Information for Presenters & Discussants
Updated 11/5/2020
(This information sheet is in lieu of the previously announced webinar for presenters)

1. FOR PRESENTERS: As you know from the proposal guidelines, *you are scheduled to give a 10-12 minute presentation (please watch the time to respect the other presenters) about a work-in-progress and a set of questions about which you wish to receive feedback from the discussant and audience.* The anticipated audience will include a diverse mix of educators, scholars, and advocates, in early childhood education, K-12, and higher education settings, from various disciplines and subject areas, and from across the United States and abroad, so please ensure that your presentations are accessible, inclusive, respectful, and engaging. To invite the audience to continue the discussion with you after your session, feel free to put your email address in the Chat so that they can follow up with you.

2. FOR DISCUSSANTS: If you wish to review papers/outlines beforehand, the presenters in your session can send that to you; if you wish to respond to what is presented during the session, then you do not need to do anything to prepare. In order to ensure that everyone has enough time to present, I recommend that discussants allow everyone to present and then *offer very brief feedback to each presentation as a way to kick off the discussion with the audience.*

   a. AND MODERATORS: Unless one of the presenters wishes to moderate, the discussant is also the moderator (thank you!), which entails *welcoming the audience, introducing the session topic and speakers, monitoring the time, and then moderating the subsequent discussion with the audience.* In the welcome, I encourage moderators to remind the audience to (a) mute themselves; (b) use the Chat to introduce themselves and offer thoughts/resources/questions throughout the session to make it interactive; and (c) rename themselves on the screen if their full name and gender pronouns are not already visible.

3. RECEIVE THE PASSCODE AND URLS THREE DAYS BEFORE: Three days before the conference begins, all registrants will receive a passcode. *Click on the link, enter the passcode, and see the full schedule with a URL for every session.* Everyone attending a given session (host, presenters, discussant, audience) will use the same URL.

4. MEET THE OTHER PRESENTERS TEN MINUTES BEFORE: All presenters in your session are encouraged to *enter the session room 10 minutes early to meet one another, determine the order of presentations, and clarify who is moderating* (in most instances, this is the discussant). When you arrive, the "waiting room" will be enabled, but a "host" will be there to admit the presenters early to meet privately. Be sure that your full name is visible so that the host will know it's you in the waiting room.

5. ALL SESSIONS WILL BE LIVE IN ZOOM MEETING ROOMS WITH THE FOLLOWING SETTINGS:
   a. Either the moderator or discussant will be designated as the meeting "host," and that person will be able to designate others as "co-hosts," change the settings, remove attendees, etc.
   b. Waiting Room will be on until the start time, but presenters will be admitted early.
   c. The following will be on:
      i. Video for everyone.
      ii. Audio (both computer and telephone; everyone will be muted when they enter).
      iii. Chat, including Private Chat.
      iv. File Transfer (this allows you to upload handouts in the Chat that everyone can download; alternatively, you can post URLs to websites or shared files and folders in the Chat. The conference website will not upload handouts or session recordings.)
      v. Polling.
      vi. Screen Sharing (so you can show slides and videos).
      vii. Breakout Rooms.
   d. The following will be off: Annotation, Whiteboard, Recording (please do not record because doing so requires permissions).

6. ASSISTANCE DURING YOUR SESSION: The passcode-protected website with the schedule and zoom URLs will also have the name and contact info of the Point Persons to help if problems arise.