

ISTANBUL UNBOUND

Environmental Approaches to the City

Technical Guidelines

The organizing committee of the Istanbul Unbound: Environmental Approaches to the City conference has done its best to provide its presenters and attendees the most secure and interactive virtual conference experience.

Eventually, we decided on Crowdcast and Discord.

To make an analogy of an in-person conference, Crowdcast is our stage. It is where all the talks, from keynote to the closing remarks, will take place. It is also where the Natura Urbana movie and birbuçuk works will be screened. Conference registration is also done through Crowdcast. Please follow the [link](#) to register on Crowdcast and for Istanbul Unbound.

You do not need to download or pay anything to use Crowdcast.

Discord will be analogous to our conference lounge. It is where participants and audience members can mingle, discuss, and network. Several publishing houses host virtual book fairs that you will be able to browse during the conference as well. Istanbul Unbound has an invite-only Discord channel. Once you register for the conference via the Crowdcast link above, you will be able to join the Discord server.

You do not need to pay anything to use Discord, however, we recommend downloading the app for the highest-quality experience.

Both Crowdcast and Discord are accessible on your mobile devices.

Both Crowdcast and Discord are very easy to use (yes, easier than Zoom!), but, just to be sure, please browse through our guidelines and troubleshooting manuals to ensure a smooth conference experience. If you have any questions before or during the conference, you can find the conference team on Discord, you can also write to istanbul.unbound@iae.org.tr.

Crowdcast

Attendee and Presenters Quick Reference Guide

Source: <https://docs.crowdcast.io/en/articles/651701-attendee-quick-reference-guide>

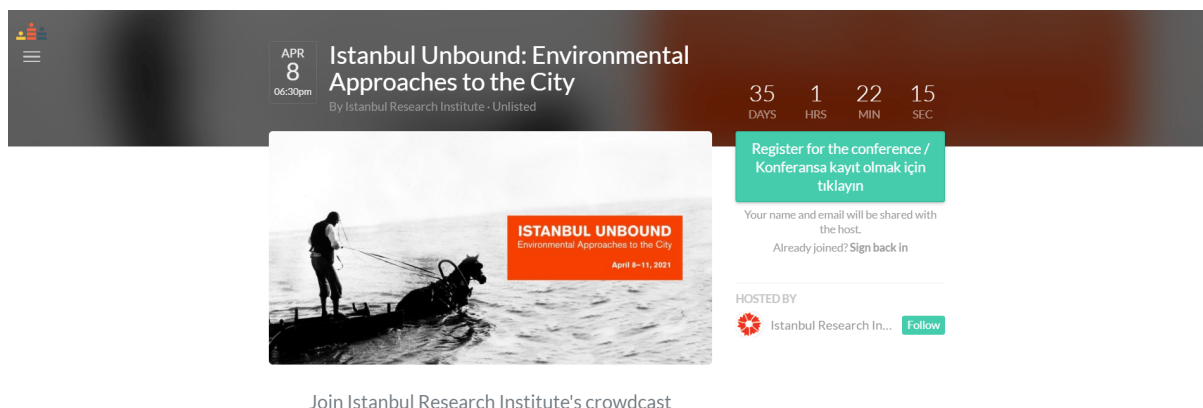
Here's a step-by-step guide on how to register for, join, and engage in Crowdcast events – conferences, concerts, Q&As, courses and more!

What is Crowdcast?

Crowdcast is a live video platform for webinars, Q&As, courses, concerts, and online conferences. This is a place for you to join live events and connect with your community. Scroll down to learn how you can join and engage in Crowdcast events, and take full advantage of the specialized features the platform has to offer!

Register for an Event, and Join!


1. Follow the [link](#) to go to Istanbul Unbound's registration page.
2. Click the “**Register for the Conference / Konferansa kayıt olun**” button to register.



3. Complete the form.
4. Check your inbox for a confirmation email and a link to join the event, along with the option to add the event to your calendar. (Note: The length of the event added to your calendar may not reflect the actual length of the conference!)
5. Once you register, you will have instant access to the event page (using the same URL), including the polls, chat, and Q&A – even before the event goes live! You can always log into your Crowdcast account and click “Joined Events” to access your registered events.

SCHEDULE session 1 of 18 | Welcome Remarks (more...)

Starting in **35 days, 1 hr, 23 min & 16 sec**
 📅 Thu, Apr 8, 2021 6:30 PM EET



ISTANBUL UNBOUND
 Environmental Approaches to the City
 April 8–11, 2021

Istanbul Research Insti...

Thank you for registering to Istanbul Unbound: Environmental Approaches to the City. We are looking forward to the conference and your participation.

Please be advised that we will use Discord as our "conference lounge," where you'll be able to chat with other participants, visit virtual desks of participating publishers, and follow any news and updates concerning the conference. Please follow the link to register to Discord and join our server:
<https://discord.gg/rMatDprB>

6. Do not forget to follow the Discord link to register on Istanbul Unbound's Discord server as well, so that you will not miss out on the conversation among attendees and the chance to visit publishers' corner.

Set up your Profile

1. Personalize your profile with a photo and brief bio, so other people know who you are! You will need to be signed in from an internet browser – not the mobile app – to edit your profile.
2. Add a password - For a smoother login experience (if you haven't already).
3. Update your username - Personalize the username you were auto-assigned based on your email address.
4. Add or change your profile photo - This will be visible to others using Crowdcast.

Guest Checklist

1. Join from a compatible browser (Chrome, Firefox, or Safari) and device ([full list here](#)).
2. Make sure your browser is up to date. If you are using Chrome, [click here](#).
3. Use headphones. This will help eliminate echo and feedback.
4. Make sure you have a strong internet connection with an upload speed of at least 5Mbps ([test here](#)).
5. Close out of your email, music applications, or anything else that might make noise and disrupt your presentation.
6. Pass the [Crowdcast setup checklist](#). This will test your network firewall and ensure your mic & camera are connected.
7. Hearing an echo?: You likely have two browser tabs or windows open. Please close the duplicate browser tabs.

Do I need to pay for Crowdcast to attend events?

No! Event attendees have free access to a Crowdcast account that lets them browse and register for Crowdcast events. You can also log back into Crowdcast to access a list of events and replays from past events that you have attended.

Attendees only receive emails related to the events they've joined. Rest assured, Crowdcast does not send any marketing emails to registrants.

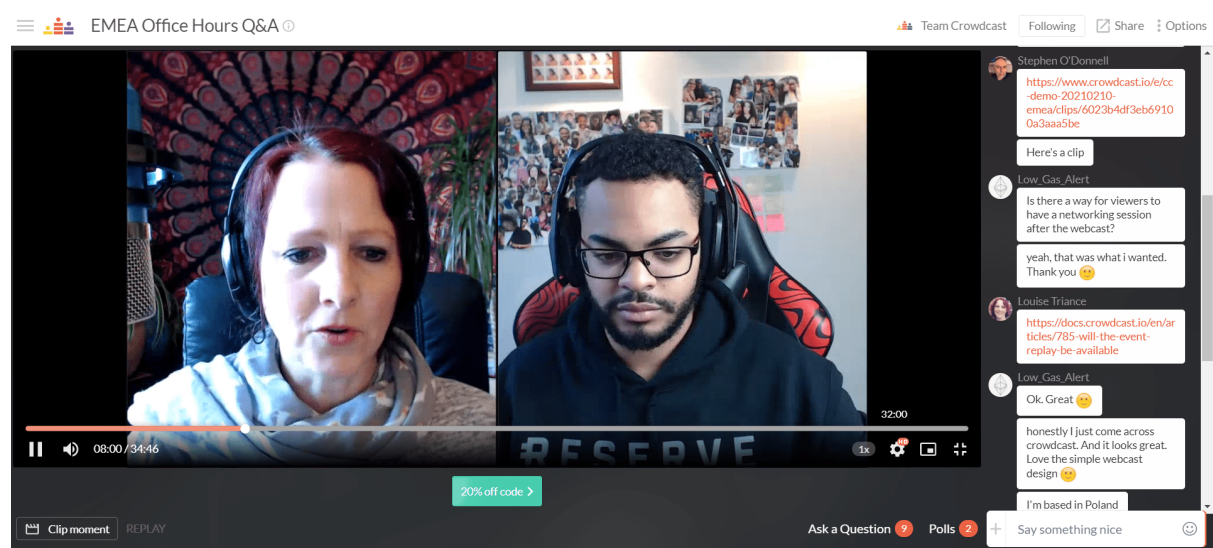
Does Crowdcast work on mobile?

Android: Crowdcast is supported on the latest Android devices right in the browser, no download required.

Apple iOS Devices (iPhone & iPad): Download the [iOS app](#) to attend Crowdcast events. Events can also be viewed directly in mobile browsers on iOS, with some limitations.

Note that you can register for and watch replays of events on all mobile devices, but live events are only supported on the above-listed devices.

Interact in an Event



Questions & Answers are located in a tab just below the video feed. This is where you can submit any questions or leave a comment on a question. Once the host has answered the question, you will be able to view it in the answered tab. You can also up-vote questions that others have submitted.

Chat is located to the right of the video feed. This is a great place to say hello and introduce yourself before the event goes live. Chat lets you directly communicate with the host and other attendees before, during, and after an event.

Missed the Event?

Some of the sessions of the Istanbul Unbound: Environmental Approaches to the City conference will have replays available. Just click the same event URL you used to register, or log into your account and go to My Events.

I'm having buffering issues, what can I do?

If the issue continues for more than a couple of minutes, click at the top of the screen.

Follow



Help



Share



Options

And then enable compatibility mode.

Compatibility mode will set the attendees' event a few seconds behind, which will allow for clearer and smoother streaming.

For Presenters Only

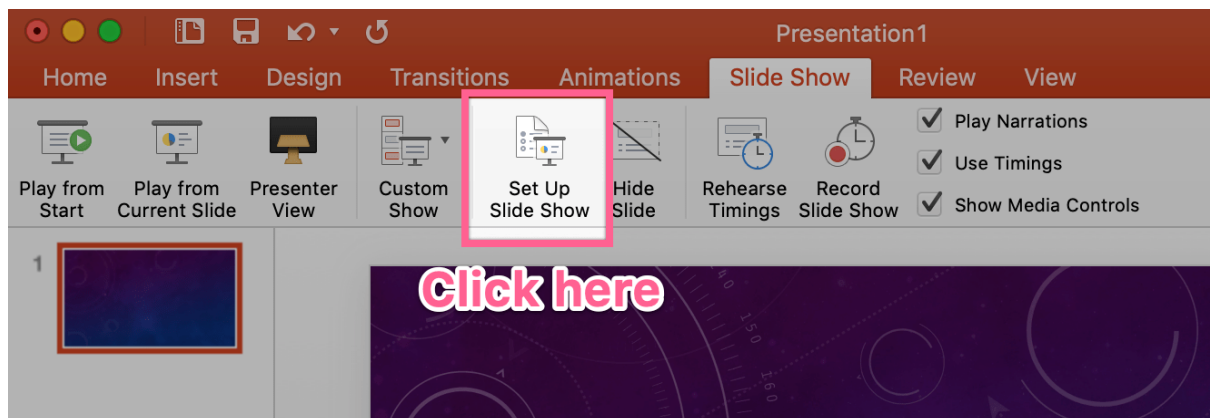
How to share a Powerpoint presentation?

Source: <https://docs.crowdcast.io/en/articles/13312-sharing-a-powerpoint-presentation>

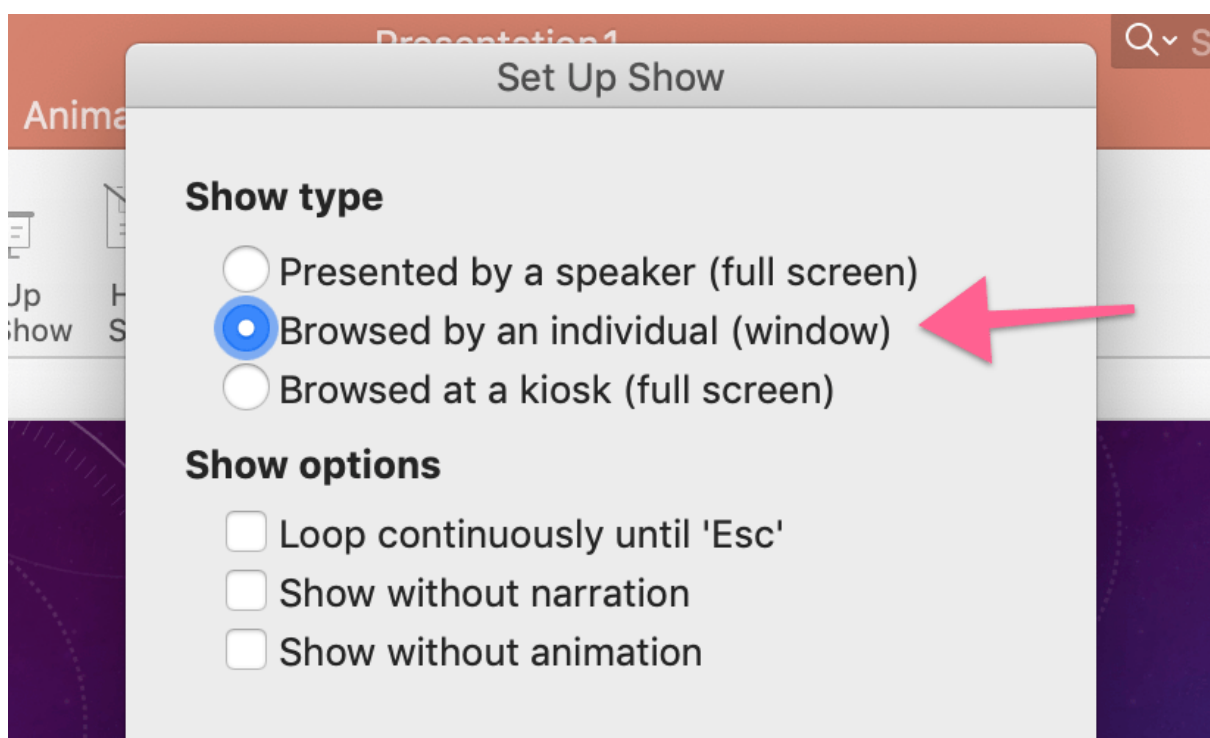
If you're using Google Chrome, follow these steps to share your slides in a way that you can see both the Crowdcast chat and your slides at the same time. Unfortunately, Firefox currently only lets you share in full-screen, so if you're using Firefox please [download Chrome](#) to get these added features.

How to set up PowerPoint

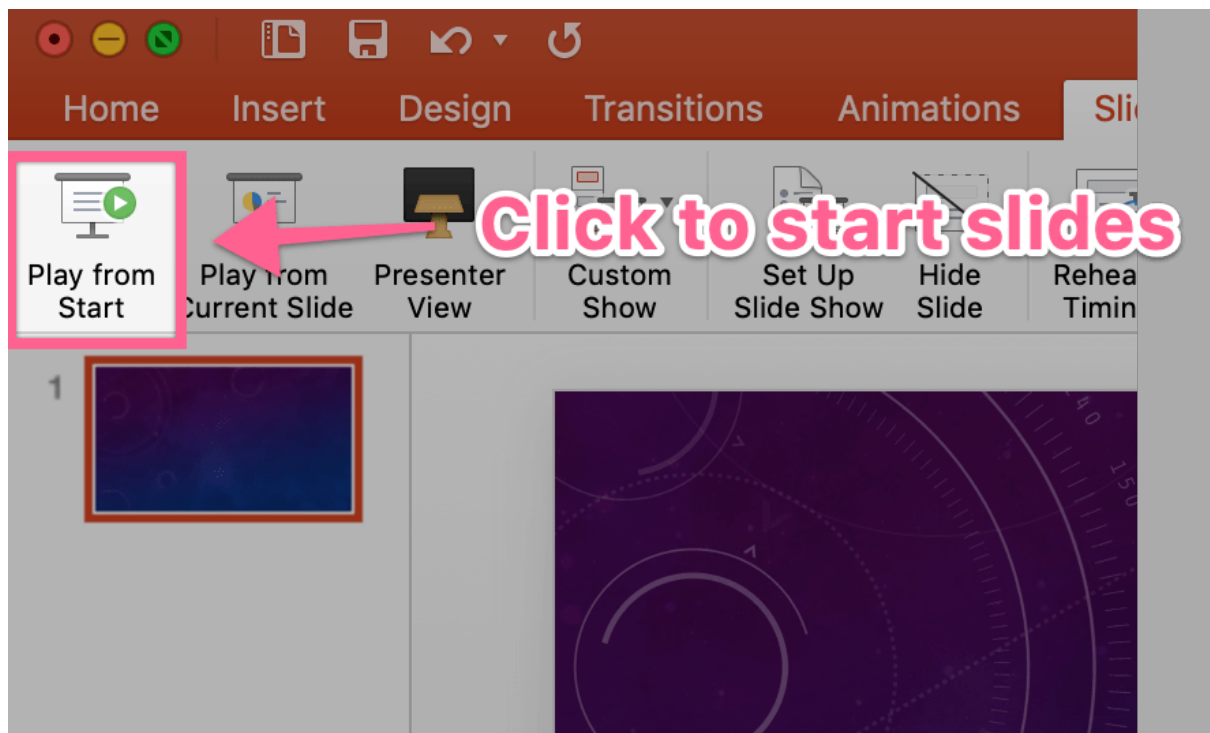
1. Open up your Powerpoint presentation and click Set Up Slide Show in the Slide Show menu.



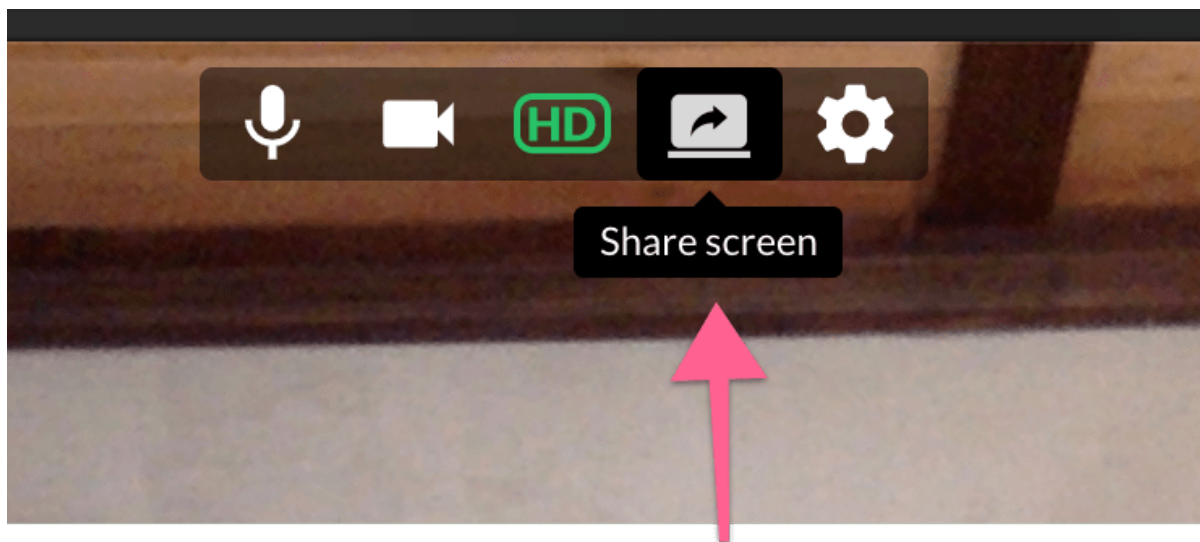
2. Select Browsed by an individual (window), then hit OK to save.



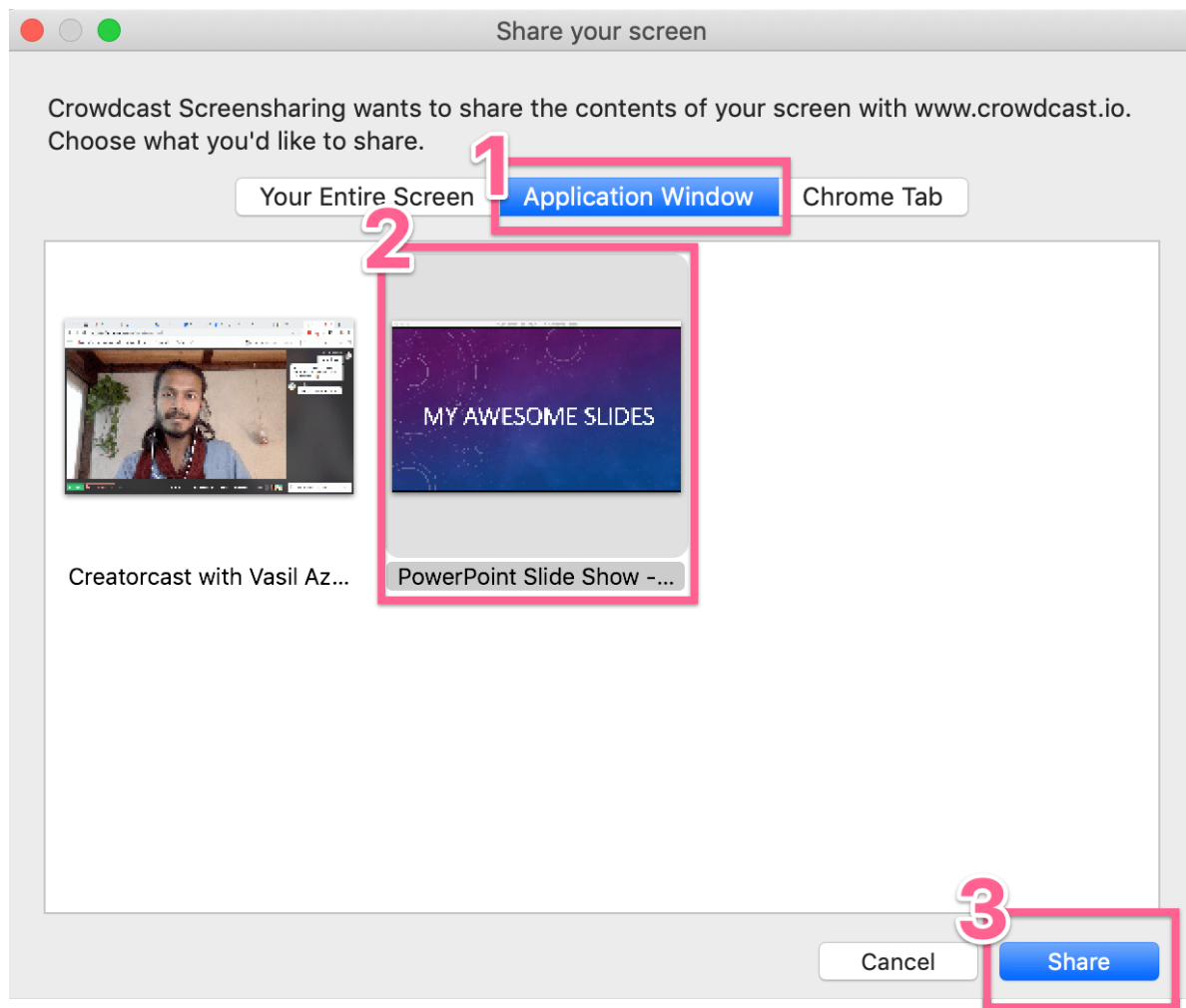
3. Start your presentation and enter into presenter (slide show) mode.



4. Now go back to your Crowdcast, hover over your video and select Share screen.



5. Then click Application Window and then select your PowerPoint Window.



6. That's it! Now you can see your slides and still keep an eye on the chat and Q&A to respond to comments and engage the audience in real time.

✨ Bonus! Use the director controls to focus or un-focus the presentation. :)

How to share a Keynote presentation?

Source: <https://docs.crowdcast.io/en/articles/1143423-sharing-a-keynote-presentation>

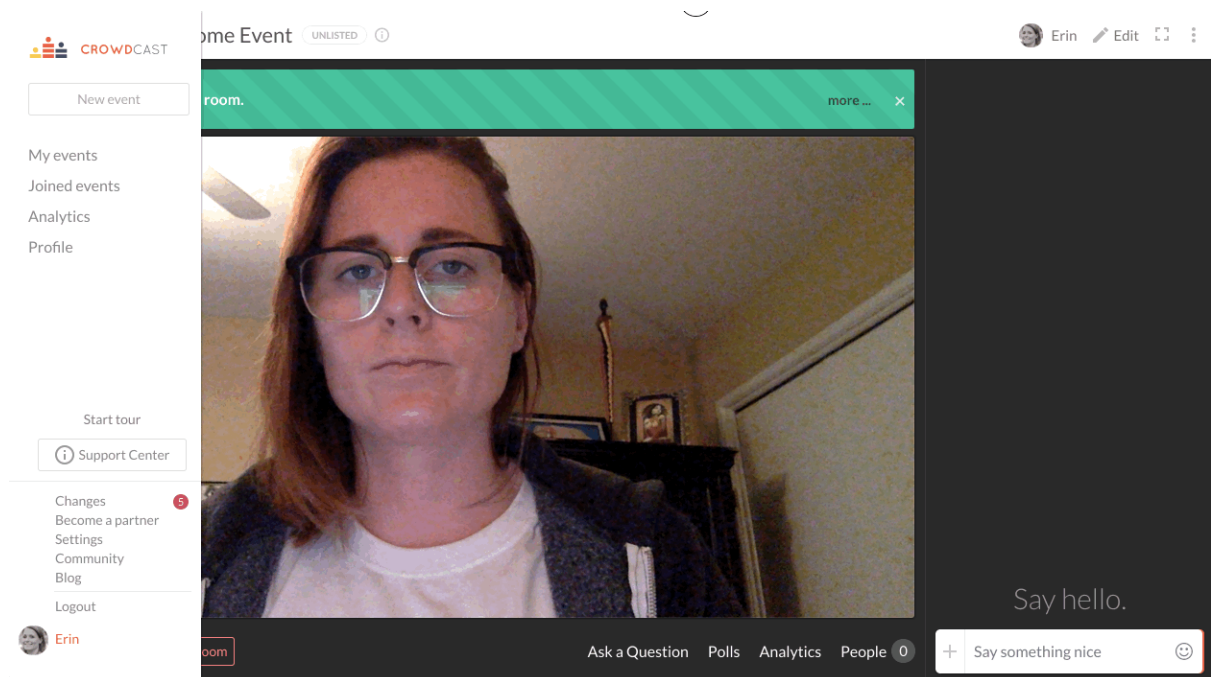
First things first! You will need to be using Google Chrome, preferably, to share your screen in Crowdcast.

There are a few ways to share your slides in Keynote.

Full Screen – To share a Keynote presentation, follow these steps:

Open Keynote on your computer and have your presentation ready. Share your screen and select 'your entire screen.' Navigate to the Keynote on your Desktop and then press play.

Your audience will see that beautiful full-screen presentation, but you won't be able to see Crowdcast.

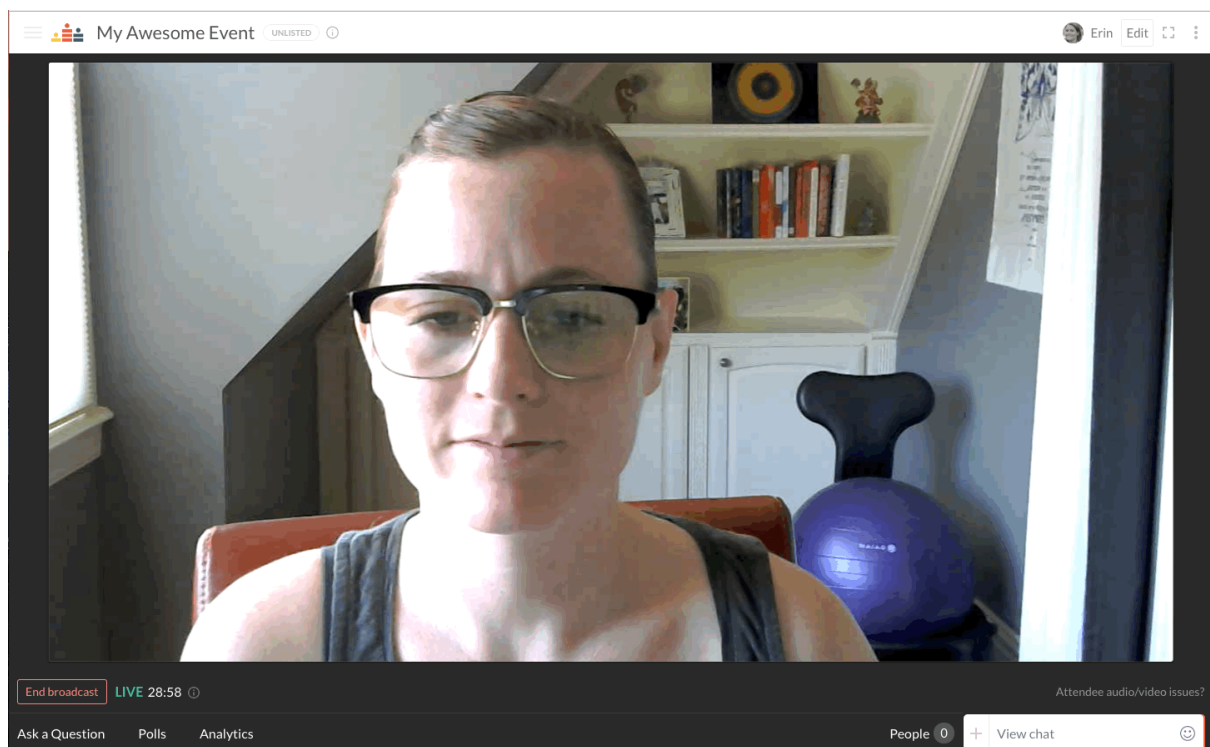


Pro-Tip: Open your Crowdcast event on another device during the presentation. This will allow you to still keep an eye on the chat :)

Window Mode

There is a way to share a keynote presentation while still being able to see the Crowdcast window.

1. When choosing what window to share in Crowdcast, pick Keynote.
2. Then press Command+Option+T to hide the tool bar.
3. Then go to View > Slide Only and View > Hide Presenter notes to only show the slides.
Now the slides will appear in full-screen mode and you can navigate back and forth from the Crowdcast window with function key labeled 'fn')+arrow down.

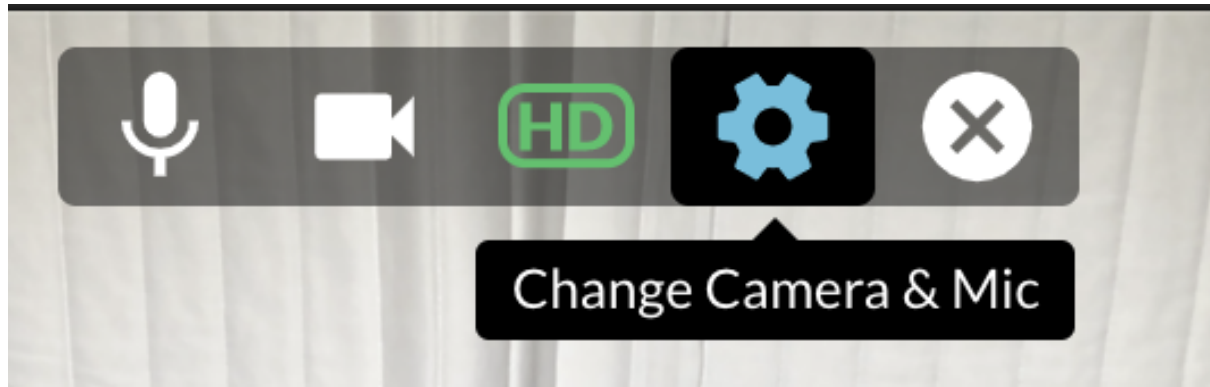


✨ Bonus! Use the director controls to focus or un-focus the presentation. :)

Mute Locked for Someone on Screen Unable to Unmute

If your audio is stuck on mute and you're unable to unmute, here's how to fix it:

You should click the "Change Camera & Mic" button at the top of their video.



Once you click on that, you'll see a popup where you can select and confirm your video and microphone inputs.

If both the camera and microphone are correct and the microphone is responsive, click Save and the video feed will be refreshed with the new audio input; with the microphone unmuted and functioning properly.

What causes this to happen?

This is usually caused when a person disconnects and/or connects microphone/headphones while on screen.

FAQs

[Can my computer and wifi support Crowdcast events?](#)

[Can I join from my mobile phone?](#)

[How can I edit my username or profile photo?](#)

[How do I add a password to my account to make logging in easier?](#)

[How do I change the email address I registered with?](#)

[Will the event replay be available?](#)

Discord

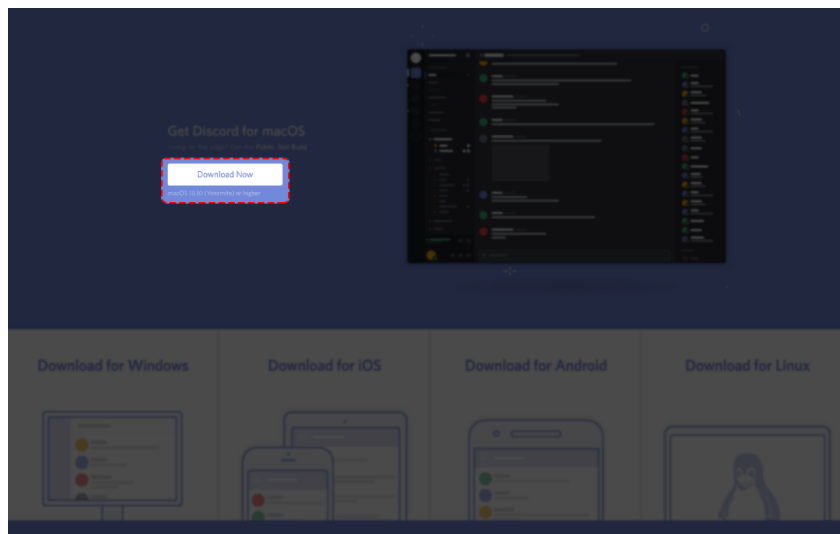
Downloading Discord

Source: <https://support.discord.com/hc/en-us/articles/360034561191-Installation-Guide>

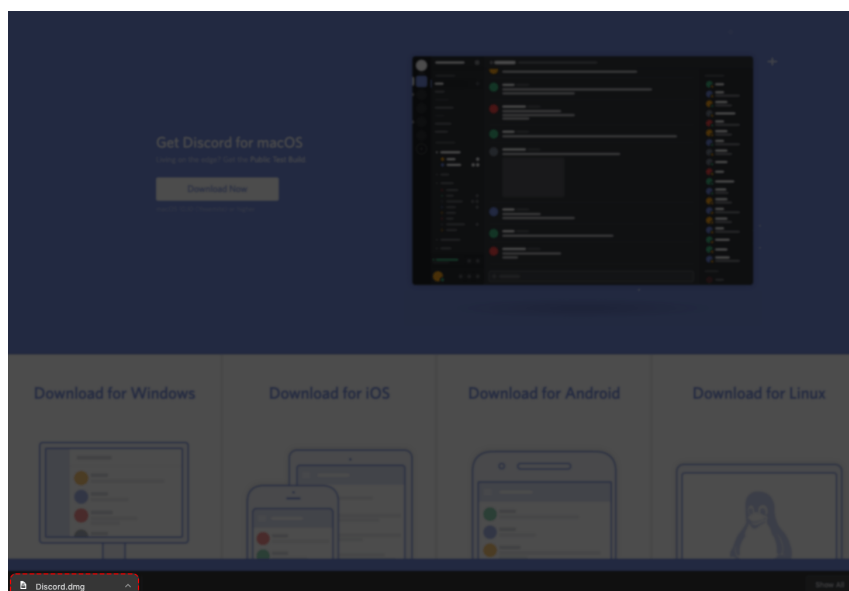
MAC-OS

To download the Desktop app for MacOS, first head over to [the Download Page](#).

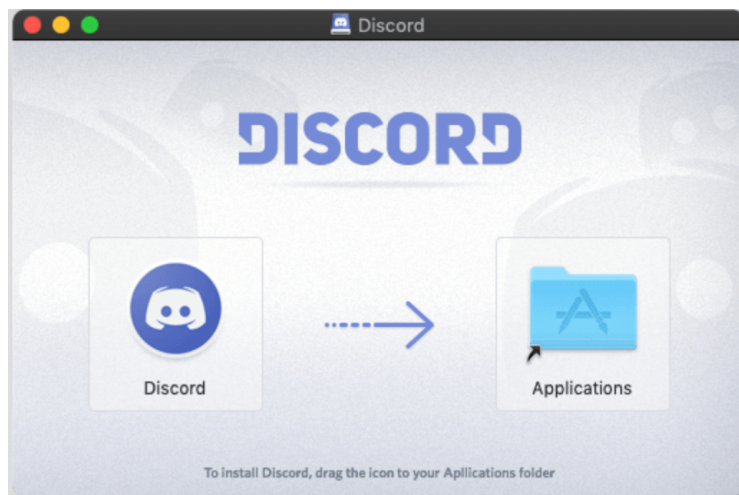
1. Click the Download Now button



2. Open Discord.dmg



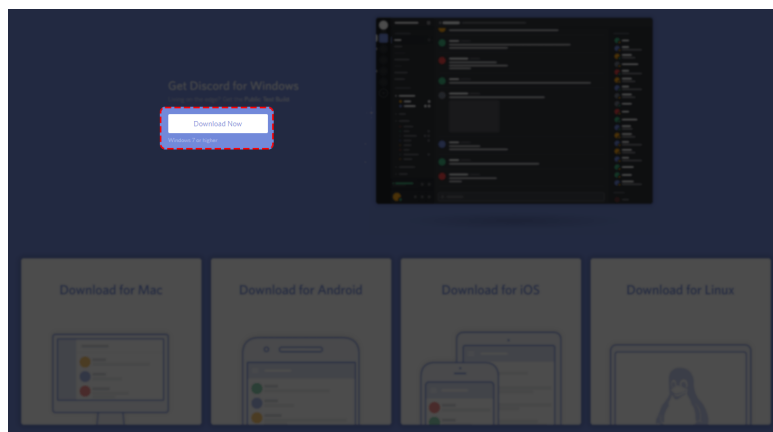
3. Drag the Discord logo and drop it into the Applications folder



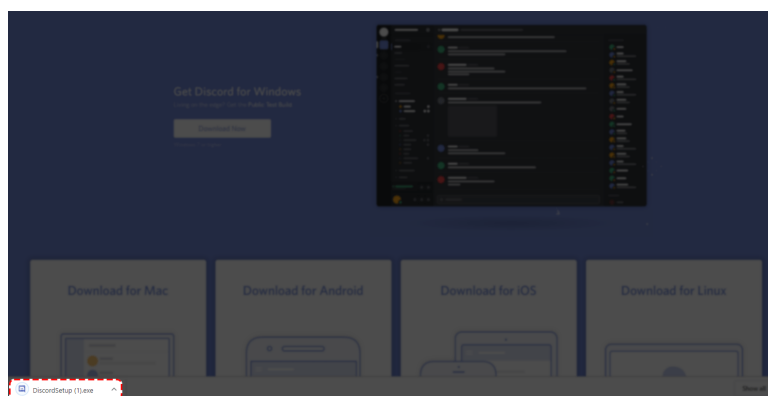
WINDOWS

To download the Desktop app for Windows, first head over to [the Download Page](#).

1. Click the Download Now button



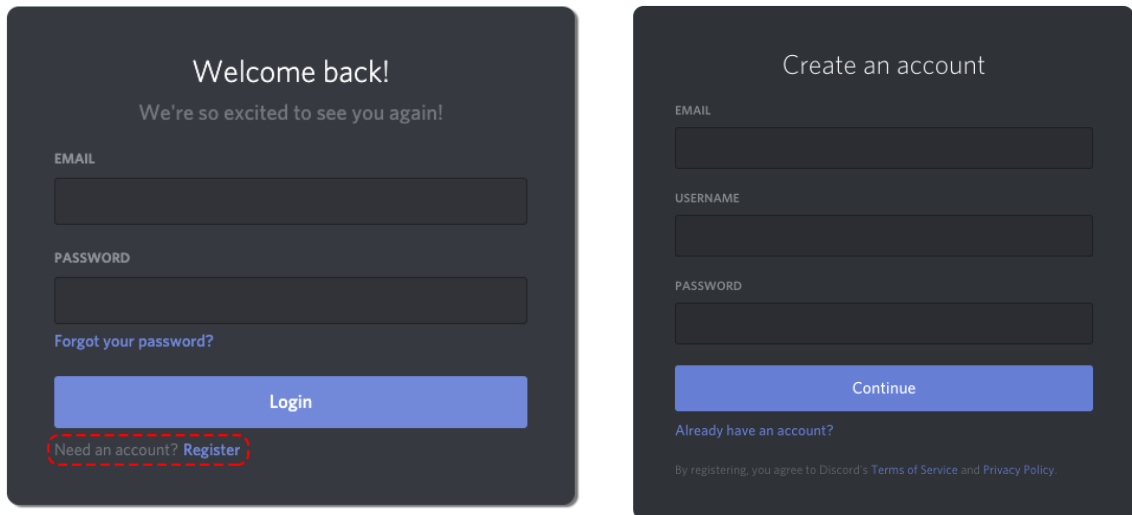
2. Open DiscordSetup.exe



Creating Your Discord Account

Source: <https://support.discord.com/hc/en-us/articles/360033931551-Getting-Started>

You can create your account on the Discord registration page, or in the app.



The image shows two side-by-side screenshots of the Discord web interface. The left screenshot is the login page, titled 'Welcome back!' with the subtitle 'We're so excited to see you again!'. It features input fields for 'EMAIL' and 'PASSWORD', a 'Forgot your password?' link, a blue 'Login' button, and a red dashed box around the text 'Need an account? Register'. The right screenshot is the registration page, titled 'Create an account'. It features input fields for 'EMAIL', 'USERNAME', and 'PASSWORD', a blue 'Continue' button, a link for 'Already have an account?', and a small note at the bottom: 'By registering, you agree to Discord's Terms of Service and Privacy Policy.'

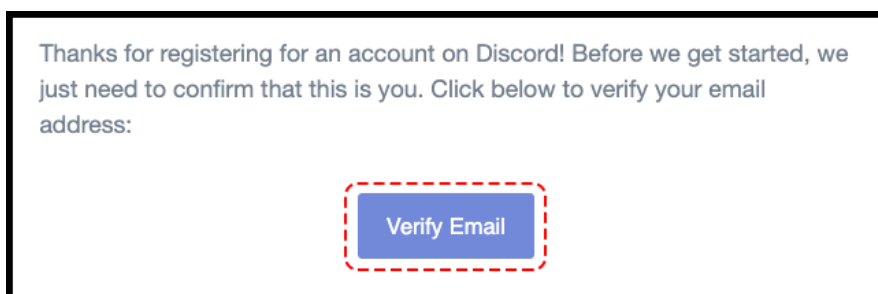
Claiming Your Discord Account

You'll be able to enjoy all of the chat functions Discord has to offer, but it's important to claim your account by verifying your email address. This will ensure that you keep your username and Discriminator (those four digits next to your user name), as well as remember all the servers you've joined!

To claim your account, simply check the email that you used to create your account. If you do not see an email, click the Resend button in the orange banner at the top of the app:



Click Verify Email in the confirmation message, and you're good to go!

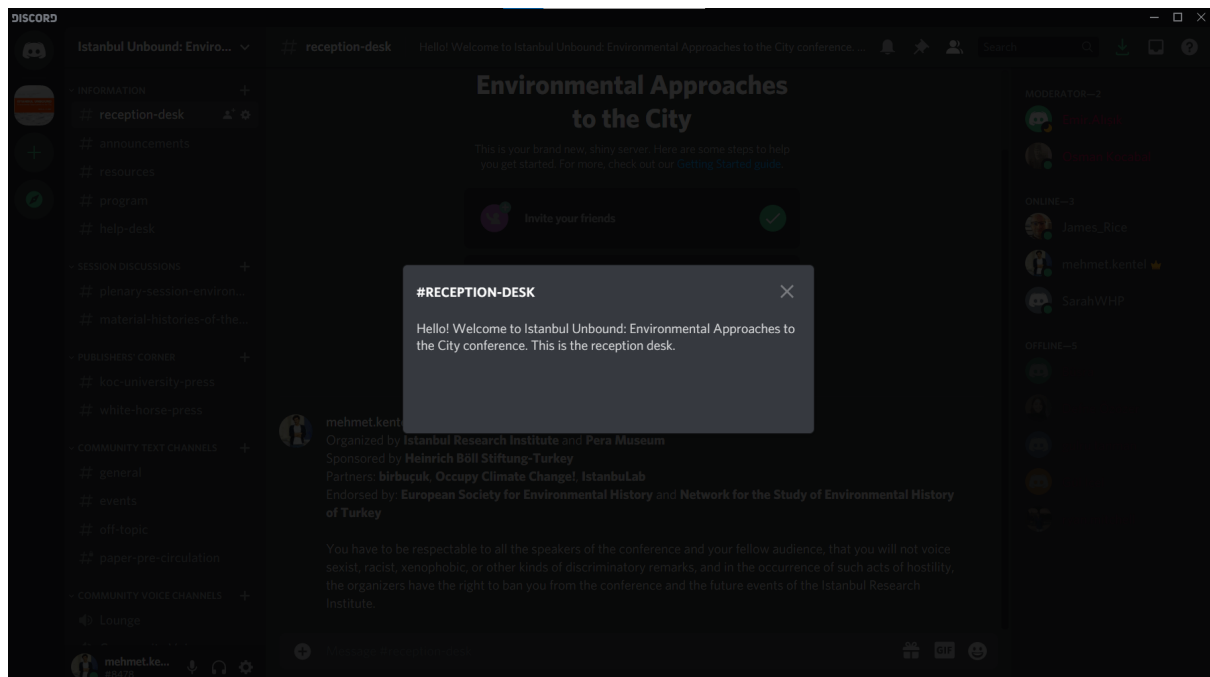


Istanbul Unbound's Discord Server

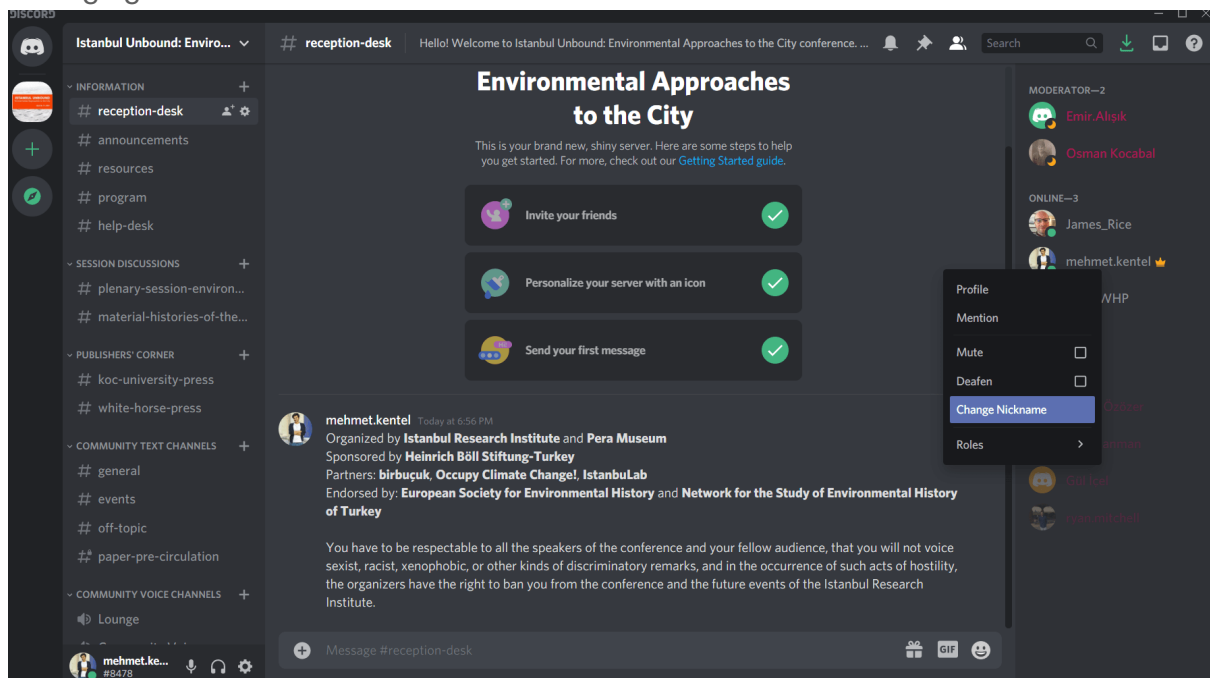
Once you are registered for the conference through the Crowdcast link, you'll be able to join the Discord server through the link provided. Here are the basics of our server:

Reception Desk

You will be welcomed at the Reception Desk. Please read the rules carefully.

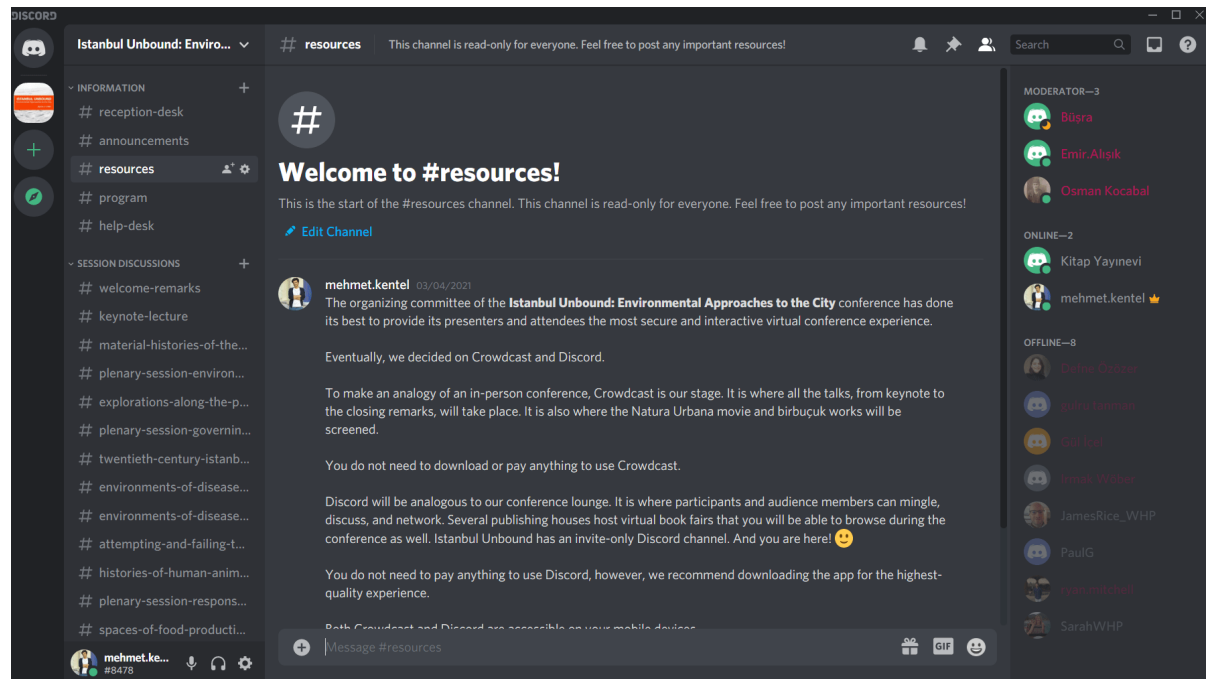


Changing Your Nickname



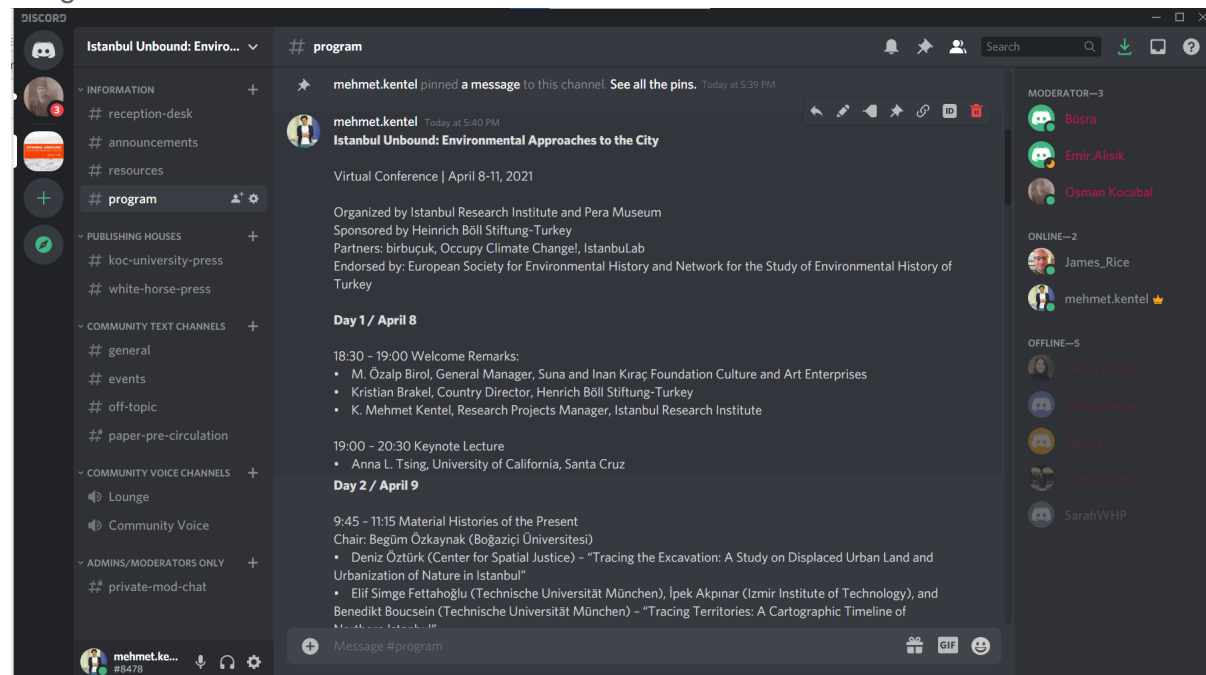
Please change your nickname to your full name (the name with which you have registered for the conference).

Resources



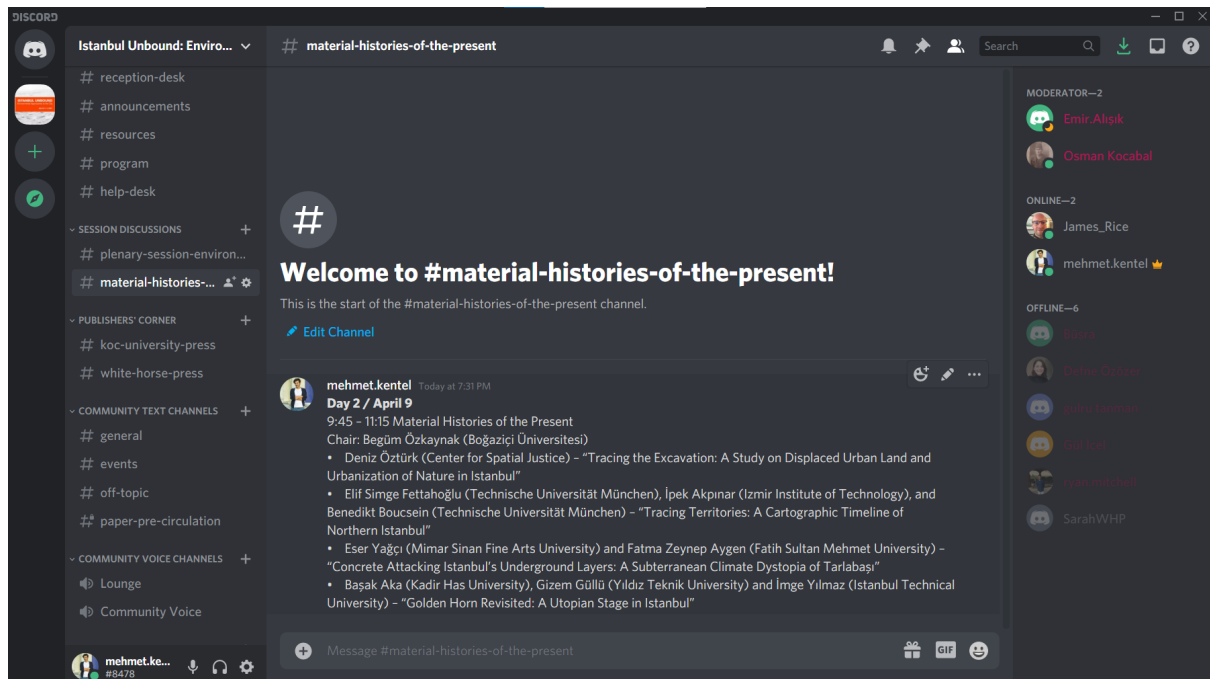
In the Resources channel, you will find these tutorials for Discord and Crowdcast.

Program



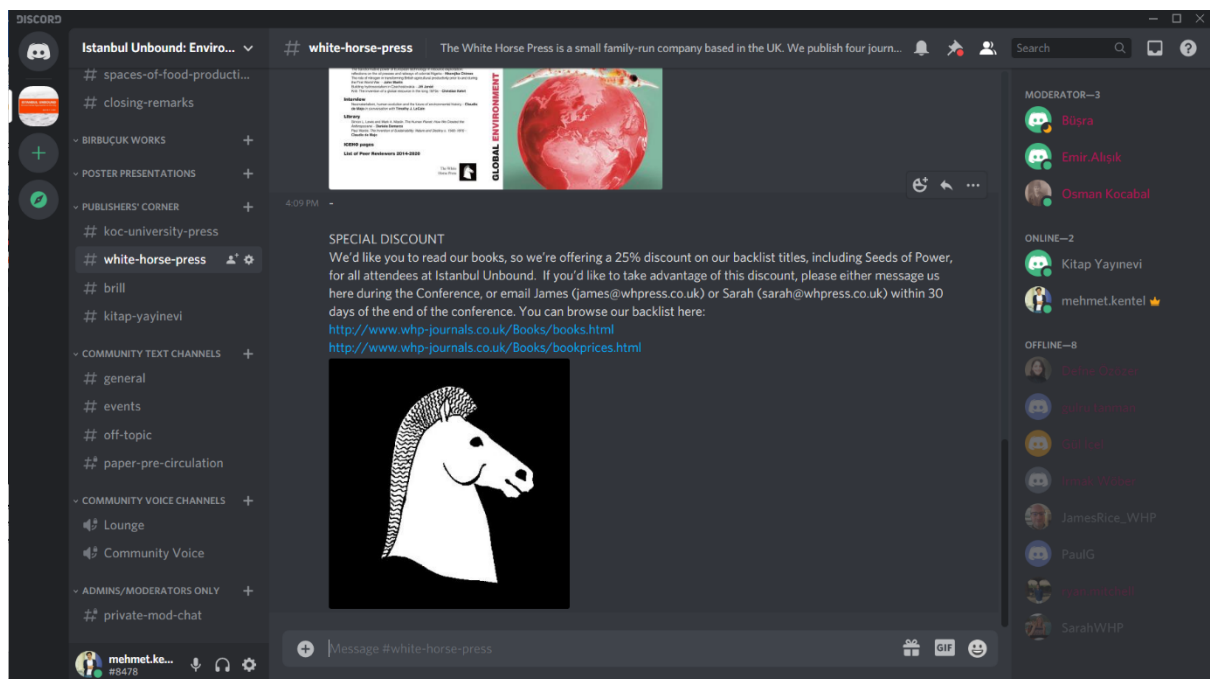
In the Program channel, you will find the entire program of the conference. Every morning, the daily program for that specific date will be posted in this channel.

Session Discussions



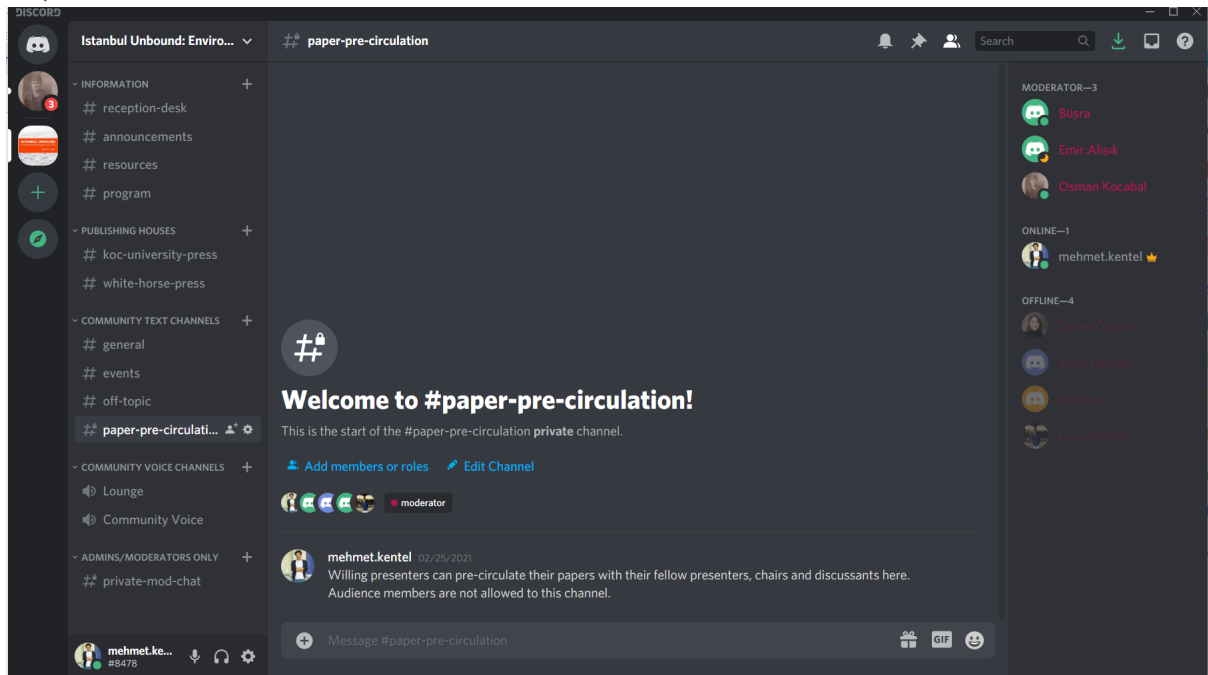
There will be a specific channel for each session of the conference. While real time interaction between presenters and the audience during a session will take place on Crowdcast, conference attendees can post comments and questions before and after sessions in these channels.

Publishers' Corner



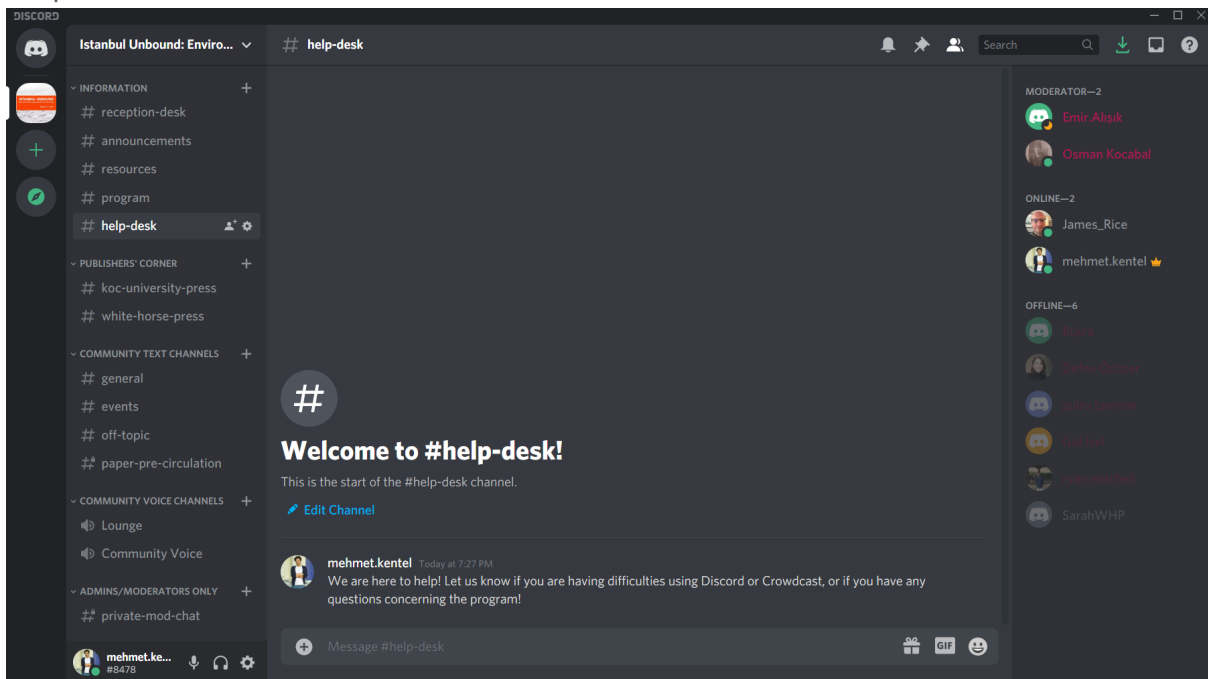
We are happy to host several local and international publishers at the conference. You can browse their selections, read the content they share, and benefit from special deals they are providing in their channels. Enjoy!

Paper Pre-Circulation



We do not require our presenters to pre-circulate their papers. However, we strongly encourage them to share their papers with their session chairs. If they want to share them with all of their fellow presenters, they can use this channel. It is limited to presenters and chairs, so audience members are not able to browse its contents.

Help Desk



If you have any questions about Discord, Crowdcast or the conference program, we are here to help!

You can also write to istanbul.unbound@iae.org.tr for any inquiries you may have, before or during the conference.