

SHARP 2021: presenter & moderator guidelines

Presenter Guidelines

- Please make sure you know who your moderator or panel chair is! If you submitted a roundtable, Research Lab, live or pre-recorded panel, your moderator should have been designated in your submission. If there were changes or you are in a 5-1-5 session, you will find the updated information in the program or, for last-minute changes, on Indico.
- Try to arrive 15 minutes early for your designated Zoom session. A waiting room is activated and our Tech Support will admit you and the other speakers first. You and the other speakers will be made into co-hosts so you can share your screens.
- Please familiarize yourself with Zoom before the conference. Please test your microphone and video settings before the session. [Link to videoconferencing guidelines.](#)
- Please inform your Tech Support of any special requirements about playback; if you are sharing a video etc. you will need to share your computer sound when you share your screen! Tech Support can help you with this.
- As with any meeting, please respect the time limits. You will receive a reminder that the Zoom session will end 5 minutes before the designated end of the session. Please note that Zoom rooms will need to be emptied and closed before the next session. We cannot leave rooms open during breaks.
- If you would like to continue discussions on Wonder, please feel free to invite session attendees to meet you in the designated "Post-panel conversations" area of the Wonder room.
- Breaks are important when online conferencing, and please remember to take a break and get some fresh air after your session is over!
- If any problems occur, please feel free to contact Tech Support via private message during the session.
- Based on experiences at previous SHARP conferences, we assume there will be live tweeting from the conference. Our conference account is @MovingTexts2021; SHARP's handle is @SHARPOrg. The conference hashtags are #MovingTexts2021 and #SHARP2021. If you do not want attendees to live-tweet, please let your moderator know.

Moderator and Chair Guidelines

- Moderators fulfill an important role and their input contributes significantly to the success of the conference.
- Please make sure you know who the speakers during your session are. Please familiarize yourself with their bios on Indico and clarify any name pronunciation, pronouns, etc.
- Please arrive early (ca. 15 minutes in advance) to your session. A waiting room is activated and our Tech Support will admit you and the speakers first. You and the speakers will be made into co-hosts so you can share your screens.
- Please keep an eye on the chat for questions as well as looking out for raised hands in the Zoom room.
- If presenters do not want attendees to live tweet, please make note of this at the beginning of the session. If they would also like the chat to remain inactive during your talk, please also indicate this at the beginning of the session.
- Note that the Zoom sessions will not end automatically, so you will be responsible for working together with panelists and Tech Support to note when the session should conclude based on the scheduled end time and session length.
- Please bear in mind that discussions should include as many attendees as possible; in the event of multiple questions from the same attendee, please encourage short answers and/or continuation on Wonder bilaterally.