

21st National Biodiversity Network Conference Wednesday 24 November 2021

“Biodiversity data – from collection to use”

Information for delegates

Thank you for registering for the NBN Conference, which is taking place on 24 November, 2021 we appreciate your support.

We are co-hosting the Conference with The Open University (OU) and iSpot and are running the event online using Microsoft (MS) Teams. In this document, we provide all the information you need to join the Conference.

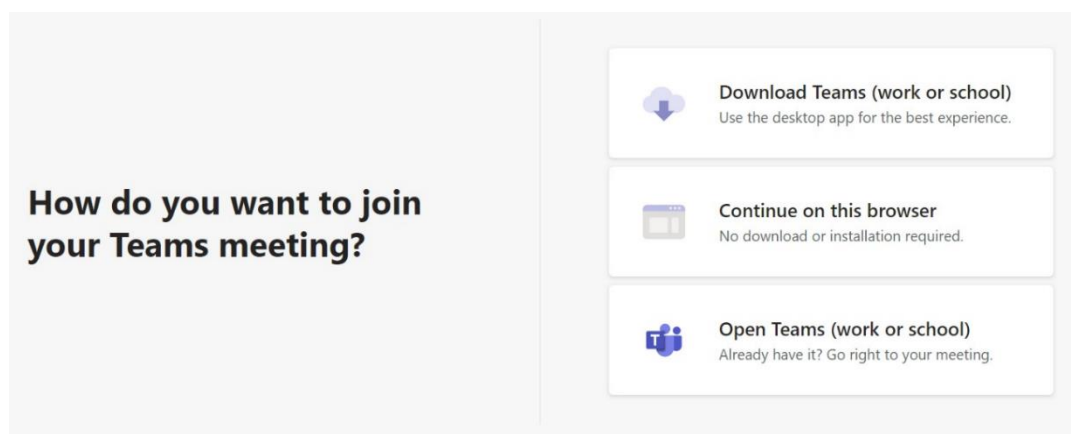
1. Joining the NBN Conference using MS Teams

Firstly, it is vital that you are using the same email address for MS Teams as the email address you registered for the NBN Conference, i.e. the one you have received joining information on. If you have given permission, your “registration” email has been logged in the Open University Teams system and alternative emails will not be recognised.

If you **have used MS Teams before** and have the MS Teams app downloaded, please make sure you open the MS Teams App first, before clicking on the meeting invite joining links to access the Conference. This will ensure you enter the Conference through the MS Teams App, giving you the best functionality. Please also refer to points V to VII below.

If you **have not used MS Teams before** or don't have the MS Teams app, please see more information to help guide you below.

You will be asked to join the Conference on Teams via a link. When you click on the link, a window will open with three options for how you can join (*Sometimes, even if you have downloaded the app, when you click “Join”, you will still be presented with these options*):



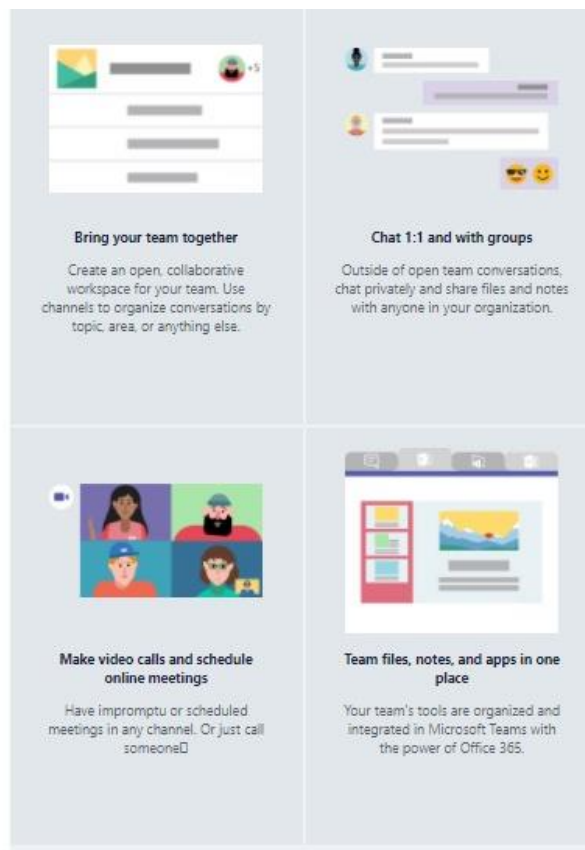
- I. If you don't have the MS Teams app or have never used MS Teams before, but want all the meeting functionality it provides, (i.e. using the chat to ask questions etc) select the first button, as shown above, to download the app. **N.B. We advise that you download the app ahead of the NBN Conference and have the latest version** (see Point II below). <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- II. When you have downloaded the MS Teams app, you can allow it to open automatically when you turn on your PC. This can be helpful and we recommend you enable this function for the Conference. See “**Auto-start application**” in section 2.II below.

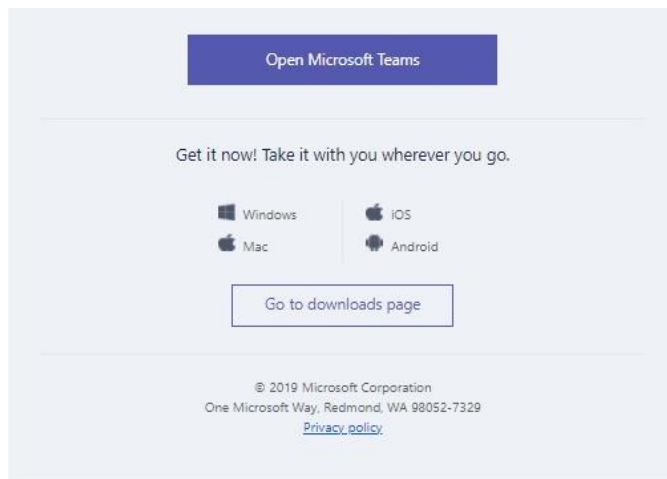
- III. If you want to join via a web browser, select “**Continue on this browser**” as shown in the image above. It works well in both Microsoft Edge and Chrome, but as stated in point I, it doesn’t have all the functionality that the app has.
- IV. When you use MS Teams for the first time or download the app you may be asked whether Teams can use your microphone and camera, say yes to ensure they are enabled. Once enabled, you can turn the audio (mic) and camera on and off as required (see section 6 below).
- V. If you already have the app, select “**Open your Teams app**” to join the meeting.
- VI. If you already use MS Teams and are a member of your organisation’s Team, on the day of the Conference you will need to make sure you are logged into the Open University / NBN Conference Team as demonstrated in the sections below.
- VII. You will be added to the Conference Team (see more details outlining this next) and will receive a notification via email as shown in this example:

You have been added as a guest to The Open University in Microsoft Teams 🔔 Inbox x



Microsoft Teams <noreply@email.teams.microsoft.com>
to me ▾





Joining the NBN Conference 2021 LIVE Microsoft Team as a Guest:

As noted above you will receive a Microsoft Teams invitation to join the team, there are a couple of steps to accept the invitation:

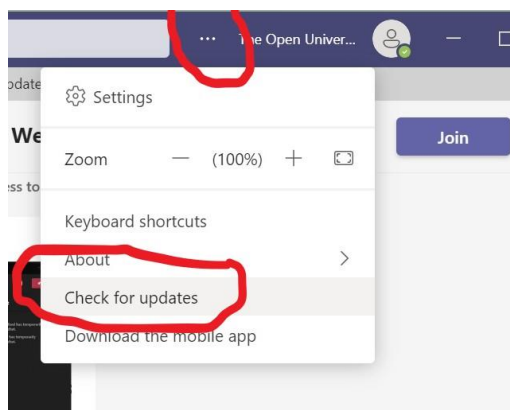
- I. Open the email invitation and select **Open Microsoft Teams** (see image above). If you don't see the invitation, check your junk or spam folder.
- II. If your email address has not previously been used to create a Microsoft account, you'll need to create one. (If you already have a Microsoft account, go to step **VI** below).
- III. On the **Create account** dialogue, select **Next** and create a password.
- IV. To set up your Microsoft account you will receive a message to verify your email address with a security code. Open the email, and copy the security code.
- V. Enter the security code where requested, select **Next**, fill in the CAPTCHA at **Enter the characters you see**, select **Next**, then **Accept**.
We stated earlier that if you don't want to download the Microsoft Teams app, you can use Teams in your browser instead. From here you should be able to join the NBN Conference Teams rooms, the presentations in the Lecture Theatre, view or reply to posts, or create your own posts, etc., however, sometimes browser access can have limited functionality.
- VI. If you already use the Teams app in your organisation and have it downloaded joining a team as a guest is a lot simpler. Just open Microsoft Teams app and choose **Yes** to switch to the Open University team you were invited to for the Conference.

2. The latest version of MS Teams and your profile

MS Teams is regularly updated, so if you already have the MS Teams app downloaded, please ensure you have the latest version installed.

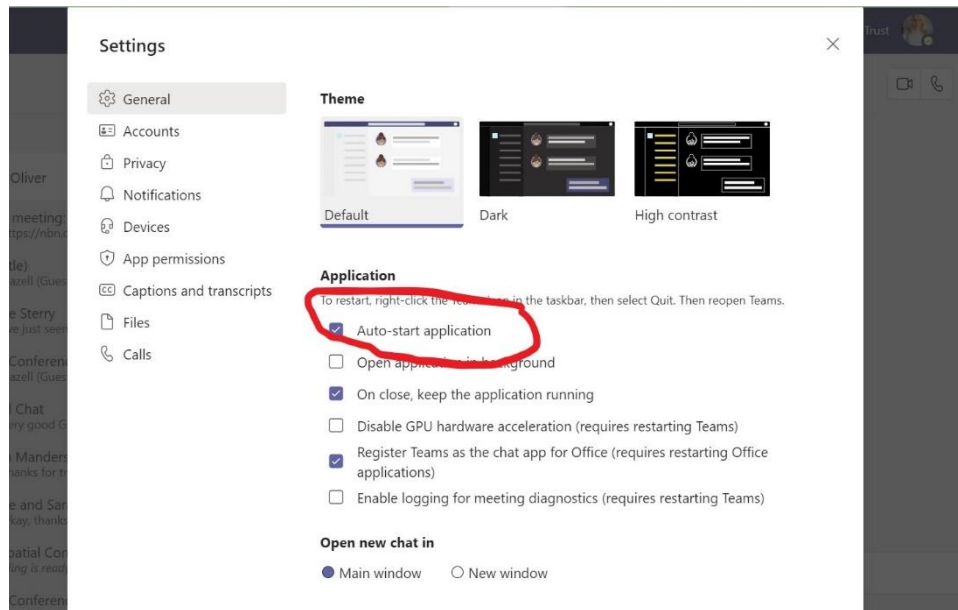
To check:

- I. In Teams, select the three dots next to your profile picture or initials (top right of screen, shown on image below), and then click check for updates.



II. Auto-start application

As indicated at section 1.II, you can auto start the MS Teams app and this is advisable. To do this, go to settings as explained above and tick the box as shown below:



3. Links to the NBN Conference and associated rooms

We have set up the conference in a way to help you get the best online experience on the day. You will be invited by The Open University to join the [NBN Conference 2021 LIVE! Team](#).

There will be four rooms available to you in this Conference Team space (the links below will take you directly to the rooms, but they will not be “live” until the day):

1. [NBN Conference Networking Room](#)
2. [NBN Conference Lecture Theatre](#)
3. [NBN Conference Help Desk](#)
4. [NBN Atlas Information Desk](#)

Links to each of these are also available on the [NBN website](#)

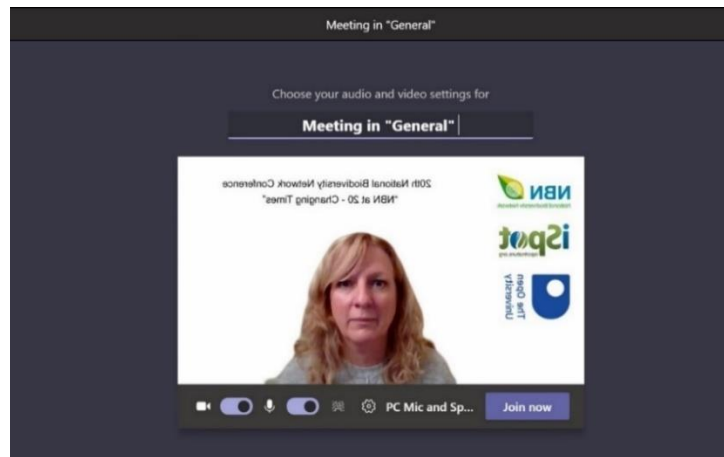
The purpose of each of the rooms is as follows:

1. **NBN Conference Networking Room** – this is a place for networking and general chat among delegates. It is the first room that we recommend you go to. It will be available all day, but will only be staffed intermittently (mainly during the breaks). Your mic will be unmuted here so you can chat with colleagues. In the morning coffee break the Conference Team will facilitate smaller group chats in break out rooms. Look out for members of the team who are there to help with this.
2. **NBN Conference Lecture Theatre** – this is the main area for the Conference and where all the presentations will be made. This will be staffed throughout the presentations and the conference team will also help to moderate Q&A sessions accordingly. The NBN Trust AGM and NBN Awards for Wildlife Recording will also be in this room. Delegates’ microphones will be muted and video cameras turned off. Please note that all sessions in this room will be recorded.
3. **NBN Conference Help Desk** – this is for general queries about using MS Teams, the Conference programme or navigating around the Conference. It will be staffed at the start of the day and during coffee and lunch breaks. Your mic will be unmuted so you can ask questions or chat with the team
4. **NBN Atlas Information Desk** – this is for queries about using the NBN Atlas or sharing data. It will be staffed at the start of the day and during coffee and lunch breaks. Questions can be left in the Chatbox or Google Doc throughout the day and as many as

possible will be dealt with when it is staffed. Your mic will be unmuted so you can ask questions or chat with the team.

4. Joining the NBN Conference

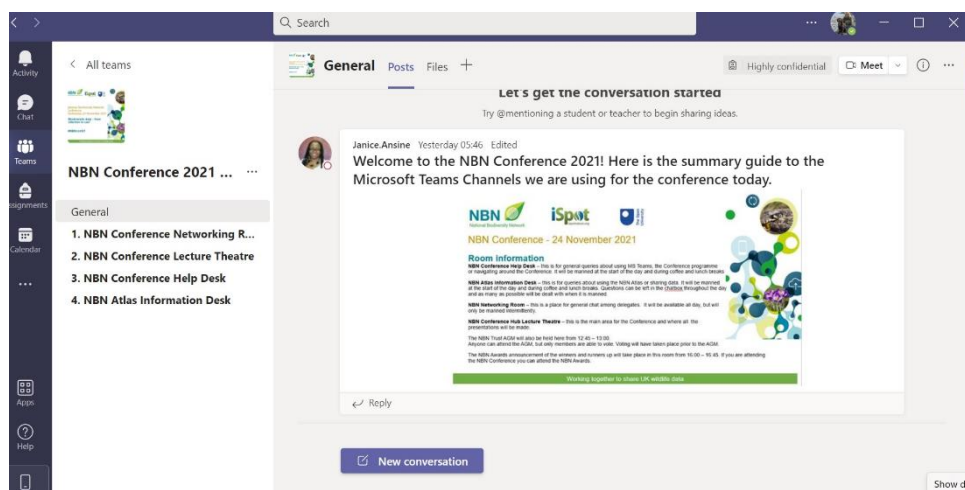
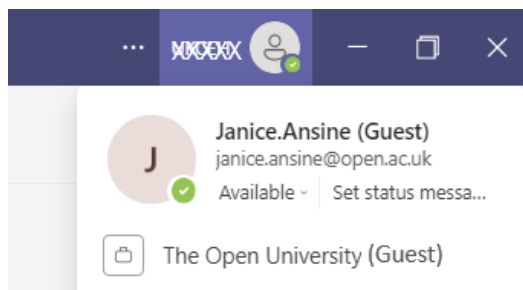
When you click on any of the links to rooms you will be taken to a screen that looks like the one below:



- I. Before you click **“Join now”** you are able to choose your audio and video settings. Select camera off and Audio mic off to avoid disrupting any discussions that have already started.

N.B Your mic will be automatically muted in some rooms as noted in section 3.

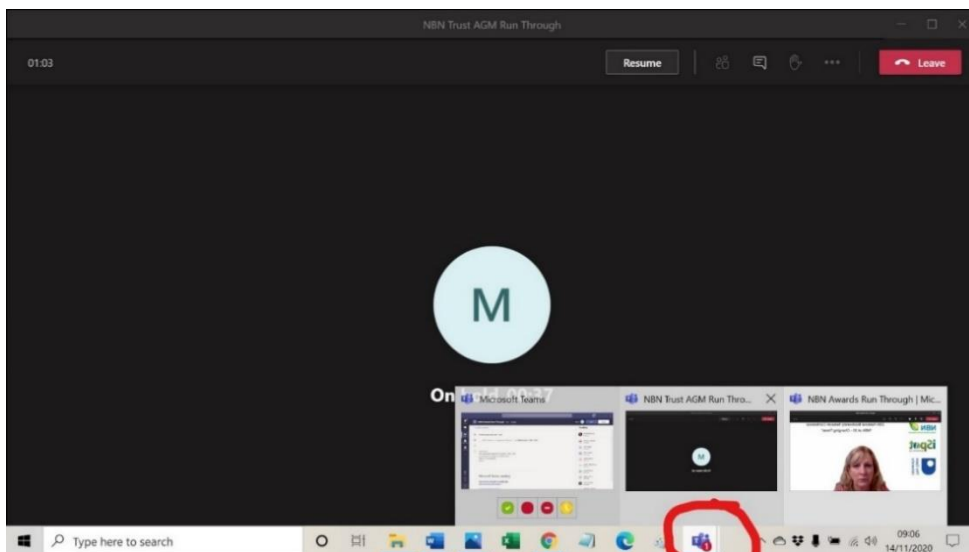
- II. As noted in section 1 above, if you are already using MS Teams and are a member of your organisation’s Microsoft Team, on the day of the Conference you will need to make sure you are in the Open University / NBN Conference Team. To check you should be able to see the name of the Team you are in by clicking on the area beside your initials or name in the top banner. See images below:



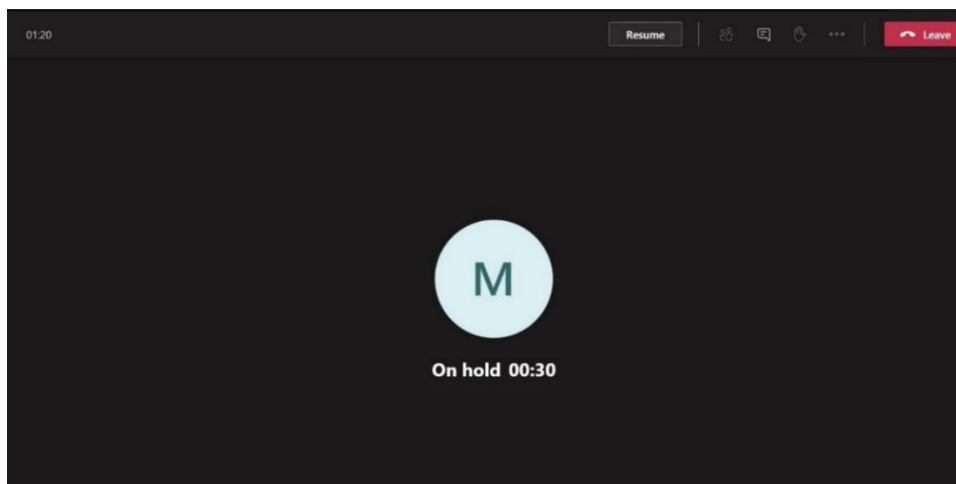
5. Moving between rooms

To move to any of the four rooms, just click on the link to that room, as shown in section 3 or on the [NBN Conference web page](#).

- a) When you move between rooms at the Conference, this effectively puts your first meeting on hold. It is fine to keep your meeting on hold as you move to other areas of the Conference. Always remember to mute your mic as you enter and leave alternative rooms. **N.B** Your mic may be automatically muted in some rooms.
- b) To join another Room (Meeting), click on the “**Join now**” button in the Teams window.
- c) To move back to the previous Meeting, click on the “**Resume**” icon in the previous Meeting’s Hold panel (see below in the top bar).
- d) To move easily between the rooms / meetings you are in, hover your cursor on the MS Teams icon at the bottom of your screen (see below). This will show the meetings you are in. You can enlarge any of the windows by clicking the small image. This is only possible if you are using the MS Teams app.



- e) Click the red telephone “leave meeting / hang up” icon (shown on the tool bar below) if you want to leave a room for any length of time. You will be able to re-join any room, by clicking on the same Join meeting link.



6. The MS Teams tool bar



This appears either at the top or bottom of your screen depending on the device or system you are using and, in the order in which the icons appear above, allows you to:



Show participants - you can see who is participating in the event. A delegate list will also be available on the [NBN website](#).

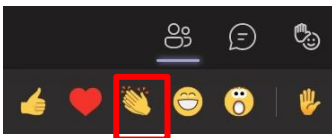


Show conversation – this area is the place to ask questions on the day, by typing into the ‘Chatbox’. We will endeavour to answer as many questions as we can. We will also have Google Docs for questions to the speakers, for those who do not have access to the chatbox.



Raise your hand – clicking on the icon highlights the hand in white or yellow and shows that you have a comment or query. This can be used in the **Conference Help Desk** or **NBN Atlas Information Desk**, but as we are only taking typed questions in the **Lecture Theatre**, raising a hand will not necessarily mean your question gets asked. (see more on this under sections 10 and 11). However, if you have difficulty typing and are unable to use the Chatbox or Google documents, please inform the NBN Conference team who will note that you may need to “raise your hand” if you have a question for the presenters.

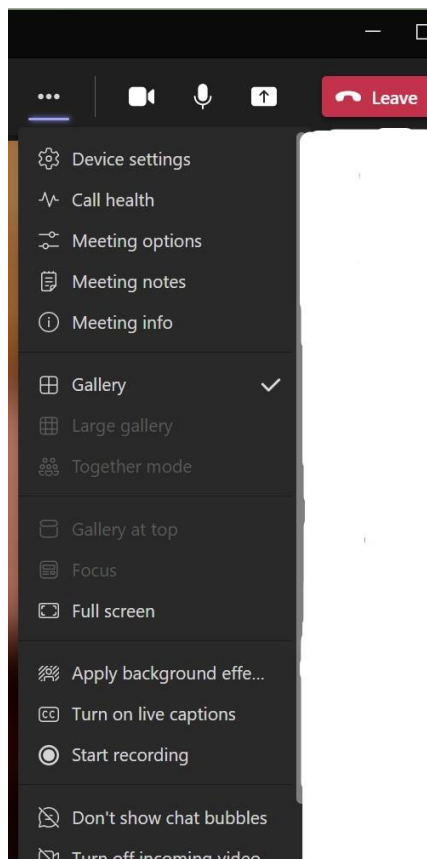
N.B. Some participants may not have the full tool bar or all the functionality and may not see all of these icons.



Giving applause – as delegates will be muted for much of the Conference you may wish to show your appreciation at certain points and you can do this by using the applause icon. Click on the raise your hand symbol and then click on the two clapping hands. This will show on screen for a few seconds and then disappear!



More actions include: Changing your view of the meeting (see section 9), applying background effects and turning on live captions. More details on these options are below.





Turn your video camera on or off by clicking this icon. When it is turned off your initials or your photo (if you have one loaded) will appear on the centre of your screen with your name showing bottom left. While the presentations are being made, we will automatically turn off your videos, so that the focus is on the presenters and their presentations.



Mute or unmute your microphone by clicking this icon – this will be automatically muted whilst in the NBN Conference Lecture Theatre, the NBN Trust AGM and the NBN Awards. Once in the other areas you can mute or unmute to converse with others. Online conference etiquette is to keep your microphone muted until engaged in conversation, so as to minimise background sounds for others.




Turn on Live Captions - if you would like the audio to be shown on screen you can click on [CC] to enable live captions. These don't always show an exact transcript, but they can be helpful if you have any difficulty in hearing the speakers.



Change your background – if you don't want your actual background to be visible, you can change it to one of the library images as shown in section 7 below.

N.B. Some participants may not have the full tool bar or all the functionality, but this shouldn't affect your ability to participate.

7. Optional facility to change background before a meeting starts

While you're setting up your video and audio before joining a meeting, select “**Background effects**”  . Background settings. It's just to the right of the mic switch. Your background options will display on the right.

Choose **Blur** to blur your background. You'll be clear while everything behind you is subtly concealed.

You can also replace your background with one of the images provided, or with one of your own choosing. To use an image of your own, choose Add new and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.

Your new background will remain for all your meetings and calls until you change it again.

To turn off background effects, select 

8. Your name and organisation

Your registration information will be used to create your display name. If using iPad, tablet or mobile device you should change your display name to be your name as registered, rather than a nickname. Remember that **it is vital to use the same email address** that you registered on the Conference booking form, to join the meeting on the day.

9. Viewing options

- When you join an MS Teams meeting, you'll see the video streams of other people at the same time when their cameras are on. As noted earlier, in the Lecture theatre cameras will be automatically turned off for attendees.
- During a presentation, slides (if being used) or the speaker will fill the screen. During questions, we will automatically “**Spotlight**” each presenter so that they appear as the main image on the screen.
- You will also be able to “**pin**” presenters or other people on your screen, to make them more visible for you meaning that they remain visible until you “**unpin**” them. To do this, select the ... in the bottom right corner of a person's image and the option to “**pin / unpin**” appears.

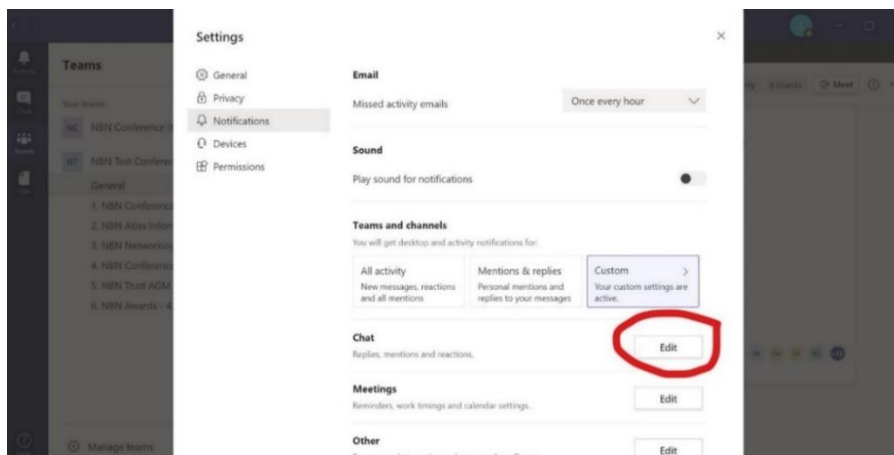
N.B. As noted, some participants may not have the full tool bar or all the functionality noted, but this shouldn't affect your ability to participate in the Conference.

10. Q&A - Asking questions in the NBN Conference Lecture Theatre

- If you wish to ask a question during the presentations or Q&A sessions, please type into the Chatbox or Google Docs (links to these are on the [NBN website](#)). The Conference team will be on hand to log and alert session Chairs to questions raised to facilitate responses. You can also tag people to make sure someone sees your question or reply. Use @ symbol, e.g. **@MandyHenshall** can you answer my question?
- If you do not have the Chatbox / show conversation facility or can't access the Google Docs, then please email your question to support@nbn.org.uk and we will add your question to the "live" Q&A. Please note that there may be a time delay if asking questions in this way.
- The session chair will endeavour to allow as many questions as possible within the allotted time.
- The Google documents will allow delegates to ask questions throughout the day in addition to the allotted Q&A time. The links to these are also on the [NBN website](#)
- If you have difficulty typing and are unable to use the Chatbox, Google docs or email us, please inform the NBN Conference team who will note that you may need to "raise your hand" if you have a question for the presenters (see section 6 for how to raise your hand). **N.B.** This option is not recommended for general use by delegates on the day as we intend to keep microphones muted.
- If you wish to ask a question when a room is not staffed, please type into the Chatbox or Google Doc and one of the team will respond to you as soon as they can.

11. Notifications

The default account settings in MS Teams include banner and email notifications for Chat Mentions, Messages, and Meetings. During a conference these can be distracting as they will pop up on screen. You can change the settings for your account by clicking on your icon on the top right of the MS Teams interface (see section 2). Click on settings and then notifications and then edit to suit your requirements. See below.



12. Recording the Conference

We will be recording all the presentations taking place in the **Lecture Theatre**, which includes the NBN Trust AGM and the NBN Awards for Wildlife Recording. Therefore, please be aware that your voice may be heard and your image seen (although for the most part, mics will be muted and video cameras turned off).

The recordings will be made available through the NBN Trust's YouTube channel two weeks after the event.

13. Conference Code of Conduct

Please familiarise yourself with the NBN Conference Code of Conduct to ensure everyone has a safe, hospitable, productive and enjoyable day. This can be found on the [NBN website](#)

14. Troubleshooting

We hope that the day will run smoothly, but we all know that technology does sometimes fail! We will try to rectify any problems as quickly as possible, but please bear with us if there are any delays with the programme or answering queries.

15. Top tips

The following points may help you to have a trouble-free experience:

- a. Ensure you have downloaded the latest version of the MS Teams desktop app as mentioned in section 1.
- b. If using your camera and you experience internet connection issues, please turn your camera off, as this may help.
- c. Ensure you have closed other applications on your device, such as Dropbox, Skype, One Drive or Zoom as they all affect your bandwidth and therefore connectivity.
- d. Join via the Teams app rather than a browser window as it uses less bandwidth
- e. Ensure other devices that connect to wi-fi (iPads, tablets, smart speakers etc.,) are closed down if they are not being used, as they will also affect internet capacity.

16. Further help on the day

If you have any queries or issues on the day, which mean you cannot access the Chatbox or Google Docs, please email the NBN Team at support@nbn.org.uk. We will do our best to help. The NBN Trust and Open University Conference teams are:

Core Team:

- Janice Ansine (OU)
- Purba Choudhury (NBN)
- Sam Hazell (OU)
- Mandy Henshall (NBN)
- Sarah Hyslop (NBN)
- Katie Oliver (NBN)
- Rachel Redford (OU)
- Giselle Sterry (NBN)

NBN Atlas Information Desk:

- Helen Manders Jones
- Sophia Ratcliffe
- Mike Prince

16. Links to further help

The Team will do its best to answer all your questions, but we are unlikely to be able to help with some technical issues with MS Teams. We advise you to visit the following webpages for further help:

MS Teams online support: <https://support.microsoft.com/en-us/teams>.

To download the MS Teams app: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>.

Further information on Joining an MS Teams meeting: <https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9?ui=en-us&rs=en-us&ad=us>.