

SMH2021 Hybrid and Fully Virtual Instructions

For ALL virtual participants, whether audience, presenter, or panel chair/commenter

You may be well-versed in Zoom mechanics after a year plus of teaching, learning, and meeting online. If this is a refresher for you, please read all the way through to understand the procedure for SMH's Annual Meeting.

If you do not already have a Zoom account, please create one at www.zoom.us. You can either use the version that is available through a web browser or download the platform to your computer or tablet. **We discourage participants from using Zoom on their phones**, as its functionality is very limited in the mobile platform.

Your conference registration automatically gives you access to ALL the SMH2021 programming. **On Wednesday (May 19), you will receive an email from our web provider EventRebels that contains your specialized conference platform link. Each link is generated using that particular user's registration information**, so they cannot be shared.

All panels and streaming events are listed under "Schedule". At the panel's time, clicking the link of your chosen panel will take you directly to its Zoom room. If you are in the audience of a panel, the panel cannot see you and you cannot unmute or communicate with the panelists. You may ask questions through the Q&A button at the bottom of your screen. If you click on it, a chat queue opens up and you may enter your question there. The panel chair and the Zoom host will see the questions and offer them up to the panelists. Based on previous experience, there will not be time to answer all the questions asked, so the conversation will remain ongoing!

For virtual presenters and panel chairs/commenters:

Thank you for your participation in SMH2021! We would have appreciated your presence in Norfolk but are glad that you are able to be with us virtually. Your roles in the hybrid and virtual panels are important, so please take care to read the instructions below. Zoom offers the option to run practice sessions. For those conducting fully virtual panels, you are welcome to schedule a dry run with your panel in the days prior to SMH2021 at a time that works for your panel and your Zoom host. (We cannot offer similar practice sessions with the hybrid sessions as your Zoom host may change onsite.)

Overview of Hybrid and Fully Remote Panels

The majority of the SMH2021 panels are hybrid, meaning that some presenters are in-person onsite in Norfolk and some are presenting remotely. Panel chairs and commenters may also be either onsite or remote. **Each panel has a Zoom host, who will be the conduit between the remote presenters and the panel.** Each conference room at the

Hilton has two computers, one for the use of the panel chair onsite and the other to stream virtual panelists in and to stream the entire panel out to virtual attendees.

Sunday's panels are entirely remote as are a few on Friday and Saturday. Fully virtual panels are hosted by a remote Zoom host, who will identify panelists and mark them as such in the platform.

The Zoom host for both hybrid and fully remote panels will play any pre-recorded presentations (by sharing their screen) and monitor the Q&A queue for questions asked by virtual attendees. In fully remote panels, the Zoom host can also unmute audience members to ask questions in the Q&A portion of the panel.

Instructions for all Remote and Hybrid panelists

All Zoom panelists, hosts, and chairs/commenters are requested to be in their particular Zoom room 15 minutes prior to your panel time. This will give everyone an opportunity to check their audio and video quality in advance of the audience being allowed in. **You can access your Zoom room by using the link EventRebels provides next week (bookmark it for easy repeat access), and clicking on your panel name.** Your Zoom host will mark you as a panelist, which will make you visible to other panelists before the audience enters and visible to the audience once the Zoom has officially started. You will not be able to see the audience at all during the panel, and their only way to communicate with you is via the Q&A chat queue. The Zoom host will monitor the Q&A queue so that the panelists can focus on each other's work. For hybrid panels, Q&A will begin with questions from the in-person attendees and then move to remote questions, which will be read aloud by the Zoom host.

Some panelists have pre-recorded their presentations. The Zoom host will play the presentation **in the order of panel speakers listed in the program.** The panelists who pre-record are asked to still join the Zoom 15 minutes ahead of schedule, so that they can hear their co-panelists and fully participate in discussion during the Q&A.

The majority of virtual panelists pre-recorded their paper presentations. **IF YOU PRE-RECORDED, PLEASE KEEP A HARD COPY OF YOUR PAPER NEARBY,** as well as any PowerPoint slides at the ready. Though we have organized the talks and expect a smooth panel, Murphy's Law dictates that we should have backup if there are technical difficulties on the day of the panel.

Instructions for Zoom Host-Hybrid Panel

There are two computers set up in each conference room: one connected to the stable WiFi and outgoing Zoom in order to stream the panel live and the other available for in-person panel chair to view virtual questions. The Zoom host will be in charge of the WiFi-connected computer. You are responsible to open the Zoom 20 minutes prior to start time to allow the presenters to enter, to mark them as panelists, and to answer any questions panelists have about how Zoom works. The panel chair will conduct all their ordinary responsibilities,

whether they are remote or in-person in Norfolk (welcome the audience, introduce the panel, keep time (for those in person), lead Q&A, and wrap up session).

Instructions for Panel Chair-Hybrid Panel

The responsibilities of a Remote Panel Chair in a Hybrid session are largely the same as you would have in person, with the exception of keeping panelists to time. If you are willing to exchange phone numbers with your panelists in order to text them 3- and 1-minute warnings, that is your prerogative. The in-person Panel Chair will conduct all their ordinary responsibilities (welcome the audience, introduce the panel, keep time (for those in person), lead Q&A, and wrap up session).

Please maintain the paper order as listed in the SMH2021 events program. Some audience members will want to listen to papers presented in different panels in the same time slot, and are counting on the order listed to curate their own schedule.

For the remote and pre-recorded portions of your panel, your Zoom host will either play/share screen of the recording, or else unmute the panelist so they may present, which will be broadcast to the projected screen in the conference room and to the virtual audience on Zoom.

Please arrive 15 minutes before your panel time to ensure audio/video quality and to do any last-minute set-up your panel may need. Your Zoom host will be ready and waiting.

Instructions for Fully Remote Panel Zoom Host

Your responsibilities are to open the Zoom 20 minutes before panel time, to label panelists such as they enter the Zoom, to play/share screen any pre-recorded panelist presentations, and to keep an eye on the Q&A chat queue, so that you may unmute participants who ask questions in the order that they came in. This last responsibility may be shared between the panel chair and the Zoom host, at the panel chair's discretion, so discuss that with them in the 15 minutes before the panel. Sunday's fully remote panel chairs will be introduced via email to their Zoom hosts by Monday (May 17), so there is also the opportunity to meet and do a test run, as all panels have had practice sessions enabled. At the close of the session, once you click "End Session for all", you are done!

Instructions for Remote Panel Chair-Fully Virtual Panel

Sunday's fully remote panel chairs will be introduced via email to their Zoom hosts by Monday (May 17), so there is also the opportunity to meet and do a test run, as all panels have had practice sessions enabled. The responsibilities of a Remote Panel Chair are largely the same as you would have in person, with the exception of keeping panelists to time. If

you are willing to exchange phone numbers with your panelists in order to text them 3- and 1-minute warnings, that is your prerogative.

Please arrive 15 minutes before your panel time to ensure audio/video quality and to do any last-minute set-up your panel may need. Your Zoom host will be ready and waiting.

Please maintain the paper order as listed in the SMH2021 events program. Some audience members will want to listen to papers presented in different panels in the same time slot, and are counting on the order listed to curate their own schedule.

If you wish to have “co-host” duties so that you may unmute audience members at Q&A in order for them to ask their question aloud, you are welcome to it. But the Zoom host is expecting to do anything related to the Zoom management on their own, so there is no pressure to take on responsibilities you are unsure of online.