



# **Interactive Symposium Guide (Format 1: Panelists Interaction)**

**45<sup>th</sup> Annual Conference  
November 9-21, 2020**

Please contact ASHE Conference Coordinator James Hines at [james@ashe.ws](mailto:james@ashe.ws) with any questions about your Poster Presentation.

## Guide Purpose

The purpose of this guide is to provide Interactive Symposium Presenters with important information to consider when developing their minimal attendee interaction presentation for the ASHE 2020 Virtual Conference.

We want to share that this is ASHE's first ever virtual conference. We have been working on this conference since June of 2019 and shifted to the virtual format in July 2020. We've poured much time and attention into these resources, however, it is possibly (and perhaps likely) that we missed something or something is not as clear as it could be. We hope you will reach out to ASHE Conference Coordinator James Hines at [james@ashe.ws](mailto:james@ashe.ws) with any questions, comments, or concerns. This will help us ensure the resources we provide to you and your fellow ASHE members are as inclusive as possible.

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## Accessibility

ASHE is committed to offering an accessible learning and socializing environment for attendees. With the annual conference and related events now virtual, this is new territory for our Association and we are striving to make it as inclusive as possible.

Event registrants will have the opportunity to add accessibility requests when they register for an event

Making your presentation accessible:

- Use sans serif fonts such as Helvetica, Arial, Verdana, Calibri, and Antique Olive.
- Use 14pt + font size. Use bold, underlining, and “quotation marks” for words and phrases needing emphasis rather than italics, which are less visually accessible. Do not use shadows on text.
- Font and background colors should have high contrast, meaning light font on a dark background or dark font on a light background. Never use gray as it is the least accessible color for attendees with visual impairments due to its lack of contrast with every color, including white.
- Images related to presentations (non-decorative) should have alt text provided. Alt text is a brief description of the image that can be attached in PowerPoint. For added accessibility, describe images and how they relate to the presentation during your presentation.
- Avoid the use of loud music or flashing images, video, and/or lights during your presentation, but if necessary, let attendees know prior to the beginning of the presentation so attendees with sensory issues can plan accordingly.
- Speak clearly and at a reasonable pace and pause between topics so attendees have time to process and react to information.

For more Accessibility information visit: [www.ashe.ws/accessibility2020](http://www.ashe.ws/accessibility2020)

Presenters and attendees with questions regarding accessibility needs and accommodations, please contact ASHE Conference Coordinator James Hines at [james@ashe.ws](mailto:james@ashe.ws)

## Land Acknowledgement

Although we may be joining each other virtually throughout ASHE 2020, we are also able to do so grounded by diverse lands, each with their own names, histories, and relationships. While COVID has called us to limit our travel and social interactions in efforts to curb the spread of the disease and protect our communities, we hope that it also provides us with time to reflect on the lands where we live and work as well as on the relationships that we have or aspire to build with them. Such reflection can provide a vital first step to the work of decolonization, work which must go hand in hand with the dismantling of entrenched racial inequities.

This year, we invite all presenters, chairs, and discussants to engage in land acknowledgement when participating in ASHE 2020 events and sessions. We encourage members and invited speakers to share brief remarks grounded by their own respective locations to begin their presentations. We hope that the ASHE membership will welcome this opportunity to share the labor that is too-often solely shouldered by the Indigenous members of our community. While the actual content of a land acknowledgment may be relatively brief, what is equally important is the work that goes on behind the scenes--the processes of research, learning, and reflection. While there are multiple forms that land acknowledgements can take, here is one example from the NCORE Conference:

This land on which I / we inhabit is physically situated in the original ancestral homelands of the << LOCAL TRIBE NAME(S) >>. We pay respect to the << TRIBE NAME(S) >> peoples – past, present, and future – and their continuing presence in the homeland and throughout their historical diaspora.

As members begin to engage in land acknowledgements, one resource that may be used to identify the Indigenous tribes and peoples of an area is <http://native-land.ca>. From there, we recommend searching for and exploring the websites of Indigenous nations and community organizations to learn more. For additional resources, insight, and guidance on land acknowledgement, see <https://www.ashe.ws/landacknowledgements> which was drafted by the ASHE Land Acknowledgement Working Group.

Finally, we would like to take the time to recognize the original intended location of ASHE 2020. The land currently known as New Orleans is physically situated in the region known as “Bulbancha,” a Choctaw term meaning “place of many tongues.” This place was originally inhabited by the Chitimacha nation and, prior to 1718, served as an important port and trading hub for more than 40 diverse peoples, including Atakapa, Caddo, Choctaw, Houma, Natchez, and Tunica nations. We pay respect to these

communities, and look forward to gathering in Bulbancha for the ASHE 2024 conference.

## Presenter Agreement

By presenting at the ASHE Annual Conference, you agree to the following Virtual Presenter Agreement:

- My presentation is based on original work that has not been published in any venue, online or print, or presented at other conferences.
- For papers, posters, or roundtables: At least one of author/co-author will present the work on the day and time designated.
- All presenters, chairs, and discussants must be registered for the ASHE Conference and/or respective Pre-Conference by October 15, 2020; this ensures you will receive your individual presenter link prior to the conference.
- I grant ASHE the right and permission to stream live and record my presentation(s) as part of the annual conference. This material will be available to conference registrants, members, and the ASHE community during and immediately after the conference for educational purposes consistent with the mission of the association. I relinquish the right to examine or approve the audio or video recordings before publication, including any print materials in connection with audio and video recordings. I agree no royalties are due to me.
- I acknowledge that I have read this consent and release prior to agreeing to it and that I understand its content. I understand that the ASHE is relying on this agreement and release and that my release and consent is irrevocable.
- If you do not agree to these items, please email [conference@ashe.ws](mailto:conference@ashe.ws). Please include your name, session title, and what parts of the presenter agreement you do not agree to; please note this may prevent ASHE from allowing you to present during the annual conference.

## Event Code Of Conduct

We realize that the shift from in-person events (including but not limited to the general conference, pre-conference forums, professional development events) to virtual events means there may be some questions about acceptable behavior. As such, the ASHE Board of Directors has adopted a Virtual Code of Conduct, which provides specific (albeit not exhaustive) examples.

### **ASHE Virtual Code Of Conduct**

Approved by the ASHE Board of Directors, July 29, 2020

Scope: This policy applies to all virtual ASHE events, synchronous and asynchronous.

ASHE is committed to providing a safe, productive, and welcoming environment for event participants. Participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, staff members, service providers, and all others are expected to abide by this Virtual Code of Conduct as well as ASHE Ethical Principles (<https://www.ashe.ws/content.asp?admin=Y&contentid=158>) and ASHE Code of Ethics (<https://ashe.membershipsoftware.org/files/ASHE%20Policies/ASHE%20CODE%20OF%20ETHICS%20FINAL%202015.pdf>).

As is commonplace in academic discourse and professional associations, participants are welcome and encouraged to express an opinion, raise research, or describe an experience that may differ from others if it is part of an on-point discussion of the topic at hand and is offered in a manner that does not interfere with others' reasonable ability to participate fully. However, participants should refrain from engaging in unacceptable behavior. Though it is not possible to list all forms of behavior that are unacceptable in an academic association's professional settings, participants should generally avoid expressions or conduct that either intends to or results in harm to another and takes place without scholarly justification, including (but not limited to) harassment, theft of intellectual property, and unapproved promotions.

ASHE has zero-tolerance for any form of discrimination, harassment, or intimidation of any form, including but not limited to sexual harassment by participants. Examples of these include, but are not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin; inappropriate use of nudity and/or sexual images in public spaces or in presentations; or threatening or stalking. This also includes the disruption of presentations/presenters as well as taking screenshots of participants and/or any chat room activity without consent.

ASHE also wants to protect members from theft of intellectual property and/or the dissemination of papers, comments, or ideas without the consent of authors/presenters.

Participants should not record or live stream presentations and discussions that occur during events; nor copy or take screenshots of presentation materials unless explicit (and ideally written) permission is granted by the presenter/author. If something being presented is of interest to you, we suggest contacting the presenter directly, either via the chat or Q&A function or via email after the presentation.

Finally, events should not be used for purposes other than which they were intended. Participants should not promote products or services, special offers, job offers, product announcements, or solicit for services during events unless expressly approved by ASHE in writing.

For most events, an ASHE Conference Staff member will be in attendance to support presenters and attendees in upholding these guidelines. If you experience any incidents of unacceptable behavior, you can private message the ASHE Conference Staff and/or inform ASHE Conference Coordinator James Hines at [james@ashe.ws](mailto:james@ashe.ws) or ASHE Executive Director Dr. Jason P. Guilbeau at [jason@ashe.ws](mailto:jason@ashe.ws) or (702) 895-2737.

All participants must comply with the instructions of the event moderator and any ASHE Conference Staff. Appeals to decisions can be directed to ASHE Executive Director Dr. Jason P. Guilbeau at [jason@ashe.ws](mailto:jason@ashe.ws).

In the interest of providing a safe, productive, and welcoming environment, ASHE Conference Staff reserve the right to take any action deemed necessary and appropriate, including immediate removal from the event without warning or refund, in response to any incident of unacceptable behavior.



## Registration

Presenters (i.e., authors, chairs, discussants) must be registered for the conference and/or respective pre-conference by the regular registration deadline on **October 15** to ensure their participation.

Registered presenters will receive an **Attendee email** with login information to access the conference and pre-conferences for which they are registered a few days before the event.

Additionally, presenters will receive a **Presenter email** with a unique Zoom link for their presentation a few days before the event.

***NOTE:*** Any author/presenter who is listed on a paper but not registered will not be sent this presenter link. In this situation, we assume the author is not presenting during the conference.

### **Session Format 1: Panelists Interaction**

During Interactive Symposium sessions with Panelists Interaction, only Presenters will be on screen during the entire presentation; attendees do not have the ability to interact with their camera or microphone. This type of sessions focuses on the panelists interacting with each other, rather than attendees interacting with panelists and in breakout rooms (this is Format 2).

### **Accessing Your Interactive Symposium**

1. Click the unique Zoom link from the Presenter email
2. This will provide access to the “Green Room” for an audio and visual equipment check with an ASHE Conference staff member
3. When it’s time for your scheduled event, ASHE Conference staff member will make the presenters “live” and can be seen by the attendees

### **The Green Room**

When you click the Zoom link in your presenter email, you will enter the “Green Room,” where the conference staff will check your audio and visual and answer any technical questions. You will not be visible to attendees at this point.

Presenters should plan to arrive to the Greenroom 15-20 minutes prior to their session.

All session participants should plan to arrive to the Greenroom 15-20 minutes prior to their session

During this time the Chair and Presenters can discuss:

- The Agenda for the Interactive Symposium
- Process and expectations for Q and A section of session
- Process for selecting questions from the Chat for the Q and A section
- Technical information with Conference Audio and Virtual Staff member

Once it is time for the scheduled session, you will be made visible to the attendees and begin the session

### **Session Format and Agenda**

The Presenters will be on screen during the entire session.

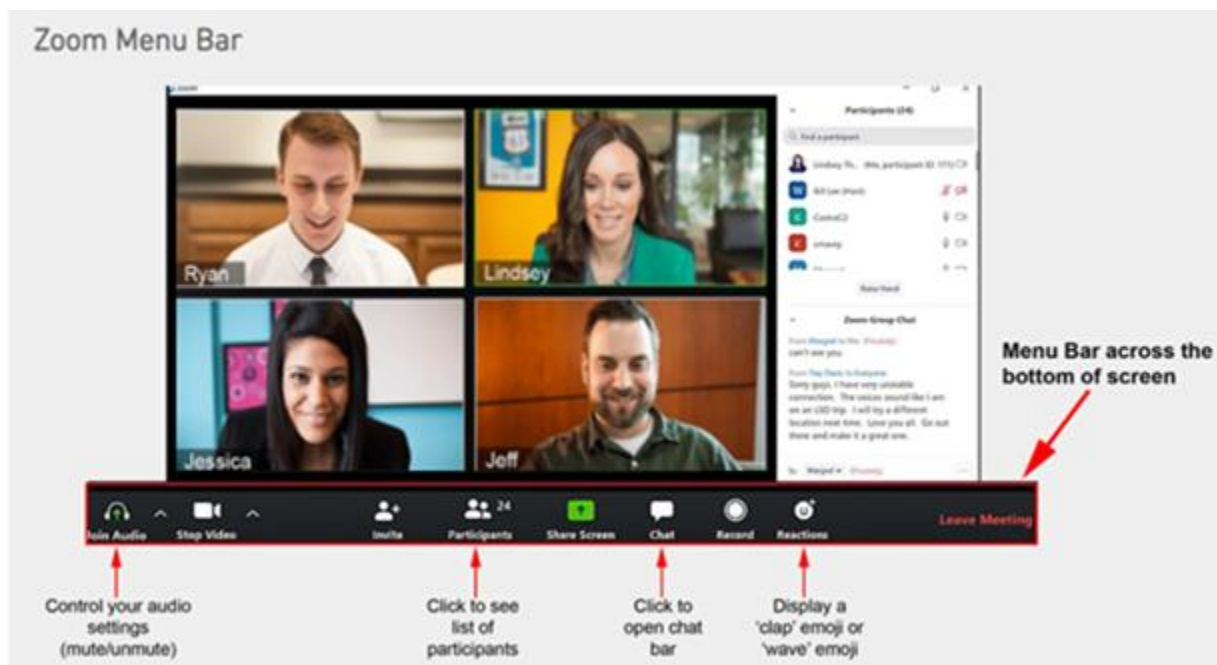
When you are not presenting, you should turn off your mic and can turn off your camera.

When you are presenting, you can share your screen for the audience to view your presentation. See the accessibility page for more information.

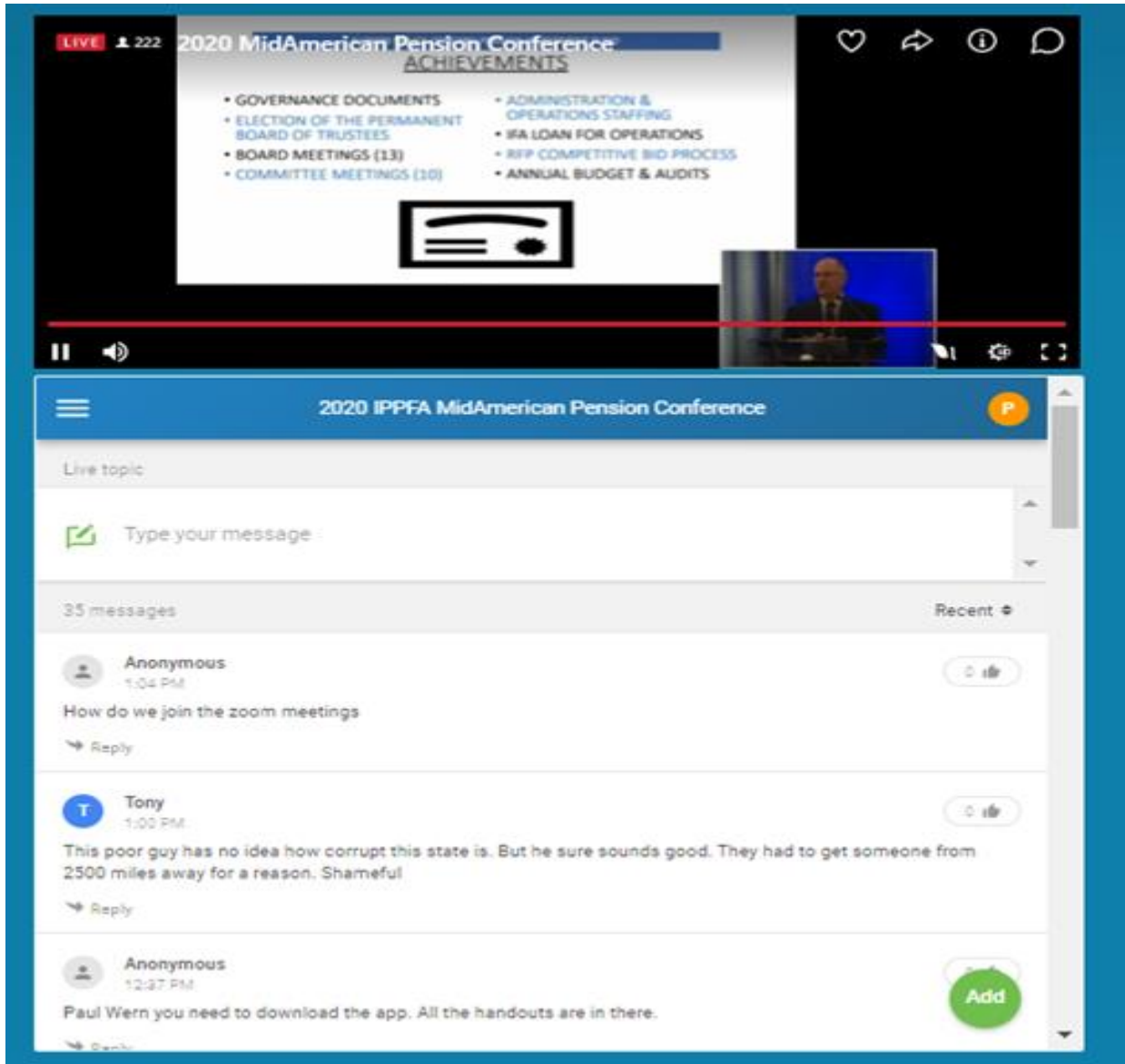
The Attendee chat function is through the Virtual Conference, not through Zoom. As such, presenters are encouraged to open a separate screen with your session in the Virtual Conference to monitor and respond in the chat. You will need to be sure to mute the Virtual Conference to prevent feedback.

(Updated 11/11/20) Presenters will be provided a link to access the Chat and Q and A from the session attendees. This link mimics the Attendee View without the video to help limit the use of bandwidth and allow for presenters to engage with attendees.

During the session, presenters will have access to the Zoom Chat which only they will be able to see.



For Interactive Symposiums that want a Q and A section at the end of their session, the Session Chair will need to join the session as an Attendee to see the Q and A comments in the Chat. The Session Chair will need to have the ability to have 2 internet screens open to access both the Presenter Zoom link and the Participant link.



The Session Chair will provide information at the beginning of the session on the interaction capabilities available between the Presenters and Participants. These capabilities will be determined by the session proposal information and will determine the interaction abilities.

### **Troubleshooting during the Session**

An A/V Staff member will be in the room to assist presenters with mic, camera, and screen sharing issues.

## Info for Session Chairs

**Note: This is adapted from the Chair responsibilities from Paper Sessions. This may look different for Interactive Symposia, however, the general responsibilities will likely be similar.**

### **Session Chair Responsibilities**

The Session Chair is responsible for managing the session.

Responsibilities before the Interactive Symposium Session include:

- Register for the ASHE Conference or Pre-Conference by October 15 Deadline
- Review ASHE Conference Chair Webinar (Video Available on ASHE Website October 21)
- Send an introduction email to the presenters (recommended by mid-October)

Responsibilities during the Interactive Symposium Session:

- Click the Zoom link included in the Presenter Email and arrive to the Greenroom 15-20 minutes prior to the session for audio and visual check
- Confirm the presenters in attendance and ask for presenter name pronunciation if you have any concerns
- Remind the presenters of time limits
- Introduce yourself and acknowledge the place you are joining from (i.e., a land acknowledgement)
- Manage the question and answer period at the end of the session by asking authors questions that pop up in the chat

### **Time Keeping Responsibilities**

During the Session, the Chair is responsible for keeping time and ensuring all presenters have an opportunity to have their presentation

While in the Green Room, the Chair should remind the Presenters about the time permitted for each section.

During the session, the Chair should keep strict time on each section.

The Chair should inform the presenter of their remaining time by providing 3-minute, 1-minute, and Time Expired warnings. You can use the Zoom chat function to do this. You can direct message the author/presenter or send a message to the entire group. Note: This will only be visible to presenters, not attendees.

### **Sample: Chair Welcome And Introduction**

Hello Everyone [please do not say ladies and gentlemen or any gendered greeting].

My name is [Insert Name, Institution/Organization, and Gender Pronouns] and I would like to welcome and thank you for joining us today for this session titled [Insert Session Title]. I am speaking to you today from [Insert Land Acknowledgement].

I am very excited to introduce our excellent presenters today.

### **Q and A And Session Wrap Up Responsibilities**

In addition to keeping time during the Session, the Chair should monitor the chat during each presentation to select a few questions to use during the Q and A section of the session. We recommend having at least one question (if possible) for each presenter.

These questions should be based on the information provided during the presentation.

Acceptable questions typically:

- Are specific towards an aspect of the research being presented
- Allow the presenter to clarify or expound upon information provided in the presentation
- Provide the presenter an opportunity to discuss the future of their research or topic area
- At the end of the session, the Chair should again thank the Presenters for sharing their information and thank the attendees for joining the session

### **Sample: Chair Presentation Q And A Section, And Wrap Up**

#### ***Transition Between Discussant and Q and A Session:***

We now have [Insert Number] minutes remaining in the session. I have selected a question for each presenter. Presenters please keep your responses brief as we want to make sure each question is answered. [Insert Presentation 1 Author(s) Name] the first question is for you. The question is [Insert Question]

#### ***Transition Between Authors During Q and A:***

[Insert Name of Presentation 1 Author(s)] we appreciate your insightful response to the that question. We now have a question for [Insert Name of Presentation Author(s)] The question is [Insert Question]

#### ***Q and A Session Ending and Wrap Up:***

I want to thank all our Presenters for the information they provided in this session. If your question was not selected from the Chat, please feel free to reach out to the authors directly. We have now reached the end of our session and I want to thank you all for attending. Please take care!