

# WELSmain 2021 – important Information for Participants

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## 1 Program

### 1.1 Main Program

On our website you find the current program including presenters, topics and the agenda continuously updated and also the access to the online sessions (from Monday, September 27, 2021) [wels.edulead.net/programm/welsmain/](https://wels.edulead.net/programm/welsmain/).

Please note that the time information in the program corresponds to the Central European Summer Time (CEST). Please check your time zone on <https://www.timeanddate.com/>, so that you can participate live. i.e. 6am San Francisco, 9am New York, 10am São Paulo, 2pm London, 3pm Berlin, 4pm Mombasa, 9pm Shanghai / Singapore / Hong Kong, 11pm Sydney.

### 1.2 Break Program

WELSmain offers various cultural and musical performances. Please check out the [break program](#) for more information: <https://wels.edulead.net/programm/break-program/>

### 1.3 Digital-bookshelf

At [wels.edulead.net/digital-bookshelf](https://wels.edulead.net/digital-bookshelf) you will find interesting English and German-language literature on the topics of WELS online conferences. Clicking on the cover photos on this site will take you to more detailed book descriptions.

## 2 Links to enter the conference and technical support

### 2.1 Access to the conference

The technology we use is Zoom. There will be one main access link for the whole conference. With this link, you will get to the Plenary. For roundtables and group channels, we will use the function of “Breakout Sessions” in Zoom. Please find this access link to the conference below and on our [website](#) (from Monday, September 27, 2021)

#### Main link for «WELSmain 2021 Online Conference»:

<https://zoom.us/s/84675608729> / Meeting-ID: 846 7560 8729

#### Link for Day 1 «Meet and Greet in the virtual apéro» at 18.00 CEST:

<https://www.wonder.me/r?id=ee1fe9b0-792b-483a-a2c2-0bfe980fd00e>

#### Link for Day 2 «French Speaking Program» at 14.00 – 16.00 CEST:

<https://eu01web.zoom.us/j/62018024741> / Meeting-ID: 620 1802 4741

#### Link for Day 3 «Session: E9 Who Decides? Power, Disability, and Educational Leadership» (English-speaking) at 16.30 CEST:

<https://phzg.zoom.us/j/82663990618>

Please note that with the participation at the WELSmain online conference you confirm the following:

- a. I am aware that the name / photo I use to access the conference will be seen by all participants. (If you do not want your name to be visible, please use a nickname.)

- b. I am aware, that when I turn on the camera or microphone and/or ask questions during the conference, I am visible and audible for all participants and will be recorded.
- c. I am aware that photos and videos are taken during the conference.

Please contact us if you have any questions or you do not agree with the above at [symposium@phzg.ch](mailto:symposium@phzg.ch).

**IMPORTANT: We recommend to use the zoom app. If you do so, please update before the conference to ensure that all functions are available.**

Here you can download the zoom app by choosing the first option (Client): <https://zoom.us/download>  
Here you can update zoom: <https://support.zoom.us/hc/de/articles/201362233-Das-neueste-Zoom-Update-herunterladen>

## 2.2 Technical support

If you have problems dialing into the conference or something suddenly goes wrong during the conference, our technical support is at your disposal. Please write an E-mail to [symposium@phzg.ch](mailto:symposium@phzg.ch).

Here are a few general tips that might help with technical issues:

### *Before the conference*

- If you are using the zoom app, check if you have got the latest version
- If you are using zoom via browser, try to open the conference link with another browser

### *During the conference*

- Leave the conference and re-enter. If you are removed during breakout sessions, you will first have to go to the plenary and then enter the corresponding session.
- Restart your device

If you need technical support in the plenary channel please chat with the yellow profile with WELS-Logo (@Support) and in the group channel please ask the chair.

## 3 Participant Information

### 3.1 List of participants

In the aftermath of the conference, a list of participants will be shared to participants only.

### 3.2 Privacy

When you have registered for the conference, you have accepted our conditions of participation. Please find the Zoom privacy statement on the following website: <https://zoom.us/privacy>. We ask you to take note of this. If you have any questions, please do not hesitate to contact us [symposium@phzg.ch](mailto:symposium@phzg.ch). To protect your data, please note the following:

- Other participants are visible as participants. You can give yourself a name when dialing in. If you do not want to enter your real name, you can also enter a «nickname».
- The conference is recorded. Please note that if you answer during the conference, you will be heard / seen.
- You can decide for yourself whether you want to turn on the camera or not.

### 3.3 Recording

For participants only, the recording of the conference proceedings will be available after the conference. The recording is only an information and meant for repeated listening for participants. It is not allowed to share any content of the recording.

Access to the recording will be sent after the conference to participants only.

### 3.4 Documentation

We will - as usual - record WELS online conferences. As a participant, you can also view the presentations of the speakers, if they make the presentations available to us.

### 3.5 Confirmation of participation

We will send a confirmation of participation after the conference to all participants.

### 3.6 Evaluation

After WELSmain, we will ask you to take part in an evaluation of the conference. This gives us the opportunity to develop and optimize the online format.

If you have any questions or comments, please feel free to contact us [symposium@phzg.ch](mailto:symposium@phzg.ch).

### 3.7 Your visibility and networking

We would like to make you all visible to others in some way. We encourage as many participants as possible to make themselves visible by video or photo. You can upload a portrait photo in your zoom app or zoom login if you have registered with zoom.

The symposium aims to support the participants to exchange knowledge with national and international experts, to help participants make new contacts and cultivate existing contacts and professional relationships. The core idea of WELS is to share ideas, knowledge, and experiences. Therefore, we offer the following option beside the fixed program of WELSmain:

**Meet and Greet in a virtual apéro** after the conference on day 1, September 28, 2021 at 18.00 CEST. This channel is a creative room for open discussions and shared work on a common topic.

For access to the Meet and Greet please find the link below or refer to chapter «[2.1 Access to the conference](#)»: <https://www.wonder.me/r?id=ee1fe9b0-792b-483a-a2c2-0bfe980fd00e>

### 3.8 Rules for the WELS online conferences

- "Check in" a few minutes earlier before the conference starts. So, you can make sure that everything works for you and we all still have time to react. That also helps us to start the conference on time.
- Use of headset is recommended.
- We also recommend to use the gallery or speaker view.
- Please be sure, that your microphone is off when you are not speaking. This way, background noise can be avoided.
- If you would like to contribute or ask a question, use the feature «raise your hand» or the «Q&A» or simply the chat.
- If you have any questions, please name the person to whom the question is addressed. So it is clear who should return from silent mode.

- There may be delays in the voice transmission. Please have a little patience and allow a second to pass to realize that the other person has spoken. Do not react too quickly here.
- If you need technical support in the plenary channel please chat with the yellow profile with WELS-Logo (@Support) and in the group channel please ask the chair.

### 3.9 Join us on Social media

During WELSmain we will post impressions from the sessions via our social media channels to raise interesting discussions, further connect participants and present WELSmain to a broader audience:

- Facebook: [www.facebook.com/huberedulead](http://www.facebook.com/huberedulead)
- Instagram: [www.instagram.com/huberedulead](http://www.instagram.com/huberedulead)
- Twitter: [twitter.com/huberedulead](https://twitter.com/huberedulead)
- LinkedIn: [www.linkedin.com/in/huberstephan](http://www.linkedin.com/in/huberstephan)

using the hashtags #WELSmain, #WELS2021, #EduLead, #HuberEduLead and add @EduLead and @HuberEduLead.

We would appreciate your support of our social media work by liking or commenting our posts with some words of approval for the conference (e.g. comment, short statement, message, question). If you like to create your own posts and use our hashtags in them for us to be able to share and comment them, that would be most welcome, too. Thank you for your support!

## 4 Manuals

### 4.1 Zoom

The technology we use is Zoom for interactive conferencing.

In order to participate in the conference via link, you need a working WLAN / internet connection. You can participate using a desktop computer, laptop or mobile device. With a second device (e.g. desktop computer + laptop, mobile device or 2 screens) participating in the conference is even more convenient.

You haven't used Zoom before and want to test it? Please, let us know [symposium@phzg.ch](mailto:symposium@phzg.ch).

Tutorials you will find here: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

- Join a Meeting:  
[https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)
- Joining & Configuring Audio & Video:  
[https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1)
- Sharing your Screen:  
[https://www.youtube.com/embed/YA6SGQIVmCA?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/YA6SGQIVmCA?rel=0&autoplay=1&cc_load_policy=1)
- Meeting controls (10 minutes):  
[https://www.youtube.com/embed/ygZ96J\\_z4AY?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&cc_load_policy=1)  
<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->

<https://support.zoom.us/hc/de/articles/200941109-Bedienelemente-f%C3%BCr-Teilnehmer-in-einem-Meeting> (German)

- You want to test Zoom: <https://support.zoom.us/hc/de/articles/115002262083-Wie-f%C3%BChr-ich-vor-dem-Beitritt-zu-einem-Meeting-einen-Test-durch-> (German)

Maybe the host will ask you to switch on your camera for a statement for example.

## 4.2 Wonder.Me

In addition to zoom, we use [Wonder.Me](#) (for Meet and Greet and partly for discussion forums). Please find below a short tutorial about Wonder.Me and some tips.

Tutorial: [https://www.youtube.com/watch?v=IECURu\\_W16A&t=3s](https://www.youtube.com/watch?v=IECURu_W16A&t=3s)

Tips:

- Supported devices: PC, Laptop, tablets, **no** smartphones
- Browser: Optimized for Google Chrome and Microsoft Edge.
- Tip 1: Update your browsers before the event; this will help avoid technical issues when the event is live.
- Tip 2: Wonder.Me can be accessed without a camera. However, you will need a microphone.
- Tip 3: to change from zoom to Wonder.Me, please switch off your camera and microphone in zoom so that it works smoothly in Wonder.Me.

## 4.3 Yammer

Join the virtual marketplace of Yammer (Microsoft) and get in touch with other WELS participants via [www.yammer.com/edulead](http://www.yammer.com/edulead).

You will also receive an invitation via email. With this invitation you can register with your name and your email address. If you need help with your registration, please have a look at this quick guide to use Yammer: <https://www.youtube.com/watch?v=sOAJ60rbsuw>.