Welcome to the 2021 Conference! We are excited to offer this conference in an online format. Because online is quite different from in-person, please review this checklist to help your experience be smooth and to avoid certain common problems. **We will be using Zoom**.

1. **INITIAL ITEMS:**

   a. In order to fully participate in the conference, ***all attendees are expected to be familiar with their computer and Zoom***. This includes knowing how to join meetings, manage and troubleshoot audio and video, use chat functions, mute and unmute one's microphone, and share content. A number of links are provided below to help navigate these conferencing tools.

   b. Although limited tech support resources will be available, we cannot guarantee one-on-one technical assistance for every attendee. Please resolve any IT issues or questions before the conference begins by using online resources or contacting your institution's IT support staff. You may wish to conduct a test run with your IT support staff before the conference begins.

   c. All attendees will need a computer with web camera, microphone, and access to the internet. It is best practice to use a desktop computer with a landline with mute capabilities for best connectivity, sound, and video. It is possible, though not recommended, to connect with a smartphone. If you use a smartphone, please load the Zoom app and take special care to ensure you are familiar with the mute/unmute function.

   d. Close unneeded background applications and eliminate any simultaneous streaming activities wherever possible in order to reduce internet bandwidth use that could interfere with your connection.

   e. If you have your camera turned on, please be sure that there are not kids or pets nearby, that the background is not a busy or distracting location (like a busy street or hallway), and that you have minimized distractions for the presenters. You may want to have your camera turned off while listening to presentations and then turn it on if you are asking a question.

   f. TEST ZOOM BEFORE JOINING A SESSION: Zoom testing can be found at https://zoom.us/test.

   g. Plan to arrive at least five minutes early to each session in order to check your video and audio connections and resolve any last-minute problems.

   h. Session moderators will be asked to start conference sessions promptly at the appropriate time. Moderators will be focusing on keeping their presenters on track, and will not be able to address technical problems.

2. **ENTRY:**
   a. Enter the session you would like to attend via the link on the *conference* website/app. Links will not be publicly available on the ALSB webpage because access is limited to those who have registered and paid for the conference.

   b. Launch the Zoom application and Join Meeting.

   c. You may need to select your camera and audio connections. If you do not know how to do this, please contact your institution's information technology support staff prior to the conference.

   d. We recommend adding your full name and institutional affiliation to your Zoom profile and **avoid** using "Guest," your phone number, or a shared family moniker as your identifier.

3. **DURING THE MEETING:**
   a. ***Unless you are presenting or have been acknowledged by a moderator to speak or ask a question, please keep yourself muted in order to reduce unwanted noise.***

   b. Chat will be available during sessions. Please keep chat discussions on-topic to the session at hand. Keep in mind that presenters may not be able to follow the chat in real time during a presentation. Be patient.

   c. If you have trouble viewing a presenter's video because of internet bandwidth problems, you may wish to listen to the session with audio only to increase the chance of a clear connection.

   d. Please direct questions to presenters either through chat or through the hand-raising function as the moderator instructs. Some presenters may wish to hold questions until the end of their presentation. Notwithstanding technology issues, presenters will have at least 15 minutes (typically closer to 20 minutes) to present, including Q&A.

4. **AT THE END OF THE SESSION:**
   a. Click "Leave Meeting" when the session ends. To avoid confusion, please do not remain connected to conference sessions that you are not actively attending.

5. **FOR MORE INFORMATION:**
   a. Please review the Q&A section as well as the Zoom tutorial links provided below.

PLEASE REMEMBER – online conference rooms are like real conference rooms in a hotel. While joining a few minutes early may be helpful for setting up software, if you enter too early, you may be entering during the previous session.

Thanks for reading!

Q&A

Technology Questions

Q: What technical assistance is available to me?

Each attendee is responsible for familiarizing themselves with their computer. Limited IT assistance is available. Please note that one-on-one assistance is not guaranteed.

Q: I have a problem with my connection. What should I do first?

As a first step, please restart your computer and restart Zoom. Many problems can be resolved this way.

Q: I can't see the presenter or the PowerPoint. What can I do?

A common problem is that the presentation view needs to be changed. In the upper right corner of the Zoom window, you should be able to select the mode of view. Selecting speaker mode or fullscreen may help. When a presenter shares the presenter's screen, it will typically launch fullscreen mode.

Q: Can I share my screen?

Please do not share your screen unless you are actively presenting.

Q: Can I record conference sessions for later use or public distribution?

In order to encourage free and open dialogue, please **do not** record any conference sessions. Not all attendees and presenters will be comfortable with recordings. ALSB will record some sessions, but attendees may not record.

Q: Do I need to use a virtual background?

The choice of using a virtual background is up to each attendee. A virtual background is recommended if what is going on behind you may be a source of distraction or if you prefer to keep your setting private. See the links below for further information.

Presentation Questions

Q: I am a presenter. Will the moderator pass the host functions to me when I present my paper so I can share my presentation (i.e., PowerPoint, Google slides, etc.)?

The moderator does not need to make you a co-host in order for you to share your screen. When you have been acknowledged by the moderator as the presenter, you may share your screen. If you are planning to share your screen, we recommend that you clear your computer of extraneous windows or else share only the window of the program you intend to present. To learn more about how to share content during a presentation, please review the links below.

Q: Does the second sharer of content have to wait until the first sharer has stopped sharing their content?

Yes. A presenter who is presenting content is responsible for both sharing their content appropriately and ending that sharing function when they are finished.

Q: Will a moderator be able to mute participants?

Moderators may not have the ability to mute participants during a session. They can, however, contact the IT support to do so.

Q: How much time will a presenter have to present their paper in an academic session or development track?

Most academic and development track sessions are one hour and fifteen minutes long. How much time is available to each presenter will vary according to the number of presenters and the presence of technical problems. Time divisions will be at the discretion of the moderator. Each presenter should expect to have a minimum of 15 minutes of presentation time, and more frequently up to 20 minutes.

Q: Whose responsibility is it to keep time during conference presentations? What role will the moderator have?

The responsibility of keeping time rests primarily with the presenter. However, similar to past conferences, the moderator will provide warnings, either orally or through the chat function, when presentation time is running out. When the presenter's time has expired, the moderator will orally request the presenter to end their presentation.

Q: Do you recommend that only presenters and moderators show their camera, with attendees' not on video unless asking questions?

The choice is up to you. Presenters may feel more comfortable presenting to faces than blank screens. Attendees showing their video will not interfere with the session. However, attendees who do not mute their audio will interfere with the session, so it is important to ensure that your audio is muted unless you have been acknowledged to speak or ask a question.

Q: I am a presenter on the Development Track. How can I make my paper available to participants?

You can send the development track papers to Shelly Whitmer (sjmoore@umich.edu) and she will get the papers posted to the Member's Only site where the academic session papers are posted.

HELPFUL RESOURCE

Please review the following resources if you are not fully familiar with Zoom.

Testing Your Camera and Microphone in Zoom

Zoom: https://zoom.us/test

Joining a Meeting in Zoom

Quick start guide for new Zoom users: https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users
Testing Zoom video: https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video-
Testing computer or device audio: https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

Zoom Video Guides

List of Zoom video guides: https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1lId3N_Xl77fKDzSXe
Zoom 101 start guide (2:23): https://youtu.be/qsy2Ph6kSf8
Joining a Zoom meeting (1:09): https://youtu.be/hIkCmbvAHQQ
Joining & configuring audio and video (1:42): https://youtu.be/-s76QHshQnY
Video breakout rooms (may be useful during social events) (3:18): https://youtu.be/jbPpdyn16sY

ALSB MODERATOR GUIDE
Academic Breakout Sessions

Thank you for serving as a Paper Session Moderator and/or Panel Chairperson. The conference would not be successful without your valuable assistance.

Before reviewing this checklist, please review the Attendee and Presenter Checklist for general information on Zoom and the conference generally.

In your role as MODERATOR, please:

1. **INITIAL ITEMS:**
    a. It is a best practice to use a desktop computer with a landline with mute capabilities for best connectivity, sound, and video.

    b. If you have your camera turned on, please be sure that there are not kids or pets running around, that the background is not a busy location (like a busy street or hallway) and that you have minimized distractions for the presenters. You may want to have your camera turned off while listening to presentations and then turn it on if you are asking a question. We recommend using a wired connection for greater internet stability.

    c. TEST ZOOM: Zoom testing can be found at https://zoom.us/test.

    d. Please refer to the Attendee Checklist for additional information and links to tutorials for Zoom.

2. **ENTRY:**
    a. For all academic paper sessions and panels, you may enter the session you want to attend via the same link as all other conference attendees, which you can access from the conference website/app. Links will not be on the agenda on the ALSB webpage because access is limited to those who have registered and paid for the conference.

    b. Launch Zoom and join the appropriate.

    c. You may need to select your camera and audio connections. If you do not know how to do this, please contact your IT people prior to the conference.

    d. If the connection does not work or you feel that it is taking too long to connect, please shut down your browser and try again.

3. **TO MODERATE THE SESSION:**

   a. Please note that moderators will not always have co-host rights. Thus, moderators may not be able to mute attendees or remove them from rooms. IT support will be available at all times to assist when necessary. Meeting rooms are set up to allow each presenter to share the presenter's screen.

   b. Attendees will be muted upon entry. Attendees will be responsible for muting and unmuting themselves. Please remind attendees to keep their microphones muted unless they have been acknowledged to speak or ask a question. If an attendee fails to mute and is, therefore, disruptive to the meeting, contact IT support, who can force mute or remove that individual on your behalf. Nonetheless, please do not hesitate to ask attendees directly to mute themselves.

   c. Remind all attendees to keep the chat on topic, so that the presenter is not distracted. As moderator, you should help keep track of questions or comments in the chat and bring them to the attention of the presenter at the appropriate time.

   d. Conference sessions will vary according to the number of papers presented. They will also vary according to how long it takes for attendees and presenters to resolve any technology issues. Conference sessions are one-hour and fifteen minutes. We designed the prototypical session to have three papers, each with 20 minutes for presentation and Q&A. If there are technical issues to resolve or in the sessions with four papers, please do everything in your power to ensure that each presenter has a minimum of 15 minutes for presentation and Q&A. If your session is running smoothly, each of the presentations has concluded, and there are no remaining questions from the attendees, feel free to end the session early. In all of these matters, we are counting on you to use your discretion and good judgment to run a successful session.

   e. Moderators should exercise control over the flow of the session, ensuring that time limits are observed and Q&A runs smoothly. Moderators will not have to transfer hosting rights to presenters to speak or share content. All attendees will be able to begin and end sharing content as they wish. This relies on the honor system that each attendee will be sufficiently prepared and not disrupt the conference session. If you have problems that cannot be resolved, please contact IT support, Jamie Prenkert (the program chair), and/or Dan Herron (ALSB Executive Secretary).

   f. Introduce each speaker and let them know how much time they have.
      i. Let them know that they will need to keep track their time and inform them about how you will notify them when their time is running out. We recommend that you provide 5-minute and 2-minute warnings, either in the chat function or by holding up a sign to your camera or both. Moderators have a responsibility to interrupt presenters when time is out. Please do not allow a presenter to filibuster. While it may feel rude to interrupt and end a presentation, it is much ruder to allow a presenter to eat into others' presentation time.

      ii. If you plan to hold up signs to your screen as a timekeeping method, keep in mind that doing so may not trigger Zoom to highlight your screen and may not sufficiently warn the speaker. To be effective, you may need to unmute and make an unobtrusive noise for Zoom to highlight your picture for the speaker.

   g. Keep time accurately so that each speaker has an equal amount of time to speak.

i.   Notify the speaker when 5 minutes and 2 minutes remain, utilizing the means that you have worked out with the presenters at the beginning of the session. Orally notify the speaker when the time is up.

ii. If the speaker persists past the expiration of the presentation time, interrupt the speaker to end their presentation and move on to the next.

h.   You may not be able to see all the attendees by picture. You should be able to see the full list under "participants." That is where you also will see if someone has a hand raised.

i.   Please encourage attendees to log in using their full names and institutional affiliations and not as "Guest" or "John."

4. **SUGGESTED INTRODUCTION TO SESSIONS:**
   a. Please introduce the sessions using the language below in order to remind participants about how sessions will be managed in an online environment.

   "Welcome to the session on [insert topic here]. If you are not the presenter, please mute your microphone. Presenters will have [XX] minutes available to each presenter, including time for questions and answers. My role is to keep time and to moderate the Q&A. Unfortunately, I am not able to provide technical support. Limited technical assistance may be available by contacting the contacting the conference IT support. Our first presenter . . . ."

5. **AT THE END OF THE SESSION:**
   a. Simply thank everyone for attending and disconnect from the session. You do not need to do anything to terminate the meeting. The conference IT support will be keeping the meeting sessions open during the conference.

If you have any questions or difficulties, please contact Jamie Prenkert (japrenke@indiana.edu) or Dan Herron (herron3653@gmail.com) for assistance. Our aim is to respect the presenters, the audience members, and the requirements for CLE credits. Please direct inquiries related to CLE to Shelly Whitmer (sjmoore@umich.edu).

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Thank you again for serving as a moderator!