

2020 HDCA Conference: Speaker and Chair Guidelines (Regular Parallel Sessions)

Welcome again to the 2020 HDCA Conference, and thank you for all your contributions so far. These guidelines set out how speakers and chairs operate in our **regular live-streamed parallel sessions**¹. They supplement our *Audience Guide for Whova*² and apply only to those who present or chair. To ensure that our live sessions run smoothly, please study this document carefully.

Before your live session:

- Speakers can upload both their presentation slides (if applicable) and a handout to their session in Whova.
 - If you don't know how to do it yourself, you can also email us at 2020HDCA@massey.ac.nz and the conference organisers will do it for you.
 - Whova accepts only PDF files, so make sure you convert your slides/handout accordingly.
 - Also, make sure you properly name your posted files in Whova. Include your name, so the audience know which speaker/presentation the documents belong to.
- Speakers can also provide detailed information about themselves through the Whova speaker form that we have sent you by email. The more detailed (yet concise) that information is, the more likely it is that audience members will understand who you are and what you do (and thus attend your live presentation).

During your live session – basic information:

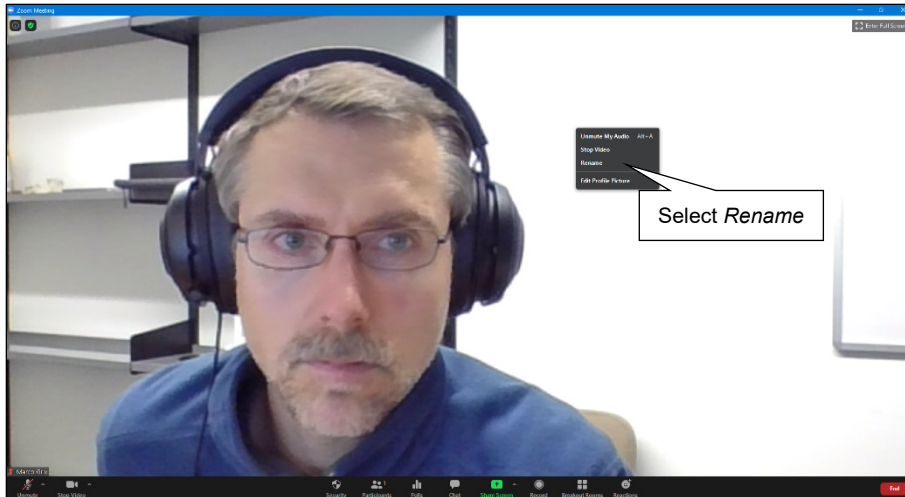
- While guests who experience live-streamed sessions as mere audience are strongly encouraged to attend directly in and through Whova, **anyone who chairs or presents in a session must participate in that session in and through Zoom instead.**³ In other words, chairs or presenters must have Zoom's software installed on their computers.
- The link required for presenters and chairs to dial into their virtual meeting in Zoom will be emailed to them 24 hours before their session at the latest. Please use that link to enter the meeting. Your email will also provide you with the name and email of your dedicated tech support person for the session. If you have any problems entering the meeting (or run into other problems), notify him/her immediately.
- Please arrive at your Zoom meeting room 5 minutes before the scheduled time. For example, if your session is scheduled for 9:30am, please arrive at 9:25am.
- All live-streamed meetings have a waiting room activated by default. Thus, you may have to wait for a few minutes for your tech support to admit you to the meeting (while the audience continues to remain in the waiting room). To enable your tech support to identify you, **make sure that your name in Zoom is identical to your name in Whova.**

¹ That is, live sessions that are not single-stream keynote addresses.

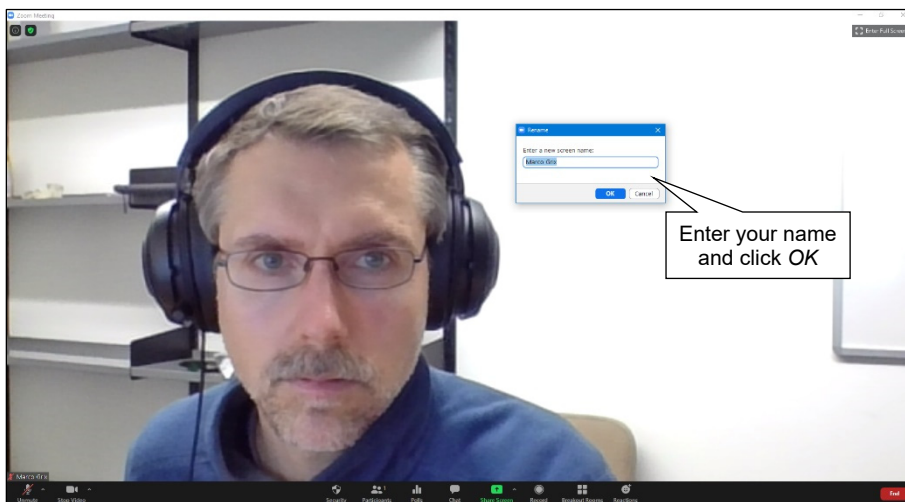
² Available for download at <http://2020hdca.com>, menu item *Conference Guides*.

³ The reason for that difference is that Whova puts various limits on the ability of attendees to interact in live sessions.

- The quickest way to temporarily rename yourself (eg, if you're using a Zoom account for work) is once you've already dialled into a virtual meeting. Simply join your live 2020 HDCA Conference session in Zoom, and then right-click into the main window with your mouse.⁴ In the menu that appears, select *Rename* (see first image below). A small window will materialise, where you can temporarily change your name as required (see second image below).



Rename yourself in a Zoom session (Windows PC)

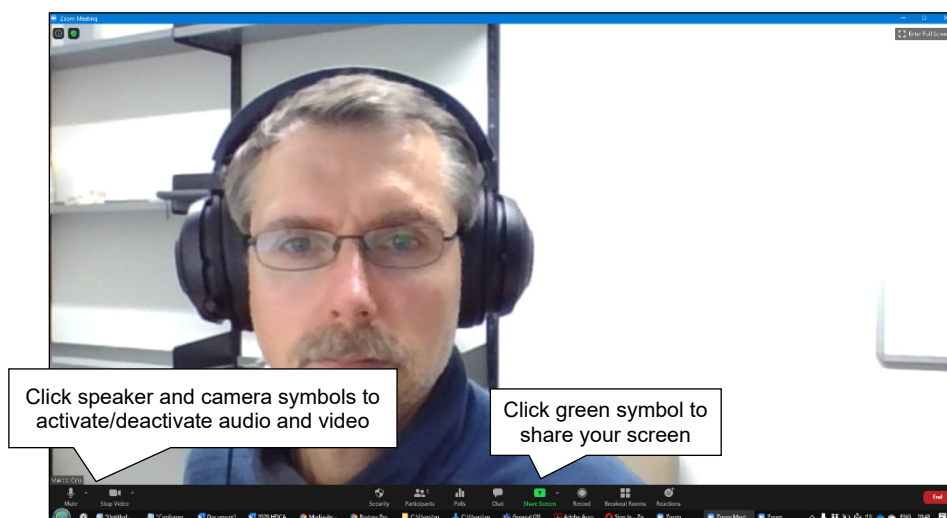


Rename yourself in a Zoom session (Windows PC)

- During the initial meeting, speakers and the chair will join their dedicated tech support person. At this time, tech support will 1) confer co-host privileges on chair and speakers and 2) provide a quick run-down of the following process for the session:
 - Chairs and speakers have a few minutes to discuss the order of presentations as well as Q&A details; at the end of that, everyone but the chair deactivate their audio and video (see first image below).
 - At circa 5 minutes past the official starting time of the session, tech support will allow audience members into the virtual meeting proper (with both audio and video deactivated by default).

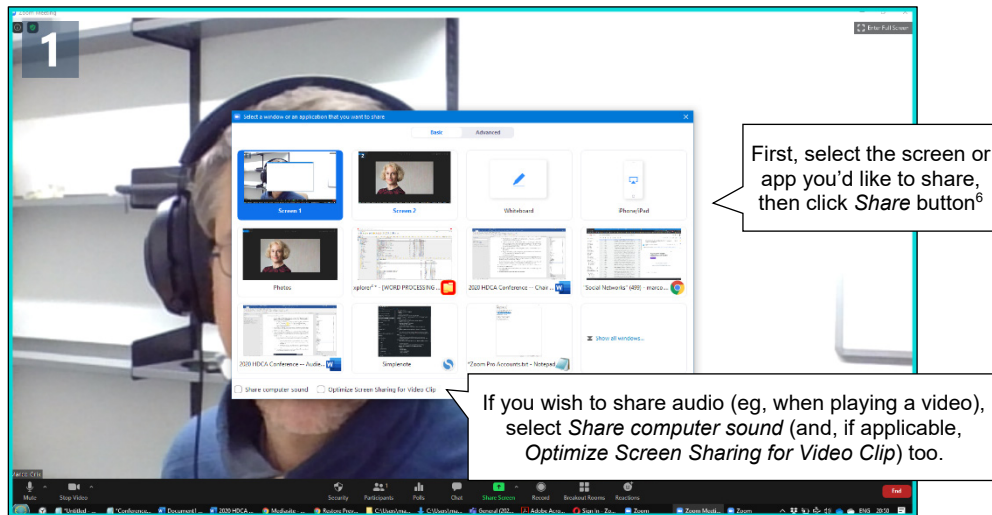
⁴ This applies to Zoom for Windows. If you use Apple's operating system (or Linux), the process may vary.

- After circa 15-20 seconds (for the audience to focus), tech support starts the cloud recording of the session: attendees will hear a corresponding automatic audio announcement.
- Circa 5 seconds after that, the chair welcomes the audience, introduces the speakers, and then hands over to the first presenter.
- While the first presenter activates his/her video & audio, the chair temporarily deactivates his/hers
 - Assuming it's a session of three presenters total, each speaker has circa 25 minutes for her presentation overall (Q&A included).
 - A speaker should aim to present for 15-17.5 minutes; he/she is welcome to use visual aids by sharing her screen (see second image below).
 - For the last 7.5-10 minutes, the chair activates his/her video & audio again and invites the audience to submit questions via Whova's Session Q&A function.⁵ The chair monitors that Session Q&A, selects questions, and reads them out to speaker and audience, with the presenter providing responses in turn.
 - After 25 minutes total, the chair thanks the presenter, who then deactivates his/her video & audio and also stops sharing the screen, if applicable (see third image below).
 - The chair then hands over to the second presenter, who activates his/her video & audio (while the chair, once again, temporarily deactivates his/hers).
 - The process is then repeated.
- After the last speaker's presentation and Q&A have finished, the chair thanks all presenters once again and reminds the audience that they are welcome to ask further questions in Whova's Session Q&A (which the presenters can answer in writing later).
- At circa 5 minutes before the session's scheduled finishing time, tech support will end the meeting for all attendees (and the Zoom recording will automatically come to an end).
- Please **absolutely** make sure that speakers don't exceed their 25-minute time allowance, and that your total session doesn't run over its scheduled time.
 - Tech support staff need brief intermissions in between sessions to allow for technical wrap-ups and other important duties.
 - Audience members too require brief breaks from their screen activity.

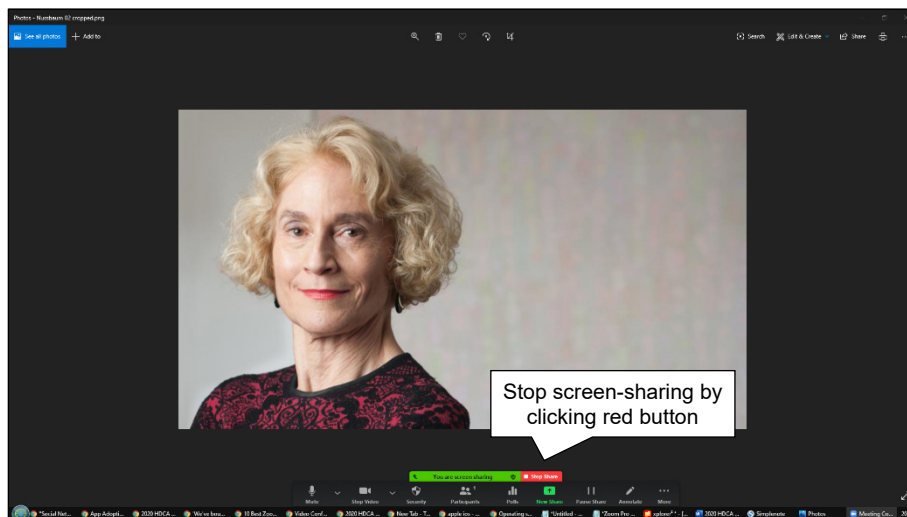


Audio and video in a Zoom session (Windows PC)

⁵ For details, see our *Audience Guide for Whova*.



Screen-sharing in a Zoom session (Windows PC)

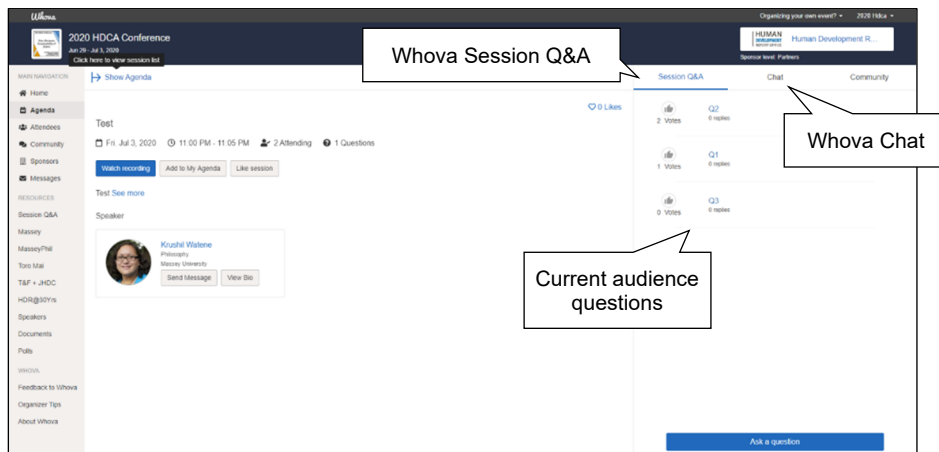


Stop screen-sharing in a Zoom session (Windows PC)

During your live session – default settings:

- Audience members will be admitted circa 5 minutes after the official starting time of a session. For example, if your session is scheduled to begin at 9:30am, the audience will be transitioned into the virtual meeting proper at 9:35am.
- Microphones and cameras are disabled for audience members, so they cannot activate their audio and video. However, the chair can ask their session's tech support to change that setting, as to allow spoken audience participation. (Such choice may suggest itself if the audience is small in number, a question is particularly difficult to understand in its written form, or a vocal exchange between audience and presenter is more productive for some other reason.)
- The Session Q&A function in Whova is the default place where questions are asked. (If anyone asks questions in the Zoom chat function instead, tech support will copy these items to Whova's Session Q&A).
 - Thus, chairs need to have both applications open and accessible: Zoom (where the live meeting stream is produced) and Whova (where the audience asks questions).

- The easier way for chairs to monitor audience questions in Whova: install Whova’s app on your tablet computer and have the current session open on your screen. That way, the chair can keep Zoom in the foreground on their personal computer, and check audience questions on their tablet at the same time.
- Alternatively, chairs may simply log into Whova through their Internet browser by visiting https://whova.com/portal/webapp/hdcac_202006. In that case, the chair keeps the current Whova session open in their browser in the background and switches between Zoom and Whova on their personal computer as required.
 - In Whova’s session Q&A, members of the audience can upvote questions that have already been asked, and popular items will correspondingly move up in the list. In some Internet browsers, questions sometimes fail to move up automatically. In that case, a chair can force a refresh of the list order by clicking at the word *Chat* (thereby switching over to the second column), and then going back by clicking *Session Q&A*. The latest list of all questions will then be shown, properly ranked. (See image below.)



Whova Session Q&A in an Internet browser (Windows PC)

- In many live sessions, the chair is also the final speaker, after which they should wrap up the session as a whole.
 - Usually, it’ll be best if the chair him-/herself selects the audience questions he/she wishes to answer, because that person is already familiar with the process.
 - In that case though, chairs need to remember that the questions he/she addresses still need to be read out to the audience.

During your live session – troubleshooting:

- In the event of a technical problem, remember that a tech support person is present throughout the entire session. Time permitting, it might be best if the Zoom chat function (located at the bottom of the Zoom app window⁶) is used to communicate with tech support. Otherwise, support can also be addressed orally in the live meeting, of course.
- If one of the speakers fails to dial into the Zoom session on time, change the order of presenters accordingly. Hopefully, the missing speaker will join the session later (with enough time left to present).

⁶ This applies to Zoom for Windows. If you use Apple’s operating system (or Linux), the location may vary.

- If the presenter who's also the chair fails to dial in on time, ideally one of the other presenters takes on the role of chair. Thus, **all presenters of a session ought to familiarise themselves with all aspects of this guide.**
- If you end up joining your session late, we recommend that – once you're in Zoom – you contact the session's tech support person (whose name you'll know from our email with the URL needed to dial into the Zoom meeting). Otherwise, you can also try emailing your tech support (his/her address will be stated in the email too). Either way, we recommend that you contact tech support as soon as possible. Please remember to clarify your identity and the details of your session, so our tech support team understands who you are and what they need to do to assist you as quickly as they can.

After your live session

- As soon as they become available, recordings will be linked to their respective sessions in Whova, so the audience of our conference can experience any presentations they could not attend live at a later time.
- Correspondingly, it is also likely that additional questions will be posted in Whova's Session Q&A long after the live-stream has ended. We suggest that speakers keep an eye on their Whova session and address questions in writing as they arise.

We hope that you'll enjoy the 2020 HDCA Conference, despite the somewhat radical changes we had to make to its format. Remember, this year's event is rather experimental. However, online participation will probably become a key element of many future academic gatherings, including future HDCA Conferences. Thus, we're keen to hear about your overall impressions, so as to learn as much as we can and make events in coming years better yet.

To get in touch with us, we suggest you email 2020HDCA@massey.ac.nz. You can also contact us in Whova, of course: simply head to *Attendees* and look for Krushil Watene and Marco Grix.

Nga manaakitanga,
The Organisers

2020 HDCA Conference
New Horizons: Sustainability and Justice
30 June to 02 July 2020
Auckland, New Zealand

Find us online: <http://www.2020hdca.com>