

A Handbook for Meaningful and Engaged Conversations in PDC2020 and FII19

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PDC2020 = 16th Participatory Design Conference 2020

FII19 = 19th Festival Internacional de la Imagen

Thanks for helping us make PDC2020/FII19 spaces for mutual learning. The following how-to and guidelines provide:

- basic information about **the formats** and **the digital infrastructure** that support the conference and festival;
- scripts for **participating, chairing,** and **presenting** in the different sessions.

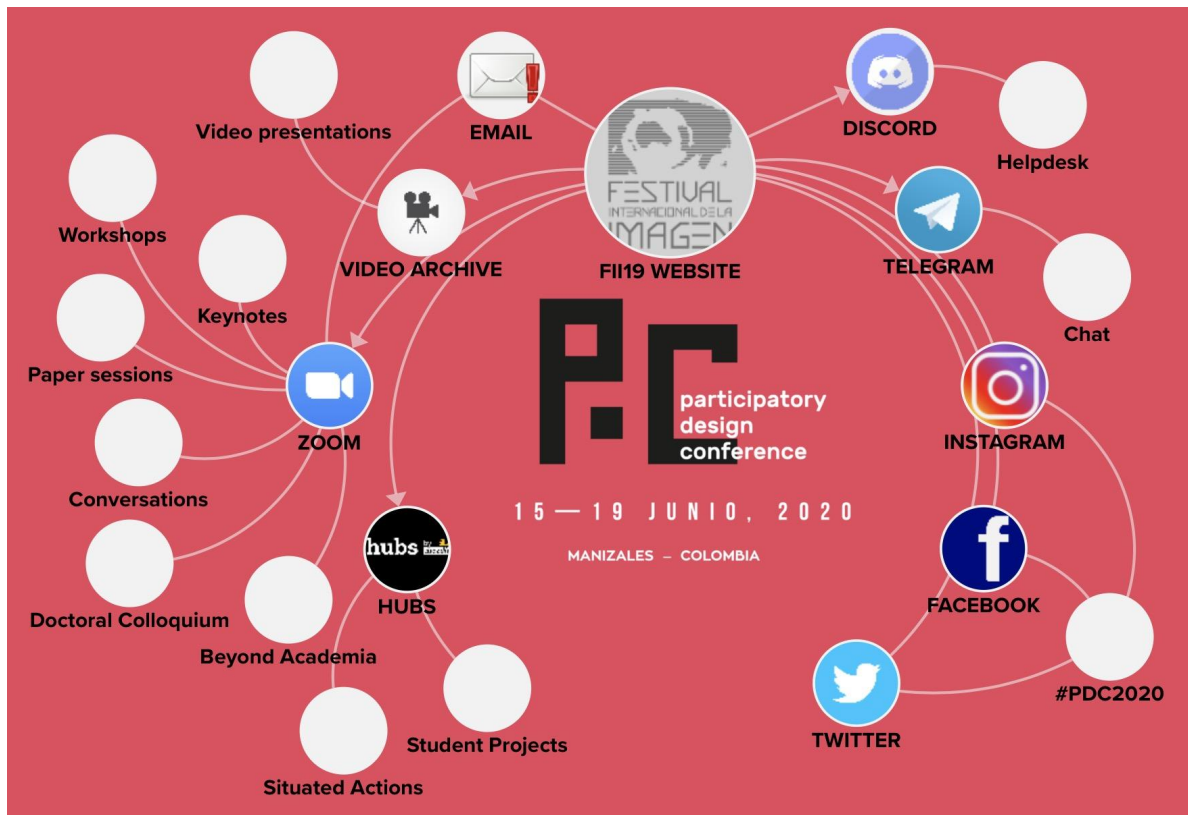
This document was created and updated as a collective effort between the PD community and the FII19 production team in Colombia.

ALL TIMES WILL BE COL TIME (-5 UCT)

Una versión de este manual, pero más enfocada en el Festival, en español esta aca:
<https://docs.google.com/document/d/1bAtxJhqTasdhVkhjOeRA5eUPphwU53mwPBDYmk23lFc>

The Festival and Conference happens COMPLETELY online following Colombia times (- 5 UCT)

Overview of the Infrastructure (online venues)



This version of the infra map applies mostly to PDC, an interactive version here:
<http://www.pdc2020.org/venue/>

In PDC2020 and FII19 we are using a mix of online platforms¹ aiming for a configuration that can take advantage of asynchronous and synchronous activities. All platforms will be carefully moderated and monitored by the production team and volunteers.

¹ Provided with the support of Universidad de Caldas, Red Nacional Académica de Tecnología Avanzada de Colombia - RENATA and Hubs by Mozilla. OUR BIGGEST THANKS TO THEM!

FII19 WEBSITE: The entry point to the program (conference and festival) is the website of Festival Internacional de la Imagen. The website provides all registered participants with a user name and a password to enter the events. This interactive version of the program timetable <http://festivaldelaimagen.com/en/programa2020/>. Provides *access links to enter all sessions*. The PDC2020 website contains extensive details of the program but will NOT provide access to any of the sessions/venues.

ZOOM: This video conferencing platform will be our real-time meeting space, through which participants can attend Keynote sessions, workshops, paper (Full papers and Exploratory papers) presentations, conversations, seminars, opening and other talks. (download it here: <https://zoom.us/download>)

HUBS: We will use Mozilla's 3D virtual reality platform, where we have built multiple rooms, including the Festival info-desk, exhibitions, digital video cinema and PDC poster galleries, exhibition and coffee break spaces (no special equipment or registration needed if just attending). The local team has also modeled in 3D some iconic spaces of Manizales. Many of the HUBS spaces, including exhibitions will be open: <http://festivaldelaimagen.com/en/salas3d/>

DISCORD: We have a floating text chat window in the **FII19 WEBSITE**, that provides updates on the program and guidance as an ad-hoc infodesk² (no need to install anything). We also collect feedback and questions in channels open to conference participants <https://discord.gg/NZnkAw2>. Feedback is welcome and will be used to monitor and improve different aspects of the program.

VIDEO ARCHIVE: PDC Presenters have been asked to pre-record short videos of their contributions in order to have them available for participants. These will be available one week before the conference on the FII19 website <http://festivaldelaimagen.com/en/videorepository/>. Most content will also be available online afterwards (some might be taken down at request of the contributors). Video presentations are available in English, Spanish, and Portuguese (EN/ES/PT).

PAPERS / CONFERENCE PROCEEDINGS: The papers (Vol 1 and Vol 2) presented at the conference will be available on the [ACM Digital Library](#). They should become available

² We are also using Discord's text chat channels for internal communication between organizers, production team and volunteers, creating an account in Discord allows you to participate in the public channels

in the course of the week. The festival and other contributions of the conference (Vol 3) will be available on the festival website.

Telegram: Join informal conversation around participatory design in this telegram channel hosted by PDC2020 <http://t.me/pdc2020>.

OTHERS: Some organizers of workshops and special sessions are using other supporting tools in the form of whiteboards, instant messaging groups, shared writing pads. They will inform and give access to those participating on their own sessions. Some sessions of the Festival, such as concerts and openings will be streamed online to other platforms, including Youtube or Facebook. PDC's and FII19's twitter, Facebook and Instagram will provide updates and documentation of the activities and platforms.

Overview of the Formats (types of sessions)

1) Participatory Design Conference

Keynotes: Plenary sessions with live presentations provided by our invited guests. Simultaneous translation will be available (ES/EN) by selecting the right language channel in Zoom. Keynotes will be recorded.

VIA: ZOOM webinar. Participation: Audience can follow the presentation; questions and comments (ES/EN/PT) will be collected by student volunteers through Zoom's Q&A feature.

Full Papers (FP) and Exploratory Papers (EXP): Discussion with authors of papers. FP sessions have contributions in EN/ES/PT, however we encourage authors to hold the conversations in EN (translation will be EN/ES or ES/EN). EXP Sessions are in EN (no simultaneous translation). The sessions are moderated by a chair from the PD community, assisted by a student volunteer and a technical host from the production team. Sessions can be recorded if ALL presenters agree.

VIA: ZOOM webinar (FP) and Zoom meeting (EXP).

Participation:

- *During the first 30 minutes of the scheduled session time, participants will find the link to that session's video presentations (in EN/ES/PT) in the Zoom chat, and are encouraged to watch them in advance of the live session conversation;*

- *After the 30-minute viewing period, the session launches live, concentrating on creating meaningful dialogue with the authors and participants (EN);*
- *Questions and comments (EN/ES/PT) will be collected by student volunteers through Zoom (Q&A for FP and Chat in EXP).*

Situated Actions (SA): This online exhibition (EN) features design/art pieces that can be experienced as installations, happenings, and demos in a 3D virtual environment. As part of the conference program, attendees will have the opportunity to choose from and participate in two (2) out of fifteen (15) interactive sessions (25 min. mini workshops) with the authors of some of the exhibition pieces. After these sessions, the exhibition will be open to anyone everywhere in the world.

VIA: HUBS. Participation: Exhibition is open to all but interactive sessions on Wednesday 17th require pre-registration. Fill this form (EDITED OUT) to select which sessions to attend. Registrations are done on a first come -first served basis, until slots are filled. Attendees will get instructions by email on how to join their selected sessions.

Workshops (W): Interactive sessions (approx. 2 - 6 hours) actively engaging participants in different and novel types of activities and themes hosted and facilitated by experts (EN/ES/PT - depending on the WS). Workshop organizers communicate with their participants about tasks and schedules.

VIA: ZOOM and other platforms as specified by Workshop organizers. Participation: Keep in mind that some Workshops have a pre-selection or registration phase. Other Workshops are open to interested participants until registration closes and include no pre-selection. Please check the details of the workshop you're interested in beforehand, and reach out to the workshop organizers if you need any specific details.

Conversations (C): This is a special track in which facilitated discussions (EN) about emerging concerns, future themes and alternative viewpoints on PD take place. The sessions run for a maximum of one hour and a half and are hosted by the team that proposed them.

VIA: ZOOM meeting /webinar (and others if specified by the organizers). Participation: Some sessions have a limited number of spots available and will be filled on a first come first served basis.

Beyond Academia (BA): Short talks (EN/ES/PT) from PD practitioners that are active in community, commercial, and government settings (No simultaneous translation)

VIA: ZOOM meeting Participation: 10-minute presentations with questions and facilitated discussions. Track chairs moderate the discussion and will create breakout rooms for discussions. Questions and comments will be collected by student volunteers through Zoom's chat feature

Student Projects (SP): This is an online exhibition open to all, which features posters of student projects. As part of the program, attendees will be especially invited to 2 lunch sessions (EN/ES/PT) where poster presenters will be available for short presentations, answer questions and feedback.

VIA: HUBS. Participation: Exhibition in Hubs is open to everyone. Attendees are invited to visit e.g. during coffee breaks and especially during two (2) interactive lunch sessions on Wednesday and Thursday where students are sure to be present to answer questions and conference participants can provide feedback.

Doctoral Colloquium (DC): a special session for PhD students working within the field of Participatory Design (PD). The colloquium provides students with a safe and open space to discuss what matters to them concerning their studies, and collaboratively seek ways to address them.

VIA: ZOOM meeting (+ others) Participation: organized with smaller group activities including readings, videos, etc leading up to the conference and an all-group session on June 15th. Chairs communicate schedule and tasks with accepted PhD students

2) Festival Internacional de la Imagen

The festival will feature **Sound bridges (SB):** An installation of contemporary music and experimental sound trends. **Soundscapes (S):** Concerts, sound experimentation and audiovisual presentations that showcase multiple proposals around the relationship; **Posters (P):** Graphical summaries that present initiatives or research projects submitted to the Festival. (ES) **International FII Seminar (IS):** Lectures given by theorists, researchers, filmmakers, artists and academics from different parts of the world. **Exhibitions (E):** New interactive languages that propose various readings of art, cinema, photography, sound, technological experimentation and digital audiovisual creation. (ES) **Cinema (Y) Digital (CD):** Exhibits audiovisual creation proposals that include animation, cinema, video art and documentary. **Labs Meeting (LM):** Space for participants to experiment based on the different interventions of the international guests who are part of Labs. (ES) (note: requires registration / local event) **Academic Conference on Animation (AD):** Seedbed meeting, presentations, Women in Animation forum, presentation by countries of ECLAC and pitch challenge. (ES) (note: requires registration / local event) **Cinematography meeting (CM):** Training space that seeks to strengthen audiovisual projects in the training stage with a

systemic approach that encompasses the narrative structure, production processes, financing and distribution of content that integrates new technologies (note: requires registration / local event) **Meetings of new media and interactive content and national talents and stories (MM)**: Meeting that seeks to strengthen the skills of audiovisual filmmakers who through their points of view and diversity of views configure the narratives and multiple representations of the Colombian territory. With international guests (ES) (note: requires registration / local event)

Engagement Principles

Principles for engagement in Zoom:

- Be kind, be respectful, be mindful of cultural differences and technical constraints (such as internet access, camera availability, etc);
- Mute your microphone during the sessions;
- If possible, use headphones in a quiet space without background noise;
- In the Zoom webinars (e.g Keynotes and FP), use the Q&A feature to ask questions;
- In the Zoom meetings (e.g. EXP; BA) do not interrupt the chair or the speakers, ask your questions in the chat and wait for the chair or student volunteer to give you voice in the Q&A section;
- Join the conversation in social media with the hashtags **#PDC2020** and **#ElimagenFestDesdeMiVentana**

Principles for engagement in Hubs:

- Be kind, be respectful, be mindful of cultural differences and technical constraints (such as internet access, camera availability, etc);
- Enter the space planning to listen actively, and participate with respect; do not interrupt others;
- Don't interrupt or ruin the presentation in progress by distracting other users;
- If possible, use headphones in a quiet space without background noise;
- The audio in Hubs is spatial (parametric) and you need to get used to how it works. People in your vicinity will hear you, people in the same room that are far away from you might hear you but might not be able to discern what you are saying. Behave as if you were in a physical room.
- If possible, attend one of the pre-conference "tours/parties" we will organize so you can learn more about how Hubs work.
- Join the conversation in social media with the hashtags **#PDC2020** and **#ElimagenFestDesdeMiVentana**.

Remember to:

- **Install Zoom** in your machine before you “arrive” at the conference, and create an account if you do not have one already (the *gallery view* in Zoom is nicer for sessions. Do take into consideration that it uses 50% more bandwidth than the single speaker view);
- **Visit Hubs** beforehand to get accustomed to the spaces, preferably use Firefox, headphones and stand as close as possible to your WIFI;
- Use the **interactive program** on the FII19 website (LINK HERE) to join the different sessions and activities;
- **Use your full name** to join the Zoom sessions or Hub rooms. Please provide some information about your role in that session, i.e., Andrea Botero (Presenter);
- **Visit the video archive** to watch paper presentations (and other content) when you have better internet connection. It is great if you can do that well before paper sessions, but if you can't, the first 30 min of each paper session are devoted to watching authors' presentations for that session;
- **Ask for help / check announcements in the Discord chat bot** and channels (available in the FII19 website) to ask questions to the production team /organizers whenever you need;
- Consider creating an account in Discord, or get Telegram in your phone, if you want to participate in asynchronous conversations in the channels of PDC and FII.

- If you are presenting: Create accessible sessions by describing any shared images for those who cannot see them and speaking clearly and at moderate speed.

We aim to foster a productive, collaborative and respectful experience for all. This will only be possible if participants work together to create that experience. The actions listed below, in particular, will not be tolerated. We ask all participants to look out for each other and to assist session chairs and volunteers in creating environments for respectful debate without harmful language or actions.

Please avoid:

- Screen-recording at any point of the conference/festival without the expressed permission from speakers;
- Spam in chat windows, including reposting the same word/content repeatedly in order to disrupt the conversation;

- Harassment or bullying, including negative comments about or in relation to race/ethnicity, gender identity, sexual orientation, (dis)ability, age, religion, physical appearance, language, accent, citizenship, or other categories through which people have been, or are, marginalized or oppressed;
- Intimidation or threats, including to the moderators;
- Misusing screen-sharing capabilities;
- Sharing images, especially to threaten or sexually harass;
- Unwelcomed sexual attention;
- Threatening or other endangerment of minors;
- Any activity meant to convey or cultivate hostility;
- Insults against a person, rather than disagreements with an argument they are making, or other attacks;
- Encouraging the above behaviour.

Please consider calling out any of these behaviors if you not only experience but witness this happening during the conference / events. In Zoom you can send a private message to the host or chair, you can leave a message on Discord. If you prefer to report instances of inappropriate conduct anonymously you can do this by reaching out to generalchairs@pdc2020.org or **PDC ombudsman** (Teemu Leinonen).

The conference and festival organizers retain the right to remove anyone from a session/chat/room and anyone removed for actions listed above will not be permitted to rejoin. We aspire to moderate with care and responsibility, and in the spirit of the conference and festival.

The following sections contain scripts for specific roles of those having contributions in the conference:

Presenting in a Paper Session (PDC)

Structure: *30 min for watching video presentation (people can choose to do this beforehand) + 20 min authors' discussion + 30 min Q&A amongst session participants (From start to end the session cannot go longer than 1h 30 min).*

Roles:

- *PDC Chair (moderating discussion and hosting the session);*
- *PDC Student Volunteer (assisting the chair, taking care of info slides and monitoring the text chat);*
- *Presenter (Authors of the papers);*
- *Technical Host (FIII9 production team member focusing on security and configuration issues).*

Before the Conference: You should have your prerecorded (video max 8 min) uploaded according to instructions. They will be available one week before the start. To support informed discussion and reflection between fellow presenters in the session we would like to encourage authors to read each other's papers and **prepare two clear, direct questions** for other presenters. Your session chair will contact you with instructions regarding the format of the session and to introduce you to your fellow presenters.

Full Paper sessions are made as webinars and will have simultaneous translation (EN/ES available through Zoom's audio channels), but there are limitations to this as our translation team can only handle two languages at a time. We hope conversations can be done in English. Exploratory paper sessions are done in normal Zoom rooms in EN.

When preparing, please keep in mind that PDC and FIII9 attendees might speak other languages than yours. Speak slowly and clearly in the live session and your recording. If you did not include subtitles or in your video (or the .srt file), and would like to add one, please send it to Andrea.

Before the session:

Select a good calm location from where to participate. Make sure your camera is at the level of the eyes and do not stand against the light. If you are presenting in a FP session you will receive a link to enter (webinar panelist). If you are presenting on an EXP session enter

through the link in the program like the rest of the audience. Arrive on time to your session, preferably 15 min before and wait for the chair or student volunteer's prompts to start.

- Enter the space planning to listen actively.

During the session:

Have your camera and mic on (if you do not have a strong internet connection and need to have your camera off, please just let the session chair and the other presenters know), follow the conversation with your fellow presenters and the prompts and guidelines of the chair and student volunteer present. We kindly ask/encourage you to have the conversations in English. We hope all participants will be open to spanglish/portuñol (or other) variations to support the conversation from time to time. For FP sessions we have tried to select chairs who are plurilingual to help you out if needed.

→ Please be generous and careful in your listening!

(Questions? Email: programchairs@pdc2020.org)

Chairing a Paper Session (PDC)

Structure: 30 min for watching video presentations (people can choose to do this beforehand) + 20 min authors' discussion + 30 min Q&A amongst session participants (from start to end cannot go longer than 1h 30 min).

Roles:

- PDC Chair (moderating discussion and hosting the session);
- PDC Student Volunteer (assisting the chair, taking care of info slides and monitoring the text chat);
- Presenter (Authors of the papers);
- Technical Host (FIII19 production team member focusing on security and configuration issues).

Before the Conference: You will get access to the papers of your session and the authors' contact info. Contact all authors beforehand, introduce them to each other, share the articles and ask them to read each other's contributions, ask them to prepare at least two short, clear questions for their fellow presenters and collect all questions before the session begins. Make sure you've read all papers / seen all videos, before the session, so you can guide the discussion and have a set of questions of your own (Videos will be available a week before the conference). We'd like to ask you to generate lively and informed discussion between presenters and attendees.

Full Paper sessions have plurilingual contributions. We ask you to encourage presenters and attendees to have the conversation in EN (there will be simultaneous translation for the presentations in EN/ES, we do not have PT unfortunately). Exploratory Paper sessions are conducted in EN (no simultaneous translation).

In both sessions we hope all participants will be open for spanglish/portuñol (or other variations) for clarifications. If you're chairing one of the FP plurilingual sessions, we have asked you to chair it for your plurilingual proficiency, and because we're sure you can handle this challenge. Thank you!

SV chairs will get in touch with you before your session to inform you about SV.

Before the session:

Select a good, calm location from where to chair the session. Make sure your camera is at eye level and that you're not lit from behind. If you are chairing in a FP session you will receive a link to enter. If you are chairing on an EXP session enter through the link in the program. Arrive 15 min before your session. You will be allowed to enter from the waiting

room before others so you and the presenters can check video/audio connection, see each other and set the session up in the most convenient way for the group.

During the session:

During the first 30 min we are inviting people to watch the prerecorded video presentations from the video archive if they have not done it so. There will be a SLIDE and TEXT in the chat with information about the session and a link to the videos. If there are people who have already seen the videos, informal chat in text can happen while waiting for the official discussion/conversation starts. Audio will be OFF so people can hear the videos in their own machines. When the session starts, welcome everybody with your audio and video on. SV will share a SLIDE that shows our Principles of Engagement, to remind people of what to do / what to expect.

Please introduce the authors and yourself to the audience and say a few words about the session as you see it. Moderate a 20 min discussion amongst the authors using the questions you have written and collected beforehand. This should be their time to reflect and make connections between their work, together. Open the discussion to other participants for max 30 min by incorporating questions with the help of the student volunteers who will be monitoring the Zoom Q&A for questions (in FP sessions) or the CHAT window (in EXP sessions)

You can at some point also turn on the microphones of other participants, who can raise their hands using the “raise hand” function in the participants’ box (see screenshot below so that they can make their own questions (e.g. if the amount of attendees makes this easy).

Take care of the time and close the session thanking everyone. Invite people to attend those hang outs, especially the students’ projects exhibition in Hubs. We will then show a SLIDE and chat TEXT with instructions on where people can go to “hang out” (coffee break areas in HUBS).

NOTE: We aim to do a test session for chairs and student volunteers - where a group of us will act as presenters and volunteers and we rehearse/fine tune the format. (June 8th // Time and details sent to all involved).

If you experience issues that prevent you from chairing the session, please communicate it to us as soon as possible. If you have technical difficulties during the conference the fastest way to get help is through Discord channel for technical questions

(<https://discord.gg/NZnkAw2>) or as alternative the telegram group (<http://t.me/pdc2020>). Each session has an identified back-up chair that can step in, if needed.

Presenting a Poster / Student Project (PDC)

PDC Student Projects posters will be displayed in a 3D Gallery exhibition in HUBS, a 3D virtual reality environment by Mozilla, in a dedicated server. The Poster exhibition is open during the whole conference to everyone to attend and can be easily reached from the conference/festival info desk in Hubs. PDC Student posters will be divided in 4 HUBS rooms (domes), each with a different theme, each poster has a number. You will get information and link to the Hubs room where your poster is going to be displayed on the 7th of June latest.

Before the conference:

Make sure to familiarize yourself with the time differences. Get familiar with HUBS well in advance. As an exhibitor it is best that you create an account and an avatar in the HUBS cloud of FIII19 and PDC ([LINK HERE](#)). Audiences do not need to do this, but you do.

You can find some info to prepare yourself here:

- User settings: <https://hubs.mozilla.com/docs/hubs-user-settings.html>;
- Navigation controls: <https://hubs.mozilla.com/docs/hubs-controls.html>;
- User interface and menus: <https://hubs.mozilla.com/docs/hubs-features.html>.

If you have any questions, please do not hesitate to reach out to our technical team via the dedicated Discord channel for technical questions (<https://discord.gg/NZnkAw2>) or by email (producciontecnica@festivaldelaimagen.com).

We will organize a rehearsal/getting to know Hubs session beforehand (Junio 5, 11 am COL Time) students chairs will let you know the details and timetable.

We also need that you prepare an image / note to be added next to your poster in your Hubs room (in English, plus if you add ES and PT) . This note should include: 1) Title of the work, 2) time and dates that you plan to be available in the online exhibition room -during the week- for people to talk with you, and; 3) your contact details, (e.g your email address if you wish). This note should be a 1000px X 1000 px .jpg file. Name it with the following convention Note-yourposternumber-yourname-yourpostercategory.jpg (e.g Note-2-antoniorocca-awareness.jpg) and send it ASAP by email (producciontecnica@festivaldelaimagen.com) with the subject POSTER NOTE

During the Conference:

We will be encouraging people to hang around the exhibition rooms in Hubs, e.g., during coffee breaks, to see the posters. We advise you (with your avatar) to be there as often as possible and at least during those times you yourself have set in the note. Feel free to invite people to come to the exhibition to talk to you, the community is quite engaging and will happily talk to you.

Note that there are [two \(2\) special slots in the program dedicated to Student Projects](#), we will be inviting selected attendees to go and talk to all the students then. During those times (Wednesday and Thursday lunch time - check exact times in the program schedule) you **MUST** make sure to be there, by your poster to interact with attendees, and other exhibitors. The Hubs server will be shot at night (COL TIME)!

Before each session on Wednesday and Thursday, (PDC communications chair) will organize social media activity on Twitter, If you have a Twitter account you are welcome to use the [#PDC2020](#), tag [@pdc_2020](#) and engage in conversations there too. This is a lively community and we like to talk to each other, don't miss out on this, it's a great opportunity to meet interesting people and have meaningful exchanges.

Hosting a Conversation (PDC)

Roles:

- *PDC*
- *PDC Student Volunteer (assisting);*
- *Hosts of the conversation (organizers);*
- *Technical Host (FII19 production team member focusing on security and configuration issues).*

Before the Conference: If you need something specific from student volunteers make sure to discuss with the chairs (volunteers@pdc2020.org) We are doing some posts in social media advertising some of the content, including conversations. IF you are active on instagram, twitter or FB make sure to tag @pdc_2020 / @imagenfest so we can resonate those too.

During the Conference: Be on time, preferably 5 min before the session starts. The conversation's main contact person will receive instructions on how to get to the ZOOM room allocated (if needed), and there will be a link also in the program. Each conversation will be introduced by a member of the PDC org committee, but there will be NO CHAIRING, after a short welcome conversation conveners take over according to their conversation plan.

Presenting a Situated Action (PDC)

Instructions have been sent by email already to exhibiting authors. Please make sure to get familiar with HUBS, attend the rehearsals and prepare your mini-workshop session according to instructions.

Presenting a Poster (FII19)

FII posters will be displayed in a 3D Gallery exhibition in HUBS, a 3D virtual reality environment by Mozilla, in a dedicated server. The Poster exhibition is open during the whole conference to everyone to attend and can be easily reached from the conference/festival info desk in Hubs. Ask information from local organizers