

Appendices for Busse & Kleiber (2020), IJCL 25(3)

Appendix A. Software and Tools

The following table provides an overview over the tools and platforms we used for ICAME 41. These are not necessarily recommendations, but simply a summary of what worked for us. As indicated in the final section of our report, we would love to see more infrastructure made available to the community by the community. This would also allow us to rely less on commercial offerings and embrace open source software even more.

Category	Software and Tools
Conference Management	<ul style="list-style-type: none"> • EasyChair: <i>EasyChair</i> is a SaaS product for conference management specialized on managing calls for papers, abstracts, and the review process. (https://easychair.org) • ConfTool: <i>ConfTool</i> is also a fully featured conference management software. We used it for participants' registration and management as well as for payment. (https://www.conftool.net)
Project Management and Collaboration	<ul style="list-style-type: none"> • G Suite: <i>G Suite</i> was used to quickly collaborate on documents together. (https://gsuite.google.com) • Trello: We used <i>Trello</i> as a Kanban board to manage tasks. (https://trello.com) • Seafile: <i>Seafile</i> was used to store and share files between team members. (https://www.seafile.com) • Miro: We used <i>Miro</i> as our digital whiteboard and especially for planning the conference program. (https://miro.com) • Mural: <i>Mural</i> was used as the collaboration tool during the design thinking workshop. (https://www.mural.co)
Synchronous (Live) Events	<ul style="list-style-type: none"> • Zoom: <i>Zoom</i> was used as the primary software for all synchronous live events. At the time of conference planning, based on our tests, <i>Zoom</i> was the only platform that reliably allowed us to host video conferences with more than 150 participants. A reasonable – non-commercial – alternative could be a self-hosted <i>BigBlueButton</i> (https://bigbluebutton.org) setup. (https://zoom.us)
Recording, Livestreaming, and Video Editing	<ul style="list-style-type: none"> • OBS Studio: <i>OBS Studio</i> was used for both recording all live events as well as for streaming the Panel Discussion to YouTube. We decided to not use <i>Zoom</i>'s internal recording function in order to give us more control over the recording process. (https://obsproject.com) • Adobe Premiere Pro: <i>Adobe Premiere Pro</i> was used to do post-process and scale the recordings from <i>OBS</i>. (https://www.adobe.com/de/products/premiere.html) • TechSmith Camtasia: We used <i>TechSmith Camtasia</i> as a simple and intuitive video editing software for finishing the

	<p>recordings and for adding the video intro to them. (https://www.techsmith.com)</p>
Website and Conference Platform	<ul style="list-style-type: none"> • OpenCast: <i>OpenCast</i> is an open source video hosting and distribution solution which we used to host all recordings. (https://opencast.org) • TYPO3: <i>TYPO3</i> is a flexible content management system which we used to host our conference platform. We chose <i>TYPO3</i> because it was readily available for us and has strong support for authentication out of the box. That being said, any other CMS, as long as it scales accordingly to the number of participants, would work. One interesting project to look at would be <i>MiniConf</i> (https://mini-conf.github.io). (https://typo3.org) • WordPress: <i>WordPress</i> is a another very common content management system. One of its key benefits is having a backend editor that is very user-friendly and can be used by people having no experience with building websites. (https://wordpress.org) • Custom Software: Used for certificates of participation, data synchronization between platforms, and <i>TYPO3</i> account creation
Communication / Social Space	<ul style="list-style-type: none"> • Slack: We used <i>Slack</i> to provide a shared social space for all participants. We opted for <i>Slack</i>, and against various alternatives, because we were able to deploy it very fast and because it offers very good usability to participants who have never used a similar tool. Viable alternatives to <i>Slack</i> could be, for example, <i>Microsoft Teams</i> (https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software) or <i>Discord</i> (https://discord.com). You could also host the platform yourself using projects such as <i>Mattermost</i>. (https://mattermost.com). (https://slack.com)
Social Events	<ul style="list-style-type: none"> • Quiz Maker: <i>Quiz Maker</i> was used to create the city/pub quiz. (https://www.quiz-maker.com) • Watch2Gether: <i>Watch2Gether</i> allows groups of people to synchronously watch a video together. We used the platform to allow participants to enjoy the city walk video synchronously in <i>Zoom</i> break-out rooms. (https://www.watch2gether.com)

Appendix B. Evaluation Survey

1. Multiple-Choice Grid (Likert Scale: Excellent, Very Good, Average, Not So Great, Pretty Bad)

- How did it feel for you to be on digital ICAME 41?
- Do you think you were well informed about times, Zoom links, events, etc.?
- Were you able to log on easily to different events?

- How well did you enjoy the live formats?
- How did you find our ‘netiquette rules’?
- What was your experience with turn-taking during Zoom meetings?
- How was your experience with watching the uploaded videos and presentations?
- Did you like to use Slack?
- How would you rate our team’s response time to your questions?
- How would you rate our team’s response time if and when you encountered technical difficulties or glitches?

2. How often did you use Slack? (1 [Regularly] to 5 [Never])

3. How did you find the Design Thinking Workshop? (Single Choice)

- Excellent
- Very Good
- Average
- Not So Great
- Pretty Bad

4. Would you like to see workshops in similar format (design thinking) in future ICAME conferences? (Yes/No)

5. In terms of the online conference structure, do you prefer (Single Choice)

- an online asynchronous format online
- synchronous formats that replicate the physical ICAME conference with various sessions
- a hybrid version where you have live online events and asynchronous online presentations to watch at your own convenience.

6. Could you give reasons for your choice? (Short Answer)

7. Which advantages do you see coming from digital presentations and digital meetings?
(Short Answer)

8. Did you enjoy going online with ICAME 41, why or why not? (Short Answer)

9. What did you like the most about ICAME 41 this year? (Short Answer)

10. What did you like the least about ICAME 41 this year? (Short Answer)

11. What are ways in which future digital conferences could be improved? (Short Answer)

12. Is there any feedback you would like to give the ICAME team and conference organizers specifically? (Short Answer)

13. If ICAME 42 were to be digital, would you attend? Why or why not? (Short Answer)

Appendix C. Guidelines for sharing an online session

Sharing access to the plenaries and other live events, given our technical setup, required to send out Zoom meeting links to all participants. Since we wanted to keep this as simple as possible for all participants, we decided to have a stable link to a “Current Live Event” page that contained the necessary information to participate in the upcoming session and was only accessible to registered participants. Another requirement was to limit the number of non-participants trying to enter the meetings, i.e., via shared links. Therefore, we decided to rely on the following process:

1. Create the Zoom meeting beforehand and invite the speaker(s) to be there 45 minutes to an hour before the actual presentation (e.g., to test the technical setup).
2. 30 minutes prior to the event, update the above mentioned “Current Live Event” page with the new information.
3. Distribute the information and remind participants to join via Social Media (Twitter) and Slack.
4. Approve each person joining the meeting based on a list of participants (i.e., a ‘guestlist’).

Appendix D – Netiquette rules

A netiquette defines shared rules for online behavior and communication. Given the nature of the conference, we did not include very obvious rules such as that it is forbidden to insult others.

Zoom (i.e., synchronous live sessions)

- Please make sure that your microphone is muted and your camera is disabled for the duration of the keynote speaker’s talk.
- Please raise your ‘virtual hand’ or use the prefix *Question:* (Zoom Chat) to indicate that you want to ask a question, and wait for the moderator to give you the word.
- Do not record any sessions on your own. We will record sessions in accordance with the consent given by the speakers.

Slack Workspace

- Please use the ‘thread’-feature to keep conversations organized.
- Please make use of the ‘status’-feature to indicate whether you are available or not. Please also respect the statuses (e.g. “do not disturb”) of other participants.
- Please feel free to use the ‘call’-feature in private conversations.
- Feel free to make use of all semiotic resources – including (reaction) emojis and gifs. Reactions (reaction emojis) can, for example, be used to acknowledge a message.
- Please do not mute the #announcements channel. Feel free to mute other channels.
- If you want to write longer messages, consider the formatting options (e.g., **bold**, *italics*) available.