Speaker Instructions

These instructions are only for speakers in a regular (oral) session. When attending other sessions, speakers will be considered "attendees" and will need to read "attendee" instructions.

Before your session:

- Read the paper that was assigned for you to discuss and prepare a very brief discussion.

- Please make sure that you have your paper at hand in case you need to provide detailed responses to questions and please have your PowerPoint (or PDF) presentation open on your computer in case you want to share your screen to answer a question from the audience.

- Please make sure that all other programs aside from zoom and PowerPoint are closed.

- Please make sure you will be using the best possible conditions for your zoom session:

  - *A quiet place, with good lighting on your face (avoid a window behind you)*

  - *The best possible internet connection – if your internet connection is unstable and you cannot be heard, you will be asked to turn off your video.*

  - *If you get disconnected from the zoom session, you can re-join using the same zoom link.*

➔ **Enter your session <u>15 minutes in advance</u> using the link sent to you from no-reply@zoom.**

Inside the zoom webinar for your session:

- You will be asked to test your sound and camera.

- The Chair will explain the "flow" of the session: Intro, intro by chair of speaker 1, video 1 played, intro by chair of speaker 2, video 2, etc., short discussion of paper 1 (by last speaker), of paper 2 by speaker 1, etc. This is followed by a short commentary by the moderator and then a moderated discussion with the audience. At the end of the session, speakers and moderators should go to the "meet the authors"* session

- The Hubb technician will use a countdown to signal when the session is going live. ALL speakers should have their cameras on and all should be muted.

Written Q&As:

During the video presentations, attendees will be able to write questions in the written Q&A and speakers can respond in writing to questions addressed to them. Speakers can also add comments. (Speakers cannot use the Q&A to ask questions – they can only respond to questions in the Q&A.) Do not click on "dismiss" or on "answered live".

- Attendees will use "thumbs up" for questions or comments they support – this moves popular questions to the top of the list.

- The Q&A moderator will use these "liked" questions as a means to start the general discussion with the authors and audience (during the last 15 minutes).

- The Chair will need to keep time for the discussion and the questions from the audience and may have to cut off discussants if they go over the allotted time.

Meet the authors brainstorms: After each oral session, a short "brainstorming" session has been set up for attendees who would like to exchange with (all) the authors in the session. These sessions may last 15 to 30 minutes. You should receive a direct zoom invitation to this meeting (or you can access them via the conference website by clicking on the appropriate "meet the authors" session)