

ABIS – The Academy of Business in Society
Knowledge Into Action Forum
Towards a Circular Economy in Business Practice and Education
May 13, 2020
Online, live-streamed

Participants' Briefing

Event Title	Knowledge Into Action Forum Towards a Circular Economy in Business Practice and Education
Date and Time	May 13, 2020 – 14.00-17.25 CEST (Brussels)
Format	<p>ZOOM Meeting sessions: participants and speakers are asked to come with CAMERA ON and MUTED</p> <p>1 link for Introduction and panel discussion</p> <p>5 minute of introduction by facilitator</p> <p>5 minutes of introduction by moderator</p> <p>30/35 minutes of dialogue between each speaker and moderator</p> <p>10/15 minutes of Q&A with audience via chat</p> <p>Separate link for each breakout-session</p> <p>5 minutes of introduction by facilitator</p> <p>10/15 minutes of presentation</p> <p>30/35 minutes of Q&A with audience</p>
	<p><i>Facilitator:</i> Karolina Sobczak, Member Relations and Data Manager, ABIS</p> <p>Ivo Matser, CEO, ABIS</p> <p><i>Technical Assistance:</i> Katarina Haluskova, Project Communication Specialist, ABIS</p>
Audience	75 - 80 participants – 60% academic experts, 16% business representatives, 10% students, 14% other (NGOs, civil society organizations, independent consultants), around 30 participants per each breakout session
Audio & Video Recording	The sessions will be recorded. We ask all the participants to come with a camera ON and muted .
Hosting & Technical support	<ul style="list-style-type: none"> • The links to the event will be sent by mail on Monday • The participants will be welcomed in a waiting room before they are accepted to the event and sessions • The participants are asked to come with camera ON and MUTED • The participants are encouraged to use all the ZOOM functions – see the participants list, chat, show support by giving reactions

	<ul style="list-style-type: none"> • During the panel discussion, the participants can type in questions and comments in the chat function that they would like the speakers to elaborate on. Please do refer to whom the question is asked. • In the breakout sessions, the participants are advised to use function raise a hand if they want to ask a short question, if the facilitator acknowledges the person to talk, the participant can unmute himself/herself and shortly comment. Please keep the comment or question under 1.5 minutes! • In conclusions part, the participants will be divided into smaller breakout rooms (4-5 participants) to be able to discuss takeaways from the event with each other. This will be facilitated by Ivo Matser or Karolina Sobczak. • The hosts will be able to unmute or even kick out a participant if the participant will cause any disruptions to the event.
Whova	<ul style="list-style-type: none"> • The participants are encouraged to use Whova for more networking possibilities • Download the Whova app on a mobile phone to enrol in breakout sessions (there is 30 places for each breakout room) or use our Doodle to register (sent by Eventbrite) • Submit any questions for the panel discussion beforehand • View the event agenda and plan your schedule • Connect with the other fellow attendees one-on-one • Create and converse through various Discussion Topics