SP25 AUTHOR INSTRUCTIONS

SP25 will use RingCentral for the online portion of the conference. RingCentral acquired Hopin, which was used for SP21, SP22 and SP23. Therefore, if you participated in SP21, SP22 or SP23 you should already be familiar with the platform. These instructions are categorised by contribution type, please navigate to the relevant page for specific guidance.

HOW TO JOIN THE SP25 ONLINE PLATFORM

BEFORE SP25

- ☐ Register for SP25 on [Humanitix](#)
- ☐ Receive the RingCentral registration page link (sent to the email used on Humanitix)
- ☐ Register for SP25 on RingCentral using the link provided by email
- ☐ Create an account or sign in (e.g., with accounts from SP21, SP22, or SP23)
- ☐ Receive an automatic email with "Enter event" button and a calendar placeholder

DURING SP25

- ☐ Click the "Enter event" button to access the event on RingCentral. Early access to the online platform for SP25 will start on 17th September (3 weeks before the conference).
- ☐ "Reception": SP25 daily agenda. Click the bookmark button on the card of the session you want to attend; this session will then appear in your "My Agenda" tab on the right
- ☐ "Sessions": All sessions happening at that particular moment
- ☐ If you run into any trouble, feel free to contact sustainableplaces@r2msolution.com

ONSITE ATTENDEES

Onsite workshop organisers ("moderators")

Onsite workshop organisers (i.e., the person listed as the "contact" on an accepted CfP application) must appoint a moderator who will be coming to Milan for SP25. Among other things, the main responsibilities of the workshop moderator will be to: (i) collect the presentation files from speakers or ensure they are available in the SP25 Presentation Repository cloud shared folder before the workshop, (ii) check that those presentations are correctly loaded on the computer at the venue capturing last minute updates (if any), and (iii) ensure the workshop runs smoothly (onsite and online) and that final presentations are those in the SP25 Presentation Repository. Details follow:

BEFORE SP25

- ☐ Submit a CfP on [EUSurvey](#)
- ☐ Receive email acceptance of workshop proposal with banner template
- ☐ Return the workshop banner by email
- ☐ Check the workshop-dedicated webpage in the [SP25 agenda](#)
- ☐ Register to pay for yourself on [Humanitix](#)
- ☐ Register on RingCentral (link to be provided after payment is received)
- ☐ Inform [sustainableplaces@r2msolution.com](#) which workshop you will moderate
- ☐ Collect the PPT files from speakers, checking that the [SP25 logo](#) is on the title slide
- ☐ Navigate to the relevant folder in the 📷 SP25 presentation repository
- ☐ Create a folder with the title of your workshop
- ☐ Upload the presentation files (or one integrated file) as PPT format

DURING SP25

- ☐ Arrive 15 minutes early to the designated room. Each room will be provided with a computer that has been set up to operate with the online platform for streaming. It is suggested not to replace that computer.
- ☐ Ensure the correct presentation files are on the computer's desktop (out of the cloud to avoid any real-time connectivity issues / heavy files). Each room will have dedicated folders on its desktop with presentations that were previously uploaded to GDrive. However, please work with your speakers to collect last-minute edits, using the method of your choice (download from the cloud, files on a key, …). Please do not delete any files from the computer, as they will become the versions made publicly available online post-event.
- ☐ Sign in to RingCentral
- ☐ Enter your session online
- ☐ Remind all speakers to stay within range of the built-in camera and microphone

- ☐ Ensure screen-sharing procedure is known and will be followed correctly:
    - ☐ Click "share screen"
    - ☐ Choose "entire screen"
    - ☐ Navigate to PPT
    - ☐ Put PPT file in "presenter" mode (you should not be able to see yourself but you can check with online attendees whether they see both you and your slides in full screen mode)
- ☐ Send a welcome message in the session-dedicated chat online
- ☐ Start your session on-time, introducing speakers according to your agenda
- ☐ Monitor the chat / Q&A tabs within the online platform from a different device (not the computer being used to project the presentations and stream the video).
- ☐ Facilitate onsite Q&A by re-stating the question so the recording and streaming audience understand what was asked. For panels with multiple speakers, please be sure the computer's camera is pointed at the person speaking, while audio will be captured with a Jabra conference call device placed on the speaker's table.
- ☐ Close the session on-time

AFTER SP25

- ☐ Complete the post-event survey sent by email
- ☐ Coordinate if speakers want to redact any parts of their presentations
- ☐ Consider submitting an article to the SP25 Open Research Europe collection

Onsite workshop and paper session speakers

BEFORE SP25

- ☐ Register to pay for yourself on [Humanitix](#)
- ☐ Register on RingCentral (link to be provided by email)
- ☐ Provide your PPT file with the [SP25 logo](#) on the title slide to your workshop moderator

DURING SP25

- ☐ Arrive 15 minutes early to the designated room
- ☐ If any changes to your PPT were made after you provided it to your moderator, be sure the correct version is loaded on the provided computer in the assigned room
- ☐ Ensure screen-sharing procedure is followed correctly:
    - ☐ Click "share screen"
    - ☐ Choose "entire screen"
    - ☐ Navigate to PPT
    - ☐ Put PPT file in "presenter" mode (you should not be able to see yourself but you can check with online attendees whether they see both you and your slides in full screen mode)
- ☐ Be sure to stay in range of the computer's built-in camera and microphone, and repeat any audience questions before replying for the recording and online audience's context.

AFTER SP25

- ☐ Complete the post-event survey sent by email
- ☐ Consider submitting an article to the [SP25 Open Research Europe collection](#)

ONLINE ATTENDEES

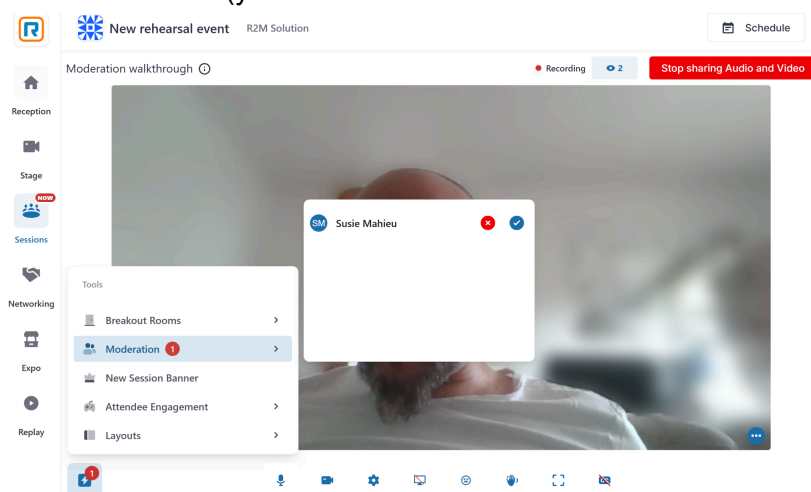## Online workshop organisers ("moderators")

Online workshop organisers (i.e., the person listed as the "contact" on an accepted CfP application) must appoint a moderator. Among other things, the main responsibilities of the workshop moderator will be to: (i) collect the presentation files from speakers before the workshop, (ii) check that those presentations are correctly uploaded on GDrive, and (iii) ensure the workshop runs smoothly. Details follow:

BEFORE SP25

- ☐ Submit a CfP on [EUSurvey](#)
- ☐ Receive email acceptance of workshop proposal with banner template
- ☐ Return the workshop banner by email
- ☐ Check the workshop-dedicated webpage in the [SP25 agenda](#)
- ☐ Register to pay for yourself on [Humanitix](#)
- ☐ Register on RingCentral (link to be provided after payment is received)
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- ☐ Create a folder with the title of your workshop
- ☐ Upload the presentation files (or one integrated file) as PPT format

DURING SP25

- ☐ Sign in to RingCentral
- ☐ Arrive 15 minutes early to the designated session on RingCentral
- ☐ Enter your session online (you will have moderator control to add each speaker)

- ☐ Run the RingCentral pre-event test to ensure technical readiness of audio/video:
    - ☐ Use the latest version of Chrome, Firefox or Edge
    - ☐ Disable VPNs or proxies
    - ☐ Close unnecessary applications
    - ☐ Position the camera at eye level and maintain a quiet, well-lit environment.
    - ☐ Stay within range of the built-in camera and microphone
- ☐ Ensure screen-sharing procedure is known and will be followed correctly:
    - ☐ Click "share screen"
    - ☐ Choose "entire screen"
    - ☐ Navigate to PPT
    - ☐ Put PPT file in "presenter" mode (you should not be able to see yourself but you can check with online attendees whether they see both you and your slides in full screen mode)
- ☐ Send a welcome message in the session-dedicated chat
- ☐ Start your session on-time, introducing speakers according to your agenda
- ☐ Monitor the chat / Q&A tabs within the online session
- ☐ Close the session on-time

AFTER SP25

- ☐ Complete the post-event survey sent by email
- ☐ Coordinate if speakers want to redact any parts of their presentations
- ☐ Consider submitting an article to the SP25 Open Research Europe collection

Online workshop and paper session speakers

BEFORE SP25

- ☐ Register to pay for yourself on [Humanitix](#)
- ☐ Register on RingCentral (link to be provided after payment is received)
- ☐ Provide your PPT file with the [SP25 logo](#) on the title slide to your workshop moderator

DURING SP25

- ☐ Arrive 15 minutes early to the designated session
- ☐ Enter your session online
- ☐ Choose "Join Stage" to request to be added as a speaker.

Join Stage

- ☐ The "Join Stage" button will then change into "Waiting for approval" until the moderator accepts your speaker request.

Waiting for approval

- ☐ Run the RingCentral pre-event test to ensure technical readiness of audio/video:
  - ☐ Use the latest version of Chrome, Firefox or Edge
  - ☐ Disable VPNs or proxies
  - ☐ Close unnecessary applications
  - ☐ Position the camera at eye level and maintain a quiet, well-lit environment.
  - ☐ Stay within range of the built-in camera and microphone
- ☐ Ensure screen-sharing procedure is known and will be followed correctly:
  - ☐ Click "share screen"
  - ☐ Choose "entire screen"
  - ☐ Navigate to PPT
  - ☐ Put PPT file in "presenter" mode (you should not be able to see yourself)
  - ☐ Confirm with moderator that they see you and your slides in presenter mode

AFTER SP25

- ☐ Complete the post-event survey sent by email
- ☐ Consider submitting an article to the [SP25 Open Research Europe collection](#)

Submitting a publication to the SP25 collection on Open Research Europe

SP25 contributors (of any type) are encouraged to submit a paper to the dedicated collection on Open Research Europe (ORE). This is an optional yet valuable opportunity to publish and disseminate your work in an official EC-recognised, open-access, and peer-reviewed platform. Key benefits include: full compliance with EC Open Science policies, no cost to authors or institutions, fast publication (preprint within days), transparent peer review, and wide visibility with citation indexing. All work resulting from EU-funded projects are eligible, but if you're unsure of eligibility please feel free to ask. A paper submission checklist follows:

- ☐ Consult the ORE article guidelines and publishing policies
- ☐ Visit the SP25 collection's submission page
- ☐ Choose a subject area from the drop-down menu (Agricultural and veterinary sciences, Humanities and the arts, Natural sciences, Engineering and technology, Medical and health sciences, Social sciences)
- ☐ Click "Start your submission"
- ☐ Register a new account or sign in with email, EduGAIN, ORCID, or EU Login
- ☐ Choose an article type (Research Article, Software Tool Article, Essay, Brief Report, Method Article, Case Study, Data Note, Study Protocol, Open Letter, Review, Systematic Review).
- ☐ Write the article's title, abstract, keywords, author(s) with their affiliation(s), and project's grant identification number
- ☐ Tick the box that reads: "I confirm that I and/or one of the co-authors is a Horizon beneficiary and that I have given details of all the funding supporting this work"
- ☐ Upload manuscript as Upload manuscript DOC, DOCX or RTF.
- ☐ After ORE performs basic checks (plagiarism, ethics, formatting), they will ask for email confirmation from the lead author before the article is published as a preprint.
- ☐ Review the article after the peer-review process (if needed). Once reviews are complete and any revisions accepted, your article is indexed in major databases (Scopus, PubMed Central, etc.) and receives a DOI.