Paper Session Guide (Research, Scholarly, & Self-Designed)

45th Annual Conference
November 9-21, 2020

Please contact ASHE Conference Coordinator James Hines at james@ashe.ws with any questions about your Poster Presentation.

Guide Purpose

The purpose of this guide is to provide Paper Presenters with important information to consider when developing their Paper 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 possible (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 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

Presenters and attendees with questions regarding accessibility needs and accommodations, please contact ASHE Conference Coordinator James Hines at 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 or irrevocable.
- If you do not agree to these items, please email 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 or ASHE Executive Director Dr. Jason P. Guilbeau at 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.

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 **<u>Attendee email</u>** 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 **<u>Presenter email</u>** 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.

Technical Presentation Considerations

To present, you must have a camera and microphone and the Zoom desktop app.

For more information on testing your equipment for Zoom, click
https://support.zoom.us/hc/en-us/articles/201362313

The Green Room

When you click the Zoom link in your presenter email, you will enter the "Green Room," where the A/V Staff will check your audio and visual and answer any technical questions. You will not be visible to attendees at this point.

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

During this time the Chair, Discussant, and Authors can discuss:
- The order of the presentations based on the program
- Name pronunciations and preferred names for authors
- The time limits for each presenter
- Process for selecting questions from the Chat for the Q and A section
- Process for Q and A section of session

This is also where the A/V Staff will work through technical issues and implement back up plans if need be.

Paper Session Presenter View (Chair, Discussant, Presenter)
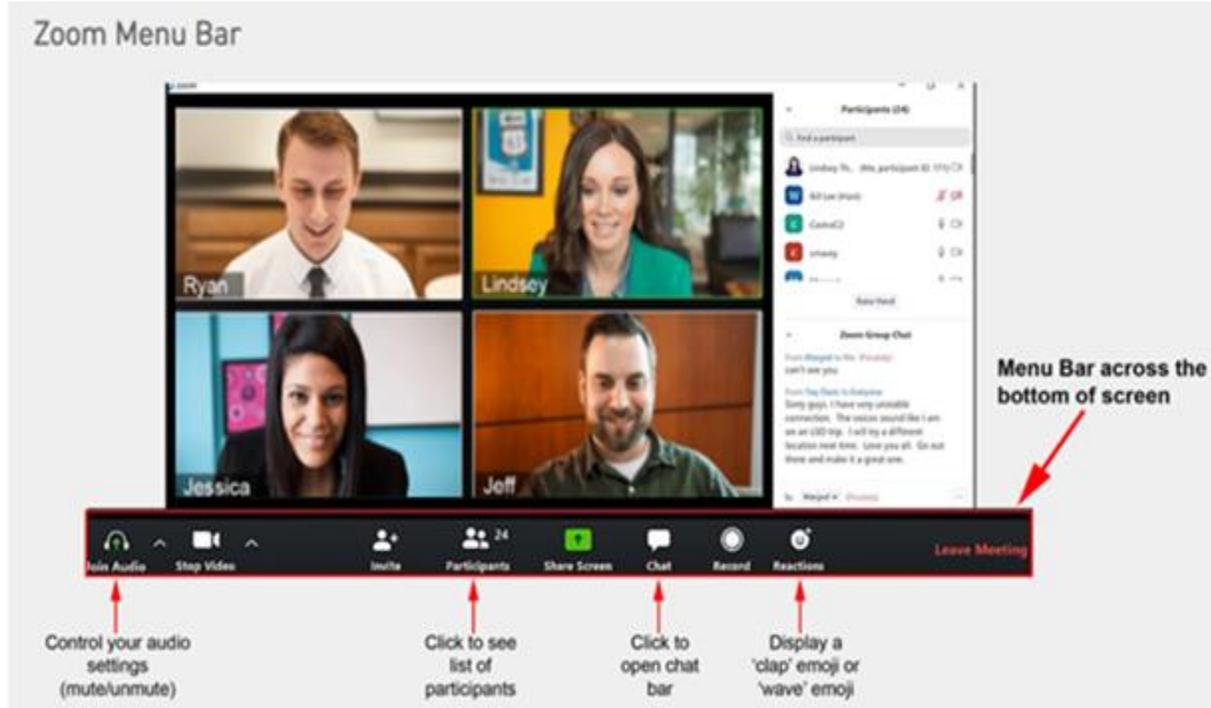
What you will see as a presenter will be a normal Zoom meeting room.

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 slide for more information.

During the session, presenters will have access to the Zoom Chat which only they will be able to see. This is where the Chair will provide timing cues for you and you can chat with A/V Staff for technical issues.

~~Presenters are encouraged to open a separate screen with the Virtual Conference and attend the event as a participant to monitor and respond in the chat. Be sure to mute this session to avoid feedback; you should listen through the Zoom platform.~~ (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.

Session Chair will use the Chat Function to select questions during the Q and A section and communicate with attendees during the session.

Paper Session Attendee View

Note: This is an example from another conference.
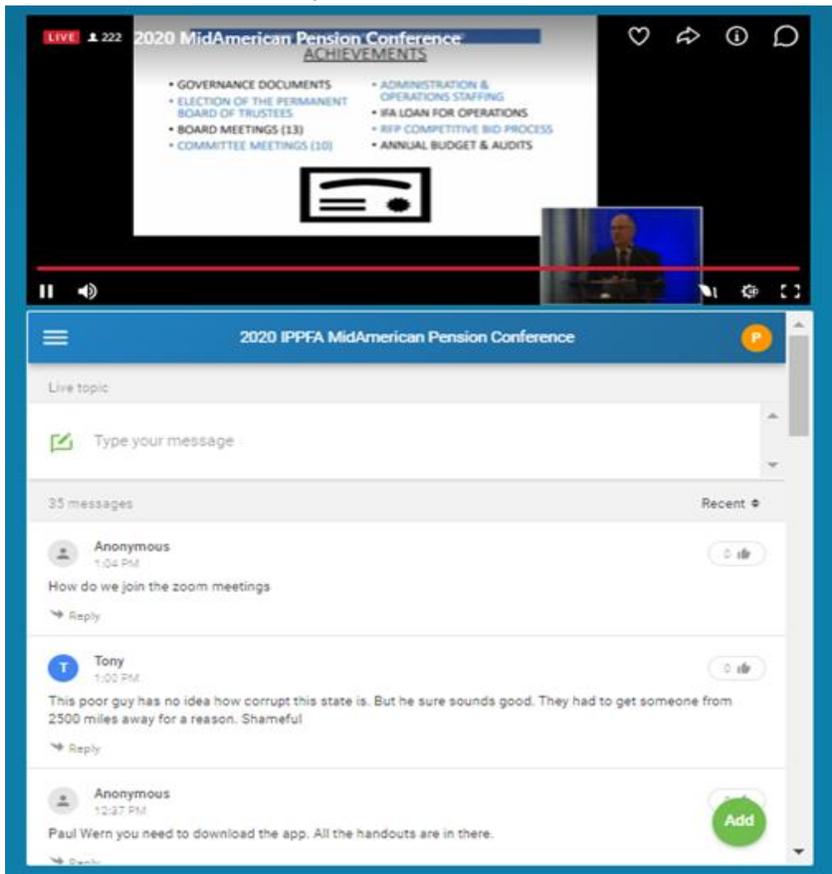
Attendees will not be on screen during the presentation nor can they use their microphones.

Attendees can interact through the chat feature. The Attendee chat function is through the Virtual Conference website, not through Zoom.

Papers with multiple authors may also designate one author to present and one author to monitor the chat and respond to questions

The Presenters will be on screen during the entire session. Note: The screenshot above only had one presenter, which is why only one person is on the screen.

Paper Session Outline

The typical Paper Session format is as follows:

1. ***During the General Conference Only*** Before each session, a brief video from the Program Committee will play (about 1 minute)
2. After this intro video, the A/V staff will make you "live" and attendees will be able see you (if your camera is on) and hear you (if your mic is on).
3. Chair introduces session and reviews the agenda/timing of the session (1 minute)
4. Chair introduces Paper #1 and presenters (1 minute)
5. Paper #1 (15 minutes)
6. Chair introduces Paper #2 and presenters (1 minute)
7. Paper #2 (15 minutes)
8. Chair introduces Paper #3 and presenters (1 minute)
9. Paper #3 (15 minutes)
10. Chair introduces Discussant (1 minute)
11. Discussant (10-15 minutes)
12. Open Q&A (10-15 minutes)

The session will automatically end two minutes after the scheduled end time.

Please coordinate with your Session Chair if there are more/less than 3 papers.

The order of presentation is by the listing on the event program.

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 Paper Authors

Paper Author Responsibilities

Authors are responsible for presenting their research/paper.

Responsibilities before the Paper Session starts:
- Register for the ASHE Conference or Pre-Conference by the October 15 deadline.
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- Upload your paper in Conference Portal for your Discussant by the October 26 4:00pm Pacific deadline. Final research papers should not be longer than 30 double-spaced pages (excluding references, tables, and appendices).
- Prepare your presentation using the time limit & accessibility guidelines.

Responsibilities during the Paper Session:
- Click the Zoom link included in the Presenter email to arrive to the Greenroom 15-20 minutes prior to the session for video and sound check
- Introduce yourself and acknowledge the place you are joining from (i.e., a land acknowledgement)
- Present during the session
- Keep track of your time on your own. The Chair will also message you through the Zoom chat to let you know when there is little time remaining.
- Respond to questions during the Q and A session and/or via the chat.

Suggested Paper Presentation Outline

Depending on the focus of the paper, presenters can take more or less time on theory, methods, and other sections. The following is a suggested guide, but not meant to be constrictive and can vary substantially by topic and paper:
- 2 Minutes: Paper Overview including purpose and research questions
- 3 or 4 Minutes: Literature Review and Theoretical Framework
- 3 or 4 Minutes: Methodology & Methods
- 4 Minutes: Results
- 2 Minute: Implications & Conclusion

Uploading Your Paper

If you are delivering a paper in a self-designed paper session or a regular paper session (scholarly or research), you must upload a copy of your full paper for your discussant in the ASHE Conference Portal no later than Monday, October 26, 2020 at Noon Pacific Time. Should you not upload a paper by the deadline, your discussant may elect only to give cursory feedback or no feedback at all

Please note that when you upload your paper to the ASHE Conference Portal, it is not made public; it will only be visible to Presenters in your session including your

discussant and chair. Presenters are prohibited from publicly sharing any materials that are uploaded in the ASHE Conference Portal

Final papers should not be longer than 30 double-spaced pages (excluding references, tables, and appendices). We also encourage you to add a cover page with any relevant notes to the Discussant (e.g., areas where feedback would be most helpful, if the paper was from a dissertation, etc.)
How to upload your paper:
1. The individual that submitted the proposal must log into the ASHE Conference Portal
2. From the Submitter menu, click on the "Submitter" link
3. Make sure you are seeing your submissions by clicking the "Submissions" tab
4. Select the "Participations" tab
5. Under the "Action" column next to the accepted paper, click on the link "Upload."
6. Click "Choose File" and select the saved PDF to upload (note: only one file may be uploaded and it must be in PDF)
7. Select "Accept and Continue" to complete the upload

Info For Session Discussants

<u>Session Discussant Responsibilities</u>

Discussants serve a deeply important role in higher education knowledge production and in our ASHE community by supporting the scholarly development of authors and providing important context for ASHE paper sessions.

The purpose of the discussant role is threefold:

1. To provide deep and constructive feedback to authors on their papers (some issues shared at the session; more shared privately to authors either before or after the session);
2. To role-model the provision of constructive feedback—improving reviewing and feedback-giving in our field (this is presented publicly at the session);
3. To deepen understanding of the area of study by integrating themes across the papers presented and drawing out broader ideas that connect the papers to the state of research in the field (this is presented publicly at the session).

For more detailed information regarding Discussant responsibilities visit: https://www.ashe.ws/discussantresources

Responsibilities before the Paper Session starts:
- Register for the Conference or Pre-Conference by the October 15 deadline.
- Attend (or watch the recording of) Conference Discussant Webinar on October 22 (https://www.ashe.ws/discussantresources)
- Review Discussant best practices (https://www.ashe.ws/discussantresources)
- Download papers that are uploaded in the Conference Portal (after October 26 at Noon Pacific)
- Prepare a presentation to share feedback on each paper and the collection of papers with session attendees.
- Prepare written feedback for each paper to share with authors.
- Provide written feedback to each author

Responsibilities during the Paper Session:
- Click on the Zoom link from the Presenter Email and arrive to the Greenroom 15-20 minutes prior to the session for video and sound check
- Introduce yourself and acknowledge the place you are joining from (i.e., a land acknowledgement)
- Present during the session and, if applicable, respond to questions during the Q and A session and/or via the chat
- Keep track of your time on your own. The Chair will also message you through the Zoom chat to let you know when there is little time remaining.

Responsibilities after the Paper Session:
● Provide written feedback to each author if you did not do this before the session

<u>**How to Download Papers**</u>
1. Log in to ASHE Conference Portal
2. From the Submitter menu," click on the "Chair/Discussant" tab
3. Within this link you will find the sessions for which you are a participant (presenter, chair, discussant, organizer, etc.)
4. Click on the "Participations" tab and click the "view" link next to the title of the session in which you are the Discussant
5. Click on the "download individual submission file" link to download the papers uploaded by the submitter for each proposal in the session

*Note: Until the submitter uploads the final paper by October 26, the file defaults to supplemental information originally submitted with the proposal (e.g. graphs, charts, models)

Info for Session Chairs

Session Chair Responsibilities

The Session Chair is responsible for the overall management of the session, ensuring the session is on-time, and providing support to the Discussant and Authors as necessary. The Chair is not responsible for the technical pieces of the session and we will have an A/V Staff in every room to support the Chair and other presenters.

Before The Paper Session
- The Session Chair is responsible for managing the Paper session
- Responsibilities before the Paper 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 discussant and presenters (recommended by mid-October)
- Send authors a reminder about the paper upload deadline

Responsibilities during the Paper 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 the presentation time limits
- Introduce yourself and acknowledge the place you are joining from (i.e., a land acknowledgement)
- Welcome Attendees and introduce each paper
- Manage the question and answer period at the end of the session by asking authors questions that pop up in the chat

Sample Email: Chair To Discussant

Dear NAME,

[Introduce yourself, including name, organization/institution, and role. You can include how many ASHE Conferences you've attended. Remember, this is a great networking opportunity.]

I am serving as your Chair for the session [INSERT SESSION NAME] at ASHE 2020. This is my [#] time serving as a Chair and I am excited to help us organize and manage this session. If you have any special requests or ideas of how we can ensure an impactful session, please let me know.

I will be following up with the presenters in the coming days to introduce myself as well as remind them of the timeline to submit their papers through the ASHE Conference Portal.

[Add a closing]

[Sign your name]

[We suggest including your gender pronouns. You can find more information about using gender pronouns here: https://www.mypronouns.org/]

Sample Email: Chair To Presenters

Dear Presenters,

As ASHE 2020 approaches, I wanted to send a few reminders.

[Introduce yourself, including name, organization/institution, and role. You can include how many ASHE Conferences you've attended. Remember, this is a great networking opportunity.]

I am serving as your Chair for the session [INSERT SESSION NAME] at ASHE 2020. This is my [#] time serving as a Chair and I am excited to help us organize and manage this session.

The ASHE Office will be following up with a variety of reminders leading up to the conference and some general FAQs are answered at http://www.ashe.ws/ashe2020faqs and presentation resources can be found at www.ashe.ws/presentationresources.

A few things I want to highlight:

Final papers are to be uploaded to the ASHE Conference Portal by October 26 at 4:00pm Pacific.

Each paper will be allocated 15 minutes during the session. I will be the timekeeper and alert you of timing during the presentation through the Zoom Chat function.

[Add a closing]

[Sign your name]

[We suggest including your gender pronouns. You can find more information about using gender pronouns here:https://www.mypronouns.org/]

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 presentation

During the session, the Chair should keep strict time on each presentation

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.

We will begin the session with our first presentation from [Insert Author(s) names] titled [Insert Title of Presentation].

Sample: Chair Presentation Transitions
Presentation Transition Between Authors:
Thank you [Insert Name of Author(s)] for your excellent presentation. Please remember to use the Chat function if you have questions you would like to be considered for the Q and A section. We will now have [Insert Name of Next Author] with their presentation titled [Insert Title of Presentation].

Presentation Transition Between Authors and Discussant:
Thank you [Insert Name of Author] for your outstanding presentation. I would like to thank all the presenters for sharing their amazing research with us. We will now receive feedback regarding the papers from the Session Discussant [Insert Name of Discussant] from [Insert Institution/Organization].

Q and A 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 paper.

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:

Thank you [Insert Name of Discussant] for your feedback. 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 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!