Dear colleagues, dear friends:

We are very pleased that so many of you registered for this year’s annual meeting of the ‘Paläontologische Gesellschaft’ and that so many present their exciting research results!

With this conference, we are all entering new territory, both you as participants and we as organisers. For the first time in the history of the society, we are meeting exclusively virtual to present, discuss, and exchange advances in our field of research. We are very grateful to our IT expert, Kai-Uwe Hochhauser, for his tireless support and setting up the virtual environment in Collaborate, which allows us to securely meet.

This circular provides you with the latest information and guidance on how to use Collaborate, both as speaker and as 'simple' participant, enter the Breakout Rooms and join the Icebreaker Party on Sunday, Sept. 26, but also the latest version of the program. The link to join the Icebreaker Party (provided in section 4 below) will not work before 6:30 pm on Sept. 26! A total of 200 persons are allowed into the room of the Icebreaker Party at the same time, so don’t wait too long – first come, first served! The Icebreaker Party will definitely end after two hours!

Information on and the link for the public lecture will be sent out in a few days.

At this point, we also would like to thank ‘Transmitting Science’ and ‘Verlag Dr. Friedrich Pfeil’, who generously supported the conference. ‘Transmitting Science’ also offers a 20% discount on their courses for participants of this conference.

Content:
1. Collaborate: How to use it p. 2
1.1 Collaborate for Participants without Talks p. 2
1.2 Collaborate for Presenters p. 6
2. Talks: To do’s and not to do’s p. 11
3. Breakout Rooms p. 11
Sessions & Talks

Name | Title
--- | ---
Jorissen | Phylogeny and development of chondrichthyan skeletal mineralisation
Bartlett | Phylogenetic and marine macroevolutionary diversification - Western North Pacific
Müller | The Harzian Formation and the effect of Middle Miocene and Holocene
Sloane | Paleoclimates and the evolution of display and camouflage in dinosaurs and birds

**Session 1: Open Topics Vertebrates I**

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**Session 2: Open Topics Paleontology**

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**Session 3: Open Topics Vertebrates II**

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**Session 4: Open Topics Micropalaeontology & Invertebrates I**

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**Session 5: Open Topics Micropalaeontology & Invertebrates II**

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**Session 6: Open Topics Vertebrates III**

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**Session 7: Open Topics Vertebrates IV**

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**Session 8: Open Topics Micropalaeontology & Invertebrates III**

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**Session 9: Open Topics Micropalaeontology & Invertebrates IV**

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**Session 10: Open Topics Vertebrates V**

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**Session 11: Open Topics Paleobiology**

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**Session 12: Open Topics General**

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**Session 13: Open Topics Micropalaeontology & Invertebrates V**

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**Session 14: Open Topics Micropalaeontology & Invertebrates VI**

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**Session 15: Open Topics Micropalaeontology & Invertebrates VII**

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**Names & Sessions**

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**References**

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1. **Collaborate: How to use it**

As already announced in the 3rd Circular, all scientific sessions, the General Assembly, the Public Lecture, and the Closing Ceremony will be conducted with Collaborate! The office of the ‘Paläontologische Gesellschaft’ will operate the Board Meeting via ZOOM and will send the corresponding link directly to the members of the board.

There won’t be parallel sessions but a single Collaborate room for the whole day, in which all talks will be presented consecutively. Consequently, a total of four Collaborate rooms will be created for the scientific sessions with two additional ones for the workshops on the last day. We will send out the link for the corresponding Collaborate room every morning of the conference to everybody who has registered and will open the presentation slot shortly before the corresponding talk starts by uploading the presentation. The workshop organisers will operate the Collaborate rooms for the workshops and they will send out the links to the participants before the start of the workshops.

**IMPORTANT:** Please register with your first and last name only (no pseudonyms are allowed) when you first log into Collaborate after having received the link from us in the morning. Please also ensure to unblock the microphone and camera when you log into Collaborate the first time. However, we will turn off your microphone and camera once you have registered until your presentation starts to reduce background disturbances.

1.1 **Collaborate for Participants without Talks**

The following links provide detailed information on how to use Collaborate:

German: [https://wiki.univie.ac.at/pages/viewpage.action?pageId=101484831](https://wiki.univie.ac.at/pages/viewpage.action?pageId=101484831)

English: [https://wiki.univie.ac.at/display/Moodle/Collaborate+for+students](https://wiki.univie.ac.at/display/Moodle/Collaborate+for+students)

Copy the Session link into your preferred browser (Firefox >88.2, Edge, Chrome, Chromium, Opera) and register with your **first and last name only** (no pseudonyms are allowed) and click the button “Join Session” to set up and open the Collaborate session.
First, depending on your web browser settings, you will be asked to give permission to access a microphone of your choice. You have to give this permission to be able to communicate during the session.

The next step is a check if the audio and video connections are correctly set up. If this is the case, please click the button “Yes - It’s working” in the displayed audio test and video test. If you do not have an active webcam, you can skip the video test.

After setup, the software offers you to go through a tutorial for using Collaborate, which you can skip by clicking “Later” if you are in a hurry.
Collaborate user interface
Collaborate offers various features grouped in four areas (see details in the following section):

A - Content presentation area for displaying presentations, the digital whiteboard, and videos

B - Collaborate Session menu

C - Functions to participate actively in the session

D - Collaborate panel

Collaborate Session menu
To open the session menu, click the icon (hamburger icon) on the top left of the window.

The logout button to leave the session.

You can close this menu by clicking the X icon.

Participating in the session
In the area on the bottom of your screen you can find several functions that enable interactive communication (from left to right):

- Switch Status and Settings
- Share audio
- Share video (giving permission to access your webcam)
- Raise hand (to signal consent or to attract the attention of moderators or other speakers)

By default, everyone starts as participant and can only post chat messages and cannot share audio or webcam.
Collaborate panel
To open the Collaborate panel, click the pink « button at the bottom right of the window.

In this panel, additional functions for holding a session are displayed (from left to right):

- Chat feature, both for chats with moderators and all other participants
- Overview of session attendees
- Functions to share content (whiteboard, screen, presentation files, polls, breakout rooms, etc.)
- Settings for the session like notification settings, audio settings, and session settings

By clicking the X icon, you can close the collaborate panel again.

Chat feature
You can communicate with all attendees in a public chat, in a group chat with the moderators of a session or with individual participants in a one-to-one chat.

To do so, open the Collaborate panel and then click the Chat icon.

Ending/leaving the session
To end a session actively, as a moderator click the≡ icon (Collaborate session menu) on the top left of your screen and then select the option “Leave session”.
1.2 Collaborate for Presenters

The following links provide guides on how to use Collaborate when you are a presenter – please note that only Part 2 is important for you:

German: [https://wiki.univie.ac.at/pages/viewpage.action?pageId=101483594](https://wiki.univie.ac.at/pages/viewpage.action?pageId=101483594)

English: [https://wiki.univie.ac.at/display/Moodle/Collaborate+for+teachers](https://wiki.univie.ac.at/display/Moodle/Collaborate+for+teachers)

You will find additional short guides how to work with Collaborate at the end of this circular.

Copy the Session link into your preferred browser (Firefox >88.2, Edge, Chrome, Chromium, Opera) and register with your **first and last name only** (no pseudonyms are allowed) and click the button “Join Session” to set up and open the Collaborate session.

First, depending on your web browser settings, you will be asked to give permission to access a microphone of your choice. You **have to give** this permission to be able to **communicate** during the session.
The next step is a check if the audio and video connections are correctly set up. If this is the case, please click the button “Yes - It’s working” in the displayed audio test and video test. If you do not have an active webcam, you can skip the video test.

After setup, the software offers you to go through a tutorial for using Collaborate, which you can skip by clicking “Later” if you are in a hurry.
Collaborate user interface
Collaborate offers various features grouped in four areas (see details in the following section):

A - Content presentation area for displaying presentations, the digital whiteboard, and videos
B - Collaborate Session menu
C - Functions to participate actively in the session
D - Collaborate panel

Collaborate Session menu
To open the session menu, click the icon (hamburger icon) on the top left of the window.

The logout button to leave the session.

You can close this menu by clicking the X icon.

Participating in the session
In the area on the bottom of your screen you can find several functions that enable interactive communication (from left to right):

- Switch Status and Settings
- Share audio
- Share video (giving permission to access your webcam)
- Raise hand (to signal consent or to attract the attention of moderators or other speakers)
By default, everyone starts as participant and can only post chat messages and cannot share audio or webcam. Before the talk your account will change to Presenter to share the microphone and the webcam.

If you share content, additional functions may be displayed in this area.

**Collaborate panel**

To open the Collaborate panel, click the pink « button at the bottom right of the window.

In this panel, additional functions for holding a session are displayed (from left to right):

- Chat feature, both for chats with moderators and all other participants
- Overview of session attendees
- Functions to share content (whiteboard, screen, presentation files, polls, breakout rooms, etc.)
- Settings for the session like notification settings, audio settings, and session settings

By clicking the X icon you can close the Collaborate panel again.

**Sharing presentations**

Your presentation will be uploaded by the organising team and will be shared in Collaborate with you in ‘Main Room Files’ on the Collaborate panel.
To publish or share your uploaded file, select it in the overview and then click the “Share Now” button.

On the top left of the content presentation area, you find various tools with which you can point something out or write on slides or pages.

You can stop sharing the file at any time by clicking the relevant button on the top right of the content presentation area.

**Sharing audio, webcam and/or screen**

You can share audio and video from your computer by clicking the respective icon in the middle of the bottom of the window:
Chat feature
You can communicate with all attendees in a public chat, in a group chat with the moderators of a session or with individual participants in a one-to-one chat.

To do so, open the Collaborate panel and then click the Chat icon.

Ending/leaving the session
To end a session actively, as a moderator click the icon (Collaborate session menu) on the top left of your screen and then select the option “Leave session”.

2. Talks: To do’s and not to do’s
Please remember that talks are strictly limited to 15 minutes – that is 12 minutes for the presentation itself and an additional three minutes for discussion. Discussions can be continued in the Breakout Rooms (see below). We will turn off the presentation after 15 minutes without any exception. The moderator will indicate the 12 minutes mark by raising her/his hand virtually.

All talks as well as the presentations have to be in English. It is not allowed to record any of the presentations. Please respect that the authors are presenting mostly not yet published data and/or work in progress. The only usable format is PDF without any animations or attached/included videos. The presentation must not be larger than 60 MB.

Presentations have to be uploaded into specific folders in the University of Vienna Cloud (u:cloud) by Thursday, Sept. 23, 2021. For this, every speaker already received a personalised link to a personalised folder in the u:cloud, where only the corresponding speaker and the organising team have access to the presentation. Please ensure that the very final version is uploaded since you won’t have the possibility to change or correct your presentation once it is uploaded. The moderator of each session will grant access to the presentation shortly before the talk is scheduled and each presenter then will have the possibility to operate the presentation during the talk.

Please switch on your camera when you present your talk. Only the moderator and you will be visible to the audience. We know it is superfluous to point this out, but please pay attention to the background against which you will give your presentation.

3. Breakout Rooms
Each day there will be four main Breakout Rooms, three of which will be open for 30 minutes each (coffee breaks) and one at lunchtime for an hour. These breakout rooms serve as breaks but should also provide the opportunity for additional discussions and scientific exchanges. In each Breakout Room, we will provide as many individual Breakout rooms as presentations were given and each of these individual rooms will be assigned to one of these presentations, which will be recognisable by the name of the presenter. In these individual rooms, the respective presenter will be available for further questions and discussions. We therefore ask the presenters to enter their respective individual ‘presenter room’ during the Breakout Room time slot after the talks. The Breakout Rooms strictly will be closed after 30 and 60 minutes, respectively, and you will automatically be re-transfered to the main room. If necessary, we will provide additional Breakout Rooms on request (please send an e-mail to the organizing team with the reason for an additional room and its duration).
4. **Icebreaker Party (gather.town)**

1. Copy and paste the following link into Chrome, but other internet browser also work (the link will not work before Sunday, Sept. 26, 18:30 hrs):
   https://gather.town/app/60G2yG2XcIJv6uAE/PalGes2021-IceBreaker
   Sign in with the password: Struthio

2. Create your own avatar (chose from the many possibilities).

3. Use only your real name – no pseudonyms allowed!
4. Grab your drink and snack or proper food and settle into your favourite armchair!

5. Switch on your microphone and camera → press ‘Join the gathering’

6. Now you will enter a gather.town tutorial where you will learn the basics (moving, muting & unmuting; interaction with objects); Just follow the instructions.
   Moving around: use the arrow keys or the letters WASD on the keyboard to move around
7. Muting & unmute: Learn how to click the mute button on your video

8. Interaction with objects: You can interact with objects by pressing x
9. Now walk through the door and enter gather.town!

10. gather.town is loading!

**Short information**

1. Use the arrow keys to move through the town.
2. With the minimap you can orient yourself in the town.
3. At the beginning you will find the help desk with some helpful instructions.
4. Now you can choose (follow the footsteps): either walk left and enter the building or walk right and you will be in the outdoor area.
5. When you are near to other avatars, a small window will open (like in skype) and you can talk and see your colleagues.
6. Some zones in the town are private areas (e.g., smoking room, some tables). In these areas people can talk in private.
7. We also include some game activities and ‘easter eggs’.
Shortcuts

Arrows or WASD: moving around
x : interaction with glowing items
z : dancing
Ctrl/⌘ P - User/video preferences
Ctrl/⌘ U - Turn on/off quiet mode
Some troubleshootings: [https://support.gather.town/help/troubleshooting-checklist](https://support.gather.town/help/troubleshooting-checklist)

What to do, when you have technical problems using gather.town:

1. check if you have the right browser (Chrome is recommended)
2. reload the page
3. close the browser and open it again
4. check if you gave permission to the website
5. have a look at the support website from gather.town: [https://support.gather.town/help/av-troubleshooting](https://support.gather.town/help/av-troubleshooting)