



International Union for Conservation of Nature

Basic guide to the Forum's

# Web-spaces

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# Web-spaces

Your proposal has been selected to be part of the IUCN World Conservation Congress, Jeju 2012. Congratulations, and welcome to Jeju!

In order to further develop your proposal, and promote it to ensure maximum exposure during the Congress, IUCN has put in place a system of web-spaces that will form the on-line library of the IUCN World Conservation Congress, Jeju 2012 until the Congress and beyond.

The platform is powered by Drupal, an open source content management platform powering millions of websites and applications, built, used, and supported by an active and diverse community of people around the world (see [www.drupal.org](http://www.drupal.org) for more information on the platform).

If you need assistance, the IUCN Forum team is ready to help you at all time. Do not hesitate to contact us at: [congressforum@iucn.org](mailto:congressforum@iucn.org).

## **What should I use the web-spaces for? (and what I shouldn't use them for?)...**

Think about a place where you can publish information about your session, discuss this information with others, upload documents and share them with all participants, start virtual discussions, get feedback from people, connect to social media networks and promote your session... This is just a glimpse of what you will be able to do with your web-space!

Your web-space is your window to the world. It is your personal advertising wall where you can show the rest of participants how great your session is and how vital are the issue(s) you are dealing with. Your web-space is also the windows through which the rest of the world will be staring at you! Think of it as a show-room where people will be able to find what they are looking for and convince themselves that your session is worth their time and attention during the Congress.

You can use your web-space to:

- Update the information you provided during the Call for Contributions
- Update and confirm your partners
- Finalise your session and develop its contents
- Finalise the title and abstract of your session, to be published on the official Congress Programme
- Upload all presentations and files related to your session (speakers list, agenda, etc.)
- Upload the report from your session (after the Congress)
- Be part of the on-line IUCN library that will compile all the information and outputs generated by the Congress

You shouldn't use the web-spaces to:

- Publish anything not related to your session or to the Congress
- Campaign for any person running for IUCN elections during Congress
- Publish content from external sources without previous consent of their author or due reference to the source.

## Where do I start?

All you have to do to access the Forum web-spaces is to click on the following link (or copy/paste it into your web browser if your computer doesn't redirect you automatically):

[www.iucn.org/2012forum](http://www.iucn.org/2012forum)

And that's it! You're in!...

You should see a page similar to the one below:

This is the home page of the Forum web-spaces, from where you can:

- Browse all accepted proposals:
  - o By simply scrolling through the list
  - o By filtering the list (by session type or topic)
- Consult any proposal in detail by clicking on its title
- Search the web-spaces for any specific word (through the search box on the left)
- Login to activate additional functions (see further below)

## How can I see the detail of a proposal?

Once you have located the proposal in the list (by filtering the list or searching by keyword), just click on the proposal's title to see more details about it. You will see a screen similar to this one:

In the centre of your screen, you will find the [title](#) and [abstract](#) of the session, as provided by its organizers. At the end of the abstract, you will also find the [keywords](#) most related to this session, and well as its geographical scope. Finally, you will be able to see how other users have rated this proposal.

**Note:** you might see a green area between the Search box and the Login module. This is an area for the IUCN Forum Team to publish important announcements related to all proposals. If you don't see this area, it simply means there is no active announcement at the moment.

- ["Session data" pane](#)

On the top right corner of your screen, you will see additional data about the proposal you are viewing. This information related to the proposal number (code), the type of event (workshop, knowledge café, conservation campus, poster), the language the session will be held in, and the [main focal point](#) and partner organizations for this session. You can contact this focal point by clicking on the envelope located next to his/her name.

- [Twitter feed](#)

If you are familiar with Twitter, you already know this little box. All "tweets" related to the session you are viewing will be displayed here. You can join the conversation by clicking on the link at the bottom right of the blue box. You will have to login to your Twitter account in order to do this (see [Twitter section](#) in Annex).

- [Search box](#)

This is the same box you saw before on the [Home page](#). Enter any word here to start a search on the entire website for this word.

- ["Navigation" pane](#)

From the navigation pane, you will have the possibility to:

- [Home](#): go back to the [home page](#) of the session you are viewing (the current page if you can see the title and abstract of the session).
- [Announcements](#): click here to see any announcement related to this session, published by its organizer.
- [Documents](#): click here to see all documents uploaded by the organizers, in relation to this session.
- [Discussions](#): click here to access all the forum discussions related to this session
- [Contact the session organizer](#): click here to get in touch with the main [Focal Point](#) of this session. You will be redirected to a web-form where you will be able to send your message to the person in charge of the session.

Note: If you are accessing the web-spaces as a guest, you will have access to all the functionalities of the platform, but you won't be able to join a forum discussion, or add comments to the proposals, for example. In order to enable these options, you will need to login, through the [login module](#).

- [Login module](#)

The login module enables additional features of the platform. Once logged in, you will be able to post comments or participate in the discussions related to a proposal, for example. You can use the web-spaces without logging in, but if you want to make use of the full functionalities of the platform, you will need to [login](#), in order for your comments and inputs to be fully traceable.

## Why and how should I login?

The web-spaces are available to any user on a “read-only” basis. This means that if you only want to browse through proposals and see where you will go during the Forum, you don’t necessarily need to login.

On the other hand, the web-spaces have been designed to allow full interactivity between the session organizers and the participants of the Congress. Through the platform, you have the possibility to discuss with session organizers, share ideas and documents, comment on a session’s contents or even rate it. To enable all these features, and to avoid any abuse of the site, we ask you to register/login, so your inputs to the web-spaces are fully traceable.

**If you already have a login and a password for any of the IUCN portals, you don’t need to create a new one!** Just use your existing username (usually your email address) and password, to login to the web-spaces.

If you are new to the IUCN platforms, you will need to register in order for your user account to be created. Click on the “Create a new account” link, at the bottom of the login box, fill in the simple form with your personal information, and you will receive your password to access all IUCN portals within 24h.

Once logged in, you will see some additional boxes and options on your screen like:

- **“My Sessions” module**  
You will see here all sessions you are linked with, as an organizer (main [Focal Point](#)). This module will allow you to easily access your proposals, without having to go through the entire list.

The screenshot shows the IUCN World Conservation Congress Forum sessions interface. On the left, a sidebar contains a section titled «My sessions» pane, which is circled in red and pointed to by a red arrow. This pane lists sessions related to the user, including one titled '0065 - Generando Capacidades Locales Para hacer Frente al Cambio Climático en el Chaco'. The main content area displays a table of '2012 World Conservation Forum sessions' with columns for Forum Session Title, type, and organizer. The table lists various sessions such as '0001 - Biodiversity Conservation Through Environmental Education for Sustainable Development...', '0002 - International legal fora available to individuals and NGOs to protect environmental and human rights', '0003 - PRESERVATION OF AGROBIO-DIVERSITY AND COMMUNITY ADAPTATION TO CLIMATE CHANGE IN TAJIKISTAN', '0104 - Sub-Global Assessments: Skills and Capacity Building to undertake and use Ecosystem Assessments on all scales', '0107 - The pattern and occurrence of marine benthic harpacticoid copepods depending on habitats', '0108 - Marine algal flora at Marine National Park of KOREA', and '0111 - Large Carnivores Initiative in West and Central Africa'. A search bar is located below the sidebar. The footer of the page includes the IUCN logo and the text 'nature+'.

- **“Actions” pane**  
The “Actions” pane allows you, as a session organizer, to:
  - o **Create an announcement:** to publish any important information you want all Congress participants to know about your session.
  - o **Upload a document:** to upload any file or document related to your session. This might include a more in depth document on the topic of your session, some background documents, or more practical files like the list of speakers, the agenda, or the PowerPoint presentations of your session. All the most frequent file formats are accepted (.txt, .doc, .docx, .xls, .xlsx, .pdf, .ppt, .pptx, .jpg, .gif, .png, .jpeg), but make sure your file is smaller than 5Mb in order to be able to upload it. You can also add any additional information or description of the file when uploading it.

- **Create a discussion**: use this option to start a forum discussion with your co-organizers, or with all Congress participants. You can discuss any topic related to your session, any way you want. As the organizer of the session, you are also the moderator of these discussions; in charge of ensure the *netiquette* of the conversation.
- **Add co-Administrators**: see section “Sharing the administration of your proposal” below for more information on this option.
- **Log out**: just click here if you want to disconnect yourself and keep on browsing the web-spaces anonymously (or login as someone to access other proposals).

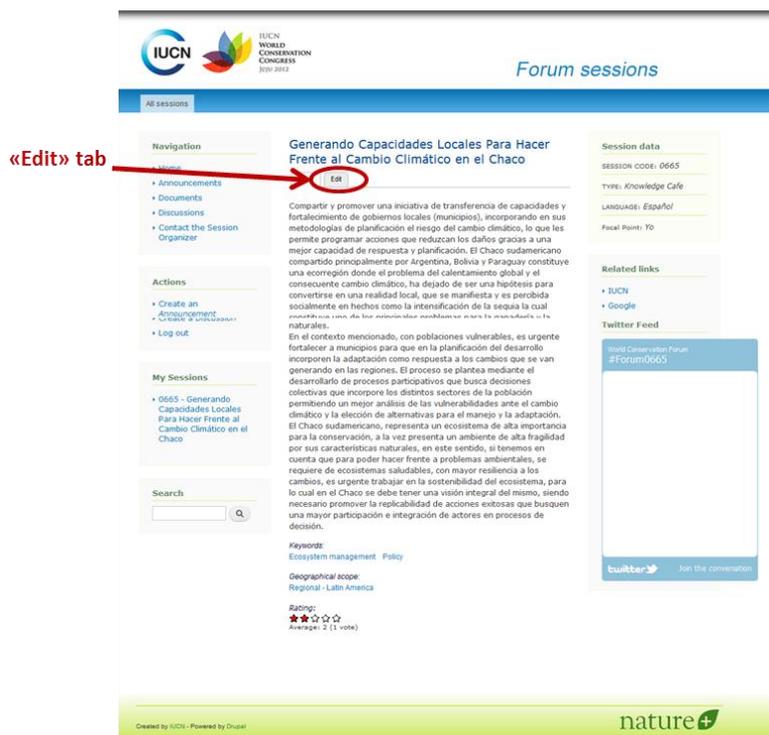
**Important note of the Session Codes**: when uploading a document, starting a discussion or posting an announcement, you will notice that the platform will ask you to specify to which of your proposals this file/discussion/announcement related to. If you are organising only one event, you don't need to worry about this, but if you are the owner of several proposals, please **make sure the right proposal number appears in the field “Session code” before confirming any upload or post.**

If you inadvertently posted a message or uploaded a file in the wrong proposal, you will have to access this proposal, delete the message or file you have just posted/uploaded, and then redo the process with the correct proposal number.

## Editing the basic information of your proposal

Your proposal was the basis for selecting your contribution to the World Conservation Forum, but it now needs to be refined, and in some cases refocused or sharpened to make sure **all sessions at the Congress feature the best conservation science and practice**. The information you entered on the system has been migrated to a web-space that will allow you to work further, together with your partners, on the development and fine-tuning of your session. As you will notice, the totality of the information you provided during the Call for Contributions has been converted to a PDF file and uploaded in your web-space (in the “Documents” section of the Navigation pane).

Part of the information you provided has also been directly integrated to your web-space, namely: the **title**, **abstract**, **keywords**, geographic scope, language, and **main focal point** of your session.



You can edit all this information (once [logged in](#)) by clicking on the “Edit” tab, just below your session’s title. Please note that you can only edit the session you are [Focal Point](#) for.

## Sharing the administration of your proposal

The web-spaces will allow you to work with your [partners](#) on developing your proposal, but for this, you will need to invite the people you want to work with, for them to have access to your proposal. By doing this, you will be, in a way, sharing the administration of the web-space of your proposal with them.

To do so, you only need to click on “Add co-administrators” in the “Actions” pane. You will then see the screen below:



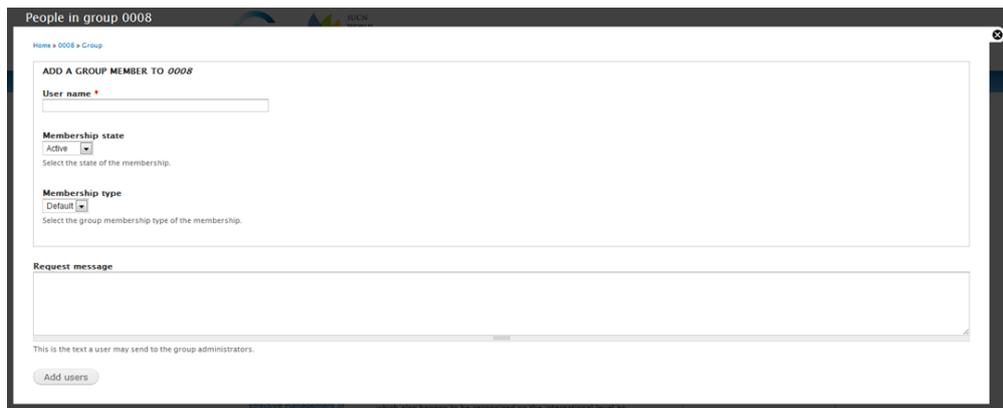
- Add people: click here to add co-administrators to your session
- People: click here to manage the people co-administrating your proposal
- Roles: click here to check everybody’s role (not editable)
- Permissions: click here to view your co-Administrators’ access rights (not editable)

The people you add as co-Administrator will be able to upload files, start discussions, post announcements, etc. on your session’s web-space. These people will also be the only ones able to

see the files, announcements and discussions threads you will choose to keep as “private”. You should generally add your partners as co-Administrators of your web-space, but you can also invite any other person you want.

To add co-Administrators, click on “Add people”, then:

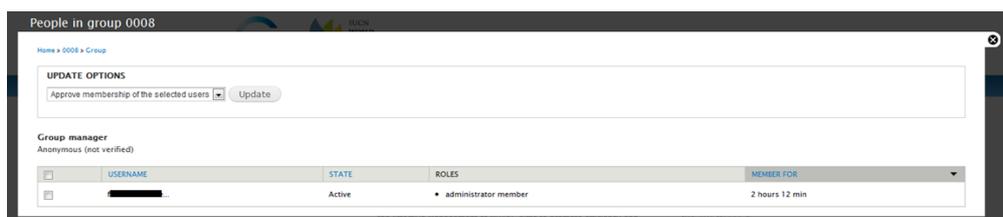
- Enter the first letters of the person’s username and select the right person in the list the system will return
- You don’t need to worry about the “Membership state” or “type”, just click on the “Add user” button, at the bottom of the form



The screenshot shows a web interface titled "People in group 0008". It features a form for adding a group member. The form includes a "User name" input field, a "Membership state" dropdown menu (set to "Active"), and a "Membership type" dropdown menu (set to "Default"). Below these is a "Request message" text area. At the bottom of the form is an "Add users" button. The interface also shows a breadcrumb trail: "Home > 0008 > Group".

**Important note:** if you cannot find the user you are searching for, it might be because this person doesn’t have an account with IUCN yet. In this case, you won’t be able to add him/her as a co-Administrator until his/her user account is created. The person will have to [register](#) (through the “Create a new account” link, in the [login module](#), for example) first, and once his/her user account will have been validated, you will be able to add him/her as a co-Administrator.

To manage the people co-administrating your web-space, click on “People”, select the person you want to manage, and then select an action from the dropdown menu above the list. Click on the “Update” button to confirm.



The screenshot shows the "People in group 0008" interface with the "UPDATE OPTIONS" section. It includes a dropdown menu for "Approve membership of the selected users" and an "Update" button. Below this is a "Group manager" section with the text "Anonymous (not verified)". A table lists group members with columns for "USERNAME", "STATE", "ROLES", and "MEMBER FOR".

	USERNAME	STATE	ROLES	MEMBER FOR
<input type="checkbox"/>	[REDACTED]	Active	• administrator member	2 hours 12 min

## One word about public/private information.

The system allows you to choose if the information you are posting or uploading will be accessible to the general public, or limited to a group of users (your Partners/co-Administrators). Any information you tag as “Public” will be available, as read-only, to any person browsing the web-spaces (independently of if this person is registered or not to the platform). If you choose to make your information private, only the co-Administrators of your web-space will be able to see and access this information. It will remain invisible for the rest of users.

By default, any content you put on your web-space (i.e. an announcement, a new discussion thread, or a file) will be tagged as “public”. You have the possibility to change this to “Private” before confirming/uploading the information. You can always change the privacy setting of a content once published by editing this item.

## What information should I update?

The rule of thumb (and easy answer) is: everything you can! When Congress participants will be looking for more or updated information about your session, your web-space will be the place they will be redirected to. Having your web-space updated is a good way for you to make sure they keep an interest in your session.

Beside the promotion aspects, your web-space will also be the place where the Forum Team will extract the information needed for the on-line and printed Congress programmes. Before extracting this information, we will send you a reminder so you have time to do a final update, but to make sure you don't miss the deadline, make sure the following fields are updated as soon as possible (and then, regularly) on your web-space:

- Title of your event

In reviewing your session's title consider how important it will be in terms of attracting people's attention during the Congress. Try to be catchy, original and clear. Your title cannot be longer than 20 words and should express the content of your session. The title will be translated into the three IUCN official languages in the final Congress programme.

- Abstract

This is a more detailed description of what your session will be about. Be short (no more than 200 words) but make sure the expected outcomes of your session are clearly identified. The abstract will be published on the Congress website.

- Session's language

Please indicate here the language your session will be held in. This information will appear on the Congress programme to make sure participants can choose the sessions they attend according to the language they can understand.

- Key issues (keywords) addressed by your workshop:

Please review the list of keywords you checked for the submission of your proposal. Select the keywords that are most clearly and directly related to your session, to allow participants to identify events of interest and build thematic journeys through the Forum. You can select up to 4 keywords, but you don't necessarily need to have that many. If the focus of your workshop is clear enough, one or two are probably more than enough!

- Main organizer (Focal Point) & Partners

It is entirely up to you (and your partners) to decide who the main organizer of your session will be. The designated person will also be the **main focal point** for the Forum Team, for any correspondence or issue related to the Congress. Make sure the email address you provide is the one you want to use for any correspondence on your session.

Partners are all the institutions involved in the development of your session (the list of organisations who actually contributed to its development). For space and cost reasons, a maximum of 5 partner organisations can be associated to your session and will appear on the Congress printed and on-line programmes.

You will notice all sort of fields and information associated to your event on the web-spaces. As a general rule, try to keep this information as accurate as possible, at any time. This is the only way for participants to find updated and reliable information about your session. Remember that your web-space and the way you manage it, use it, and keep it up to date also says a lot about you and your session.

Our advice would be to start right now by updating:

- The [focal point](#) details and contact information (this is actually vital for us to be able to contact you)
- The [partner](#) organisations of your proposal, so you (and they) can see their names on the list of proposals

Then you can start adding your partners as co-Administrators of your web-spaces, and together, work on the content of the proposal. In a little while, you may want to update:

- The [title](#) and [abstract](#) of your session
- The [keyword](#), langue and scope

By then, you'll probably have started several [private](#) and [public](#) discussions, uploaded several files, etc. Then your web-space will really be the promotion window of your session!

## **I'm still lost! What should I do?**

Ok, no problem! Just send us an email at [congressforum@iucn.org](mailto:congressforum@iucn.org) and will work on this together. Don't forget to tell us as much as possible about what you are trying to do and the kind of problem or error message you are getting. In particular, it might help us to know with internet browser you are using and which operating system (Windows, MacOS, etc.), for example...

You might also want to check these little details:

- Check if you are correctly [logged in](#). You should see your username on the top right corner of your screen, just next to the "Log out" button. If you can't see the "[Actions](#)" pane, for example, it might be because you are not properly logged in.
- The "All session" button, just below the IUCN logo, will always bring you back to the [home screen](#) of the platform, where the list of all sessions is.
- Are you the owner ([main Focal Point](#)) of the session you are trying to edit? Remember you can only edit your sessions. You can browser them all, but you can only modify yours.

Oh! And... by the way, before you go and play with the web-spaces, why don't you have a look at these two important documents?...

## **Privacy Policy**

All session organizers are to adhere to standards and criteria for the collection and maintenance of personal data as set forth in the following [Privacy Policy](#) for the use of the Forum web-spaces for the IUCN World Conservation Congress, Jeju 2012.

## **Disclaimer**

Please read the following document carefully: [Cancellations policy and Disclaimer 2012.pdf](#).

## Annex 1 – Twitter and other social media

Your web-space features a [Twitter feed](#) that will relay all the tweets related to your session. While the web-space will relay a Twitter feed and provide a specific hash tag for your event, its content is not managed by IUCN and is governed by Twitter's [Terms of Services](#).

To add content to your Twitter feed, just go to [www.twitter.com](http://www.twitter.com), login to your usual Twitter account and start tweeting, using the hash tag provided for your session (#Forum+four-digit-event-number).

You can also disable the Twitter feed in your web-space if you don't want to use it. Just scroll to the bottom of the page, when [editing the details of your proposal](#).

Check the [Twitter Help Centre](#) for more information on how to use Twitter.

IUCN supports and encourages the respect of the [netiquette](#) in all web usages.

You can find more information on the *netiquette* or on the use of Social Media at:

- [Netiquette home page](#)
- [The five pillars of Social Media optimization](#)
- 10 tips on how to be a social media superstar ([Part 1](#) & [Part 2](#))
- [Five social media don'ts](#)

### Other social media

IUCN encourages the use of social media to promote your session and the World Conservation Congress, Jeju 2012 in general. Feel free to use any platform you normally use. You can reference your posts with the following IUCN tags:

Facebook:

???:

???: