NZGS CONFERENCE 2022
23 – 25 NOVEMBER CHRISTCHURCH

TOITŪ: GEOGRAPHIES OF RESILIENCE

23 November 2022

Conference Handbook

Tēnā koutou

Welcome to the 2022 New Zealand Geographical Society Conference, hosted by the Canterbury Branch of the NZGS.

It will be great to meet face-to-face in Ōtautahi Christchurch on the campus of Te Whare Wānanga o Waitaha University of Canterbury. We are also pleased to offer a virtual experience for those who cannot attend the conference in person. In Ōtautahi Christchurch we are used to expecting the unexpected, but we have our fingers crossed this conference will go ahead with most of you present in person as planned!

The number of registrations has exceeded our expectations and we are excited by the variety of speakers that will address the conference theme Toitū: Geographies of Resilience. Over the course of three days, we will hear from four keynote speakers and three plenary panels of speakers from Aotearoa New Zealand and overseas, as well as over one hundred and seventy presentations and panel sessions. This wouldn't be a geography conference without field trips, and we are delighted that many of you will be joining us on five field trips during the conference period. We are thrilled to have over 70 ECRN participants at the pre-conference event.

This conference would not have been possible without our conference organiser Conferences + Events guiding us along. We would also like to thank UCSA, our sponsors that have given so generously, Can Do catering and our conference assistants.

We would like to thank you, whether you are a conference convenor, keynote speaker, a panellist, presenter or participant. Academic conferences are unique in that most delegates provide the content for the conference. Reading your abstracts, we are confident this will be a stimulating and informative conference.

Thank you to those who have gone before us organising NZGS conferences. We are particularly indebted to the Wellington Branch 2020 conference organising committee. We have relied on your advice and resources heavily for which we are very grateful.

There is useful information in this handbook for session convenors, presenters and delegates. Please also continue to refer to the Conference website or ask a committee member or conference assistant if you have any questions during the conference.

Ngā mihi nui

The Canterbury NZGS 2022 conference organising committee

Ed Challies and Sarah Edwards – Co-Chairs
Kiko Qin – ECRN representative
Hamish Rennie
Jillian Frater
Karen Johnston
Kelly Dombroski
Nick Kirk
Rita Dionisio
Sylvia Nissen
Vaughan Wood

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1. General Information

Wifi Access

You will have access to complimentary Wifi for the duration of the conference and the ECRN pre conference event.

Network name: UCvisitor

Username: uc1762

Password: 966777

Registration desk

When you arrive at the conference, please make your way to the registration desk to collect your nametag. The registration desk will be in the foyer of the Engineering Core Building. The opening times are as follows:

Tuesday 22nd November   12.00pm – 4.00pm

Wednesday 23rd November   7.45am – 5.00pm

Thursday 24th November   7.45am – 2.30pm

Friday 25th November   8.20am - 2.40pm

Programme

Please Click here to see the final programme for the conference. There will be no individual printed programmes. Print your own copy or check that you can read the pdf programme online and search online using acrobat reader.

No Conference bags

There are no conference bags, pens or paper provided. If you require these, please bring your own. There will be prizes for the most interesting conference bags.

Venue face to face

University of Canterbury, Engineering Core building, 63 Creyke Road, Christchurch.

All the conference rooms are off the foyer/ atrium either on the ground floor (level 1) or level 2.

See map here

View a virtual tour.

[Plan of engineering core](#)

Venue online

Zoom links are now embedded in the programme on the conference website.

The zoom links will enable you to present and watch each conference room and ask questions.

Before the conference starts please check that any software you are using does not need updating.

For those of you presenting from outside of New Zealand, please check time zone differences.

Kai/Catering

Morning and afternoon teas and lunches are included in conference registration (face-to-face). They will be served in the Engineering Core foyer. Can Do catering is a social enterprise. Information about them can be found [here](#).

All food served throughout the conference will be vegetarian. We have tried as far as possible to have as many options as possible that are gluten free, dairy free and vegan. There will be a special dietary table for those with dietary requirements.

The Engineering Core café – Nuts and Bolts will be open every day of the conference from 8am to meet your early morning coffee fix.

There are also other cafés on campus that will be open during the conference

[See map here](#)

Security and Safety

Emergency event on campus

Ext: 92111 (from a campus landline).

Direct dial: [0800 823 637](#).

Emergency services

(police, fire, ambulance)

Direct dial: 111 (from any phone).

Security Staff are on site 24/7 and will respond immediately to assist and arrange any emergency or medical assistance required.

In case of an earthquake, Drop – Cover – Hold.

In case of other emergencies, leave the building and meet outside in the designated areas.

Mobility requirements

The Engineering Core has 2 lifts to level 2. To access Lecture Theatre E8, there is a path outside of the building. This is marked on the plan.

[Plan of engineering core](#)

Whānau room

Meeting room E129 has been set aside as a room for you and your family. If you have special requirements, contact Karen Johnston at karen@distill.co.nz

Covid 19 Best Practice Measures

There are a few simple steps we would encourage you to follow.

- Most importantly - Stay home if you are sick and contact us to let us know.
- You will be able to zoom into the conference if you are unable to attend.
- We want you to feel comfortable to wear a mask during the conference if you wish to do so. We ask that you bring your own mask.
- Practice good hygiene -While we encourage you to wash your hands often, hand sanitiser will be available throughout the venue and at the registration desk. Cough and sneeze into your elbow and avoid touching your face.

Arrival at Christchurch Airport, Parking, Transportation

(See our website for all details here)

2. Special Events

Early Career Researcher Event

Date: Tuesday 22nd November
Time: 1.00pm – 4.00pm
Venue: Engineering Core Room E223
This is followed by an evening social event from 4-6pm at The Foundry bar on campus.

Fieldtrips

The National Park City and Te Pātaka o Rākaihautū Banks Peninsula Geopark
Date: Tuesday 22nd November
Time: 8.20am – 5.30/6pm
Departs: Engineering Road
Field trip leaders: Dr Colin Meurk (colin.meurk@canterbury.ac.nz) and Dr Sam Hampton (samuel.hampton@canterbury.ac.nz

Christchurch bike tour
Date: Thursday 24th November
Time: 2:30pm UC campus, Finishes: 5pm UC campus
Field trip leader: Prof. Simon Kingham simon.kingham@canterbury.ac.nz

Red Zone tour
Date: Thursday 24th Nov
Time: 2:30pm UC campus, Finishes: 5pm UC campus
Field trip leaders: Dr Eric Pawson and Dr Ed Challies edward.challies@canterbury.ac.nz

Walking tour of Christchurch street art
Date: Thursday 24th November
Time: 3pm Canterbury Museum, Rolleston Avenue Finishes: 5pm Little High, Tuam Street
Field trip leader: Reuben, Watch This Space tours@watchthisspace.org.nz

The view from Latimer Square: exploring resilience from a single vantage point
Date: Thursday 24th November
Time: 3pm Latimer Square Finishes: 5pm Latimer Square
Field trip leader: Dr Roy Montgomery Roy.Montgomery@lincoln.ac.nz

Mix and Mingle and NZGS Awards Ceremony
Date: Wednesday 23rd November
Time: 5.40pm – 7.00pm
Venue: Engineering Core Foyer
Sponsored by: Manaaki Whenua

NZGS Breakfast AGM
Date: Thursday 24th November
Time: 8.00am – 9.00am
Venue: LB & Co Espresso Café
All welcome.

Record your research, tell your story
Date: Thursday 24th November
Time: 2.40pm – 4.00pm
Venue: Meeting Room E128

Contact Cadey Korson directly if this time does not suit you C.Korson@massey.ac.nz

Conference Dinner
Date: Thursday 24th November
Time: 6.00pm -
Venue: Ilex Café, Botanic Gardens Location

Detailed Location: [Parking and Walking routes](#)

The conference dinner will be held at the Ilex Café in the Christchurch Botanic Gardens from 6pm. It will be a 'walk and fork' style dinner, with flexible seating options available both indoor and outdoor. One drink is included in the registration and then guests are welcome to purchase further if they wish. At 9.30pm there will be a bus to take people back to the university. If you are arriving by car, park in the Armagh Street carpark, walk across the Armagh footbridge and along to the cafe. Alternatively, you can walk in from Rolleston Avenue beside the museum.

Heads of Department meeting
Date: Friday 25th November
Time: 12.40pm- 1.20pm
Venue: E120 Meeting Room

3. Guide for Chairs, Presenters and Participants

Timing
Each talk has been allocated a 20-minute time slot - presenters have 15 minutes for presentation and 5 minutes for discussion.

We ask all presenters (and chairs) to please follow the programme schedule to allow participants to switch between sessions if desired.

Session Chairs
- You will receive technological help from our conference assistants so that you can focus on chairing the session as usual:
  - Welcome
  - Speaker introduction
  - Time management (cards will be available to hold up for 5 minutes, 2 minutes, 1 minute, Stop)
  - Leading the Q&A (questions from the audience in the room and via Zoom). Aim for a diversity of people asking questions and for the questions to be short rather than statements.
  - Leading a discussion as applicable.
- Conference assistants will point you to questions from online participants, but you will need to lead the Q&A and handle questions from the audience.

Presenters face to face
- As usual, we ask presenters to upload their presentations onto computers in the room before the start of the session.
- Conference assistants will be available in each room to assist with technological questions.

- Your presentation will be streamed via Zoom for online participants (but not recorded).
- **Bring your presentation on a USB drive. Please note, that due to streaming via Zoom you will not be able to use 'presenter mode' on Powerpoint for your presentation. Please bring printed notes or a laptop to read your notes**.

Presenters via Zoom

- Zoom links are now embedded in [the Conference Programme](#) on the conference website.
- The zoom links will enable you to present and watch each conference room and ask questions.
- Before the conference starts, please check that any software you are using does not need updating.
- For those of you presenting from outside of New Zealand, please check time zone differences.
- Before your session is scheduled, have your presentation ready and join the session via Zoom.
- Mute your microphone.
- Click on the Zoom link for the 'room' in which your talk is scheduled. Zoom links are embedded in the Conference Programme at the top of each page. The Zoom links correspond to the room. For example, if you are presenting in E8 the zoom link is Zoom **E5.** Each room has a specific Zoom link to join sessions remotely.
- Note that the same Zoom link for each 'room' will be used throughout the conference, so if you join early, another session might still be ongoing.
- Shortly before your session starts, conference assistants will be available to help with any questions you might have. Communicate with them to test sharing your screen and test your audio and camera.
- In each room, there's a camera that will enable you to see the room and other face-to-face participants.
- On Zoom, you can 'spotlight' the video window displaying the room such that you always see this video (right click on this video window -> spotlight).
- When it is your turn to present, unmute your microphone, turn on your video, share your screen and you're ready to go.

Participants via Zoom

- Zoom links are now embedded in the Conference Programme on the conference website.
- Click on the Zoom link for the 'room' in which the session you wish to attend is streamed Mute your microphone.
- Turn your video on or off as you wish.
- Click on the Zoom link for the 'room' in which the presentation that you wish to listen to and participate in is scheduled. Zoom links are embedded in the Conference Programme at the top of each page. The Zoom links correspond to the room. For example, if you wish to listen to a presentation in E8 the zoom link is Zoom **E5.** Each room has a specific Zoom link to join sessions remotely.
- Note that the same Zoom link for each 'room' will be used throughout the conference, so if you join early, another session might still be ongoing.

- Post questions in the Zoom chat during a talk or discussion time.
- 'Raise your hand' if you'd like to ask a question verbally between presentations.

Technology

Sessions will be streamed from the 7 physical University rooms via Zoom. Zoom links are now embedded in the [Conference Programme](#) on the conference website. This zoom link enables you to present but also watch each conference room and ask questions.

There will be technological help available from IT specialists and our conference assistants to ensure everything runs smoothly for both face-to-face and online participants.

Conference assistants will be available face-to-face and online in each session in case of questions. We encourage participants to comment face-to-face and via Zoom chat/'raise hand' for Q&A during a session. We will do our best to facilitate as much discussion as possible. Our conference assistants will monitor all platforms and will endeavour to integrate all thoughts on a session.

If presenters wish to prerecord your presentation in case of Wi-Fi difficulties on the day you are most welcome to do so. There are suggestions below on how to do this.

If you wish to prerecord your presentation

Before you record

Here are some things to keep in mind when preparing your slides:

- Design your presentation with a 16:9 widescreen format.
- Dark text on light background with a sans-serif font is best.
- Use consistent slide format, align left or right (not centre), keep words to a minimum and average no more than 1 slide per minute.

Preparing to record

- You need a quiet space with lighting from in front of you and a plain background (no virtual backdrop unless you have a green screen).
- Position your camera at eye level with your face straight on and your body positioned in the middle of the screen (not too far forward or too far back). Tip: position your laptop on a box to raise it to eye level.
- Wired headphones and microphones give the best sound quality.
- Test your internet speed if using an online platform such as Zoom to record. Ensure a steady connection so that your video is smooth and not distorted.
- Turnoff and disable any apps that may interrupt, or cause pop ups or notification sounds during your recording.
- Your video/camera feed will appear in the top right of your presentation and therefore your PowerPoint slides must not have information in this area.

Recording your presentation

- Presentations must be kept to **15 minutes**.

- Using a video conferencing tool e.g., Zoom or PowerPoint are easy ways to record yourself, your screen, and audio at the same time. Having a view of you while making the presentation enables better engagement with your audience.
- However, you are welcome to simply narrate your slides if you are uncomfortable being videoed while presenting and prefer not to be seen during your presentation. It is <u>not</u> a requirement to include your video/camera feed during the recording. If we can see your slides and hear your presentation, then you are good to go.
- Position yourself centrally in the video with a simple background. Sit up straight and remember your audience (avoid watching yourself).
- Make sure there is a clear, energetic introduction and conclusion.
- Ensure there is time for digesting any data shown and verbally cue the audience for what they are looking for on the slides.
- Do a test recording!

Suggested recording methods

- Record your presentation using PowerPoint. <u>Click here for instructions</u>. Visit YouTube for additional tutorials (e.g., <u>https://www.youtube.com/watch?v=2m60HT3OMOI</u>).

Or:

- Record your presentation with Zoom. <u>Click here for instructions.</u> Visit YouTube for additional tutorials (e.g., <u>https://www.youtube.com/watch?v=nYNOB38ejVI</u>).

Submitting your recording

- Submit your pre-recorded presentation before Tuesday 22nd November 4pm.
- Please ensure your presentation recording is saved in .mp4 format.
- The file name must include the presenter's name and session name, e.g. Karen_Johnston_Geographies_ of_the_more_than.mp4. (For sessions with long titles, please use up to a maximum of the first five words of the session title).
- It will be a large file so please send it via <u>WeTransfer.com</u> This is a free service. Click the button at the bottom of the We Transfer screen that says, <u>I just want to send files</u>.

Or we will see you live via zoom.

4. Code of Conduct

The conference organising team aims to create a welcoming environment for everyone. While we encourage academic discussion and debate, we expect all participants to demonstrate respect to others during these exchanges. Please take the time to read the following so that everyone understands these expectations clearly and what actions can be taken if expectations are not upheld.

No recording

Engaging in hybrid or online venues poses some risks as well as many benefits. Privacy and creating a safe space are of paramount importance. We explicitly request that no part of the conference – online or in-person – is recorded.

Harassment prevention

Acts of harassment damage the relational space between us, and cause harm to the shared mauri wellbeing and integrity of the conference. The conference organisers are dedicated to providing a harassment-free conference experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, ethnicity, nationality, age or religion. We do not tolerate harassment of conference participants in any form.

Harassment includes, but is not limited to:

- Comments that aim to belittle and undermine the knowledge or integrity of another person.
- Comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, work, disability, physical appearance, body size, ethnicity, nationality, age, religion.
- Deliberate intimidation, stalking, or following.
- Sustained disruption of talks or other events.
- Inappropriate physical contact.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behaviours.

The Organising Committee reserves the right to take appropriate action to stop harassment from occurring. Anyone breaching this code of conduct may be warned and/or asked to leave the conference (whether participating online or in person) at the discretion of the conference organisers.

We expect participants to follow these rules at all event venues and event-related social activities and field trips.

Reporting

If you are subject to or witness any breaches of this code of conduct, please report it as soon as possible. Breaching the code of conduct reduces the value of our event for everyone, and we want this to be an enjoyable event.

You can make a confidential report in-person to any member of the Organising Committee: Ed Challies and Sarah Edwards – Co-Chairs, Kiko Qin – ECRN representative, Hamish Rennie, Jillian Frater, Karen Johnston, Kelly Dombroski, Nick Kirk,Rita Dionisio, Sylvia Nissen and Vaughan Wood

5. Maps

There are maps and plans on the conference website to assist.

Maps and plans