6.3 Once you have successfully entered your log-in details you will be taken to the backend of the MyEASM App (Eureka) where you can see a list of the Events that you have been invited to moderate. Please click on „EASM Festival 2021"
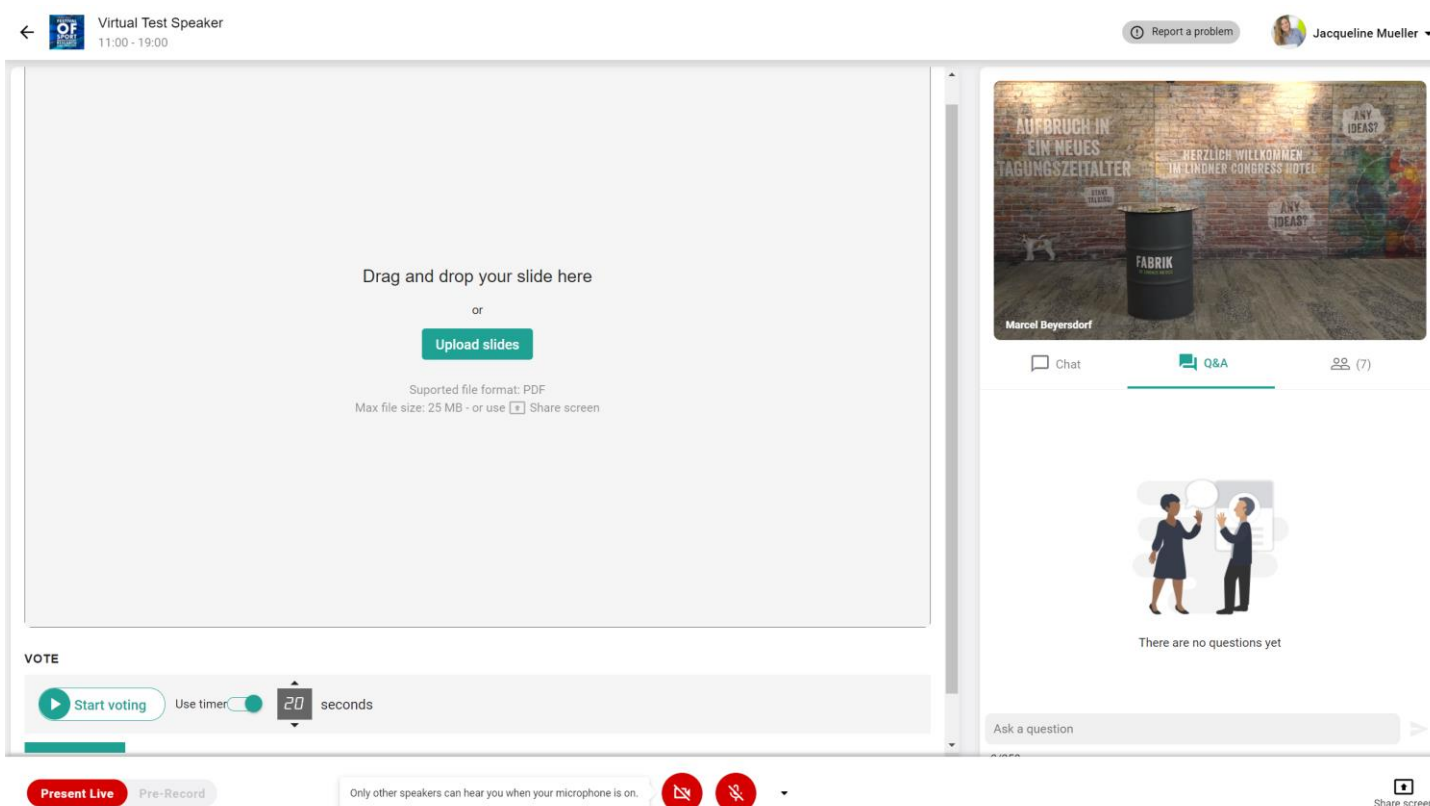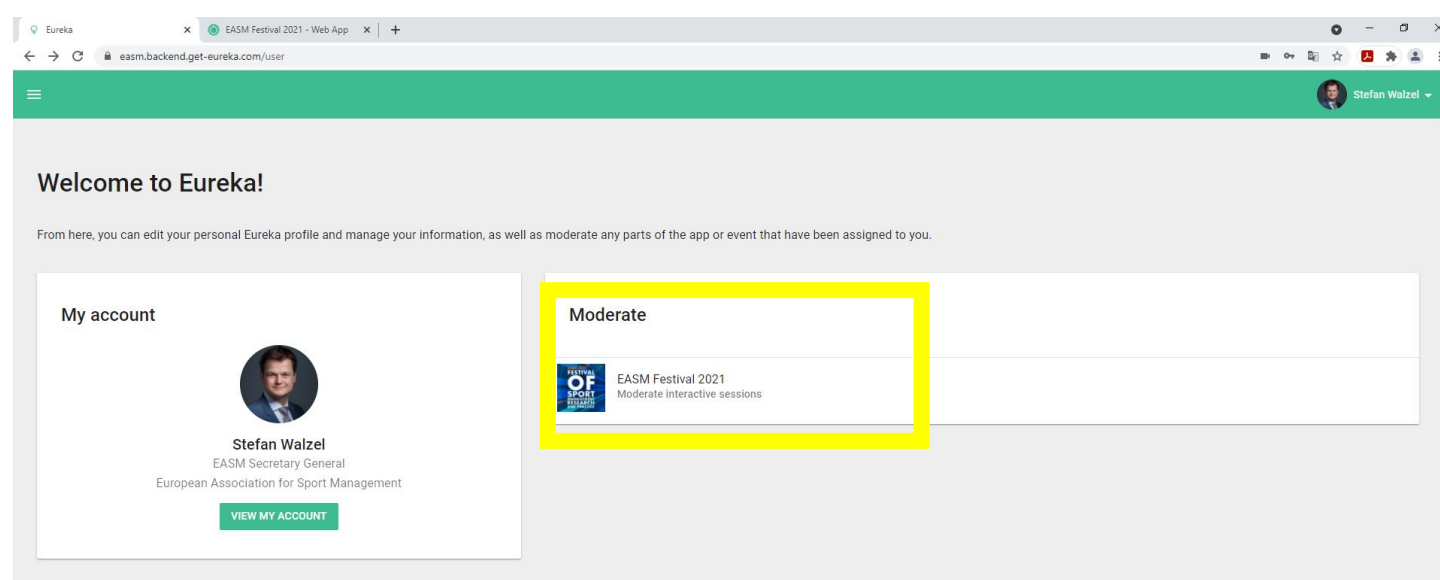


6.4 In the new window you will see a list of all sessions you have been invited to as a chair or speaker. Please **click on the session** you wish to enter as a CHAIR

# 6. Accessing the Session as a CHAIR (cont)

6.5 You are now in the virtual room and will be able to see the „speaker dashboard". Here you can turn your camera/ microphone on, share your screen, upload slides, or engage in the Chat and QA.

*(Kindly note that attendees and others will be able to hear you once the session is being „broadcasted" if you have your microphone on. This is the case even if you are not selected as the active speaker and they cannot see you. Therefore, we recommend having your microphone off until it is your time to speak)*



Please go to http://support.conferences.cc/en/articles/4387584-speaker-dashboard for detailed information on how to start your presentation, switching your view to the attendees perspective and more.

## 7. Different roles, rights and responsibilities

Moderator (Technical Assistant)

Each session is led and moderated by a chair. The chair is supported by a technical assistant who ensures a smooth technical process in the background and manages all access rights. They also start (30 minutes before schedule) and finish the session and select the active speaker.

Chair

The chair is responsible for the moderation of the session. They welcome the participants, briefly introduce the speakers and give the floor to the presenters. They also lead the discussion and select the questions. The chair is also responsible for keeping the time and to the schedule. Chairs have audio and video rights and are asked to join the virtual room 25 minutes ahead of schedule. Chairs will be **directly invited to their session via email** and are asked to access the session by using the appropriate link, which they received via email from EASM Festival 2021 (Eureka).

Speaker

Speakers have audio and video rights and can share their screen or upload their slides as a PDF. Shortly before they start their presentation, the technical assistant (moderator) will select the speaker (only one) so they can be seen by the audience.  If speakers attend any other session, they have the same rights as attendees. Spekaers are asked to join the virtual room 25 minutes ahead of sheadule to allow for a final test using the dedicated link they received via email.

Attendee (Conference delegate)

Conference delegates have no audio and video rights by default but can engage via the chat and QA function.

## 8. Facilitation of the Parallel Session

It is you responsebility as the chair to facilitate the parallell session. There will be three presentations per session which each should last approximatley **12 Minutes**.

You might want to give the speakers a 2-Minute verbal warning before the time is up to ensure your keeping in line with the shedule.

After the presentations there will be **5-6 Minutes for Questions** and approximaltey 2 minutes for a handover between the speakers. The technical assistant will make any questions asked via the QA function visible for you and the other attendees to see. If there are multiple questions, we recommend asking the one that has received the highest number of „likes".

Please only have your camera and microphone on during the QA part as you otherwise could be visible whilst the speaker is presenting.

## 9. Round Tables

Participation in any round table events is **restricted to 15 participants per session**.

There is no opportunity to pre-register for the round tables and places will be allocated on a first-come-first-serve basis.

Should a round table session be up to full capacity you will not be able to join the discussion on this occasion.

Please note that you will be able and are encouraged to turn on your camera and microphone in round table sessions to actively engage in the conversation.

Depending on demand EASM will run popular round tables at each event to give different participants the opportunity to make use of them.

## 10. Time Zone

Please note that all **times** in the festival program published on the easm2021 website refer to the **Central European Summer Time (CEST) zone** (Berlin, Brussels, etc.). On the web-app times might be displayed in your local timezone, so please make sure you are reading the programme accuratley.

## General Technical information

Please take note of the following general technical information to ensure good video and audio quality:

- Choose a uniformly and **brightly lit place**.

- Align your **camera** so that you are clearly visible in the screen. The camera should be at about eye level.

- Make sure the **background** is well-ordered and calm.

- Use a **stable internet connection** via LAN with sufficient bandwidth, but at least 10 Mbit/s (ideally do not use wifi).

- Ideally use a **headset** for optimum audio quality.

*Before you open the link for a virtual room of the EASM2021 Festival, please note the following specific technical information.*

- To ensure the best possible quality we recommend **Chrome** at the most stable and consistent browser for accessing the Virtual Rooms. The platform is compatible with the latest versions of the following browsers: Google Chrome, Firefox, Microsoft Edge. The web app is **not compatible with Internet Explorer**.

# Useful links for technical problems with Conference Compass / the MyEASM App

- Trouble Shooting:

  http://support.conferences.cc/en/articles/4778143-troubleshooting-the-virtual-event-platform

- Speaker/Chair Dashboard

  http://support.conferences.cc/en/articles/4387584-speaker-dashboard

- Moderator/Technical Assistant Dashboard

  http://support.conferences.cc/en/articles/4387383-moderator-dashboard

- Emergencies:

  Call Jacqueline Mueller via +447398247081 or contact her via email (info@easm2021.com)

- Access to platform as an attendee

  https://festival-easm.web.indrina.com/Landing



**EASM 2021**

**FESTIVAL OF SPORT MANAGEMENT RESEARCH AND PRACTICE**

**EASM2021.COM**

**#1**
**27th May 2021**
»Sport and COVID-19: Impacts and challenges for the future«
hosted by IST University of Applied Sciences Duesseldorf, Germany

**#2**
**2nd Sep 2021**
»Engagement Platforms in Sport Management: Rethinking Stakeholder Management in Sport«
hosted by University of Bayreuth, Germany

**#3**
**16th Sep 2021**
»The New Normal for Sport Events and Tourism«
hosted by University of Innsbruck, Austria

**#4**
**29th Sep 2021**
»Re-Opening the 'Black Box' of Sport Governance«
hosted by University of Central Lancashire, Cyprus

**#5**
**14th Oct 2021**
– fully integrated into #6
»Comparative Sports Law«
hosted by Sport and Recreation Law Association, USA

**#6**
**14th Oct 2021**
»Exploring the Bright and Dark Sides of Sport«
hosted by Ghent University, Belgium and Loughborough University, United Kingdom

**#6**
**28th Oct 2021**
»Sport, Health, and Public Engagement«
hosted by Drexel University, USA

**#7**
**10th Nov 2021**
»Employability & Entrepreneurship«
hosted by Cardiff Metropolitan University, United Kingdom and Ohio University, USA

**#8**
**19th Nov 2021**
»Rethinking connections with sport fans and spectators«
hosted by Nicolaus Copernicus University Torun, Poland