



# International Society for Knowledge Organization Singapore

## Remote Participation in ISKO Singapore Events

We encourage international participation in our ISKO Singapore events. For some of our presentation and panel-based events we are able to support remote participation by **up to 3** international participants. Here's how it works:

### To Participate

1. Make sure you are on the ISKO Singapore mailing list – by expressing your interest to ISKO Singapore Chapter President Patrick Lambe [plambe@straitsknowledge.com](mailto:plambe@straitsknowledge.com)
2. When you see a notification about an event you'd like to participate in remotely, drop Patrick an email expressing interest in that event.
3. **If** the event is suitable for remote participation (workshops and site visits are not usually very suitable), and **if** we have available participation slots (we try to limit remote participation to 3 slots so that we can handle the interactions), we will register you as a participant, and send you a Webex link.
4. You will just need a current web browser with good internet connection, a video camera on your PC/Mac, and a microphone. We will test your ability to participate in advance of the event.
5. You do not need to be an ISKO member to participate remotely, but in the event of over-subscription, ISKO members will have priority. There is no charge for remote participation.

### Before the event

6. We will check the connection with you about 20 minutes before the event starts, to make sure your video and microphone are working, and to make sure you can see and hear our venue.
7. **We will expect you to participate**, so do come prepared to share your experience, questions and insights. We value diversity and will be especially interested in your perspectives from outside a Singapore context.

### During the event

8. Again, we will expect you to participate. During the event we will provide a running commentary in a chat window, to help you keep track of what's going on and what's being said, in case it is very noisy and you find it hard to keep track aurally. You can also make your own observations in the chat window.
9. Periodically, we will invite you to make contributions or ask questions. If you want to make a point or ask a question in the midst of a discussion, please do so in the chat window first, so that we can hand the floor to you.

### After the event

10. We'd like to know about what you got out of the event. After the event we'll share the transcript of the chat window, and invite you to send us some brief reflections on your insights/questions/learning points from the event. We'll compile that into a summary for all the event participants.
11. Let us know if you'd like to be introduced by email to any of the event participants, so that you can carry on a more focused conversation with them. We'll ask them first if they are willing for us to share their email contact.

*Interested? Contact Patrick Lambe at [plambe@straitsknowledge.com](mailto:plambe@straitsknowledge.com)*