

ESAANZ conference 1-3 December 2020 – Guidelines

Guidelines for presenters

- Most sessions have half an hour per speaker. For those sessions, please limit your presentations to an absolute maximum of twenty minutes, to allow time for questions, comments and discussion. However, if you are part of a ready-made panel with a larger number of speakers (Panels 2A and 4A, Thursday afternoon plenary on the EU's international role), each individual speaker should limit her or his presentation to between fifteen and eighteen minutes.
- For joint/standalone panels, the time allocated to the panel will also be fifteen minutes per speaker.
- As the conference will take place via Zoom, if you wish to use a powerpoint presentation please be aware of the technical constraints and send us a copy of your presentation in advance, so that if you are unable to screenshare on the day, we can do so for you. This can be emailed to Brad Davison at brad.davison@rmit.edu.au or the ESAANZ email at info@esaanz.org.au
- As each session has a different Zoom ID, please check the ID for your own session carefully and ensure you log in to the relevant session 5 minutes before the starting time to meet the Chair and Zoom Moderator and ensure the setup is working for you.
- Timing notifications from the chair (normally 5 minute, 1 minute, and time's up) will be made to you via a private message on Chat, as the usual paper signalling will be impossible via Zoom. Please ensure you have Chat enabled on your screen so you can see these messages.
- If you have any queries, please email Xiwen at xwa124@uclive.ac.nz

Guidelines for panel chairs

- Each session has a different Zoom ID. Please log in to the relevant session 5 minutes in advance, to ensure that the technology is working for you and that you have been enabled as co-host by the Zoom moderator (if this person is not you).
- Early log-in is also important in order to ensure you have speaker details correct, and to negotiate with the speakers whether they would prefer Q&A after each paper or collectively after all speakers have spoken. Different sessions will lend themselves to different formats.
- Speaker presentations are limited to twenty minutes absolute maximum, to allow time for questions, comments and discussion. NB Panels 2A. 4A and Thursday afternoon plenary have a larger number of speakers, so fifteen=eighteen minutes per speaker.
- At the start of the session, before introducing speakers, please ensure:
 - Acknowledgement of country (if in Australia): whichever land you are logging in from
 - Respect of Zoom netiquette for conferences: participants should mute their microphones unless speaking, activate their video as well as their mic when they are speaking if at all possible (please note ,however, that some internet connections will make video activation difficult), and refrain from using the Chat during the presentations.

- If the audience does not respect the mic-muting and no-chatting instructions you should turn the Chat and microphones off from the chair (or have your Zoom moderator do so). It is up to you whether you allow use of the chat during the Q&A time.
- You will need to use the Chat yourself to make timing notifications to the speakers (normally 5 minute, 1 minute, and time's up) via a private message, as the usual paper signalling will be impossible via Zoom. Speakers will be informed of the need to monitor the chat.(This is one reason for discouraging others from using the Chat during this time.)
- Ask all presenters before they speak if they are happy to be recorded, and that they audience know that presentations will be recorded but that the Q&A wont be. If anyone does not want to be filmed, this should be made known and accommodated
- When calling for questions and comments from the audience, remind people to click on 'participants' at the bottom of their screen and then click on the blue hand to notify you that they wish to speak; you may not see all audience members on your screen so they should refrain from physically raising their hand. Please ask people to be succinct and to the point so as to allow maximum time for interaction. You have the right to cut people off if they go on for too long. People should have microphones and cameras on when speaking and mute their mics when they stop speaking.
- Don't forget to call for virtual applause for speakers and thank all participants at the end!

Guidelines for Zoom Moderators

- As the waiting room function will be used (if setting up the zoom link yourself please choose this function in your settings), make sure that presenters are happy to start letting people in, and that you do so in a prompt manner.
- Ensure that you open the session early (5-10 minutes) before the start time to ensure that everything is working and that chair and presenters can get set up before participants join in.
- Ensure that Chairs are co-hosts (if a different person from yourself) and that presenters have the ability to screenshare (i.e. make sure you do not disable that function for participants).
- Make sure that only presenters and chairs are have their screens shown and microphones on (only while speaking, they should turn them off when not).
- If possible make sure that you have copies of powerpoints if applicable (in case you need to screenshare for the speaker).
- If someone who should not be speaking is making noise, you should first post a message in Chat asking people to turn their microphones off, and if they don't, turn off the mics yourself, only enabling the person speaking.
- Before the chair starts speaking, make sure that you record the session, but ONLY the presentations, not Q&A. If questions are being asked at the end of each presentation, make sure that you pause/start and stop the recording.
- If the Chair has not already done so, please ensure that audience know to use the blue raised hand function for asking questions (they need to click on 'participants') to see this.

- At the end of the session, collect the video/videos and send them to Brad Davison at brad.davison@rmit.edu.au, labelled as the session title.