

EurOMA Sustainable Operations and Supply Chains Forum 2023

Navigating Scoocs

Scoocs Manual

Thank you for attending the EurOMA Sustainable Operations and Supply Chains Forum 2023. For this year's online Forum, we will use the Scoocs platform (as some of you may already know from previous years). Scoocs is an online events platform where you can easily create and manage engaging online event experiences. We have prepared this document to familiarize you with this online environment. This manual will provide the most important information regarding the conference platform Scoocs. We highly recommend to read this manual before the conference takes place.

Getting Started

Before you start, we recommend using one of the following browsers in which Scoocs works well:

- Chrome
- Edge
- Safari

You will receive an email inviting you to register for the EurOMA Sustainability Forum on Scoocs. To create an account, you need to enter your name and password. After you sign up, you can join the conference platform, where there will be a brief introduction to the features of Scoocs.

Please complete your profile to take full advantage of all the platform offers. You can find your profile settings at the top of the Navigation Bar on the left side of your screen. At the bottom of the profile settings page, you will find the Tags (I offer) and Tags (I look for) fields (see Figure 1).

Figure 1: Profile Settings

The screenshot shows the 'Profile Settings' page on the Scoocs platform. At the top right, there is a green button labeled 'SYNC WITH PLATFORM PROFILE'. The form is organized into several sections:

- FIRST NAME:** Text input field containing 'Sandra'.
- LAST NAME:** Text input field containing 'Luttermann'.
- ORGANIZATION:** Text input field containing 'Organization'.
- POSITION:** Text input field containing 'Position'.
- LOCATION:** Text input field containing 'City, country'.
- INTERESTS:** A large text area for listing interests.
- CO2 CALCULATOR: PREFERRED MEANS OF TRANSPORT TO EVENT:** A row of buttons with icons for Airplane, Train, Bus, Car, and None.
- BIO:** A text area for a bio, with the placeholder text 'Enter something about yourself...'. Below it is a dropdown menu.
- TAGS (I OFFER):** A section with a yellow highlight, containing a text input field with the placeholder 'Choose some tags from the list below or write your own tags (comma' and a dropdown menu.
- TAGS (I LOOK FOR):** A section with a yellow highlight, containing a text input field with the placeholder 'Choose some tags from the list below or write your own tags (comma' and a dropdown menu.

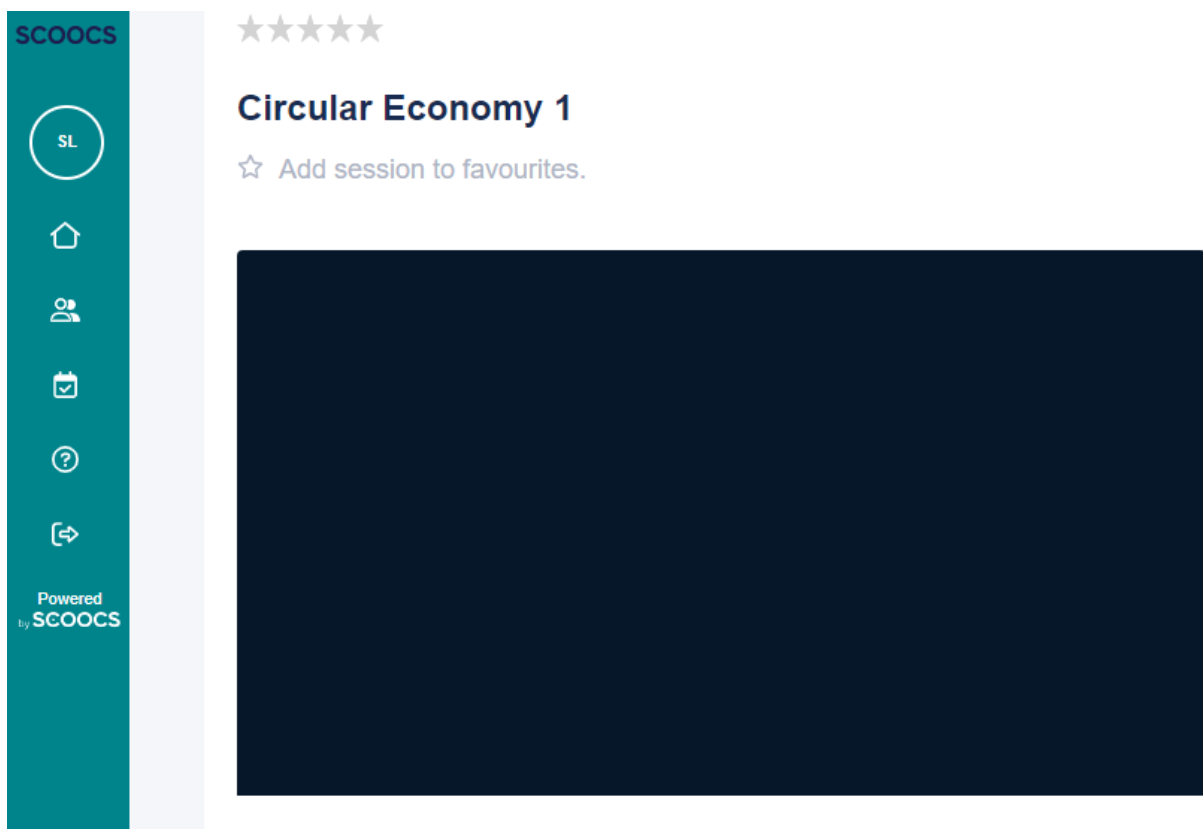
Filling out these fields enables you to connect and be matched with like-minded researchers (e.g., when using "Match Roulette"). **Advice:** Only use lowercase letters (i.e., online surveys, questionnaire design, circular economy).

Attending Sessions on Scoocs

If you want to visit a session, simply select it in the dashboard and click on the corresponding session. When you open a session, you'll find information about the session presentations, a video room (by clicking "go to session"), and a PDF of the abstracts. In the video room of a session, there are several possibilities for interactions. For example, you can participate in public chat and send private messages to other participants. In addition, by clicking on your name, you can set a status (e.g. happy, confused) and raise your hand if you have questions or applaud after a presentation. For the discussions after each presentation, you can turn on your camera and microphone to talk directly to the speaker (the start setting of each session is that all participants are muted).

Technical problems with the video chat: If you enter a session and only see a black screen without any further information (see Figure 2): Please try to use another browser and join the session.

Figure 2: How the session should not look like



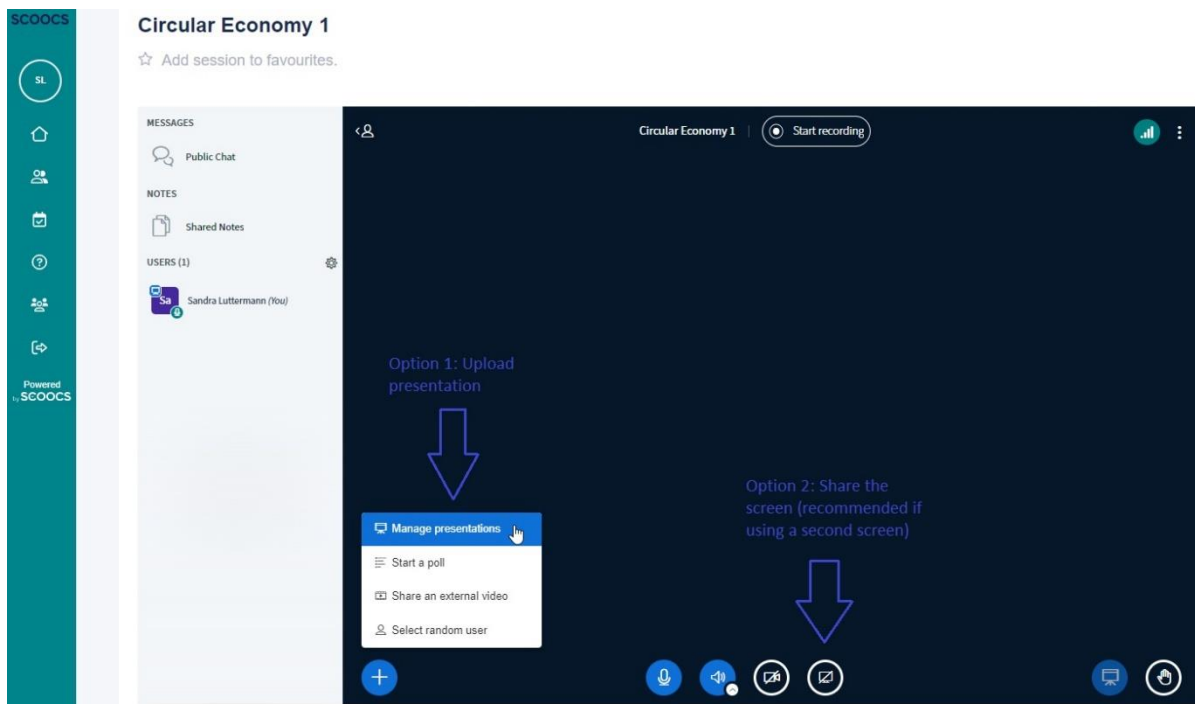
If you are Giving a Presentation in a Session

If possible, come 5-10 minutes early to the session for a technical check (microphones, camera, screen sharing). At the beginning of each session, the session host will give a short welcome and inform you about the process. After 15 minutes, the session hosts will give a visual signal, the "raise hand" function, and when you reach the speaking time of 20 minutes, they will turn on their microphone and kindly ask you to finish the presentation.

The session hosts have permission to make the participants of a session a "presenter". On the Scoocs platform, it is only possible for one person at a time to be a "presenter". So you have to wait until your presentation is next, and then the session host will permit you to be a presenter. Once you are a presenter, you have 2 options to share your presentation (see Figure 3):

1. Uploading the presentation to Scoocs
2. **Recommended** is sharing the screen

Figure 3: Options to share your presentation

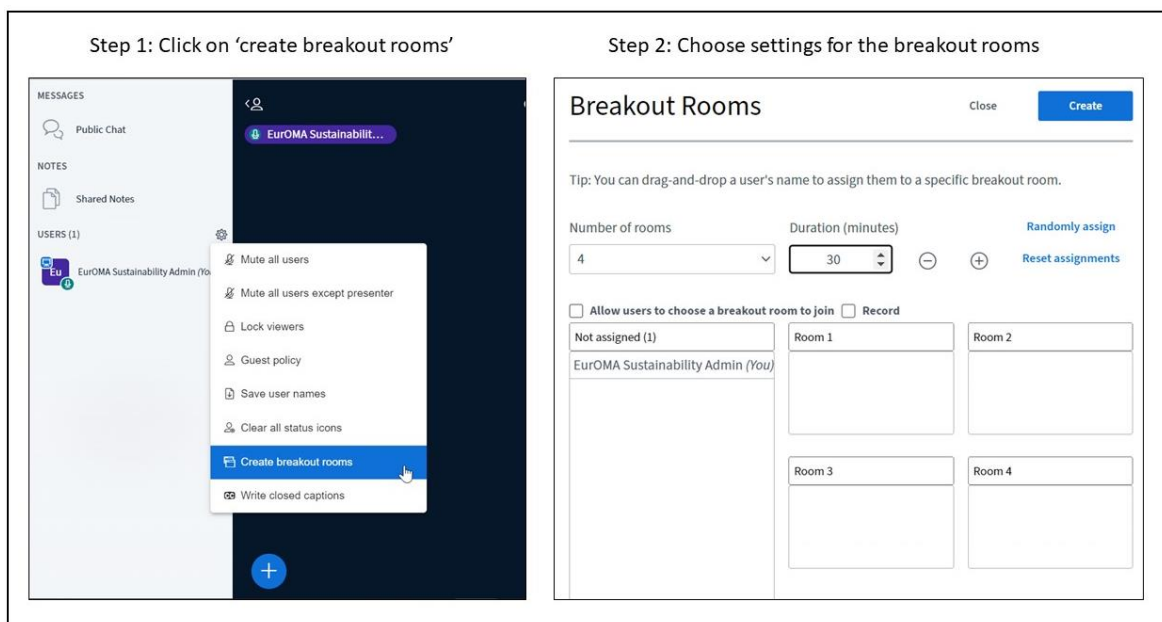


Creating Breakout Rooms

As the organizer of an Incubator Session or Teaching Case, you will be assigned the role of a moderator on Scoocs. This allows you to use more features in a video room, such as creating breakout rooms.

To create a Breakout Room, click the settings icon next to the users. There you will find the sub-item "Create breakout rooms". When you click on this item, a new window will open. Here, you can set the desired number of rooms and duration. You can also specify whether the participants should assign themselves to the breakout rooms or whether the moderator assigns them manually.

Figure 4: Breakout Rooms on Scoocs



Networking on Scoocs

Scoocs offers a range of networking activities - one of the main reasons you attend the EurOMA Sustainability Forum. That is why we have included some networking time in the program so that there is enough opportunity to exchange ideas with other participants of the Forum. Here's a summary of the ways you can connect with other attendees:

1. 1-1 Networking: You can interact with other participants via private messages or schedule 1-1 video or call meetings.
2. Networking Tables: We will set up networking tables on various topics, where a select number of attendees can discuss ideas related to the topic. We would like to use this opportunity on Tuesday as a networking activity.

3. Tag-Based Matchmaking: You will be assigned to people who share similar interests based on your completed profile. Note that a complete profile is necessary to avail of this option.
4. Match Roulette: You will be randomly paired with other attendees in a video room. This is an excellent way to interact and connect with anyone attending the event.

Support

If you encounter any technical problems with using Scoocs, please get in touch with Ramón (Ramon.vanAlmsick@the-klu.org) or Moritz (Moritz.Jaeger-Roschko@the-klu.org). They will try to find a quick solution to all problems.