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| Virtual Conference on University Air Miles Reduction  Program and Guide for Participants  ETH Sustainability, September 2017 |
| ETH Sustainability |

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# Introduction

This document gives the participants of the Virtual Conference 2017 on University Air Miles Reduction an overview of the program, the schedule, it outlines the tasks and questions to be worked on and gives tips on how to communicate effectively in a virtual conference.

Most information can also be found on the [Virtual Conference Website](https://virtualconferenceblog.com/). You will receive a separate invitation to login to the homepage of the Virtual Conference. It is a non-public website that includes the program and schedule, a short presentation of all conference speakers and participants, interesting documents and a discussion forum.

# The Virtual Conference

The conference is being organised by ETH Zürich on behalf of the International Alliance of Research Universities (IARU).

The objective of the conference is to start a cultural change towards less flying at universities.

With this conference we would like to address the conflict between the international orientation and performance measures of universities and their commitment to reduce institutional carbon emissions of universities on a big scale. During one week the participants of 8 international universities will work in local and global workshops on recommendations on how to reduce air miles at their university and as global community of university members. Each university will produce one policy brief addressed towards their executive school board. The results will afterwards be synthesized and published in form of a combined policy brief. Moreover, the intention is to learn from this new type of international workshop and publish a lessons-learnt paper after the conference.

The conference is special, not just because of the technical setting but also because the participants play an active role during the conference by taking part in discussions and producing an output.

The participating universities are:

* University of Basel
* University of Cambridge
* University of Copenhagen
* ETH Zurich
* ETH Lausanne (EPFL)
* University of Oxford
* Yale University
* University of Zurich

# Schedule

We will collaborate over three times zones during the virtual conference.

Please find the times and venues for the Cambridge sessions in the following schedule.

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|  | Date | Time | Venue |
| **1.Start Webinar** | **Monday 30th**  **October** | **3pm - 4:30pm** | **Cairo meeting room, Greenwich House,**  **Madingley Road, CB3 0TX** |
| **2.Local Workshop 1** | **Monday 30th**  **October** | **4:30pm - 6pm** |
| **3. Virtual Webinar 1:**“Cultural aspects” | **Tuesday 31st October** | **2pm - 4pm** | **You can either:**   * **Join us in Istanbul meeting room, Greenwich House**   **OR**   * **Participate from your own location\*** |
| **3. Virtual Webinar 2:** “Institutional framework conditions” | **Tuesday 31st October** | **4pm - 6pm** |
| **3. Virtual Webinar 3:**“Technology & formats” | **Tuesday 31st October** | **6pm - 8pm** | **At your own locations\*** |
| **4. Local**  **Workshop 2** | **Wednesday 1st November** | **10.30am – 1pm** | **Jaffna meeting room, Greenwich House** |
| **5. Closing event** | **Monday 6th November** | **5pm - 6:30pm** | **You can either:**   * **Join us in Cairo meeting room, Greenwich House**   **OR**   * **Participate from your own location\***   **OR**   * **Watch the streaming individually on** [**Youtube**](https://www.youtube.com/watch?v=kej7Uiq3TJw) |

**\*If you are joining any sessions from your own location, please arrange for a system check in advance.**

The organizers have arranged a test day on October 24th – you can test the device/ system that you will be using to join the conference session at any time on the 24th between 7.30a.m. - 5.30p.m. Please save the date. We will send you further instructions nearer the time.

# Program

Please note: all virtual sessions (but not the local workshops) will be recorded. If you do not consent, inform your local coordinator.

## Start Webinar (Monday, October 30th)

Agenda:

* 15min: Welcome by organizers of ETH & welcome round
* 60min: Input presentations
  + 30min: Prof. Alice Larkin, Manchester University & Tyndall Center for Climate Change Research; Working title: “Insights from the aviation sector, own experience with no flying, Tyndall Travel Center CO2 emissions reduction strategy” incl. Q&A
  + 30min: Prof. Lorenz Hilty and Dr. Nathan Labhart, University of Zürich “Examples of multiple-site conferences and video lectures” incl. Q&A
* 15min: Program overview

## Local Workshop 1 (Monday, October 30th)

Agenda:

* Overview – why we are here
* Introductions and what we each want to get out of the conference
* Reflections and comments on previous webinar
* Small group discussion then feedback: Benefits of reducing air miles and providing alternatives
* Small group discussion then feedback: Key barriers to reducing air miles and providing alternatives
* Next steps

***Refreshments will be provided at this workshop.***

## Virtual Webinars (Tuesday, October 31th)

Agenda:

* 50min: presentation (5 - 7min for each university) of interesting findings from the Break-Out Sessions that are worthwhile sharing (e.g. best and worst existing measures, or reasons in case there are no measures; local practices and peculiarities; stumbling blocks or favorable conditions).
* 60min: Moderated questions and discussion round (e.g. why are some measures more effective than others; what are similarities and differences between universities, etc.)
* 10min: Conclusions

## Local Workshop 2 (Wednesday, November 1st)

Agenda:

* Introductions/regroup and main messages from the webinars
* Small group discussion then feedback: Potential solutions to barriers
* Small group discussion then feedback: Potential opportunities to progress
  + At sector level
  + At the organisational level (whole University)
  + At the institutional levle (School/Department)
  + At the individual level
* Prioritisation of solutions and opportunities (ease/effect matrix)
* Consideration of key stakeholders
* Sum up and next steps

***Lunch will be provided at this workshop.***

Before the last step, the organizers will compare and consolidate all written Policy Briefs from each university and synthesize them as input for the Closing Event. No action is required by the conference participants.

## Closing Event (Monday, November 6th)

Agenda:

* 10min: Welcome by patron Prof. Reto Knutti
* 10min: Summary of the Policy Briefs
* 50min: Panel discussion, moderated by Prof. Nicolas Gruber
  + Prof. Ueli Weidman, ETH Vice President, responsible for Human Resources and Infrastructure
  + Prof. Edwin Constable, Vice-President of the University of Basel
  + Prof. Ian Leslie, Senior Adviser to the Vice-Chancellor of Cambridge University
  + Henrik Zobbe, Faculty Director SCIENCE, University of Copenhagen
* 15min: Question & answer session
* 5min: Acknowledgement & closing

The Closing Event will also be streamed live on Youtube: <https://www.youtube.com/watch?v=kej7Uiq3TJw>

Participants who watch the Closing Event as stream and do not take part in a VC session, can send chat questions via the [Virtual Conference Website](https://virtualconferenceblog.com/).

# Etiquette

Here you will find tips and common etiquette to make communication easier during the Virtual Conference and for video conferencing in general.

* Give a hand signal, if you desire to speak. Don’t speak at the same time as someone else.
* Look into the camera when you are speaking and on the monitor when you are listening.
* While you speak, avoid frequent and fast movements.
* Dress in muted unicolor clothing without patterns or stripes (to avoid interference and increase in network load)

If you use your laptop for the Virtual Webinars:

* Mute all alerts on your laptop in advance (e.g. Outlook reminders, email alerts)
* Mute your microphone, when you are not speaking to avoid feedback noise.
* Do not use the laptop, that you use for the VC connection for other tasks like taking notes (typing) to avoid background noise.

# Contacts

If you have any question or remark, please do not hesitate to contact us.

* Local Coordinators: Sally Pidgeon, Carbon Reduction Manager, [sally.pidgeon@admin.cam.ac.uk](mailto:sally.pidgeon@admin.cam.ac.uk) and Emily Dunning, Living Lab Project Coordinator, [Emily.dunning@admin.cam.ac.uk](mailto:Emily.dunning@admin.cam.ac.uk)
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