



1ST VIRTUAL LIVE LEARNING SESSION

14TH of October

AGENDA AND JOINING INSTRUCTIONS

CONTENTS

1. AGENDA.....	2
2. ZOOM VIDEO CONFERENCE INSTRUCTIONS.....	4

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Virtual Meeting Room for
Virtual Live Learning Session

1. AGENDA

The live learning sessions provides Alpine Region stakeholders an opportunity to gain understanding of national and regional research and innovation eco-systems, to better promote exchange and engagement on the topic of smart specialization strategies. The principle underpinning the live learning session is that engaged stakeholders learn about a region, and how its triple-helix stakeholders work together and separately to deliver and optimize the innovation eco-system. Five such session will take place in A-RING.

14th October kicks-off the Live Learning Sessions, with a virtual study tour of Burgenland. In this tour participants are expected to be introduced to Burgenland's Innovation Eco-System and the Research and Innovation Strategy of Burgenland. Stakeholders from across the triple-helix will be presenting interesting innovation use-cases from Burgenland, such as the Burgenland Green Energy Lab.

This project is co-financed by the European Regional Development Fund through the Interreg Alpine Space programme

AFTERNOON SESSION 14:00 - 17:00

Virtual Live Learning Session Introduction and Introductory Video

14:00 - 14:15

Walter Schrittwieser, MCR, Moderator

Smart Specialisation, an Austrian Perspective

14:15 - 14:30

Gerhard Schadler, Austrian Ministry of Education, Science and Research

Introduction from the Burgenland Government about the Triple-Helix Innovation Eco-System and R&I strategy of Burgenland

14:30 - 14:45

Leonhard Schneemann, Member of the Regional Government, Land Burgenland

Business Perspective on Innovation in Burgenland

14:45 - 15:00

Raphaela Reinfeld-Spadt, Head of Innovation and Product Development, Energie Burgenland

Research Institute Perspective on Innovation in Burgenland, Case Study Digitization Projects with Regional Stakeholders

15:00 - 15:15

Marcus Hofmann, Forschung Burgenland

Research Institute Perspective on Innovation in Burgenland, Case Study: Green Energy Lab

15:15 - 15:30

Markus Puchegger, Forschung Burgenland

Public Administration Perspective on Innovation in Burgenland, and Goals for the Future

15:30 - 15:45

Harald Ladich, Regional Management Burgenland

Round Table Discussion

15:45 - 16:30

Walter Schrittwieser, MCR, Moderator

Concluding Remarks & Invitation to Join Internationalization Round Table

16:30 - 17:00

Walter Schrittwieser, MCR, Moderator

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2 ZOOM VIDEO CONFERENCE INSTRUCTIONS

This guideline is issued to support participants invited by Regional Management Burgenland to various meetings, about how to use the Zoom video conference platform. Please pay special attention to the section “Code of conduct at online meetings” at the end of this document.

2.1 The Zoom video conference platform

Zoom is a cloud-based platform for video and audio conferencing, mobile collaboration and simple online meetings. Zoom’s web-based conferencing uses high-quality video and audio, and is accessible on Macs, PCs and mobile devices.

Note: You don’t need to purchase a Zoom account to participate in a Zoom online event, but to use certain functionalities, such as e.g. interpretation or participation in polls, you may need to download and install the Zoom application.

2.2 Before the online event

What equipment you need to get started:

- An internet-connected computer, laptop, tablet or phone. If possible, use a device with cable connection to the internet, for more stable connection.
- A headset or ear buds with microphone (cable headset is preferred).
- An external webcam or built-in camera on your device (optional).

How to install the Zoom app (desktop or mobile):

Normally, you install the app when you are invited to participate in your first Zoom online event. Zoom will prompt you to download the app when you click on the URL link for the event that the organiser has sent you. Please start this process 15 minutes before the online event start time - the organisers will be online to assist you, if needed.

You can also use Zoom on MacOS or Android mobile devices, but this requires the installation of an app. The app is available for iOS from the Apple App Store, and for Android from Google Play. At either location, search for “zoom”.

If the IT policy of your organisation does not allow installing Zoom on your computer, we suggest installing Zoom on your mobile device and using it for meetings with interpretation.

Please note: you need to **USE THE APP** installed to your device (desktop, mobile), in order to be able to use **interpretation** or participate in **polls**. It is **NOT** possible to listen to the interpretation or participate in polls if you join to Zoom via web browser.

Join by browser

If possible use Google Chrome to join (Zoom recommendation) or Mozilla Firefox. If you use a browser other than Google Chrome, you may not be able to see other participants or slideshare, and you may also have audio issues (the latter is a known issue with Safari). In a web browser you will only be able to listen to the floor, but not to the interpretation. You will not be able to vote in polls.

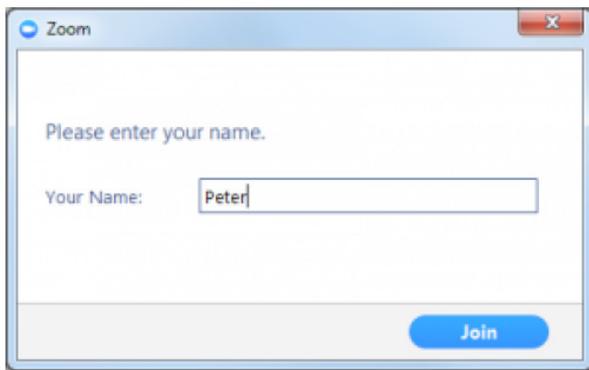
Please set up a Zoom account online and log in in advance on a different tab in your browser. This will give you additional privileges.

2.3 How to join the online event

An invitation is sent to you via e-mail by the Joint Secretariat (JS), please accept it and join the meeting at least 10-15 minutes before the start of the meeting. If you have any kind of technical problem joining the meeting, please contact the JS at +36 99 512716.

Click on the URL link to join from PC, Mac, iOS or Android. If asked for the meeting ID, copy and paste the meeting ID from the invitation mail. If you are asked for a password, copy and paste the password from the invitation mail. If this is the first time you are joining a Zoom online event, you will be asked to download the app at this time.

In some meetings a waiting room is used before participants may enter the meeting. Please wait until the host lets you in.



Join Audio

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Before entering the online event you will be prompted to enter a display name. This name is simply to identify you during the online event. For a better communication during the event we kindly ask you to use the abbreviation of your organisation and your real name!

If you are logged into Zoom with your own login, the name will appear automatically. You can change it in the meeting.

Once you join a Zoom online event you will see the window on the right.

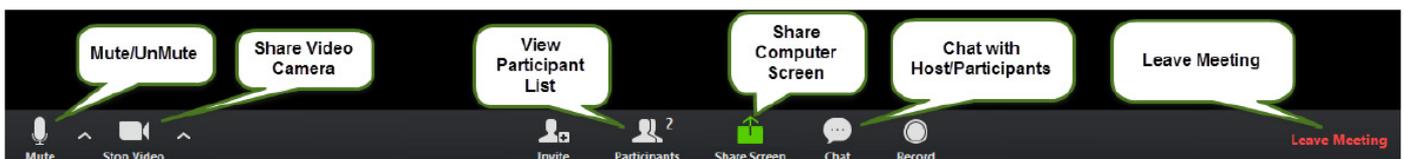
First select the Test Speaker and Microphone option to test your sound and video quality. Zoom will tell you what to do next.

If the speaker or the microphone doesn't work try to select a different audio or video source from the options on the drop-down list. Then select the Join with Computer Audio button. If you don't see this option, select the Join Audio button in the lower left corner of your screen.

Zoom functionalities

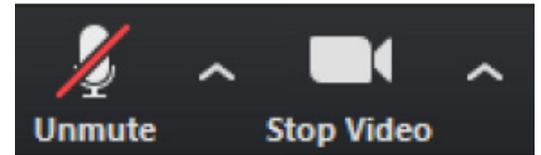
The Zoom menu bar appears at the bottom of the Zoom window once the online event begins. If you don't see the menu bar, moving your mouse slightly will make the bar appear. The bar disappears again after a few seconds when in full-screen mode.

The Zoom controls are shown below, including options for mute, share video camera, participant list, chat and how to leave a meeting.



Muting your sound

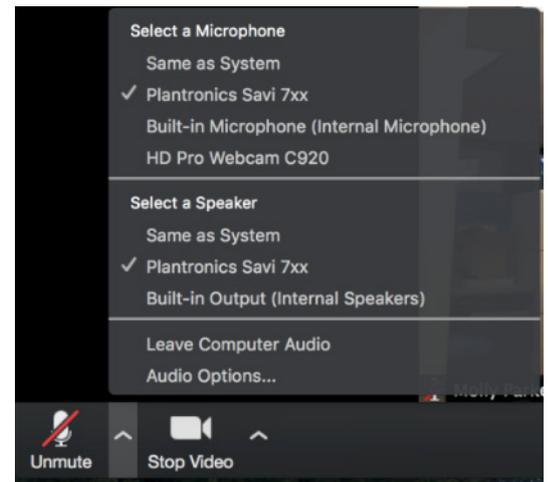
When you join the event your microphone will be muted. If you need to speak, you have to first unmute your microphone - by clicking on the microphone icon in the bottom left side of your screen. For better sound quality, we recommended you mute your microphone when not speaking. The host also has the ability to mute you.



If you don't have audio connection

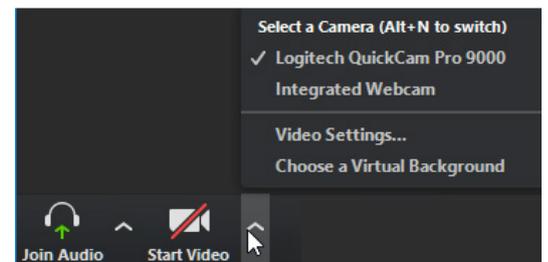
If you don't hear the speaker or others don't hear you, please check your audio settings. Most frequently only the microphone needs to be unmuted. If you have more than one microphone or several audio output devices (e.g. a headphone and internal loudspeakers), you may need to switch to the appropriate device.

If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



Start/Stop Video & Video Settings

When you join the event your video might be off. In some online events the video will be used only by the hosts to ensure good video quality (depending on the available bandwidth). If you're asked, you can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



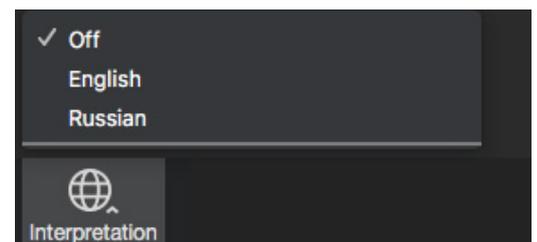
Interpretation

If in the meeting interpretation is offered, please select the language of your choice in the app. If "Off" is selected, you'll be able to listen to the floor without translation. Please pay attention to the translator and do not speak fast!

Interaction tools

As a participant, there are several possibilities for you to interact. To access some interaction tools, please open the "Participants" window. Note: If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears, then select the "Participants" icon.

A window listing other participants will appear. Below the list of participants, you will see several icons you can use. If you wish to ask a question or make a point during a meeting, it is good protocol to use the "Raise Hand" button.



Chat

The chat feature allows you to send instant messages during the online event. If you experience issues with your microphone during the event, you can use the chat feature as an alternative means of communication.

Click on the Chat icon in the tool bar; again hover your mouse over the Zoom window if you can't see the tool bar. Type a message and press "Enter" on your keyboard to send.

Messages are sent to all participants by default. You can message an individual participant via private chat by clicking on the drop-down menu and selecting the individual's name.

2.4 Code of conduct at online meetings

- When you are prompted to enter a display name, please use the abbreviation of your organisation and your name! This name is simply to identify you during the online event. Examples: "JS Firstname Lastname", "MFA Firstname Lastname" or "Bgld Firstname Lastname", etc.
- Please, mute your microphone while you don't speak.
- If available, please, turn on your webcam when the meeting starts (we will make screenshots for the documentation of the meeting). If you have poor sound or if you're asked by the meeting organiser, turn off your webcam to ensure better sound quality of the online meeting.
- The meeting is moderated by the MA and/or JS and the moderator will give the floor to the speakers. When you're given the floor, unmute your microphone, and don't forget to mute it again when you're finished.
- If you have any question please, raise your hand or write a short comment in chat.
- For the better quality of the voice, please use your headset if it is available.
- If interpretation is used, please speak loudly and clearly to your microphone. When you start to speak, please wait a couple of seconds to allow the interpreter to finish the translation of the previous speaker.

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