

Visible Evidence XXX

Guidelines for Sessions

A note on Visible Evidence XXX: Online Component

- Zoom links for all sessions will be sent around the day before the conference begins
- There will be one link per room across the entire conference.
- In the interest of security, the link to zoom rooms will be password protected.

Guidelines for Session Chairs

- Please make yourself known to the speakers in your session before the scheduled time to ensure that their equipment needs have been organised.
- Make sure you are in the room 10 minutes prior to the session starting so you can identify the speakers you will introduce.
- A volunteer has been designated to each room for the day and will help you if you discover a problem with the Zoom set up
- Please stick to the advertised order to allow for people who are moving between sessions.
- Please indicate to the speakers when they have 5 minutes left of their talk time and then follow that with a 'wind up' signal if necessary (we have '1 minute' and 'please end now' signs available in the room).
- We recommend allocating up to half an hour of question time at the end of the session.
- Monitor questions in the room, and double check there are no questions on Zoom in the chat.
- Please ensure sessions commence at the scheduled start time.

Guidelines for In Person Presenters

- For the purpose of smooth transitions and for the benefit of the online component of the conference, we strongly recommend that each presenter uses the PC computer in each room for their presentation. You can either bring your files on USB or email it to yourself or the chair of your session.
- Each presenter will have to "share their screen" on Zoom on the PC room computer to ensure that their presentation can be seen by those joining us online.
- There will be a volunteer in each room to make sure that Zoom runs smoothly.
- Please keep to your 20 minute presentation allotments and keep an eye out for signs from the chair that you are getting close to your maximum time.
- Please test your presentation and any audiovisual material you may be sharing before starting the session if possible. We recommend downloading clips and embedding them into your presentation or having them on file rather than relying on YouTube clips etc working well via zoom.
- Please introduce yourself to the chair at least 10 minutes before the session starts to ensure your presentation is working.

Guidelines for Online Presenters

- Please make sure you arrive to the appropriate Zoom room at the start of each session to make sure we can resolve any connectivity issues
- If using clips, we strongly recommend downloading these and playing them from your computer as an embedded file in your presentation rather than relying on online YouTube links etc.

Guidelines for Room Volunteers

- Ensure that each presenter knows how to share their online presentation on Zoom.
- Make sure that Zoom is functioning during each session, including the microphone and video cameras are working.
- Monitor Zoom for online questions either from the online guests or in the chat. Work with the session's chair to let them know if there is an online question.
- Make sure the audience microphones are working in your room.
- Monitor the Zoom chat and participants.
- Ensure all Zoom participants are muted.
- Please arrive at least 10 minutes before the session starts and introduce yourself to the presenters and chair