



Science Summit 2026

Convene360 Guide for Convenors

Managing an approved session from preparation to reporting

This guide explains how to manage an approved Science Summit 2026 session in Convene360. It covers the information that appears in the public programme, speaker profiles and invitations, participant access, Zoom links, recordings and the post-event report.

Main responsibility Keep your session information accurate, confirm your speakers and ensure that the session is ready for participants before it begins.

Convene360 sign in event.sciencesummitnyc.org/admin/signin

Science Summit support info@sciencesummitnyc.org

Updated September 2026

How to use this guide

Work through the guide in order when preparing a session. The screenshots use demonstration data, so names and session details will differ from your account. Button labels may also change slightly as Convene360 is updated.

Before you begin

- Use the same email address that is associated with your convenor account.
- Have your confirmed speaker details ready, including the correct email address for each speaker.
- Review the approved proposal before changing any public programme information.
- For online or hybrid sessions, decide whether you will use the Science Summit Zoom account or your organisation's own meeting link.

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1 Sign in and open Convene360

1. Open the Convene360 sign-in page.
2. Enter the email address associated with your convenor account and your password.
3. After signing in, you will first see the public Science Summit programme.

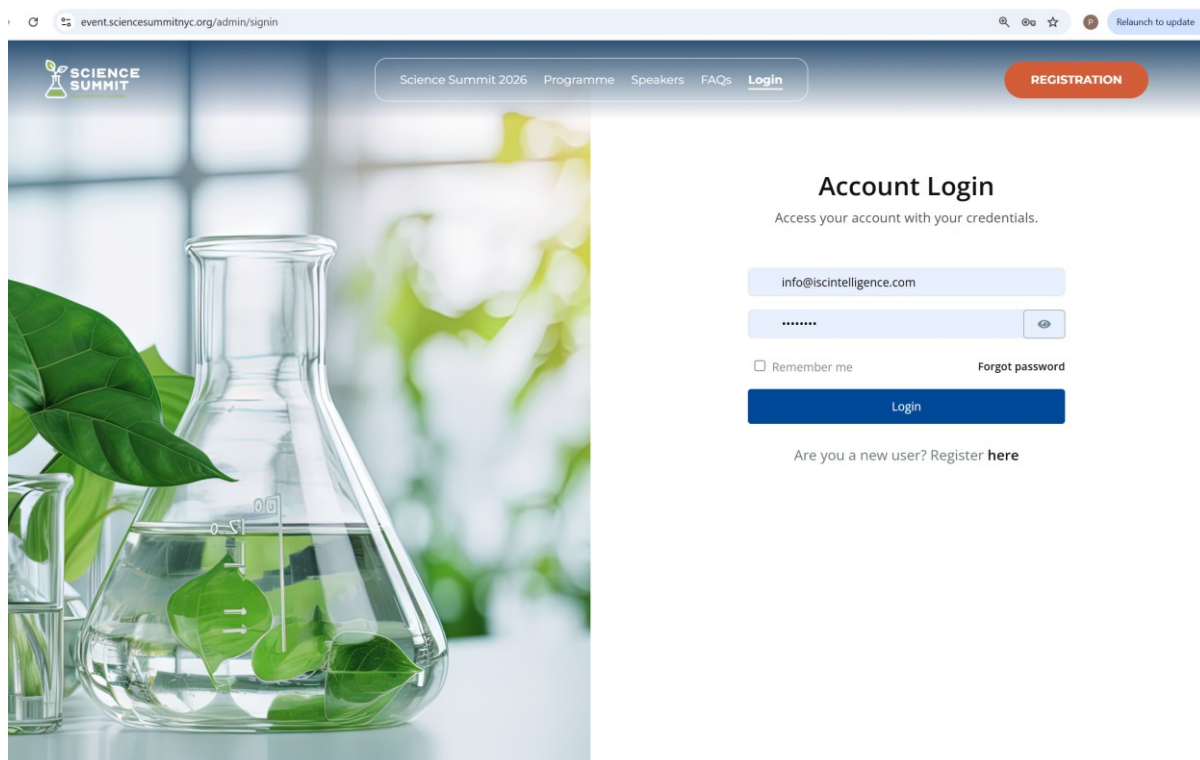


Figure 1 Sign in with the email address connected to your convenor account

One convenor account per session Convene360 currently assigns one designated convenor account to each session. Colleagues may support the preparation, but the designated account manages the session in the platform.

Move between the programme and the management area

In the public programme, select the circle containing your initials in the upper-right corner. This opens the Convene360 management area. From the left-hand menu, select Programme whenever you want to return to the public session listing.

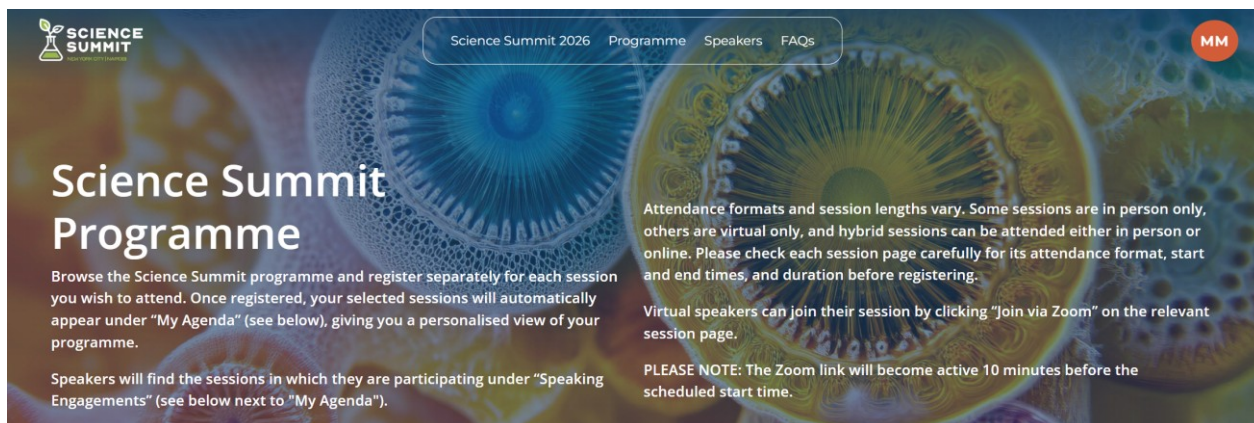


Figure 2 Select your initials to open the Convene360 management area

2 Find the sessions you are organising

In the left-hand menu, select Sessions I am organising. Convene360 will display every Science Summit session assigned to your account. Select the eye icon beside a session to open and manage it.

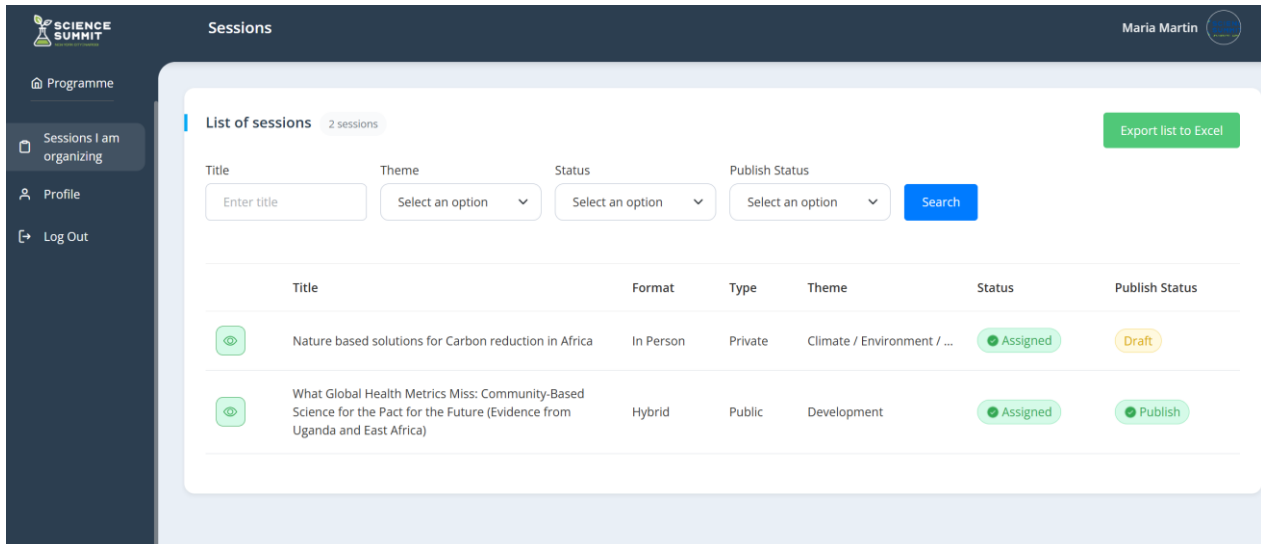


Figure 3 The Sessions I am organising page

Your convenor profile

Select Profile in the left-hand menu to update your name, position, organisation, biography, photograph or password. Your email address cannot be changed because it is the unique identifier connecting your account to your session.

Biography field Enter your professional biography in the Resume field. The text will appear as About me on your public profile.

Figure 4 The profile page contains your professional details and Resume field

3 Understand the session dashboard

The session dashboard brings together all the information and actions for one session. The labels in the upper-left show its current status; the buttons in the upper-right control saving, publishing and refreshing.

The screenshot shows the 'Edit Session' interface for a session titled 'Nature based solutions for Carbon reduction'. At the top, there are status indicators: 'APPROVED' (green), 'Assigned' (green), and 'Draft' (yellow). To the right are buttons for 'Save' (green), 'Publish' (blue), 'Refresh' (white), and a back arrow (blue). Below these are tabs for 'Convenor details', 'Session information submitted', 'Programme' (active), 'Speakers', 'Attendees', 'Post-event report', and 'Featured image'. The main form contains the following fields:

- Code:** 290926_453
- Original Session Title:** Nature based solutions for Carbon reduction
- Session Title:** Nature based solutions for Carbon reduction in Africa (with a note: 'Title can be modified after the session is approved. 8 of 200 max words.')
- Theme:** Climate / Environment / Biodiversity
- Format:** In Person
- Type:** Private
- Capacity:** 300
- Cost:** 0

Figure 5 An approved session in the Convene360 management area

Session status

Status	Meaning
Approved	The Science Summit team has approved the session.
Assigned	A date and time have been allocated.
Draft	The latest version has not yet been published in the public programme.
Published	The session is visible in the public Science Summit programme.

Control buttons

Button	Use
Save	Save every change before leaving the page.
Publish	Make the saved session information visible in the public programme.
Refresh	Update the displayed information, including speaker invitation responses.
Back arrow	Return to the previous page.

4 Review and complete the programme

Select the Programme tab to review the information that will appear to participants. Check every public field carefully before publishing. Your session has already been approved, so do not substantially change its purpose, scope or speaker plan without first contacting the Science Summit team.

Tabs in the session dashboard

Tab	Purpose
Convenor details	Information supplied about the convenor in the original proposal. This section is not editable.
Session information submitted	The information included in the original proposal.
Programme	The session information prepared for publication in the online programme.
Speakers	Add confirmed speakers and manage their invitation status.
Attendees	Review people registered for the session.
Post-event report	Record the session's conclusions, recommendations and follow-up.
Featured image	Upload the session image and, where appropriate, the organising institution's logo.

Programme fields

Complete the fields in clear language and save your changes. The fields that require particular attention are shown below.

Field	What to enter
Session title	The final public title. It may be refined, but it must remain consistent with the approved proposal.
Theme	The scientific theme that best represents the session.
Format	Online, hybrid or in person. Hybrid means people can participate both onsite and online.
Capacity	The maximum number of participants. An online session may have a capacity of up to 500.
Type	Public for open registration or private for a defined participant group.
Cost	Leave this at 0. Science Summit sessions are free to attend.
Brief	A concise and engaging public introduction that helps participants decide whether to attend.
Summary	A fuller public description of the session.
Keywords	Terms that accurately describe the session and support programme searches.

Internal fields The Abstract and Expected outcomes fields support programme management and do not appear on the public session page.

Assigned details Once the session is scheduled, its Start date, End date and Venue are displayed in the programme. Contact the Science Summit team if an assigned date, time, format or venue is incorrect.

5 Check the date time and time zone

Confirm the official start and end time with every speaker. The programme displays the official event time zone and can also show the corresponding time in the viewer's local time zone. This is particularly important when speakers and participants join from different countries.

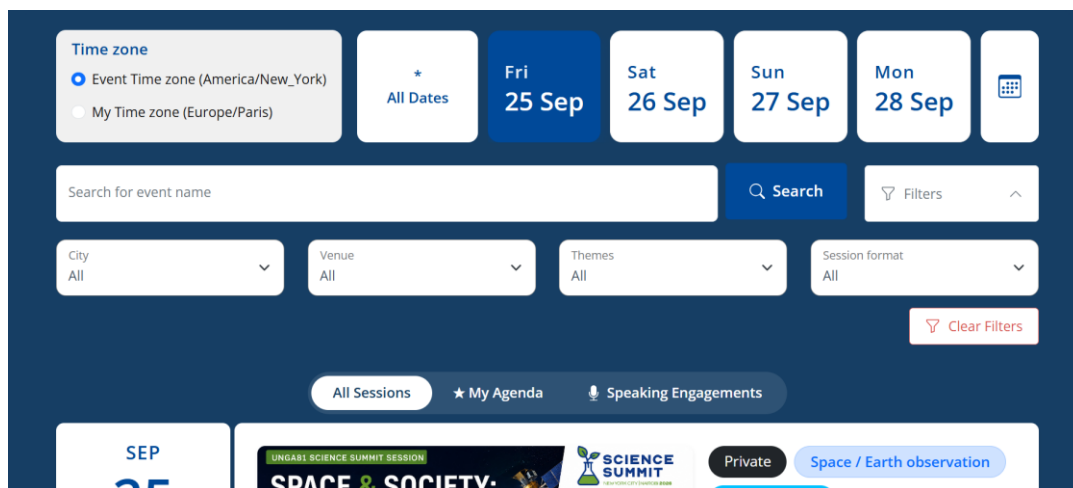


Figure 6 Participants can compare the event time zone with their local time zone

- Check the full date, start time, end time and time-zone label.
- Include the time zone whenever you communicate the schedule to speakers.
- Do not change an assigned date or time in Convene360 without agreement from the Science Summit team.

6 Add and confirm speakers

Select the Speakers tab to manage the people taking part in your approved session.

Important The speaker invitation function is not an outreach tool. Add only speakers included within the approved scope of the session whose participation you have already confirmed directly or through their authorised office.

The screenshot shows the 'Edit Session - Nature based solutions for Carbon reduction' interface. At the top, there are tabs for 'APPROVED', 'Assigned', and 'Draft'. Below these are buttons for 'Save', 'Publish', 'Refresh', and a back arrow. The main navigation bar includes 'Convenor details', 'Session Information submitted', 'Programme', 'Speakers' (selected), 'Attendees', 'Post-event report', and 'Featured image'. A search bar labeled 'Search to change a speaker' is present. Below the search bar is a 'Send Invitation to All' button. A list of speakers is shown with their names and status: '1. Pilar Gomez' (Sent, Approved) and '2. Pilar fdldfdf' (Not Sent, Pending). A '+ Add new speaker' button is at the bottom left.

Figure 7 The Speakers tab shows invitation and response status

Add a speaker

1. Select Add new speaker.
2. Enter the speaker's first name, surname, email address, position, organisation, organisation website, country and attendance type.
3. Upload a photograph if the speaker has provided an appropriate image.
4. Select Save. Unsaved information will be lost.

Figure 8 Enter the speaker details and save the record

Check the email carefully The email address becomes the speaker's Convene360 account identifier. If it is incorrect, the invitation will not reach the speaker.

Biography A convenor cannot enter the speaker's biography. Each speaker must add it to the Resume field in their own profile.

Send or record the speaker invitation

After saving the speaker, choose the appropriate action.

Action	When to use it
Send invitation	Send the automated Science Summit email so the speaker can accept or decline and access Convene360.
Send invitation to all	Send invitations to all eligible speakers whose invitations have not yet been sent.
Accept invitation	Record participation on behalf of a speaker only when you have a clear confirmation from the speaker or an authorised office.

Scheduling requirement Speaker invitations cannot be sent until the session has been assigned a date and time.

Figure 9 Send or accept an invitation after saving the speaker

Invitation status

Status	Meaning
Not sent	No automated invitation has been sent.
Sent	The invitation email has been sent.
Pending	The speaker has not yet accepted or declined.
Accepted	The speaker has confirmed participation in Convene360.
Rejected	The speaker has declined the invitation.

High-level speakers When participation is managed through an office or secretariat, use the appropriate authorised email address when necessary.

7 Help speakers complete their profiles

The automated invitation includes the session details and options to accept or decline. After accepting, the speaker receives access information for Convene360.

Dear raer ere,

We are delighted to invite you to join us as a speaker at one session of the [Science Summit](#) , where your expertise and insights would be a valuable contribution to the program.

Proposed Session Details:

- **Session Title:** Nature based solutions for Carbon reduction in Africa
- **Date & Time:** September 29, 2026 at 12:00 AM (America/New York)
- **Location:** -
- **Address:**

We hope you will consider this opportunity to engage with fellow experts and contribute to the global scientific dialogue.

To confirm your participation, please click one of the options below:

[Accept](#) [Decline](#)

Figure 10 Example of the automated speaker invitation

Ask every speaker to open their Profile and complete the Resume field and upload a professional photograph. The Resume becomes the About me section of the public speaker profile.

Speaker Profile



Rose-Mary Owusuaa Mensah Gyening

SENIOR LECTURER

Organization: Kwame Nkrumah University of Science and Technology

About me

--

Speaking at

- Scaling AI Solutions for Health Equity in the Global South: From Design to Population-Level Impact.
- AI at the Climate-Health Nexus: Transforming Health Systems in the Global South

Close

Figure 11 The public speaker profile displays the biography and photograph

Please remind speakers A complete biography and photograph make the public programme more useful and professional. Convenors should check that every speaker has completed both before the session.

8 Review attendees

Select the Attendees tab to review registrations for your session. Use the list to estimate attendance and, where the session configuration requires it, manage registration requests.

- Check registrations regularly as the session approaches.
- For an in-person or hybrid session, compare registrations with the room capacity.
- For a private session, review participation requests consistently against the intended audience.
- Use participant information only for legitimate communications connected with the approved session.

Registration and Zoom access Do not circulate the attendee Zoom link separately. Direct participants to register through the public session page so that their attendance is recorded and they can use the Join via Zoom button.

The screenshot displays a session page for the Science Summit 2026. The session title is "AI at the Climate-Health Nexus: Transforming Health Systems in the Global South". It is scheduled for Monday, September 14th, 2026, from 7:00 AM to 8:45 AM. The session is an "Online Session" and is "Virtual". There are buttons for "Share" and "Add to Calendar". A "Session Access" section shows "Public" and "Virtual" status, with a "Join via Zoom" button. A "TIME ZONE" section allows selection between "Event (America/New York)" and "Local (Europe/Paris)". A note states: "Please note: The Zoom meeting will be opened 10 minutes before the scheduled start time of the session." The background features a collage of images related to science and health, including a microscope, a globe, and a person.

Figure 12 A public session page with registration and Join via Zoom controls

9 Prepare an online or hybrid session

When a session is assigned a date and time, Convene360 generates the Science Summit Zoom links automatically. You do not need to edit these fields if you are using the Science Summit Zoom account.

Note: If you use a custom Zoom link, please make sure to enter it in both fields below: "Zoom for attendees & speakers" and "Zoom for the convenor to open the session".

Zoom for attendees & speakers

Zoom for the convenor to open the session

Session Recordings

The recording of the session is done automatically through the system. If this is not done, you can paste the link to the recording manually here so it can be publicly accessed.

Figure 13 Convenor and participant Zoom links serve different purposes

Understand the two Zoom links

Link	Purpose
Zoom for the convenor	Use Open on the day of the session to start and host the meeting. Keep this host link confidential.
Zoom for attendees and speakers	The access link used by registered participants and speakers through the public programme. Do not distribute it as a substitute for registration.

Using your own Zoom or another provider Paste the participant meeting link into Zoom for attendees and speakers. Keep your own host link in your organisation's meeting system and test the participant link before the event.

When to open the session Do not open the Science Summit Zoom meeting before the day of the session. On the day, open it approximately 10 minutes before the scheduled start to test audio, video and screen sharing with speakers.

10 Run and record the session

1. On the day of the session, open the Convene360 management area and select the session.
2. In the Programme tab, select Open beside Zoom for the convenor.
3. Check audio and video with speakers and appoint a co-host if needed.
4. Begin and end the public session according to the published schedule.
5. Confirm that recording is active when the formal session begins.

Recording with the Science Summit Zoom account

The meeting begins recording automatically when the convenor opens it. If you stop recording during the private pre-session check, remember to restart it before the formal session begins. After processing, the recording link will appear automatically in the session's recording field in Convene360.

Recording with your own platform

Record the session using your own meeting platform. When the final recording is available, paste its URL into the Session recordings field and save the page. Test the link in a signed-out browser and make sure that viewers have permission to open it.

Participant access The Join via Zoom button becomes available approximately 10 minutes before the scheduled start time. Speakers can access the session through Speaking engagements in the public programme.

11 Complete the post-event information

Post-event report

After the session, open the Post-event report tab and provide a concise but substantive account of the discussion and its outcomes. The most relevant material may contribute to the Science Summit Action Declaration.

- A short summary of the session
- The Sustainable Development Goals addressed
- Key scientific insights
- Main outcomes or recommendations
- Possible follow-up actions

Featured image

In the Featured image tab, upload a professional image that represents the session and, where appropriate, the organising institution's logo. Use only images for which you have permission.

Accurate presentation The Science Summit is independently organised. Do not use images or descriptions that suggest the session is organised by the United Nations. Describe it as a session taking place within the Science Summit.

Appropriate use of Convene360

Convene360 is provided for the management of the approved session. Do not use it to create additional programme activity, materially change the approved scope, add large numbers of new speakers or communicate with participants for unrelated purposes.

12 Check the public page and complete the checklist

Before the session, return to Programme from the left-hand menu, search for the session and open its public page. Confirm that the title, description, speakers, date, time, time zone, format and access information are correct. Contact the Science Summit team if an important detail is wrong.

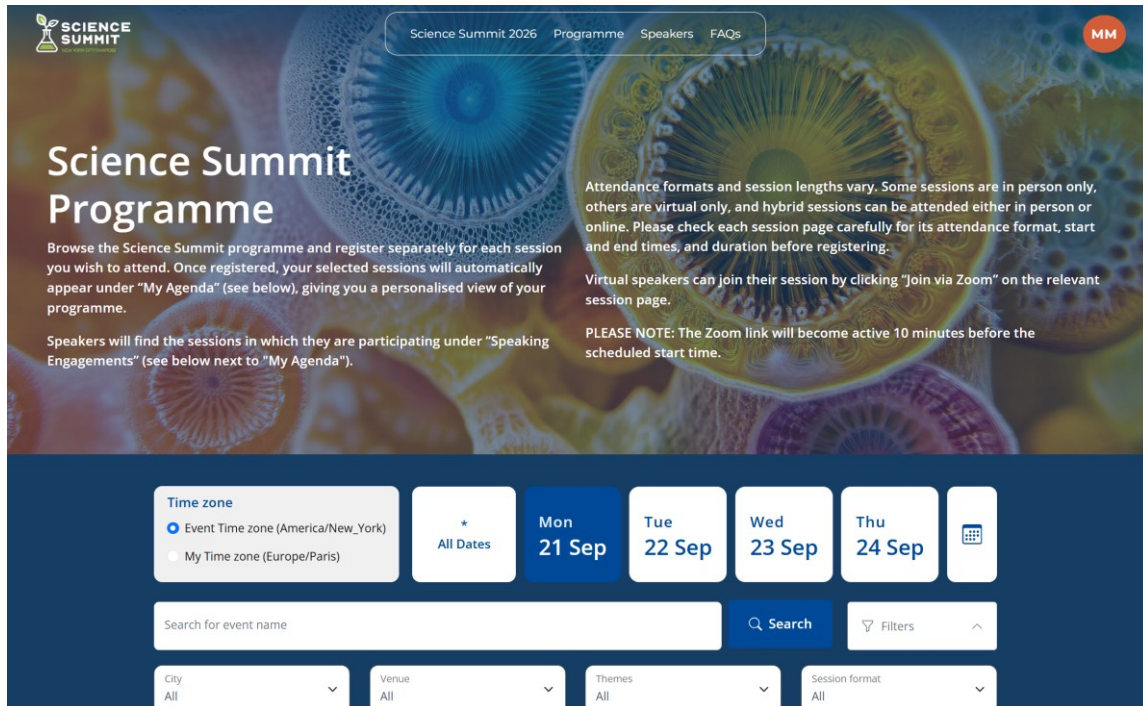


Figure 14 Use the public programme to check how participants will see the session

Before the session

- ☐ The title, brief, summary, format and capacity are correct.
- ☐ The assigned date, start time, end time, time zone and venue are correct.
- ☐ All speakers are confirmed and the list matches the approved session.
- ☐ Every speaker has completed their biography and profile photograph.
- ☐ Registrations and room capacity have been reviewed.
- ☐ Zoom or other online access is correctly configured, where applicable.
- ☐ The public session page has been checked after the latest publication.

On the day

- ☐ Open the session approximately 10 minutes before the published start time.
- ☐ Test audio, video and screen sharing with speakers.
- ☐ Confirm that the recording is running when the formal session begins.
- ☐ Keep to the published start and end time.

After the session

- ☐ Check that the recording link is present and accessible.
- ☐ Complete and save the post-event report.

Thank you for convening a session as part of the Science Summit 2026.

For help with Convene360 or your session, contact info@sciencesummitnyc.org.