Guidelines for Chairs

9th ESPRit Conference
Periodical Formats in the Market: Economies of Space and Time, Competition and Transfer
Periodische Formate auf dem Markt: Ökonomien von Raum und Zeit, Konkurrenz und Transfer

Contents

1. General Information

Thank you very much for agreeing to chair a Q&A session at the 9th ESPRit Conference! A good deal of the success of this conference hinges upon you, the chairs. We appreciate your support and look forward to a fantastic conference with enlightening talks and lively exchange. To lend you a hand in guiding the participants of the session you have agreed to chair through a pleasant and enriching discussion, we have put together this memo. Please contact us with any questions you might have.

As the chair of a Q&A session, you are tasked with facilitating the discussion of 2-4 pre-recorded talks. Please make sure to familiarize yourself with the speakers in your panel as well as with their contributions prior to the session. Upwards of 100 participants have registered for the conference. While not everyone can take part in all events, be prepared for some virtual commotion, as participants may join or leave any panel at any time.

It is up to you to decide, how you wish to proceed with the session you have kindly agreed to host, however, we have taken the liberty to prepare this general guideline to lend a hand.

- Should any questions arise before, during, or after the conference, please do not hesitate to contact our **virtual reception desk** here.

  - During the conference you can reach us via phone (+49 2343221516). Alternatively, email us at **espr-it2020@ruhr-uni-bochum.de**

- Each Q&A session is scheduled to take no longer than **45 minutes**. The keynote lectures and the other events of the main programme take **60 minutes**. It is important to keep this timeframe in mind as delays can interfere with the rest of the conference.

- Q&A sessions are separated in **two parallel tracks** with one Zoom room for each track. Additionally, there is a virtual break room called "The Lounge" that will be available at all times. Participants may switch rooms at all times.

- Every session will have a **student assistant** assigned to it. Student assistants will operate as co-hosts supporting session chairs during the session. They will keep a constant **eye on the chat** so you don't have to.

- Zoom rooms will be prepared prior to the Q&A session by the student assistants. As a host you will find your Zoom room pre-configured, there is no need for manipulating any settings.

- Participants registered on the conference website can leave **comments on each video presentation** which can be found at the foot of the respective panel's web page. If applicable, please take a moment to go through these comments before your panel begins and consider including them into the discussion at your own discretion.

- Please take a moment to familiarize yourself with the general guidelines for all participants here (pdf).

- At the start of your session, right after you have joined the Zoom room, the student assistant assigned to your session will supply you with the link to a **word document on Google Docs**. During the session, this student assistant will collect questions from the chat by copy/pasting them to this document. This document is for your eyes only. Please **consult the questions and consider including them into the discussion** if possible. Bear in mind that participants may suffer from speech impediments, may feel hesitant to ask a question in a foreign language, or feel inhibited by the online setting. Accordingly, questions posted in chat should be treated with the same courtesy as questions posed verbally.
*The document is not protected, please do not disclose the link to this document at any time.*

2. Outline of a Q&A Session

- Upon joining the Zoom room, a student assistant provides you with the link to a google document for you to share during the session.

- Make sure all participants central to your session have joined the room. Consider pinning their video feeds in Zoom to keep track of them.

- When the session starts, introduce yourself to the audience and introduce your student assistant, who is glad to help the audience during the sessions should any questions arise.

- Name which papers will be discussed in your session and inform all participants of inevitable changes to the programme (some presentations listed in the print version of the programme had to be cancelled).

  o Presentations should not be discussed in absence of their originators, i.e. when a speaker cannot take part in the session for whatever reason.

- Inform all participants of the virtual reception desk (found on the conference website) that will gladly assist with technical issues or any other question.

- Briefly inform all participants of the way you wish to conduct the discussion and establish general communication rules. Keep in mind that there will always be at least one participant who has not taken part in any virtual conference before or who has not taken part in any session of this particular conference. As a chair, it is your duty and your prerogative to lay out the rules and follow up on them as you see fit.

- Speakers need not be introduced in length. Keep it brief and ask the audience to refer to the conference website for detailed biographical information on all speakers.

- Speakers may very briefly (maximum of two minutes per person) introduce their papers to remind everyone of what their work is about, as (re-)watching the videos is *not* part the Q&A sessions.

- Invite the participants to discuss the papers. Try to allocate roughly equal amounts of time to each presentation/discussion.

- Try to manage the ensuing discussion in such a way that everybody can contribute regardless of age, sex, gender, rank, race, etc.

- Some participants may not be able to send a video stream due to technical issues or personal choice. This does not mean that they should be ignored in the discussion.

- After all papers have been discussed and the session is drawing to a close, please refer participants and the audience …

  o … to break-out rooms dedicated to the continued discussion of each individual paper,

  o … to "The Lounge", where everyone can share a virtual cup of coffee or take part in directed sports exercises between panels.

3. Moderation Features

- Zoom has an inbuild feature for participants to raise their hands.
- In order to access this function, participants need to have the "Participants"-Tab at the lower bottom of the screen open.
- It is also advisable to have the chat open at all times for both participants and chairs for discussions.
  o As to not overwhelm, there will be student assistants assigned to help chairs with the chat feature and other tasks, so they can solely focus on the discussion.
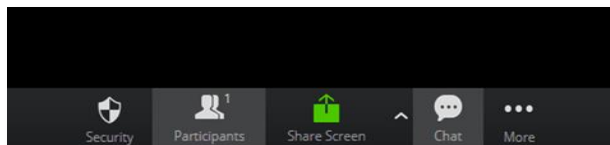

- As the host you will get a notification when someone has raised their hand and can see the hand visible in the participants tab (see below).
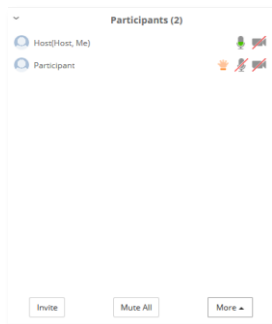

- Remind participants to keep themselves muted at all times when not asking a question, so distractions are kept to a minimum.
- All participants will be muted at the beginning of the Session. However, should the need arise, you can mute participants manually via the participants tab(see below).
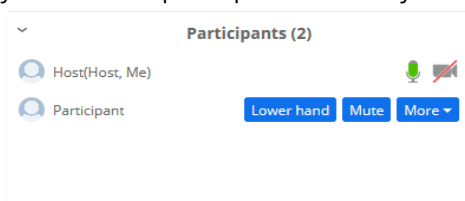
- You can also **share your screen** to broadcast Information on your computer for the panel. **Non-hosts can only do so if you allow them to via the settings.**
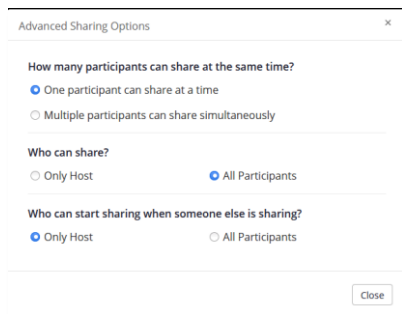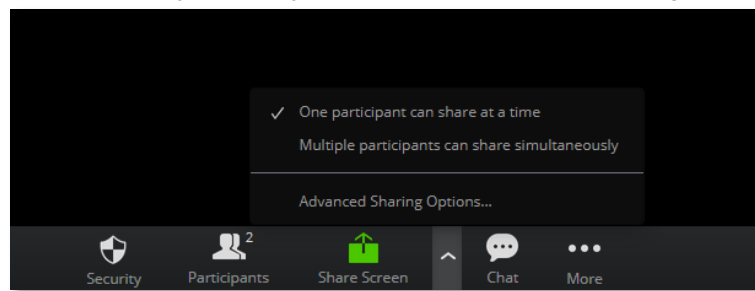
- Advise the participants that they can use the **Closed Caption** function to see a live transcript of the session.
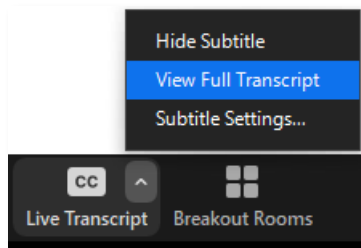
4. Tips

- Make sure to establish general communication rules in the beginning when everyone has entered.
  - In virtual discussions it is even more important not to interrupt someone, as the program lowers the volume of one speaker when another person speaks, rendering one almost inaudible.
- Remember that online discussions, due to technical problems and added time of unmuting oneself, take longer than normal ones and proceed at a slower pace. Trying to reduce the time in between each contribution is important.
- Consider using the virtual background provided, which identifies you as the chair.
- Let the student assistant co-host handle the waiting room, chat, and hand raising. This way, you can concentrate on managing the discussion.