



rijksuniversiteit
groningen



Association for
Environmental
Archaeology

41st AEA Webinars

Sustainability in Environmental Archaeology



The AEA will host a series of four webinars.

Session 1: September 15th 7pm (CET) – Sustainability of the Profession

Session 2: September 29th 7pm (CET) – Sustainability in the Past

Session 3: October 13th 7pm (CET) – Sustainability and the Environment

Session 4: October 27th 7 pm (CET) – Social Sustainability



Each session will take place between 19:00-20:45 CET over **Zoom**

- **Instructions for Participants**

Registration: Make sure you register for the Webinar well before the conference. The link can be found at: <https://envarch.net/events/41st-aea-conference-groningen/>. You will only need to register once in order to attend all four webinars. Through the registration system we are able to keep track of attendees and maintain secure meetings. A couple of days ahead of each webinar you will receive an email with a link to join the webinar, and you will receive a reminder with the same link to the meeting one day before the webinar.

Zoom: If you have not used Zoom previously or will be using a device that has not previously had the Zoom client installed, go to: <https://zoom.us/download> to download the app for your device. **Create an account with Zoom. Please do this well before the webinar commences!** You can join a Zoom meeting by clicking a link in the email sent to you by the meeting host.

Join the Webinar: For each webinar you would like to attend, we ask you to join the session at least 5 minutes before the start of the session. Once you join the session, you will be placed into a virtual “waiting room” and brought into the live meeting by a moderator shortly before the meeting is set to start. Depending on the number of participants in the waiting room, it may take several minutes before you will be welcomed in the online session.

During the Webinar: When you join, make sure your microphone is muted and your camera turned off, unless you are presenting. This will reduce bandwidth and allow for a better webinar experience for everyone. Zoom has an integrated chat function that allows you to type comments and questions during and right after the presentation. There is discussion time after each presentation, during which the moderator of the session will select questions from this chat and ask them for you to the speaker. This will avoid chaos during the Q & A periods.

- **Instructions for Presenters**

Registration: Please register for the event (see above). This will ensure you receive the links to all the sessions.

Preparing your presentation: We recommend the presenters to use a powerpoint presentation and use Google Chrome during the webinar.

Join the Webinar: We ask you to arrive at least 15 minutes before the start of the session with a stable internet connection. During these 15 minutes, we will check video and audio quality. We strongly recommend you to use a quality headset (or earphones and a microphone), as we want to ensure good sound quality and avoid disruptive sound feedback.

During the Webinar: The moderator will briefly introduce you before you present. After this introduction, you will be asked to start your presentation. At this point you will have to share your presentation by clicking on "Share Screen". You will then be asked to select which screen you would like to share. We recommend having your Powerpoint presentation open beforehand, selecting this screen for sharing, and then make sure you click the full screen option. We ask you to make sure you keep to the time, as otherwise the moderator will have to step in and cut your presentation short. At the end of your presentation, you can stop sharing your screen after which we will move on to the questions and moderated discussion.