

EASM 2021 Round Table Host 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.



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:

Password:

 [Forgotten your user name?](#)

 [Forgotten your password?](#)

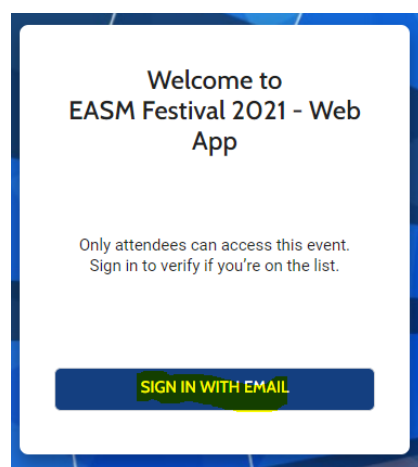
Login

2. Create an Account on the MyEASM App

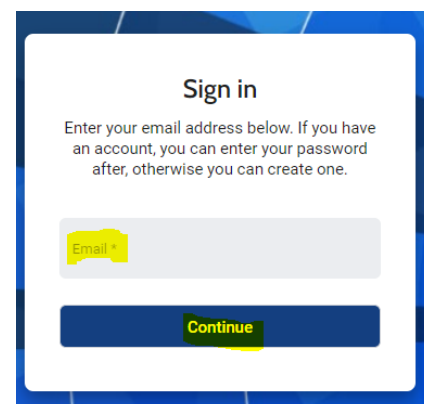
The entire EASM 2021 Festival will be hosted on the MyEASM app which is available as a mobile app for both Android and Apple devices. You are encouraged to **use the web app** for laptop and desktop users via a **chrome browser** to host your session. The app is hosted by a company called Conference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

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

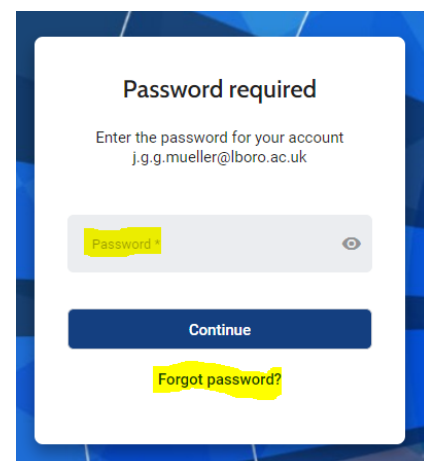
2.2. Click on "Sign in with Email"



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.



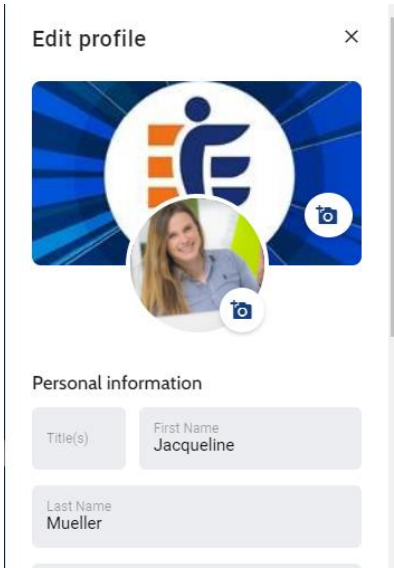
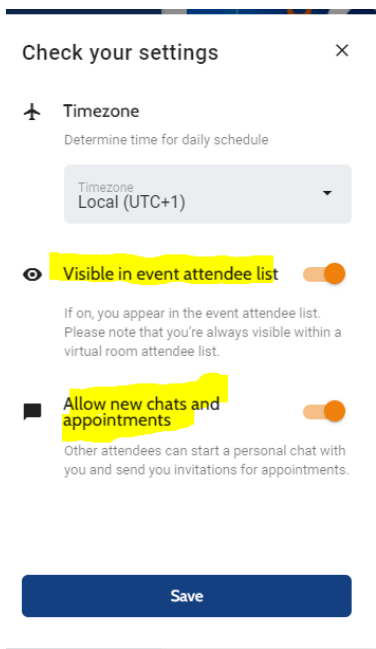


2. Create an Account on the MyEASM App

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.

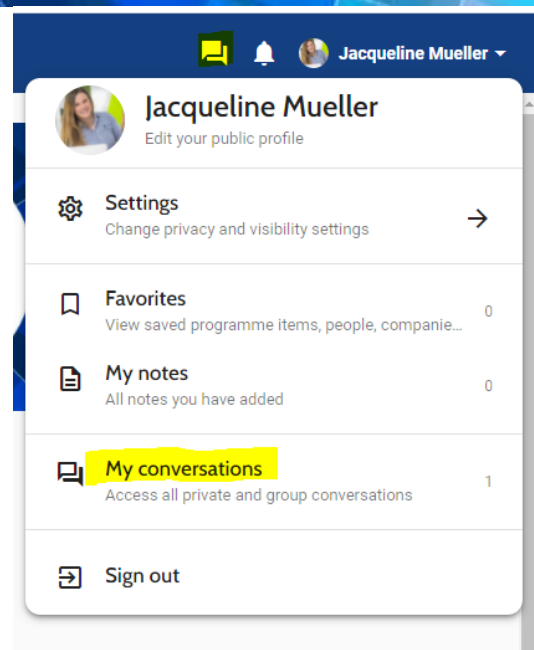


2.6 In order to appear on the attendee list and/or allow other attendees to send you a message via the app and use the conversation function, please enable those functions by selecting “settings” and ticking the to boxes.

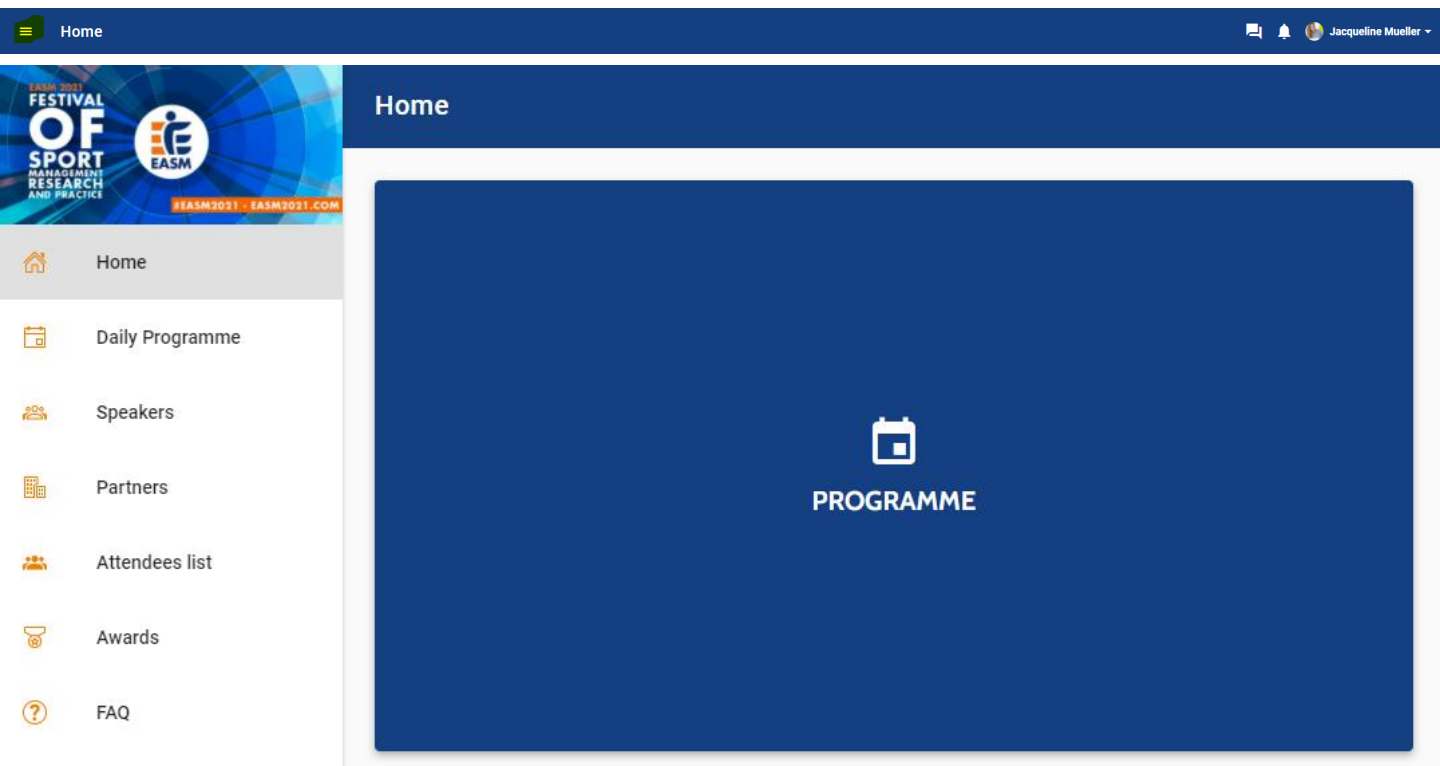


3. Using the EASM2021 Event App

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.



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)





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 be 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”**.

EASM 2021 FESTIVAL OF SPORT MANAGEMENT RESEARCH AND PRACTICE

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#1 27th May 2021 »Sport and COVID-19: Impacts and challenges for the future« <small>hosted by IST University of Applied Sciences Düsseldorf, Germany</small>	#4 29th Sep 2021 »Re-Opening the 'Black Box' of Sport Governance« <small>hosted by University of Central Lancashire, Cyprus</small>	#6 28th Oct 2021 »Sport, Health, and Public Engagement« <small>hosted by Drexel University, USA</small>
#2 2nd Sep 2021 »Engagement Platforms in Sport Management: Rethinking Stakeholder Management in Sport« <small>hosted by University of Bayreuth, Germany</small>	#5 14th Oct 2021 - fully integrated into #6 »Comparative Sports Law« <small>hosted by Sport and Recreation Law Association, USA</small>	#7 10th Nov 2021 »Employability & Entrepreneurship« <small>hosted by Cardiff Metropolitan University, United Kingdom and Ohio University, USA</small>
#3 16th Sep 2021 »The New Normal for Sport Events and Tourism« <small>hosted by University of Innsbruck, Austria</small>	#6 14th Oct 2021 »Exploring the Bright and Dark Sides of Sport« <small>hosted by Ghent University, Belgium and Loughborough University, United Kingdom</small>	#8 19th Nov 2021 »Rethinking connections with sport fans and spectators« <small>hosted by Nicolaus Copernicus University Torun, Poland</small>

Speaker Test Session - Morning
07:30 - 08:30

Make main screen

Good Morning
2 3h ago

Ask a question

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 Johannes 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 Pandemic

0:25h

May 27th 13:20

Are diversified football clubs better prepared for ...

0:20h

Session

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

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 Johannes Fühner

Create note

CHAIR

Christopher Dick

IST-Hochschule

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.



Presentation

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

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 ROUND TABLE HOST

6.1 Prior the start of conference you will receive an email from „EASM Festival 2021“ (Eureka) inviting you as a „Round Table Host“. Please click on „open dashboard“ to access your assigned session (*kindly remember to log-into the session at least 15 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 account on the MyEASM app*)


Sign in



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

 [Continue with email](#)

 [Continue with Google](#)



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

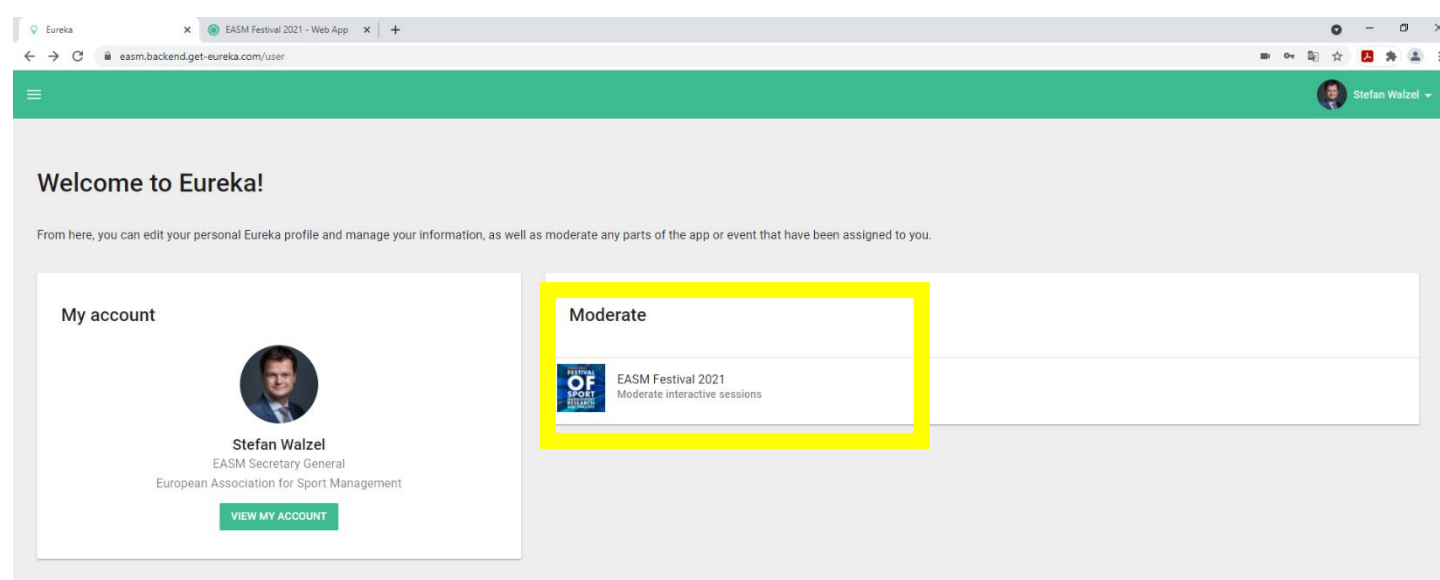
After signing in, you will see all sessions and features your email address is linked to.

[SIGN IN OR CREATE AN ACCOUNT HERE](#)



6. Accessing the Session as a ROUND TABLE HOST

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. Please click on „EASM Festival 2021“



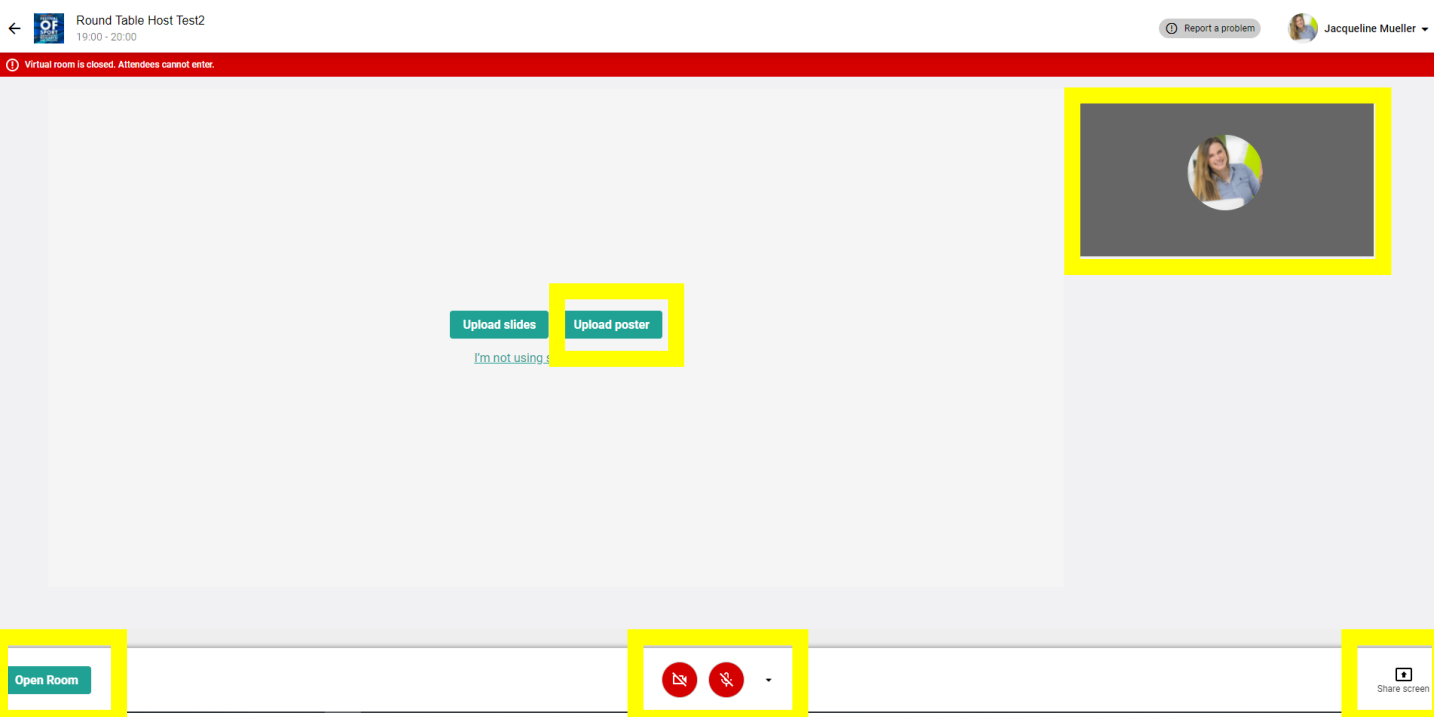
6.4 In the new window you will see a list of all sessions you have been invited to as round table host. Please **click on the session** you wish to enter as a round table host.



6. Accessing the Session as a ROUND TBALE HOST (cont)

6.5 You are now in the virtual room and will be able to see the „host dashboard“. Here you can open the room, turn your camera/ microphone on, share your screen, or upload slides and posters.

PLEASE ACCESS THE SESSION VIA A CHROME INTERNET BROWSER



Round Table Host Test2
19:00 - 20:00

Report a problem

Jacqueline Mueller

Virtual room is closed. Attendees cannot enter.

Upload slides

Upload poster

I'm not using a camera

Open Room

Microphone

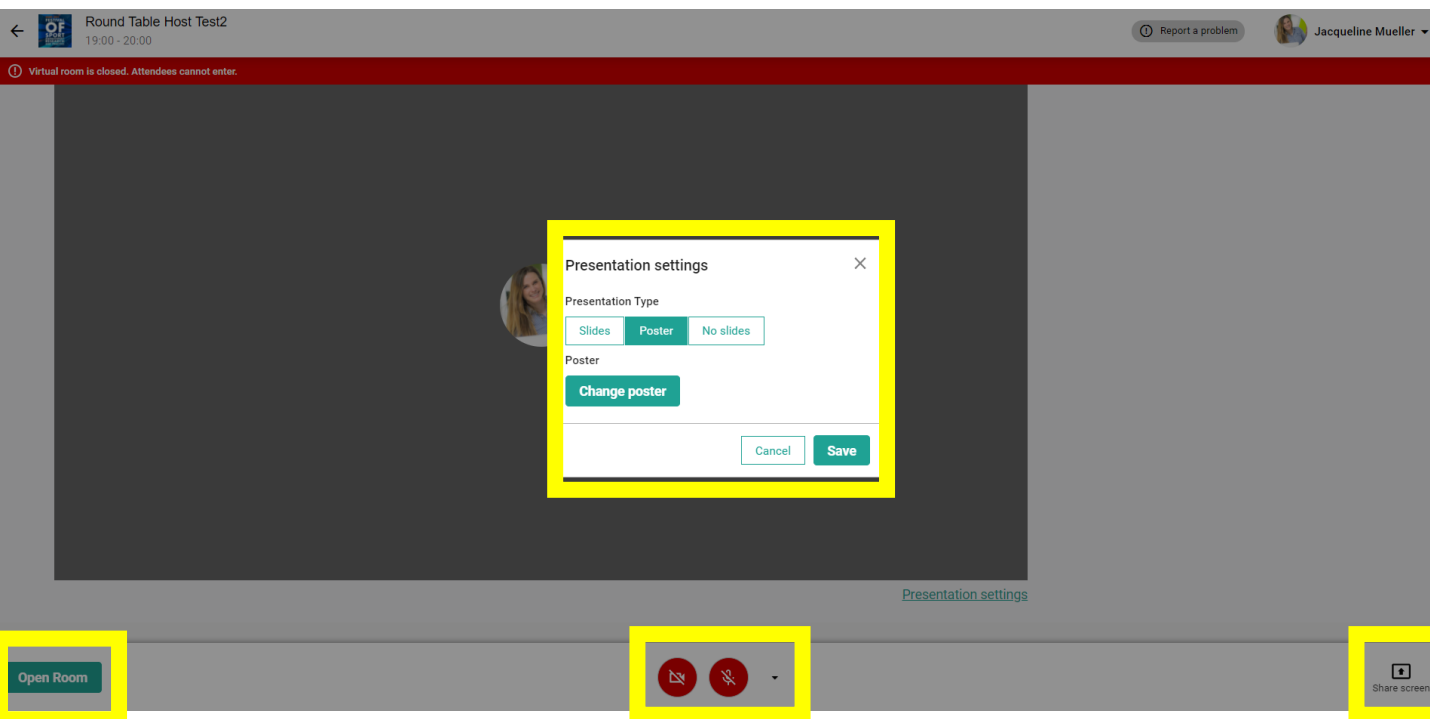
Camera

Share screen

7. Hosting the Round Table

7. 1 Please click on „**Open Room**“ at the bottom left (approx. 15-minutes before the official start)
7. 2 **Please turn your camera/video and microphone on** when the session officially starts
7. 3 We kindly ask you to upload the Poster (**PDF**) to promote the succeeding event, before you open the room.

Should you wish to share any of your own content you can also upload slides as a pdf here or use the „share screen“ option (bottom right). We recommend the upload slides (PDF) option.



Round Table Host Test2
19:00 - 20:00

Report a problem

Jacqueline Mueller

Virtual room is closed. Attendees cannot enter.

Presentation settings

Presentation Type

Slides Poster No slides

Poster

Change poster

Cancel Save


Open Room


Share screen



7. Hosting the Round Table (cont)

- 7.4 Up to 15 attendees will be able to join the virtual room and they will appear under your own image on the right. (*Please be aware, that it is not possible to pre-register for the round table and spots are allocated on a first-come first serve basis*)
- 7.5 Kindly note that there is currently no chat or QA function enabled in the virtual round tables to foster an active engagement between all attendees.
- 7.6 As the host you have the ability to remove attendees and/or mute them. Simply hover over their image on the right and click on „remove“ or „mute“
- 7.7 Please remember to close the room (bottom right) when your session has ended. This will automatically remove all attendees from your room.

←  Round Table Host Test2
19:00 - 20:00

Report a problem  Jacqueline Mueller

close room

Presentation settings

Share screen




8. 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 accurately.

EVENT #1 MAY 27TH
TECHNICAL TEST EVENT #2 AUG 25TH
EVENT #2 SEP 2ND

FILTERS ▾

12:00	13:00	14:00	15:00	16:00	17:00	18:00
Kick-Off and Keynote	Cc Br	Parallel Session 1	Cc Br	Panel Discussion	Cc Br	Round Table 1 EASM Matters




Jacqueline Mueller ▾

ALL ▾

Times are displayed in your local timezone (UTC+1) [Change](#)

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

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- | | | |
|--|---|--|
| #1
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