

Basic Info

- One of the organisers should be affiliated to KI or UU.
- At least one speaker/moderator from the other university than the organiser is from (KI or UU).
- All seminars are held as a webinar on Zoom.
- The number of participants is usually quite high, about 70-100.
- The seminar should be maximum 2 ½ hours long, with time for a discussion. Do not extend this time! We also recommend a break if the seminar is 2 hours or more.

How to organise a seminar

1. If you have a suggestion for a seminar, contact GlobeLife@uadm.uu.se.
2. The organizers request a webinar link from GlobeLife administrator Viji Prabhu (vijaylakshmi.prabhu@ki.se). Send a list of names and email addresses of speakers and organizers to get a *special link for panellists*.
3. Create a flyer in the GlobeLife seminar template with the webinar link and write an invitation text and send it to GlobeLife@uu.se. It should be finished if possible before the GlobeLife seminar that takes place before your seminar. This is so that your seminar can be advertised here.

Instructions for seminars on Zoom:

Before the seminar:

- For instructions on how to use Zoom, go to this page:
<https://www.uu.se/medarbetare/stod-och-verktyg/verktyg-och-guider/halla-moten-pa-distans/kom-igang-med-att-halla-moten-pa-distans> (for UU)
- Or
<https://staff.ki.se/tools-and-support/it-and-telephony/tools-for-working-off-campus/e-meetings/arrange-a-webinar> (for KI)
- Ask someone to be a co-host.
- Ask all speakers to check so that they have a good Internet connection and to use **headphones with a good microphone** (to reduce noise and make it easier to hear).
- Ask all speakers for their phone number in case anything goes wrong with their connection.
- Ask all speakers to connect at least 15 minutes before the meeting starts to check the sound and sharing of the presentation.
- The seminar will be recorded by a GlobeLife administrator.

During the seminar:

- Mention at the beginning of the seminar that it will be recorded. Also let everyone know the procedure for asking questions. Usually questions are asked in the chat and/or in the Q&A.
- Show the flyer/program before the first speaker starts, and perhaps also during the break.
- Host and/or Co-host is responsible to manage the cameras and microphones under the seminar. This includes moderating turning off/on panelist's video and microphones during the seminar (should be turned off if they are not speaking) and see if anyone would like to ask questions.
- Make sure that the names of the speakers are correct in the participant's list.
- The host is also responsible for keeping track of questions asked by the audience in the Q&A function.
- Someone should mention the next GlobeLife seminar/s and if any other activities of interest is going to take place. Show the flyer for the next seminar if this is finished.

After the seminar:

- The recording will be texted and published at the GlobeLife website.
- If it is ok for the speakers, the presentations can be published at the GlobeLife website (as ppt files). Contact GlobeLife@uadm.uu.se to get the link to upload them.