

# Welcome

## Virtual Delegates Information Pack Cape Town 2024



## 2<sup>nd</sup> Global Summit on Diamond Open Access

8 - 14 DECEMBER 2024 | CAPE TOWN, SOUTH AFRICA

# Virtual Delegates Information Pack Cape Town 2024

## Welcome

On behalf of the Local Organising Committee for the 2nd Global Summit on Diamond Open Access, we are delighted to welcome you to this year's summit.

We are thrilled to have you join us for what promises to be an inspiring and enriching experience. Whether you are here to network, learn, or contribute, we are confident that this conference will offer invaluable opportunities for growth, collaboration, and knowledge-sharing.

This Delegates' Pack has been carefully designed to guide you through every aspect of the virtual conference. Inside, you will find essential information to help you navigate the event seamlessly. We hope this pack will serve as a helpful resource throughout your time with us.

If you have any questions or need assistance, our team is here to help.

We wish you a rewarding experience, and we hope this summit is as impactful for you as it is for us.

Once again, welcome, and thank you for being a part of 2nd Global Summit on Diamond Open Access 2024!  
Warm regards,

The Local Organising Committee

# Virtual Delegates Information Pack Cape Town 2024

Meet the Local Organising Committee



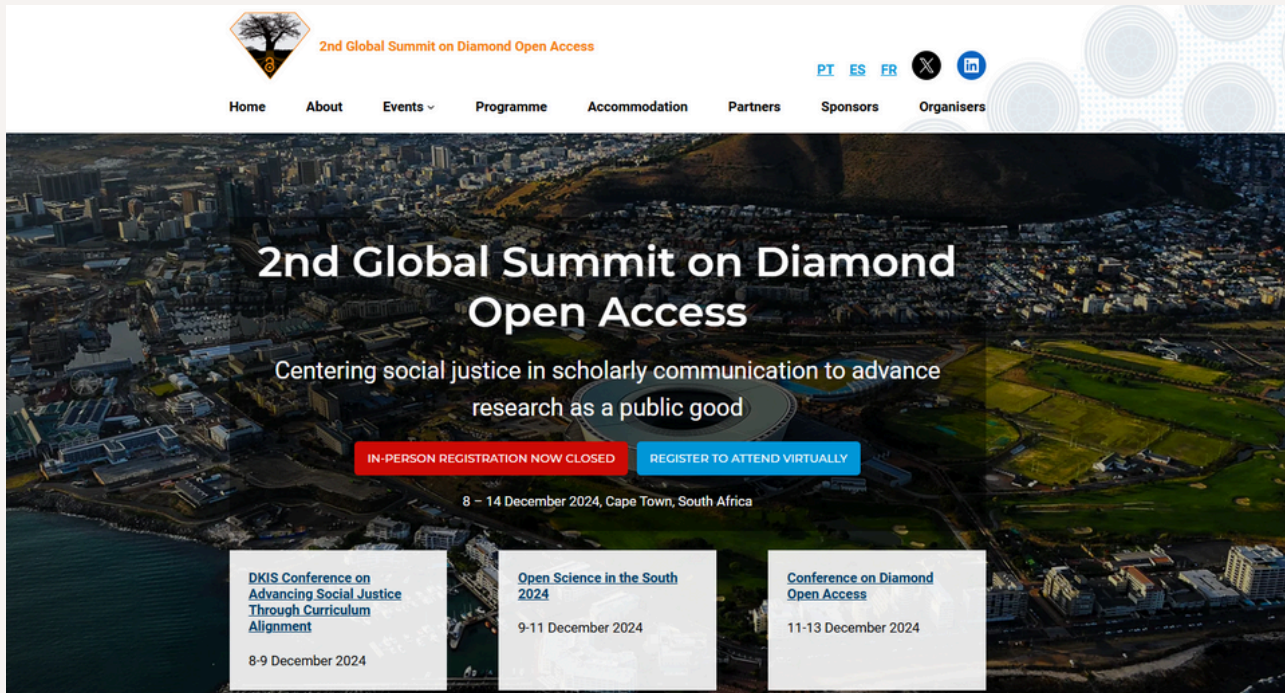
LOC leads





# Virtual Delegates Information Pack Cape Town 2024

Have you seen our website?  
<https://doasummit.uct.ac.za/>



When posting about the summit, be sure to tag us on X (@GlobalDiamondOA) and LinkedIn (Global Diamond OA) and use the hashtag #DOASummit2024 to join the conversation! ✨



SCAN for X  
account



SCAN for LinkedIn  
account



# Virtual Delegates Information Pack Cape Town 2024

Welcome to the 2nd Global Summit Diamond Open  
Access Virtual summit!

To ensure you have a smooth and seamless experience,  
follow the steps below to connect to the virtual  
conference room.

1. Check your  for the Access Link

The link will be sent closer to the event date. Be sure to check your inbox and spam folder for this important email. For ease of use we have included the links.

2. Test Your  Connection

Before the conference begins, it's a good idea to test your internet connection. A stable connection ensures you can participate in sessions, discussions, and activities without interruptions. We recommend using a wired connection or connecting to a reliable Wi-Fi network.

3.  **LOG IN** early

On the day of the conference, click on the access link from your email. You can log in before the event begins to ensure everything is working properly and to resolve any technical issues before the sessions start.

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## 4. Familiarize yourself with the platform

Once logged in, take a few moments to explore the platforms' features:

Q&A: Engage with speakers through the ask questions using the Q&A tab.

## 5. Join Sessions & Participate



When the sessions start, you'll be able to enter the virtual rooms by simply clicking the session links provided in the platform. You can move freely between sessions or attend them in a specific order, depending on your interests. Please refer to the DOA programme.

## 6. Tips



If you encounter any issues connecting to the virtual conference room, here are some tips:

**Refresh the Page:** If the page doesn't load, try refreshing your browser.

**Clear Cache & Cookies:** Sometimes, clearing your browser's cache and cookies can solve loading issues.

**Try Another Browser:** If you're experiencing issues, try using a different web browser (Google Chrome, Firefox, Safari, etc.).

Get ready for an enriching experience filled with insightful sessions and lively discussions. See you at the virtual conference!

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## Microsoft links to event



### Microsoft Teams

DOA Day 1: Wednesday

[Join the meeting now](#)

Meeting ID: 396 187 530 939

Passcode: 3v5aw6wV

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DOA Day 2: Thursday

[Join the meeting now](#)

Meeting ID: 395 121 701 358

Passcode: Ns9wL9UP

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DOA Day 3: Friday

[Join the meeting now](#)

Meeting ID: 382 813 382 125

Passcode: fd6Yi2fS



# Virtual Delegates Information Pack Cape Town 2024

## How does moderation and QA work?

During the virtual conference, moderation will be carefully managed to ensure smooth and engaging sessions.

A dedicated staff member will monitor the Q&A section throughout each session to collect questions from attendees.

As speakers present, the moderator will compile these questions and read them out loud at designated times, allowing for a seamless Q&A experience.

This ensures that attendees have an opportunity to unpack the content by asking questions, and contributing to the discussions.

By keeping the flow organized, we aim to provide a dynamic and interactive virtual environment while respecting the order of the conference programme.

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## **Can I watch the event in another language? - translating**

Each session will be available in four languages.

1. English
2. French
3. Portuguese
4. Spanish
5. Swahili

## **Missed some sessions?**

We understand that you may not be able to attend every session live during the summit.

Don't worry, if you miss any presentations or discussions, you can catch up by watching the recordings, which will be available the following day.

These recordings will be accessible through the summit website, allowing you to revisit sessions at your convenience.

Whether you want to rewatch a session you attended or view one you couldn't make, this flexibility ensures you won't miss out on any valuable content.

Stay engaged and make the most of the summit experience at your own pace.

# Delegates Information Pack Cape Town 2024

## Meet the LOC teams

**Oversight Committee Chair and Local Organising Committee Chair**



**Local organising leads**





# Delegates Information Pack

## Cape Town 2024

### Meet the LOC teams

**Marketing and social media  
team**



**Entertainment team**



**Programme logistics**



**Registration team**





# Delegates Information Pack Cape Town 2024

## Meet the LOC teams

**Delegates team**



**Technical team**



**Website team**





# Delegates Information Pack Cape Town 2024

## Meet the LOC teams

**Workshops team**



**Speakers team**



**Catering team**



**Logistics team**





# Delegates Information Pack Cape Town 2024

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