Dear colleagues,

Thank your for registering to the 18ᵗʰ **Triple Helix Conference** –Future of Innovation and Innovation for future and the **HLX4EU workshop** on socially responsible entrepreneurial university!

The Conference will be held online on June 15-17 using Zoom on **Brella** virtual event platform.

Below are general instructions for keynote speakers, panelists, parallel session presenters and other participants along with the guide on how to join Brella platform. More detailed Instructions for using Zoom for speakers can be found **here.**

Instructions for speakers in plenary sessions

Keynote speakers will have 20-25 minutes for presentation and 5-10 minutes for Q&A.

- The presentation will be held in Zoom (invitation links will be provided by June, 12), which will be streamed on Brella platform. (There will be possible time delay in the streaming.)

- During your speech, the questions posted on Brella platform by the audience will be collected by a technical assistant and re-posted to the speaker's Zoom chat. This is because as a speaker you can only see the zoom chatbox.

- The Speaker will respond to some of the questions he/she considers relevant during the Q&A. The speaker will share ppt slides on his/her own computer via zoom. As a backup (in case screen sharing does not work properly), the ppt slides can be shown by the technical assistant, and the speaker will give signal on when to change to the next slide. For this the ppt must be sent beforehand to thc2020@tuni.fi by 6 pm Finnish time 14th June. The ppt is to be saved with the full name of the speaker.

- On **Friday, June, 12 at 14-16 EEST, Helsinki time** there will be a **Zoom Test call** session held by Conference organizers (link will be sent the day before). If you are not available at this time, please contact Annina Lattu annina.lattu@tuni.fi to arrange a separate Zoom test.

Panel participants:

- The panel discussions are held in Zoom (invitation links will be provided by June, 12), which will be streamed on Brella platform. (There will be possible time delay in the streaming.)

- The length of the panels is indicated in the conference programme.

- The moderator takes care of the interactions with audience by checking the questions collected and posted in the Zoom chatbox by volunteer.

- During your pannel, the questions posted on Brella platform by the audience will be collected by a technical assistant and re-posted to the speaker's Zoom chat. This is because as a speaker you can only see the zoom chatbox.

- If some panelist will be using ppt, he/she will share ppt slides on his/her own computer via zoom. As a backup (in case screen sharing does not work properly), the ppt slides can be shown by the technical assistant, and the panelist will give signal on when to change to the next slide. For this the ppt must be sent beforehand to thc2020@tuni.fi by 6 pm Finnish time 14th June. The ppt is to be saved with the full name of the speaker.

- On **Friday, June, 12 at 14-16 EEST, Helsinki time** there will be a **Zoom Test call** session held by Conference organizers (link will be sent the day before). If you are not available at this time, please contact Annina Lattu annina.lattu@tuni.fi to arrange a separate Zoom test.

Instructions for Parallel session presenters:

- Please **join Brella** to have access to the Conference updated program, networking opportunities and links to all the sessions.

  video on how to join

  The access link and join code was given to you by the Local Organising committee or Triple Helix Association

- Note that **Chrome** browser is recommended when using Brella

- You can watch the Plenary sessions in Stream tab in Brella

- For parallel sessions you will follow the link to join Zoom next to each track in the Program

- The length of the presentation is **10 minutes** + 5 minutes for discussion

- The speaker will share ppt slides on his/her own computer via zoom. As a backup (in case screen sharing does not work properly), the ppt slides can be shown by the technical assistant, and the speaker will give signal on when to change to the next

slide. For this the ppt must be sent beforehand to thc2020@tuni.fi by 6 pm Finnish time 14th June. The ppt is to be saved with the full name of the speaker.

- Our volunteer technical assistant will contact you to have a Zoom test call with your Chair

- The updated file with presenters info by Track, Day and Chair is available here:

  https://events.tuni.fi/thc2020/programme/

Instructions for other participants

- Please **join Brella** to have access to the Conference updated program, networking opportunities and links to all the sessions.

  video on how to join

  The access link and join code was given to you by the Local Organising committee or Triple Helix Association

- Note that **Chrome** browser is recommended when using Brella

- You can watch the Plenary sessions in Stream tab in Brella

- For parallel sessions you will follow the link to join Zoom next to each track

- The updated Program is available here: https://events.tuni.fi/thc2020/programme/

Recording

The Conference sessions will be recorded. The recording will be shared to conference participants, as due to the time-zone difference, not everyone may follow all the events in the conference.

We will ask permission from the speakers, if we plan to make some video visible to the public on THC and THA websites.

Emergency contact

If you have any issues before or during the conference please contact

Yulia Shumilova yulia.shumilova@tuni.fi +358401901226

Brella platform

Brella offers full virtual event experience for Triple Helix Conference participants by displaying the livestream content and by suggesting the best connections for you to meet with based on AI powered matchmaking. Sign in, choose your interests and Brella will recommend who you should connect with. To get the most out of the event, set up meetings with event partners, companies and other attendees already before the event begins.