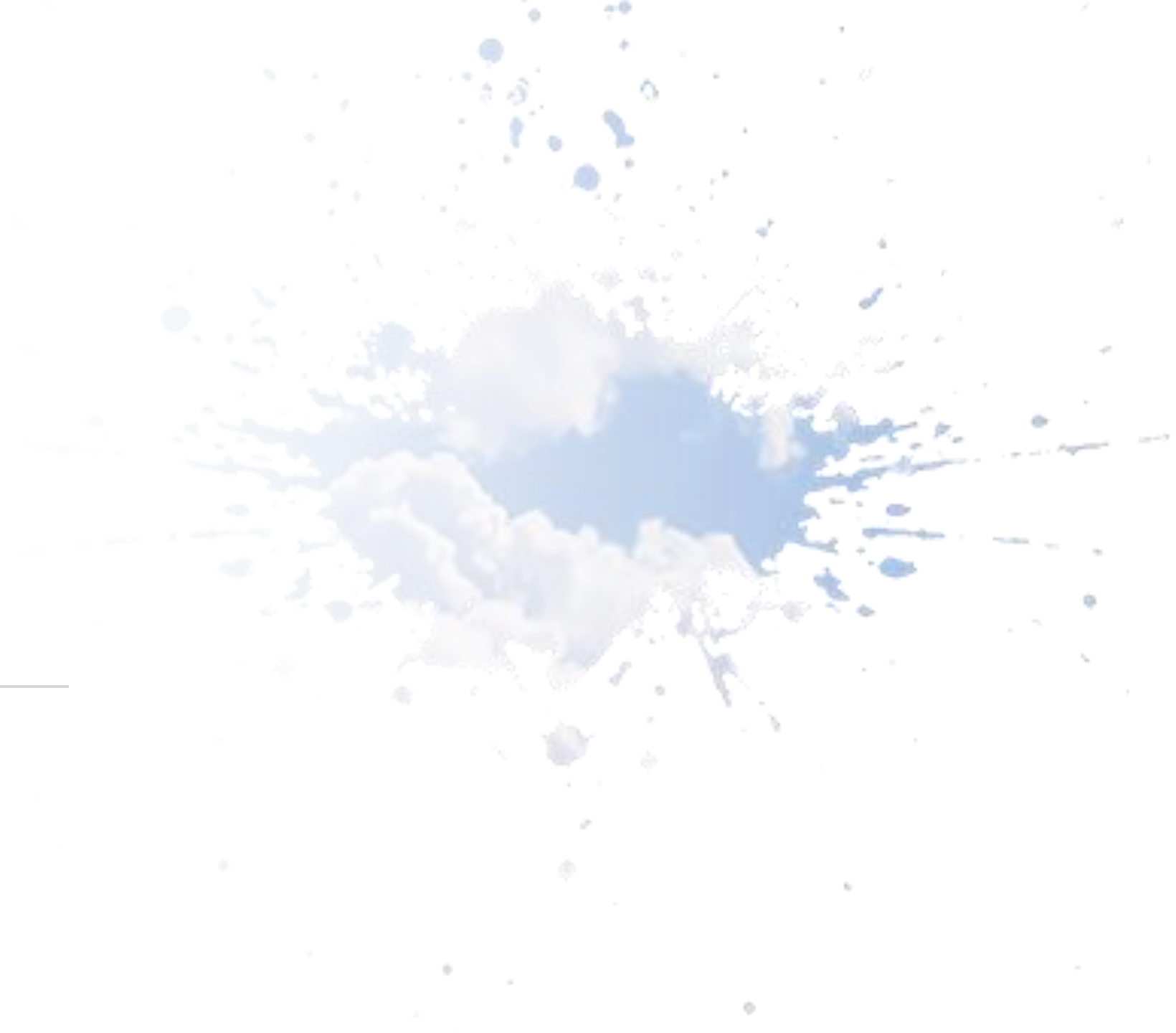




# Guide to ZUMMIT

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# Who uses ZUMMIT?



As a participant at the EuARE Conference, you are invited to use the Eventplatform Zummit, which supports us to connect the participants on-site and online

ZUMMIT is used at our conference to:

- Join the panels, keynotes and discussions
- Hold your presentation
- Get in contact with other participants
- Have a look at the presentation of the publishers or download their catalogues etc.
- Join other participants at the virtual bar
- Be updated via info-mailings
- Re-watch the keynotes on demand

# How do I join ZUMMIT?



Please follow the instructions in your invitation E-Mail to complete your login:

**1.click** on the link and **log-in** using your e-mail address

**2.click** on the conformation link sent to your e-mail address

**3.set** your individual password for the Zummit platform

You can now **log- in** using your e-mail address and your password.

Dear Lena Mausbach,

welcome to the Zummit platform which will support our hybrid conference of the European Academy of Religion from August 30th until September 2nd.

Please follow the instructions to complete your login:

1. **click** on the following link and **log-in** using your e-mail address  
[European Academy of Religion 4th Annual Conference - Login](#)
2. **click** on the conformation link sent to your e-mail address
3. **set** your individual password for the Zummit platform

You can now **log- in** using your e-mail address and your password.

Please note, that the schedule on the platform is not yet in its final form. It will be completed by the end of the week.

Even if you choose to participate on-site, please log-in.

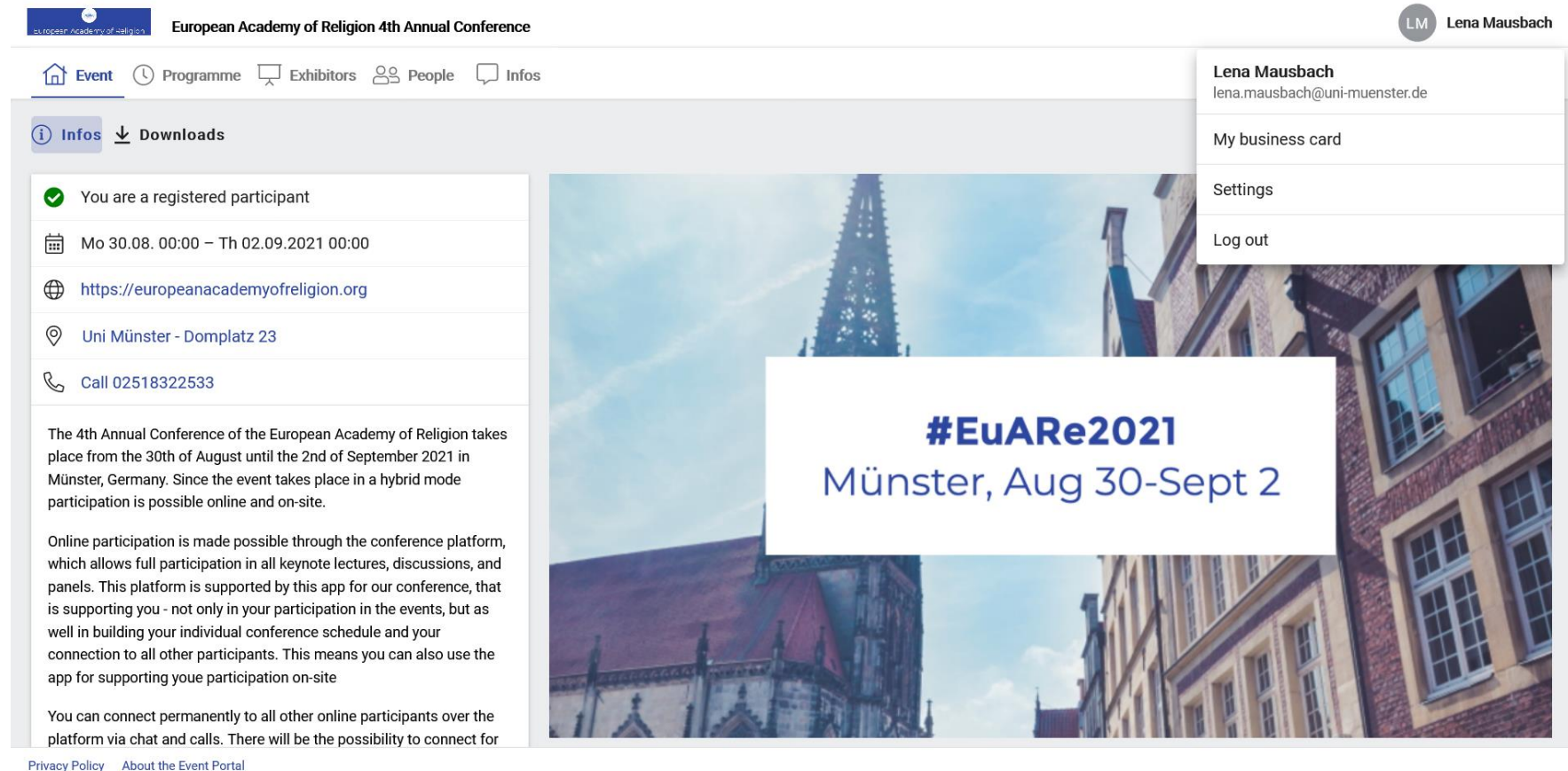
We are looking forward to an interesting conference with you - on site and online.

*Example of the E-mail*

# What are the first steps?

You might want to start with setting up your „business-card“

- Click your name in the right upper corner
- Choose „My business card“



European Academy of Religion 4th Annual Conference

LM Lena Mausbach

Lena Mausbach  
lena.mausbach@uni-muenster.de

My business card

Settings

Log out

Event Programme Exhibitors People Infos

Infos Downloads

✓ You are a registered participant

Mo 30.08. 00:00 – Th 02.09.2021 00:00

<https://europeanacademyofreligion.org>

Uni Münster - Domplatz 23

Call 02518322533

The 4th Annual Conference of the European Academy of Religion takes place from the 30th of August until the 2nd of September 2021 in Münster, Germany. Since the event takes place in a hybrid mode participation is possible online and on-site.

Online participation is made possible through the conference platform, which allows full participation in all keynote lectures, discussions, and panels. This platform is supported by this app for our conference, that is supporting you - not only in your participation in the events, but as well in building your individual conference schedule and your connection to all other participants. This means you can also use the app for supporting your participation on-site.

You can connect permanently to all other online participants over the platform via chat and calls. There will be the possibility to connect for

#EuARe2021  
Münster, Aug 30-Sept 2

Privacy Policy About the Event Portal

- Choose your privacy-settings
- Click „Edit business card“

The screenshot shows the user interface of the 'European Academy of Religion 4th Annual Conference' app. The top navigation bar includes icons for Home, Event, Programme, Exhibitors, People, and Infos. The user's profile 'LM Lena Mausbach' is in the top right. The main content area is divided into 'Infos' and 'Downloads'. The 'Infos' section displays event details: a green checkmark for 'You are a registered participant', the dates 'Mo 30.08. 00:00 – Th 02.09.2021 00:00', the website 'https://europeanacademyofreligion.org', the location 'Uni Münster - Domplatz 23', and a phone number 'Call 02518322533'. Below this, a paragraph describes the conference as a hybrid event taking place from August 30th to September 2nd in Münster, Germany. Another paragraph explains that online participation is possible through the app, allowing for full participation in lectures, discussions, and panels. A final paragraph mentions the possibility of connecting with other participants via chat and calls. The 'Downloads' section is currently empty. A modal window titled 'My business card' is open, showing three privacy options: 'Not visible for other participants' (selected), 'Visible for other participants without contact data', and 'Visible incl. contact data as stored in business card'. Below the options is a preview of the business card for 'Mrs Lena Mausbach' with the email 'lena.mausbach@uni-muenster.de' and an 'Edit business card' link. At the bottom of the modal, there is a toggle switch and the text 'I have read and agree to the privacy policy'.

European Academy of Religion 4th Annual Conference

LM Lena Mausbach

Event Programme Exhibitors People Infos

Infos Downloads

✓ You are a registered participant

Mo 30.08. 00:00 – Th 02.09.2021 00:00

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**My business card**

Determine what others get to see of you

- ☐ Not visible for other participants  
Participants cannot see you and cannot exchange business cards with you
- ☐ Visible for other participants without contact data  
Participants can see you and exchange business cards (contact details) with you
- ☒ Visible incl. contact data as stored in business card  
Participants can see your contact details (e.g. mail address) even without active contact exchange

Mrs Lena Mausbach LM

✉ lena.mausbach@uni-muenster.de

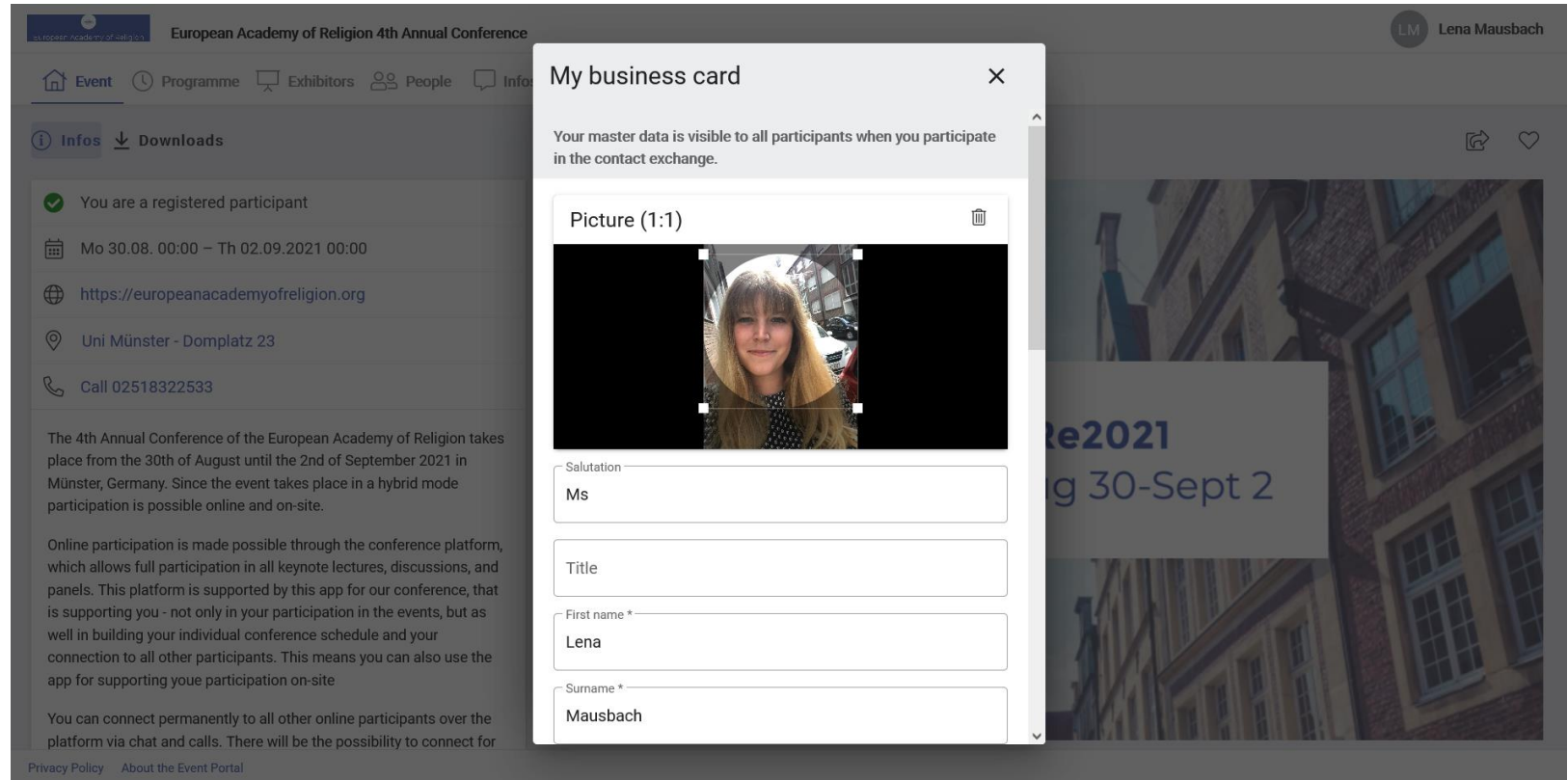
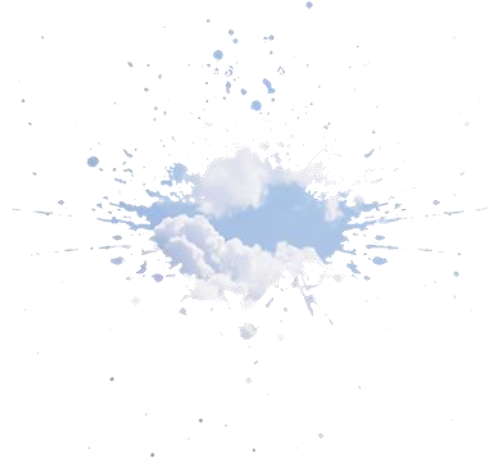
Edit business card

☒ I have read and agree to the [privacy policy](#)

Privacy Policy About the Event Portal



- You can enter a picture of you and add or change your details
- Please do not forget to save your changes



European Academy of Religion 4th Annual Conference

LM Lena Mausbach

Event Programme Exhibitors People Info

Infos Downloads

✓ You are a registered participant

Mo 30.08. 00:00 – Th 02.09.2021 00:00

<https://europeanacademyofreligion.org>

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Privacy Policy About the Event Portal

### My business card

Your master data is visible to all participants when you participate in the contact exchange.

Picture (1:1)

Salutation  
Ms

Title

First name \*  
Lena

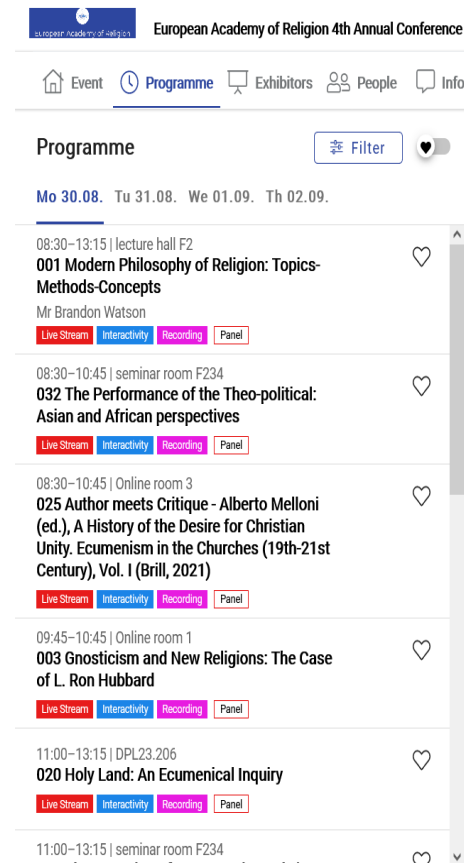
Surname \*  
Mausbach

# How do I join my panels, keynotes and discussions?

- As a participant online you will take part in all events via ZUMMIT
- You can have a look at the program and find the items on the agenda you are part of /interested in
- If you will speak in a hybrid panel, your contribution will be streamed on ZUMMIT, so all participants can join. We will assist you on-site with this. There are only 2 things, that are important:

**Please log-in for the first time into ZUMMIT before your presentation otherwise your log-in procedure has to take place on the panel which is not a best case scenario**

**If you want to use a powerpoint-presentation etc., please bring it with you on an USB-Stick**





The screenshot shows the ZUMMIT interface for the European Academy of Religion 4th Annual Conference. The top navigation bar includes 'Event', 'Programme' (selected), 'Exhibitors', 'People', and 'Infos'. The 'Programme' section is titled 'Mo 30.08. Tu 31.08. We 01.09. Th 02.09.' and features a 'Filter' button. Below the title, a list of events is displayed, each with a time slot, location, title, speaker, and a set of icons for 'Live Stream', 'Interactivity', 'Recording', and 'Panel'. The events listed are:






- 08:30-13:15 | lecture hall F2  
001 Modern Philosophy of Religion: Topics-Methods-Concepts  
Mr Brandon Watson
- 08:30-10:45 | seminar room F234  
032 The Performance of the Theo-political: Asian and African perspectives
- 08:30-10:45 | Online room 3  
025 Author meets Critique - Alberto Melloni (ed.), A History of the Desire for Christian Unity. Ecumenism in the Churches (19th-21st Century), Vol. I (Brill, 2021)
- 09:45-10:45 | Online room 1  
003 Gnosticism and New Religions: The Case of L. Ron Hubbard
- 11:00-13:15 | DPL23.206  
020 Holy Land: An Ecumenical Inquiry
- 11:00-13:15 | seminar room F234



- To gain a better overview over the program you can use various filters

 European Academy of Religion 4th Annual Conference

 LM Lena Mausbach

 Event  Programm  Aussteller  Personen  Infos

[< Filter anwenden](#) [Zurücksetzen](#)

Filter

Gruppen

☐

Keynote

☐

Panel

☐

Central Discussions

Features

☐

Live Stream

☐

Interactivity

☐

Recording

Räume

☐

DPL23.206

☐

DPL 23.208



- You can bookmark events with a heart-icon

European Academy of Religion 4th Annual Conference

LM Lena Mausbach

Event Programme Exhibitors People Infos

Programme Filter

Mo 30.08. Tu 31.08. We 01.09. Th 02.09.

08:30-13:15 | lecture hall F2  
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Live Stream Interactivity Recording Panel

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Live Stream Interactivity Recording Panel

- and create your individual schedule by that

European Academy of Religion 4th Annual Conference

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Event Programme Exhibitors People Infos


Programme Filter

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08:30-10:45 | seminar room F234  
**032 The Performance of the Theo-political: Asian and African perspectives**  
Live Stream Interactivity Recording Panel

- You can join the panels, keynotes and discussions 30 Minutes before they start officially
- Just click on the name of the panel and you will see a blue button
- Click on the button to join



European Academy of Religion

Demo EuAre

LM

Lena Mausbach

Event

Programme

Exhibitors

Sponsors

People

Infos

Programme

Filter

Th 26.08.

17:00–18:00 | WR1

Test panel

Test panel

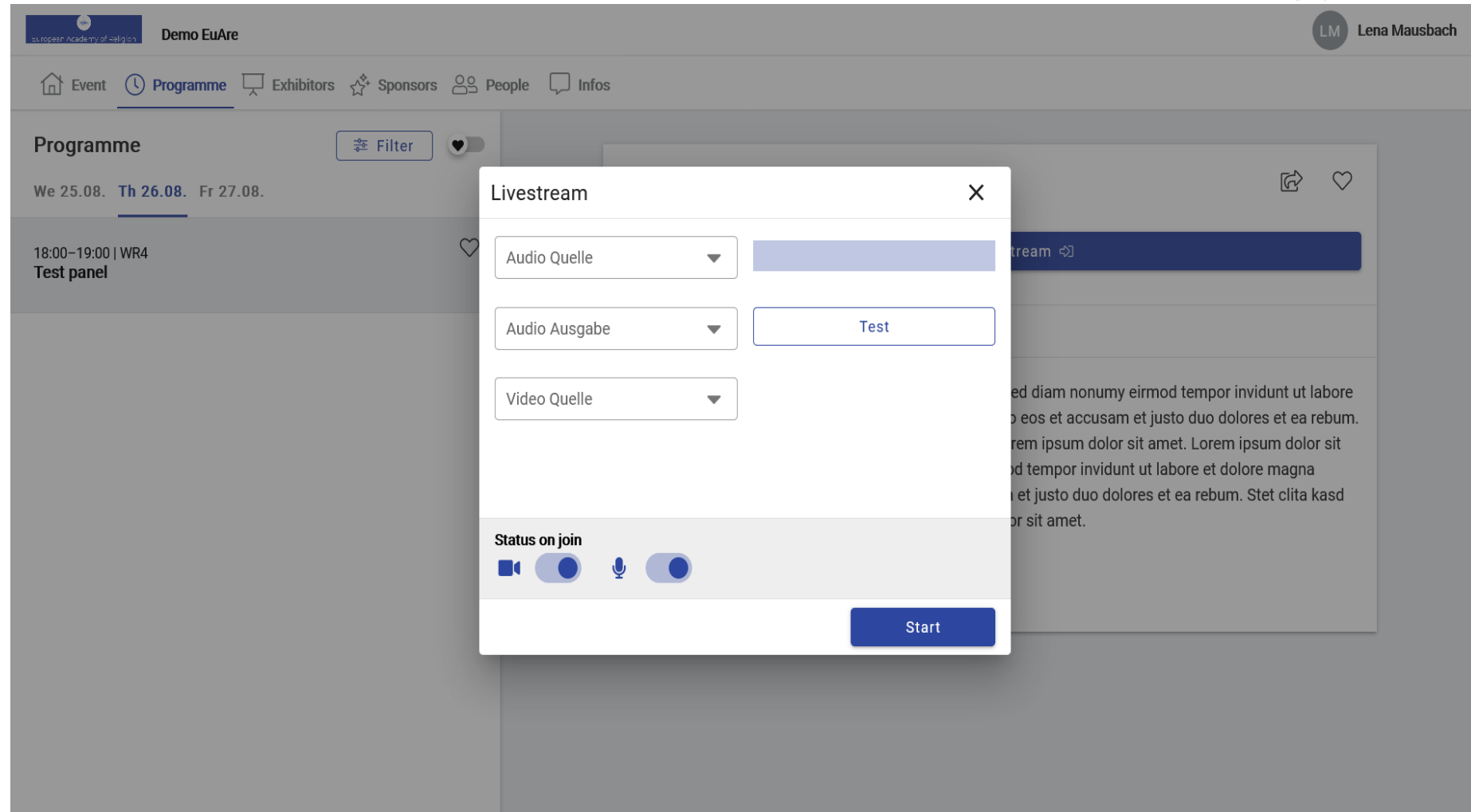
17:00–18:00

WR1 - to live stream

Infos

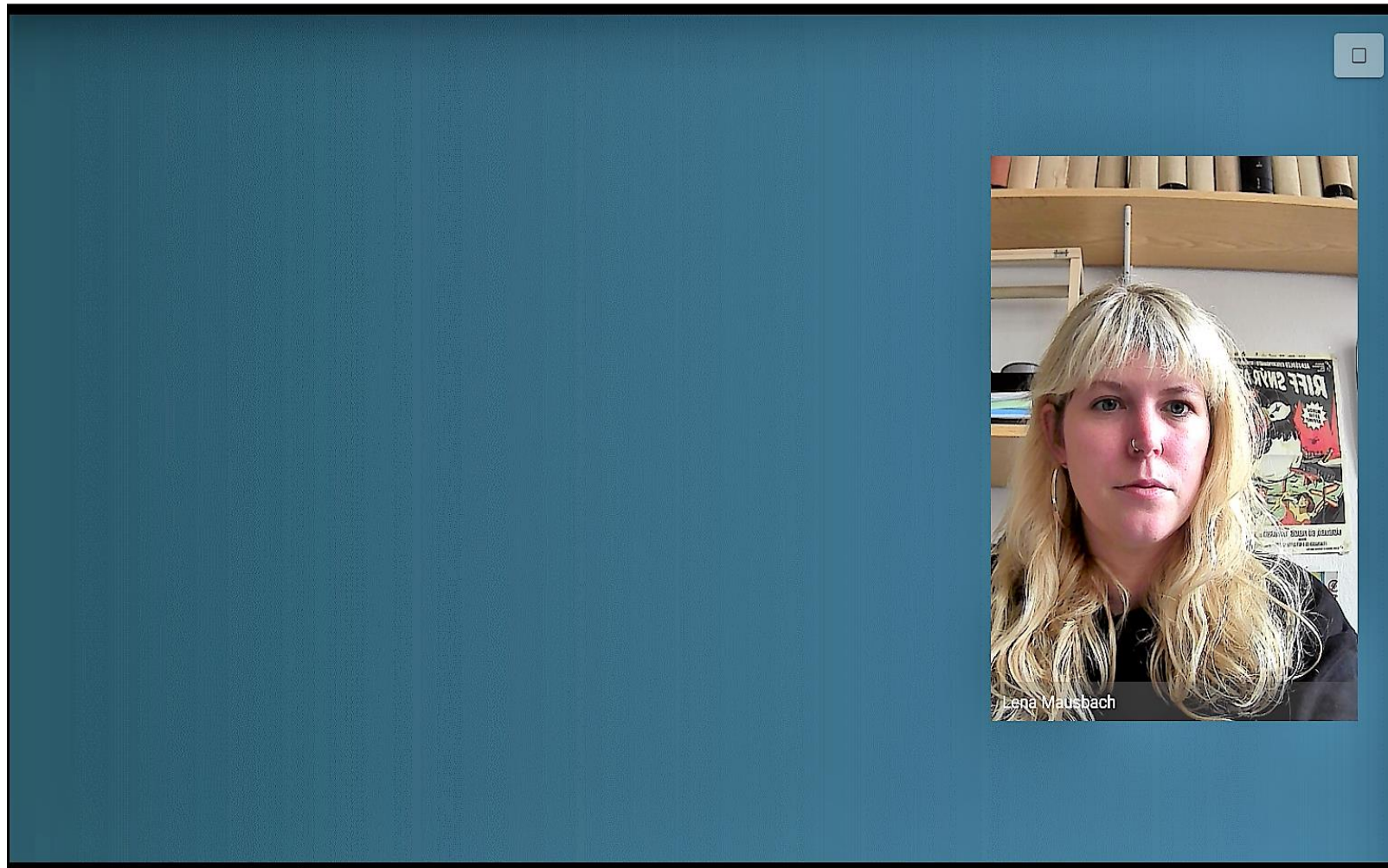
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

- When you clicked on the blue button you are ready to join
- ZUMMIT will ask for your camera and microphone settings



# How do I make the settings?

WR4: Workshop Test 4



Attendees

Chat

Number of  
attendees

General Settings

Mikrophone  
On/Out

Camera On/Out

Share Screen

Raise your hand

Close your  
participation

# Important note regarding screen-sharing



- When you click on the item for screen-sharing  
A note in the upper left corner will appear asking you:
- If you want to start screensharing
- Which part you want to share

This means for presentations in an online panel it would be good to have your presentation already open in the background, so you just choose it in this box.

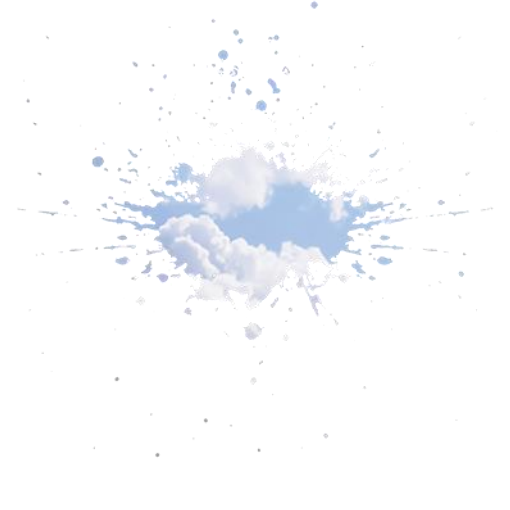
# What do I have to do as chair in an online-panel

- As chair in an online panel you will – additionally to the features of a speaker- also take the role of the technical moderator
- You can mute mikrophones of others, if they forget to do this after their contribution
- Since participants in your panel might communicate over the chat (if the presenation is too quiet f.ex), please have a look at it





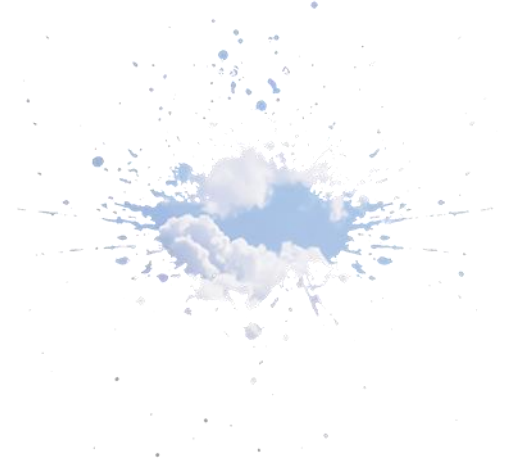
# How do I get help in an online-panel?



- One of our student assistants will be online on ZUMMIT and switch between the online panels and check, if everthing works out
- You can also contact the person via chat or video call
- The name of the technical assistant will be communicated every day via message on the platform
- (Have a look at „infos“ to see these messages or activate push-messages in the App)

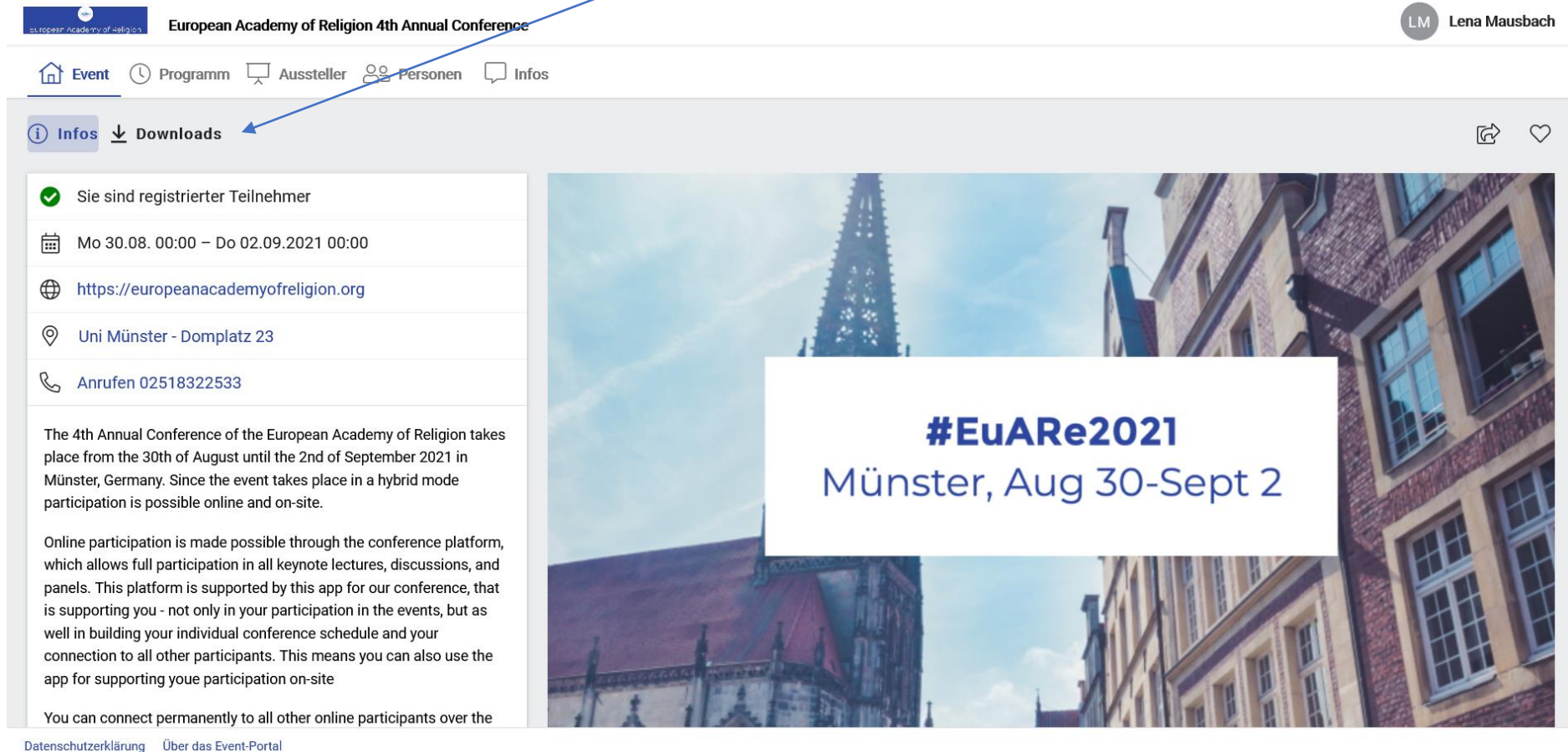
# To avoid problems:

- ZUMMIT is working on all browsers, but in the past it had some difficulties with Safari ( the Standard-Browser of Apple). To avoid Problems, please use Chrome i.a.
- When you are joining the panel ZUMMIT asks for the camera and microphone settings, please check if you have made the right choices (regarding the technical settings)



# Where do I find the ticket for public transportation?

Here



European Academy of Religion 4th Annual Conference

LM Lena Mausbach

Event Programm Aussteller Personen Infos

Infos Downloads

✓ Sie sind registrierter Teilnehmer

Mo 30.08. 00:00 – Do 02.09.2021 00:00

<https://europeanacademyofreligion.org>

Uni Münster - Domplatz 23

Anrufen 02518322533

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You can connect permanently to all other online participants over the

**#EuARe2021**  
Münster, Aug 30-Sept 2

Datenschutzerklärung Über das Event-Portal