

Shindig Information Sheet/FAQ

The 12th Annual CUHK Anthropology Postgraduate Student Forum will take place via the video-conferencing platform Shindig. We advise anybody without firsthand experience using the platform to consult the following [tutorial](#) and [demo](#) before the conference.

Important issues to keep in mind before the forum:

- Be sure to use **headphones/earbuds** while logged into the conference, especially if you are speaking and/or sharing a room with other conference attendees. This helps cut back on audio feedback and improve sound quality.
- It is possible to access the forum using the Shindig app (available both through [Google](#) and [Apple](#) download stores), but we highly recommend logging into the forum **through the web on a laptop or desktop computer, especially if you are a panelist, discussant or plan to be a Q&A participant**. The internet browser that runs Shindig most smoothly is **Chrome**, although the platform is now also supported by Firefox, Safari and Edge.
- Please make sure your webcam and microphone are in good working order, and that you are logged into the forum on a stable internet connection. When prompted, you will need to give Shindig permission to use your webcam and microphone in your browser when you enter for the first time.
- **Be sure to close any other applications using your webcam (especially other video-conferencing applications like Teams, Skype or Zoom) before starting Shindig**, as these may prevent the platform from working. If you have done this but Shindig continues to have problems, restart your device and try again.
- The cultural events on Sunday the 31st will be held on Zoom. Information about how to access these will be sent separately to the email address used when registering.

Important issues to keep in mind during the forum:

- The group chat is only to be used to notify IT support of tech-related problems. They will help troubleshoot issues in the order they are received. Be sure you are not mistakenly typing into the group chat when attempting to send individuals private chats.
- Refreshing the Shindig link will fix most glitches (and will not boot you out of the event). If that fails, logging out and logging back in may help.
- Because each Shindig link leads to a separate virtual space, there is technically no need to immediately vacate panels at the scheduled end time (with the exception of Panel Session E, which will end exactly at 1545), so Q&A may exceed the expected 10 minutes, but this is at the host's discretion. In any case, **we do ask that you arrive to panels on time**.

- You cannot be heard by the general audience while you are not on stage. Attendees have the ability to adjust a personalized volume level for each speaker on stage, without it affecting what the general audience hears.
- Aside from still images/screenshots taken to commemorate the event, we will not be recording any presentations or discussions (including the keynote address and subsequent Q&A) for later public viewing. Similarly, we ask that attendees do not make any video or audio recordings of the forum for reproduction on social media or other public spaces.
- Shindig has the capacity for attendees to initiate private video chats with up to five others within the main room. To do so, double-click on the person's thumbnail image or find them in the attendee list and follow the directions as stated. The same applies for joining conversations already in progress. Turning off the default 'privacy' mode will allow people to pull you into a conversation without needing to accept, so we suggest you leave the padlock on.
- Once the forum has commenced each day, there will also be an ongoing “cafe space” – a separate meeting space where attendees can socialize during panels and breaks.
- Questions asked as part of the keynote Q&A must be submitted beforehand using Shindig's question box function. Please only submit questions once the keynote speaker has finished their talk. The host will review and curate questions before selecting one to become visible to the audience.
 - You may either come up onto the “podium” to ask the speaker your question on camera or remain offstage while the host reads your question aloud. If you would prefer to have the host read your question for you, please preface your question submission with “(Written Only)”, whereas those who would like to ask their questions themselves on stage should preface their questions with “(Spoken)”. Onstage questions may be given priority in order to promote conversation, although we will be sure to select some written questions. The host will manually swap those asking spoken questions on and off stage.
 - These Q&A guidelines refer to the keynote only. Panel Q&A protocol is at the discretion of each host and will be explained at the beginning of the panels.