

First MES 11 Guidelines

Following the MES principles and previous conferences, we want MES 11 to provide ample space for discussion and collaboration amongst presenters and participants. In these guidelines, we will provide information on presentation formats and on how to prepare for the conference.

Time slots

Having a virtual conference means that participants stay at home in very different time zones. In order to allow participants from around the globe to engage without substantial drawbacks from time zone differences, the conference organisers have defined three daily time slots, where live sessions will be scheduled, and which should allow participants anywhere to take part in at least two of these sessions without staying up overnight. These are the time slots:

	Slot A								Slot B								Slot C							
Sydney AEST	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Sa 25 th	1	2
Delhi IST	22	23	Fr 24 th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Vienna CEST	19	20	21	22	23	Fr 24 th	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
São Paulo BRT	14	15	16	17	18	19	20	21	22	23	Fr 24 th	1	2	3	4	5	6	7	8	9	10	11	12	13
San Francisco PDT	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Fr 24 th	1	2	3	4	5	6	7	8	9

You can use this website to compare with your individual time zone:

<https://www.worldtimebuddy.com/?pl=1&lid=2147714,1796236,5128581&h=2147714&date=9/25/2021%7C3&hf=0>

If you plan a live contribution (discussion of your research paper or project presentation, presentation of your poster, symposium, discussion of plenaries with plenary speakers and respondents), then please send an email to mes@aau.at until 18 July 2021, indicating your first and second choice of time slots and specifying any day you might be available! Please also inform us about the number of the submission you are referring to. For example, such a message could read like this: “For the discussion of my research paper #247, I would prefer Slot B (except on 26 September) or, if necessary, Slot A (except on 27 and 28 September).”

Conference papers and proceedings

We have already begun to compile the conference proceedings with the already-revised and accepted papers. The proceedings will be published both in print and online in open access at best two and at least one week before the conference. Authors were asked to send their revisions until the end of June 2021. Authors can contact the conference organisers under mes@aau.at and ask for an extension of the deadline for revisions if necessary. Some authors already did so. If you have missed the deadline and have not yet agreed an extension, then please contact the conference organisers immediately!

Please note that we may be unable to include papers in the proceedings, which are revised and accepted by their judges after the end of July. Please also note that papers will only be included in the proceedings if at least one of its authors is registered for the conference and has paid the conference fee. Please make sure that this is the case until mid-August.

Plenary activities

The four plenary speakers will prepare papers of their talks. More importantly, they will prepare plenary presentations on video with a duration of about 40 minutes each. For each plenary presentation, two respondents will likewise prepare papers and videos. All papers and videos will be available at least one week before the conference begins. The videos can be watched individually, while discussions will be live in the assigned time slots. It is an MES tradition that participants join the discussion sessions well prepared, having watched the presentation video or read the paper beforehand. MES has a tradition of intense debate. The live sessions begin with discussions in small discussion groups, which include a fixed selection of participants and are moderated by an MES expert. After the discussion groups, we will come together with all participants to pose questions, leave comments, and get into an active exchange of ideas with the respective plenary speaker. Neither the discussion groups nor the final plenary discussions will be video-recorded.

On the first day, there will also be a live plenary discussion about the meaning and aims of MES.

Paper & Project presentations

Because MES participants are expected to read the papers before attending the sessions, presentations will be nothing but short reminders, thus allowing for plenty of time for discussion. During the conference, three presentations will be grouped together, according to topic and time zone preference, and scheduled for a live discussion session of one hour via the Zoom platform.

Presenters may choose to video-record a presentation (10 minutes maximum) for viewing beforehand individually (see guidelines below). Presenting your research on video in addition to your paper can be a good way to attract the attention of more colleagues and to allow them easy access to your work. The video links will be available at the Conference Program at least one week before the Conference.

Videos are optional and can be provided in any language. You may even provide several videos in different languages. The length of the video must not exceed 10 minutes. You can use any software for recording, for example, Zoom, Google Meet, PowerPoint slides, Prezi, Loom, OBS Studio etc. After recording, you must make this video available on an open-access platform (YouTube, Vimeo, Prezi, etc). When you produce your video, consider reducing distractions such as unintended light sources or background noises. When you upload your video to a video streaming platform such as YouTube, consider including the tag “MES11” (without a space), so that your video can be easily found along with other MES 11 contributions. If you desire advice on how to produce and share your video, visit <https://conference2.aau.at/event/45/page/78-how-to-prepare-a-video>. Eventually, you need to share the weblink of your video with the organizing committee via email to mes@aaau.at by 10 September 2021 the latest.

Symposia

Symposia are chaired by organisers and moderators from within the symposium structure and they will facilitate online interaction via the Zoom platform in a scheduled session of one hour. Short teasers/videos (<2 minutes) may be used to advertise the symposium on the conference homepage. The deadline to share the teaser videos link with the organizing committee is 10 September 2021.

Poster presentations

Each poster will be presented in two forms. In an asynchronous form, the poster will be made available as a Google Presentation with commentator rights for non-authors. Throughout the conference, participants can follow a link on the conference website to look at the poster, to leave comments for its authors, and to react to already existing comments. In a synchronous form, the poster will be displayed in a virtual space on SpatialChat (<https://spatial.chat>), where the poster authors will stand ready to get into live discussions with visitors.

In order to make the poster visible and possible to comment on Google Presentation, poster presenters should visit <https://docs.google.com/presentation>. There, you should create an empty presentation. You can then start to create your poster there, or you can choose to import slides from software such as Microsoft PowerPoint over the File menu. Please note that you might have to attend to the formatting of your poster after importing. Whatever you import, it is important that the text bodies are present in Google Presentation as text, so that they can be marked word-wise and commented on. This would not be case if you simply import a picture of a ready-made presentation. In order to optimise your poster for screen view, we strongly recommend preparing a poster in landscape format (not higher than wide but wider than high). When you share your presentation, please make sure that people with sharing access have commentator rights and not author rights! Please send the link to your poster on Google Presentation to mes@aau.at until 10 September 2021 the latest.

Last updated: 13 August 2021