

# OPEN REPOSITORIES 2026

Online conference | 8-11 June 2026

## OR2026 speakers technical guidelines

[Accessing the Zoom Events platform](#)

[Editing your speaker profile](#)

[Joining your session](#)

[Webinar \(Keynotes, Presentations, Panels, Dev Track\)](#)

[Meeting \(Workshops, Roundtables\)](#)

[Handling Q&A, Chat and other attendee interaction](#)

[Webinar \(Keynotes, Presentations, Panels, Dev Track\)](#)

[Meeting \(Workshops, Roundtables\)](#)

[Recording](#)

[Code of Conduct monitoring](#)

[Troubleshooting & getting help](#)

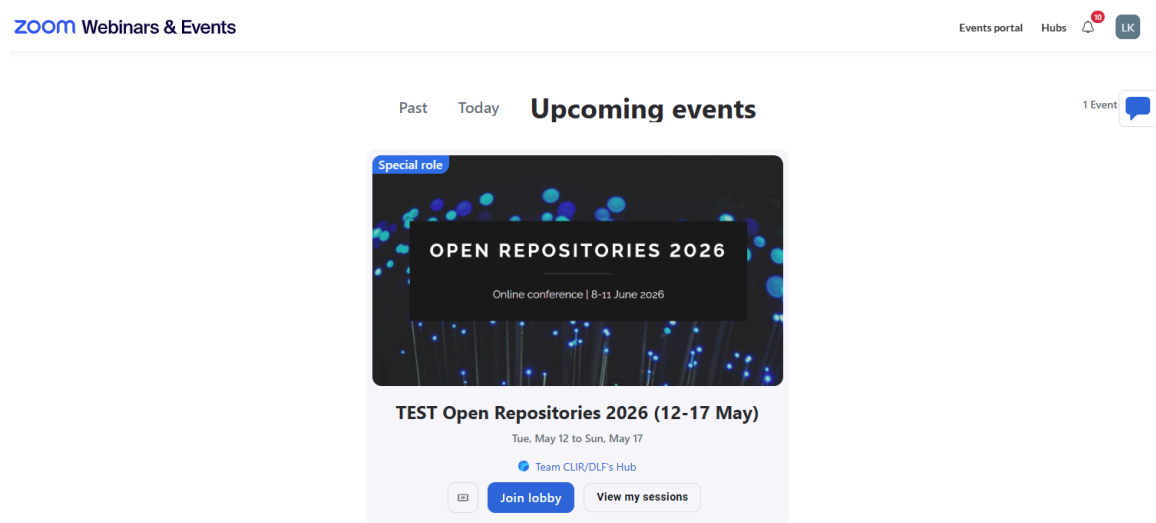
### Accessing the Zoom Events platform

***Please test logging into the Zoom Events platform at least 1 week before the conference begins. If you have trouble logging in, see the [troubleshooting steps below](#). If you need to change the Zoom account you are pre-registered with, contact [or2026-host-committee@googlegroups.com](mailto:or2026-host-committee@googlegroups.com)***

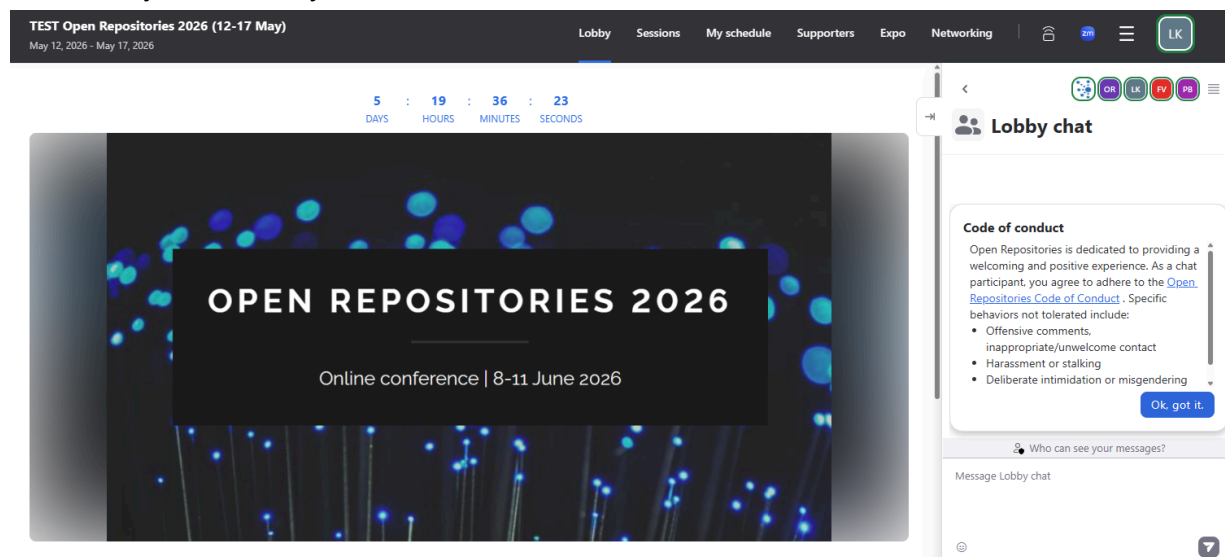
We have pre-registered all speakers and assigned each speaker to the session(s) they are presenting in. To access Zoom Events:

1. Log in to Zoom Events at <https://events.zoom.us> using the Zoom account that corresponds to the email address you received your speaker registration confirmation email at. This is the same email address you provided in ConfTool when submitting your proposal. You can also click the Join link in the registration confirmation email you received from Zoom after we registered you.
2. If you logged in from <https://events.zoom.us>, click the Join Lobby button under the Open Repositories event. If you joined from the email link, you should be sent directly to the lobby

after logging in.



3. Once logged in, you will be able to view the event Lobby. Sessions Note that, as a speaker you have access to the Lobby before regular attendees do. Regular attendees do not have access to the lobby until 29 May.



4. Your speaker registration also provides access to sessions you are not speaking in. You can use the same login process and join links throughout the conference.

## Editing your speaker profile

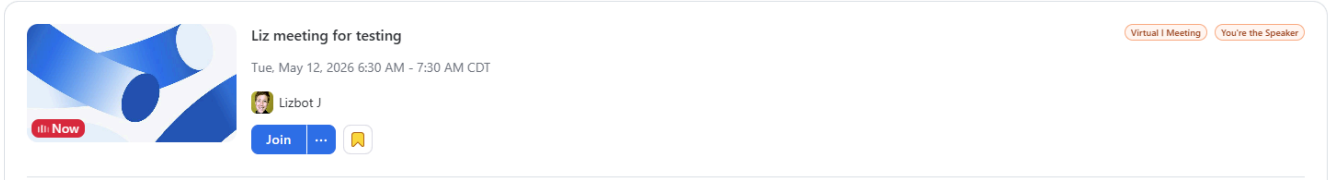
You will receive an email sent via Zoom from the organizers with a link to edit your speaker profile approximately 1 week before the conference. The link in this email is the only way to edit your speaker profile.

Speaker profile changes are reviewed by organizers before changes take effect. Please allow 1-2 days for your profile to be updated.

# Joining your session

Please join your session 10 minutes before its schedule start time

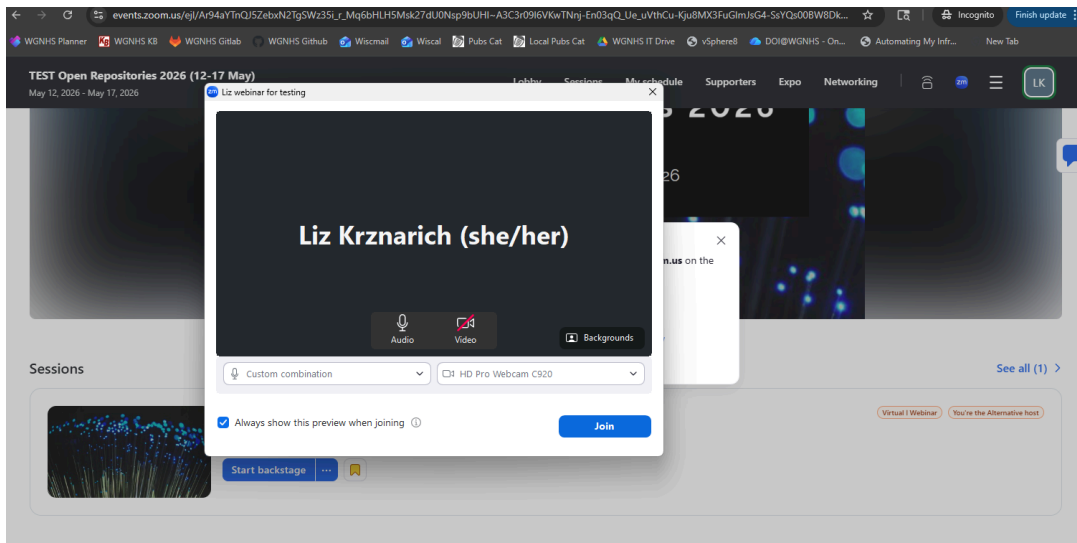
1. Find the session you are speaking in either in the Sessions menu tab or the My schedule menu tab. Each session you are speaking in will display a tag “You’re the Speaker”.



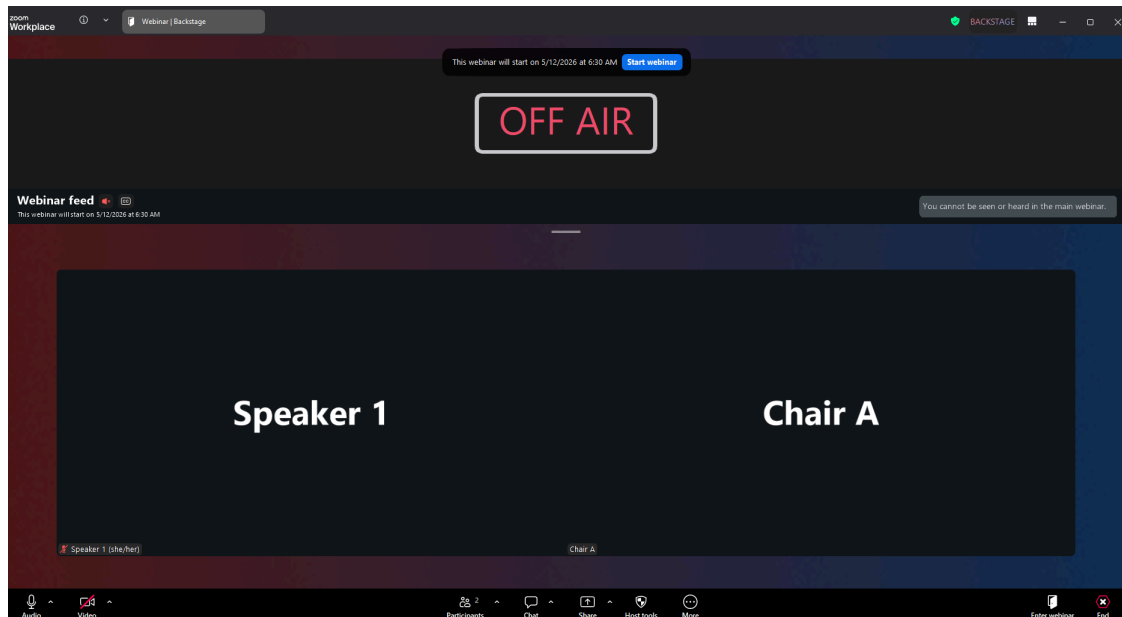
2. Join the session 10min before the scheduled start time by clicking the Join button under the session name. The Join button will only become visible once a chair starts the session. If the Join button is not yet visible, please wait several minutes for a chair to start it.

## Webinar (Keynotes, Presentations, Panels, Dev Track)

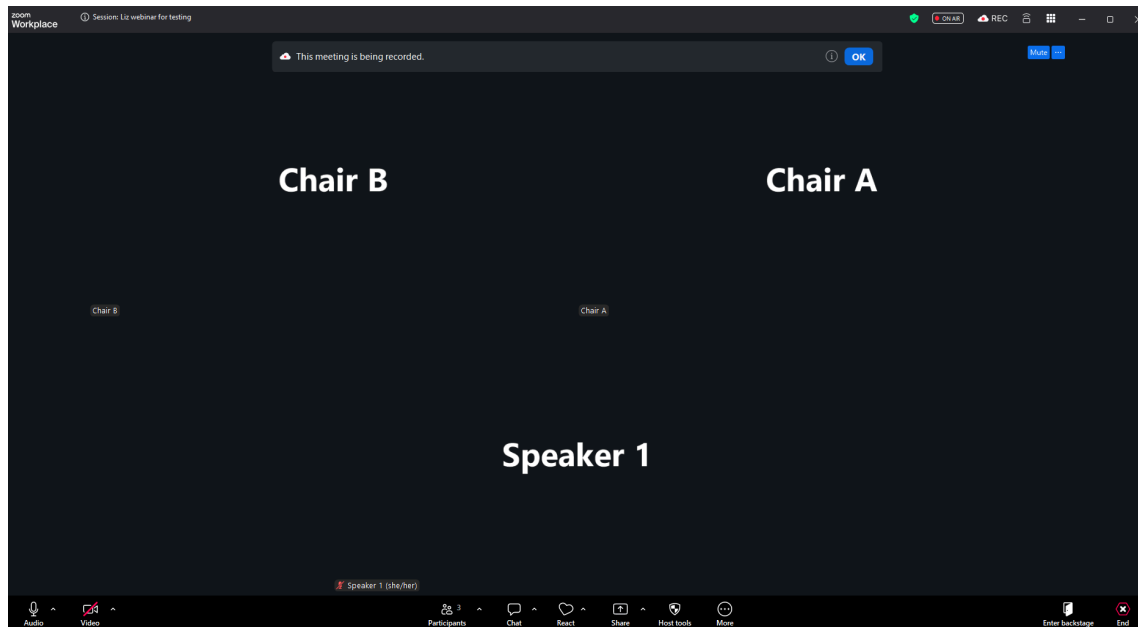
3. You will join a typical Zoom Webinar session as a panelist, using either your local Zoom app or the browser-based Zoom app depending on your individual Zoom configuration. Chairs will also be present in the session at this time.



4. Upon joining, you will be placed in the backstage area, where attendees cannot see or hear you.



5. While in the backstage area, you can test your audio, video and screen sharing. Chairs will confirm that each speaker's audio, video and screen sharing are working.
6. When chairs and speakers are ready, a chair will move all speakers and chairs into the live webinar.



7. Once you are in the live webinar, attendees can see and hear you. Be sure to mute your audio and optionally turn off your camera when not speaking. You can move the backstage area at any time by clicking the Enter backstage button in the lower right, for example if you need to check your audio/video/screensharing.

## Meeting (Workshops, Roundtables)

1. You will join a typical Zoom Meeting session as a co-host, using either your local Zoom app or the browser-based Zoom app depending on your individual Zoom configuration. Chairs will also be present in the session at this time.
2. Once the session is started, chairs and speakers can join directly, but attendees are placed in a waiting room. Before admitting attendees, chairs will adjust settings to disable screen sharing for attendees, mute attendees on entry and disallow private chats to other attendees.
3. Chairs and speakers should test audio, video and screen sharing. As a speaker, you should already have co-host permissions, but if not, chairs can elevate your permissions to co-host, in order to allow screen sharing.
4. When speakers and chairs are ready, chairs will admit attendees from the waiting room. Their microphones will be muted, but they have the ability to unmute themselves.

## Handling Q&A, Chat and other attendee interaction

### Webinar (Keynotes, Presentations, Panels, Dev Track)

In Webinar sessions, attendees cannot turn on audio or video themselves, and they cannot chat with other attendees. Attendees have the following interaction options:

- Chat with hosts/panelists only
- Submit questions to Q&A
- Send emoji reactions
- Raise hand

#### Chat

Chairs will monitor and respond to chat messages sent to hosts/panelists in the Chat panel, and they will redirect questions to the Q&A feature. Speakers in webinar sessions do not need to monitor Chat.

#### Q&A

All questions will be submitted via Q&A. Chairs will monitor Q&A throughout the session and they will read questions to presenters at the end of the session. Speakers in webinar sessions do not need to monitor Q&A

#### Raised hands/speaking

Attendees are allowed to raise their hands during the session, and at the discretion of the chairs, attendees with raised hands may be allowed to speak during the Q&A period, particularly if needed to clarify a question. Chairs will manage any Raised Hands; speakers in webinar sessions do not need to monitor Raised Hands.

## Meeting (Workshops, Roundtables)

In Meeting sessions, attendees have the following interaction options:

- Turn on audio/video at any time
- Chat with all attendees publicly and send private messages to speakers and chairs
- Send emoji reactions

- Raise hand

Attendees cannot perform the following actions:

- Send private messages other attendees
- Share screens
- Submit question to Q&A (Q&A function is not enabled for meetings)

Additionally, breakout rooms are allowed in meetings.

### Breakout rooms

Breakout rooms are allowed for meeting sessions, and either speakers or chairs can start breakout rooms using the host controls. Please remind attendees of the code of conduct when using breakout rooms.

### Chat

Chairs and speakers should monitor for and respond to chat messages in the Chat panel. Chairs will also take the following actions:

- Alert speakers to any questions that need their attention
- Remove and report any participants who send chat content that violates the Code of Conduct (even if it's just to hosts and penlists). See Moderation guidelines below.

### Raised hands

Chair and speakers should monitor for and respond to raised hands. Participants may unmute and speak.

### Screensharing

If an attendee needs to share their screen, the speaker or chair should temporarily make them a co-host. When done sharing, remove the attendee's co-host permission. If an attendee sends a request to enable screensharing, decline it. Choosing allow will allow all attendees to share screens.

### Audio/video annoyances

Chairs will monitor for an address attendees generating distracting noise or video.

## Recording

- All Webinar sessions (Keynotes, Presentations, Panels, Dev Track) will be recorded.
- Portions of Workshops that don't include attendee interaction will be recorded at the direction of the workshop presenter(s).
- Round table sessions will not be recorded.

For sessions that are recorded, recordings will be automatically uploaded to Zoom Events and made available to registered attendees shortly after each session ends.

Recordings will be uploaded to the Open Repositories Zenodo repository several weeks after the conference. Recordings in Zenodo are publicly available.

## Code of Conduct monitoring

OR does not tolerate code of conduct violations. Attendees or speakers who violate the [Open Repositories code of conduct](#) will be removed from the session and reported to the Code of Conduct committee.

Chairs are primarily responsible for monitoring for Code of Conduct violations and for removing and reporting any attendees. If you witness or experience a code of conduct violation as a speaker during a session, please notify a session chair via private chat message.

In Zoom Meeting sessions (workshops and roundtables), speakers may also remove attendees if needed. See instructions for removing and reporting an attendee in the session chairs guide.

Behaviors we are particularly concerned about are:

- Screen sharing offensive content or exhibiting offensive behavior/language on camera or audio
- Posting offensive and/or malicious content, links etc in chat or Q&A

## Troubleshooting & getting help

If you cannot log into the Zoom Event

- First, make sure you are logging in with the Zoom account that corresponds to the email address you received your speaker registration confirmation email at. This is the same email address you provided in ConfTool when submitting your proposal.
- If you are unable to join using the link in your registration confirmation email or you can't control which Zoom account your desktop Zoom app uses when you click that link, visit <https://events.zoom.us> and sign in there with the Zoom account that corresponds to the email address you received your speaker pre-registration confirmation email at.
- If you are still unable to log in, email [or2026-host-committee@googlegroups.com](mailto:or2026-host-committee@googlegroups.com) and provide us with the email associated with your preferred Zoom account. Event "superadmins" are on call to monitor this email throughout the conference. They can also generate a "direct join" link if needed that allows speakers to log in from any Zoom account.

If you are not able to attend your session

If possible, email your session chairs as soon as possible and cc the program chairs at [or2026-program-chairs@googlegroups.com](mailto:or2026-program-chairs@googlegroups.com) . If you are not present in the session when it starts, chairs will move your presentation to the end. If you are still not present in the session when all other speakers have finished, chairs will end the session early.

If you are able to join the session, but do not have speaker permission (panelist/co-host)

- Webinar sessions (keynotes/presentations/dev track): Send a chat message to Hosts/Panelists to let them know you are in the session. They can elevate your permissions.
- Meeting sessions: Remain in the waiting room. Chairs have been instructed to watch for speakers who join as regular attendees. They will admit you and elevate your permission to co-host.

### Your audio, video or screen sharing is not working

- For webinars, please move to the backstage area to test audio/video/screensharing. For meetings, if the issues are significant, please leave the meeting and check their Zoom settings.
- You may need to check your computer audio/video settings, restart Zoom, and/or restart your computer.
- Chairs will adjust speaker order if needed. If issues cannot be resolved, chairs will skip your presentation and end the session early.

### Session is not started/chair does not show up

- Chairs have been instructed to start the Zoom webinar or meeting they are responsible for 10min before the scheduled session start time. Each session has 2 chairs assigned, in case 1 chair is not able to make it.
- If a session has not been started when you attempt to join as a speaker, please wait a few minutes. If the Zoom webinar/meeting has not been started within 5min before the scheduled session start time, send a message to the Help Desk channel in the Zoom Events Lobby Chat or email [or2026-host-committee@googlegroups.com](mailto:or2026-host-committee@googlegroups.com) .

### Who to contact for help

- For issues/questions related to the session you are speaking in, contact your session chairs and CC the program chairs [or2026-program-chairs@googlegroups.com](mailto:or2026-program-chairs@googlegroups.com)
- For general event platform issues/questions, email the host committee [or2026-host-committee@googlegroups.com](mailto:or2026-host-committee@googlegroups.com) or use the Help Desk channel in the Zoom Events Lobby Chat