ANZSIL GUIDELINES FOR HYBRID CONFERENCING

CHAIRS

#ANZSIL OR #ANZSIL2022

1. TOOLS - WHOVA

Whova is the platform that will facilitate our hybrid conferencing. Here you will find all the information you need for the ANZSIL conference, including:

- Program/Agenda
- Speakers
- Participants
- Meetings: ANZSIL AGM and Interest Groups
- Random 'ice breaker details about your colleagues (go on, try it!)

We encourage you to play around in Whova in order to make the most of the platform.

A collection of useful information, including all of the panel abstracts, twitter posts and guides to Whova is collected under 'Resources' in Whova.

All of the information stored on Whova is destroyed by Whova after the conference ends.

2. WHICH SESSION(S) AM I CHAIRING?

Details of session times are in the Program/Agenda.

Click on the speaker names to be taken to their biographical information.

Abstracts for panel sessions can be found in the 'Handouts' for each session.

Be aware that participants may move in and out of sessions, both in person and online.

To enable participants to attend speakers in different parallel sessions, please have the speakers in your panel speak in the order they are listed on the program.

3. IN A SESSION

There will be student volunteers in each session to help with the tech. Please ask them any questions you might have before your session.

To help facilitate a timely and smooth session, please do the following:

- Arrive in your scheduled room 10 minutes before the start time of the session so that you and the assistants can work out the tech.
  - We have also asked the online presenters to arrive 10 minutes before their scheduled start time to facilitate tech arrangements.
- Ensure that any online presenters have been 'pinned' in zoom so that they are at the top of the screen.
- Remind presenters to keep their cameras on during the session so that everyone can see them for the whole session.
- The Zoom is set to mute participants automatically, but please check and remind online participants to mute their microphones if necessary. It will be fine for online participants to have their cameras off during the presentations but please encourage them to turn their cameras on for Q&A.
- Enforce (as strictly as possible) the 15 minute time limit for speakers (or the adjusted time limit for the roundtables).
- Outline for all participants how Q&A will work (see below).
- Aim to take Q&A in groups of questions. One option is to, eg:
  - Take a first round of 2-3 questions from either the in-person attendees or the online attendees. Open to the panel for answers.
  - Take a second round of 2-3 questions from group (ie in person or online) who didn't ask questions in the first round. Open to the panel for answers.

Instructions for Participants on session Q&A

How do I ask questions in a session?

- If you are attending in person, please raise your hand and wait until you have a microphone before asking your question. Using the microphone enables both in-person and online participants to hear your question.
- If you are attending online, you can do one of two things:
  - If you want to ask your question yourself, please use the 'hands up' function in Zoom.
  - If you'd prefer the Chair to ask your question for you, please write your question in the Q&A box in Whova.
  - There will be student volunteers monitoring the online Q&A to ensure that the Chair includes all online questions.