



### Virtual Presenter's Guide

This guide will provide attendees in a presenting role with information to help plan a productive and engaging session. For quick reference, the table of contents can be used to jump into specific sections.

#### Who do I contact if I need help during the conference?

If you run into any issues during the conference, there are support staff on stand-by to help you.

For technical help within the vFairs Platform	Send an email to <a href="mailto:srcd21biennial@getvfairs.io">srcd21biennial@getvfairs.io</a> . If you forget this email, don't worry! It's also listed at the top right corner of most rooms in the platform.
For technical help within the Poster Gallery	Send an email to <a href="mailto:support@ipostersessions.com">support@ipostersessions.com</a> .
For questions about the Biennial Program	<ul style="list-style-type: none"><li>- Send an email to <a href="mailto:programoffice@srcd.org">programoffice@srcd.org</a>.</li><li>- Start a chat with an SRCD staff member at the Help Desk or the SRCD Exhibit Booth.</li></ul>
To report a concerning incident	<ul style="list-style-type: none"><li>- Click the "Discuss a Concerning Incident" banner in the Lobby or Help Desk.</li><li>- Send an email to <a href="mailto:ombuds@srcd.org">ombuds@srcd.org</a>.</li><li>- Call (949) 293-7515.</li></ul>

#### REMINDER

All times indicated in the virtual platform are Eastern Daylight Time (EDT).

**TIME ZONE CONVERTER**

## Your Quick Reference to the Presenter’s Guide

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## Accessing the Event

You will receive an email from *Society for Research in Child Development* ([programoffice@srcd.org](mailto:programoffice@srcd.org)) with instructions on how to log in to the platform on Monday, April 5<sup>th</sup>. The email will provide you with your user ID and clearly identify the process for logging in to gain access to the platform. If you run into any issues, please contact [programoffice@srcd.org](mailto:programoffice@srcd.org).

Upon logging in, you will be in the lobby of the virtual platform. All rooms in the virtual platform can be accessed by clicking on the name of the room or using the tabs in the top navigation.

## How to Navigate

Both live and pre-recorded presentations will be hosted in the Auditorium. To access them, simply click on “Biennial Program” in the top navigation bar or lobby. More detailed information on how to filter the session list to find your session in the auditorium will be provided in the Virtual Attendee Guide which will accompany your login credentials. **Session recordings will be available in the platform within 24 hours after the presentation and for up to 30 days after the last day of the meeting (April 9, 2021).**

## Zoom Guidance

Live sessions, live Q&A sessions, and networking events will be held using Zoom. Any time you click on a “Join” link in the program or enter a Zoom meeting or webinar, you will be able to join via the Zoom app if you have it downloaded, or through your browser by clicking the “Join from Browser” link.

## Live Sessions

Live sessions will open 3 minutes before the scheduled start time. Attendees will click the purple “Join” button. Session participants will be sent Zoom links in a calendar invite so they can arrive 30 minutes early to adjust meeting settings and test cameras, audio, lighting etc. before the audience arrives.

## Pre-Recorded Presentations

**Pre-recorded talks** will open 3 minutes before the scheduled start time. Attendees will click the purple “Join” button to view the video. The video will begin automatically at the scheduled time. If attendees arrive 5 minutes late, they will view the video at its 5-minute point of playtime (they will not be able to go back to the beginning, though they will be able to access the beginning when the recording is posted). While the video is playing, presenters are not required to be present as the chat box will be closed. When the video has ended, the audience will be instructed to exit the video and enter the Q&A session.

The Q&A session that follows each pre-recorded presentation is a live Zoom meeting. The link to this session will open early to enable presenters to prepare for the audience to arrive. Click the “Join” button in the Q&A Session box. The “host” of each Zoom meeting will be a participant named “SRCD Tech.”

## The SRCD Tech

The “host” of each Zoom meeting will be a participant named “SRCD Tech.” They will be monitoring four sessions at a time and have these responsibilities:

- **Assign the role of co-host to the first appropriate session participant who arrives.** The tech will have a list of chairs, moderators, organizers, etc. for each session. **Direct message the SRCD Tech to signal your arrival and request to be made a co-host.**
- Display a slide indicating the Q&A session will begin once the video has ended, in the event that attendees try to join before the session begins.
- Start the recording of the session.
- Check back periodically during the session.
- End the session and the recording when the Q&A session is finished.
- The Q&A session **MUST** end on time so the SRCD Tech can prepare for the session that is next on the schedule.

## Logistical Details for Co-Hosts

- The Zoom meeting links will default to all attendees entering the session with their audio muted, but able to unmute themselves. They can also share their screen.
- Co-hosts will have all typical control functions of the Zoom meeting, including assigning individuals as co-hosts, presenting slides or sharing screens, muting or turning off video of speakers or audience members, ejecting individuals from the session if they violate the Code of Conduct, and controlling the chat box function (which can be turned off or limited to communication only with the co-host).
- The chat box will be open but cannot be saved by participants.
- All sessions, including Q&A sessions, will be recorded.
- If breakout sessions are planned, the co-host will be responsible for setting up the rooms at the beginning of the Q&A session. Please contact [programoffice@srcd.org](mailto:programoffice@srcd.org) if you need assistance.

Co-hosts will be responsible for how the Q&A is conducted. Consider the following to inform the Q&A logistics. Please plan to provide instructions to the presenters and audience members at the start of the Q&A portion of your session, including the following:

- Remind presenters to set up their camera environment to ensure strong visibility, including appropriate lighting (in front of face, not behind), nondescript background, etc. Communicate this plan to all session presenters.
- Prepare a brief welcome to the Q&A session including instructions on using the chat box and asking questions on screen during the session.
- Decide in advance and convey whether audience members should turn off their videos during the Q&A (something you might request if you prefer that only the presenters to be visible).
- Convey to the audience whether you want them to submit questions in the chat box, raise their hands to ask questions on screen, or both.
- Consider assigning one or more people to monitor video and chat box activities and plan for how you will coordinate with that person.
- As an organizer/moderator for the Q&A, consider how you will indicate who should answer the questions (for example, will you choose or would you like the panelists/presenters to raise their hands to indicate they would like to provide an answer?).

- The organizer/moderator will need to track the time. Please plan in advance for how you will communicate to the presenters that the time is running short, or to wrap up an answer so you can move to the next question.

## Poster Presentations

Poster presentations will be hosted in an iPosterSessions Gallery. To access them, simply click on “Poster Sessions” in the top navigation bar or lobby. More detailed information on how to navigate posters in the Gallery will be provided in the Virtual Attendee Guide which will accompany your login credentials.

Poster presenters should plan to be at their poster at the scheduled day and time of their poster session. Log into your iPosters account before your poster session is scheduled to begin and start the LIVE Session or Live Chat if you set one up. **These functions do not start automatically** – you must log into iPosters and start them to communicate with attendees directly. **Only one author can be logged into the iPoster account at a time. Co-authors should join the session through the poster gallery as a regular attendee.**

All posters in the Gallery will be available on-demand for the duration of the meeting and for 30 days after the last day of the meeting (April 9, 2021).

Please email [support@ipostersessions.com](mailto:support@ipostersessions.com) with any questions or technical difficulties during the conference. There will be a dedicated support person on stand-by to assist.

## Attendee Guide

Please refer to the full Attendee Guide for more detail information on how to navigate the virtual platform.

## Message to Co-Hosts Regarding Zoom Safety

To ensure a vibrant virtual meeting that is as safe and respectful as possible, as well as allowing for a respectful exchange of ideas, SRCD takes very seriously the commitment we have made to the [Code of Conduct](#). Should you experience unacceptable behavior or language from an attendee, please use the guide and instructions below to either mute or remove the offender.

## What to do with rude/racist/discriminatory language/actions

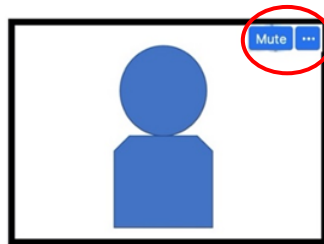
### Monitoring comments and questions during the Q&A

- Rude, disruptive language conveyed either through a chat function or live Q&A should be responded to with a reminder to engage in respectful language. Second time violators in the same session should be removed from the Zoom room.
- Discriminatory language of any kind made in a chat or live Q&A should be removed from the Zoom room immediately without a reminder of the Code of Conduct (see below for how to REMOVE a participant in Zoom. It is important to write down the person's name.

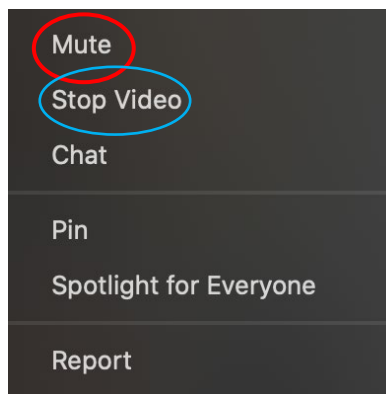
### How to MUTE/STOP VIDEO in Zoom

All participants will see attendee squares on the screen when someone is participating in a session. The three dots are on every participant's window. However, when the SRCD Tech assigns co-hosts at the beginning of the session, the co-host is given the capacity to mute or stop a participant's video. The steps required for a co-host to mute or stop a participant's video are as follows:

- 1) Click on the 3 dots in the person's window:



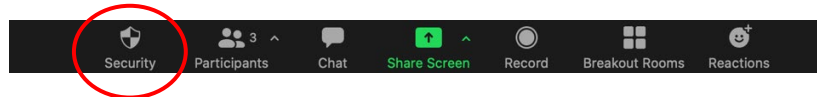
- 2) From there, you can MUTE them and/or STOP their video:



- 3) Report the person to Anne Perdue, SRCD Director of Meetings and Events ([aperdue@srcd.org](mailto:aperdue@srcd.org)).

## How to REMOVE a participant in Zoom

- 1) Go to the “Security” button at the bottom of your Zoom screen:



- 2) Select “Remove participant” (*NOTE: this is a permanent option – they cannot rejoin this zoom link*). This action removes a participant from the session (though not from the conference; a further step that will be taken if determined to be necessary by SRCD Leadership).
- 3) Report the person to Anne Perdue ([aperdue@srcd.org](mailto:aperdue@srcd.org)).

### Message that moderators **READ** in the event that a Zoom session is disrupted by racist, discriminatory language or behavior:

*SRCD is sorry that this session has been disrupted by these (this racist, homophobic, transphobic...) messages/actions. Consistent with protocol, as the moderator, I have taken action to remove the violator from our meeting and will report them to SRCD for subsequent action. SRCD stands with those who were targeted by this behavior and is ready to offer support if needed. We want to let attendees know that if you need to process this experience, you can reach out to SRCD's Ombuds, Kathy Canul. She can be reached in the Help Desk.*

*We'd like to return to our discussion so that we can continue the exchange of ideas.*