Roundtable Presenter Guide

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 Roundtable Presenters with important information to consider when developing their 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 Event 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 Event 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.

Because we are using a Zoom Meeting for Roundtables, you will not receive a **<u>Presenter Email</u>** (unlike for other presentation formats).

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.

Accessing Your Roundtable Session

1. Log in to the Virtual Conference using the information provided in the Attendee email
2. Click the Schedule Tab
3. Scroll and find your Roundtable Session
4. Click the Zoom link included in your Roundtable Session
5. When it's time for your scheduled event, you will be allowed to enter the Zoom Meeting room to make your presentation

Author Responsibilities

Authors are responsible for presenting their research/paper.

Responsibilities before the Roundtable Session starts:
- Register for the ASHE Conference or Pre-Conference by the October 15 deadline
- Prepare your presentation using the time limit & accessibility guidelines

Responsibilities during the Roundtable Session:
- 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
- Respond to questions during the Q & A session and/or via the chat

Session Format and Agenda

This type of session will be set up in a Zoom Meeting Room with an ASHE Conference Staff member as the Host of the session. As with Zoom meetings, all attendees will be able to enable the cameras and mics.

Roundtable Sessions are 45-minutes long which features authors sharing information regarding their research in an informal, conversational style.

The Roundtable session format is as follows:
- First author introduces themself and the title of their paper (presents for 10 minutes).
- Upon completion of the first presentation, the second author introduces themself and the title of their paper (presents for 10 minutes)
Note: If only 2 presentations are assigned to a roundtable session, 15 minutes will be allocated to each presenter
- Upon completion of the second presentation, the third author introduces themself and the title of their paper (presents for 10 minutes).
- Once all authors have presented their papers, a Q & A session with attendees will take place with participants unmuting their mics to ask questions to the presenters. During the Q & A portion of the session, presenters may encourage attendees to engage in the session via the use of their camera, mic, or chat feature.

When you are presenting, you can share your screen for the audience to view your presentation.

- We suggest you create a one-page handout of your paper.
  - Use an easy-to-read font and layout (e.g., Times New Roman or Arial). Use at least a 12-point font.
  - Use high-contrast background and text colors (black text on white background).
  - Make sure your handout matches your presentation and add any references that may be helpful to your audience.
- Keep your presentation simple and brief.
  - Determine the key points for your presentation and highlight them in your talk.
  - Avoid speaking too fast, so participants and sign language interpreters can keep pace.
  - Avoid jargon, acronyms, and idioms or explain acronyms, terms, names, etc., that you will use.
  - Pause between topics allowing for different cognitive abilities.
  - Summarize main points at the end.

See the accessibility page for more information: https://www.ashe.ws/accessibility2020.

Troubleshooting during the Session

An A/V Staff member will be in the room to assist presenters with mic, camera, and screen sharing issues. An ASHE Conference Staff member will be in the room as the host of the session and able to support by managing Zoom meeting functions such as muting and unmuting attendees.