Presenter Instructions and FAQ for 2020 Virtual Annual Meeting
revised 27 Nov 2020

How will I join a session as a presenter?

72–48 hours before the start of the session, you will receive and email with some platform-specific information about you participation in the session (meetings and webinars) and an email from Zoom (webinars only). Those emails will come from no-reply@zoom.us and alerts@ativsoftware.com respectively, so you may wish to add those email addresses to your email account's accepted senders list to be sure they do not go to a junk mail folder. Both emails contain the same link to join the session. The link in these emails is unique to you and your role; please to not forward or give it to anyone else. Ten minutes before the start of the session, you will be able to click the link and join. Please be sure to join the session using the emailed link rather than from the session listing in the app/desktop planner, as this is what will allow you to join the session with elevated privileges.

How do I know what type of session (meeting or webinar) I am presenting in?

Session types are included in the session's listing in the mobile app and desktop planner. The "Virtual" type refers to a meeting (the confusing name is a limit of the platform), while "Webinar" is a webinar.

Is there any time to gather with just participants (i.e., without attendees) before the start of the session?

Webinars will start in practice mode, during which time only participants are able to join. This can start ten minutes before the scheduled start time. When the start time arrives, the technical assistant will be able to start broadcasting the webinar, at which point attendees will be able to join.

Meetings, once begun, are open to all, participants and attendees alike. While they can still begin ten minutes ahead of the scheduled start time, there is no practice mode. Attendees are able to join immediately once the session begins.

Will there be someone to help with technical issues?

Yes, there will be a technical assistant in the session.

How will I know when it is time for my presentation?

The session presider will introduce you and let you know that the floor is yours.

How much time do I have for my presentation?

The time allotted to you presentation is shown in the mobile app and on the desktop planner. It is very important that you stick to the allotted time and not exceed what is scheduled. Running over may cause other presenter's not to get their allotted time or limit any time for discussion. The session presider will help to keep the session on schedule, and you must follow their instructions when your time is up.

I am planning to share a presentation file. How do I do that?

It is a good idea to have the file ready to go before the session starts and to close any unnecessary files/programs. At the very beginning of the session, alert the technical assistant that you plan to share a document so that they will know to be ready to grant you permission. During your presentation, tell the technical assistant that you would like to start a screen share. At that point, you will be able to select the Share Screen function, select the appropriate window from your computer, and share it with the session's attendees. When you are finished, click the read "Stop Screen Share" button to end.

Please note that you can also share presentation files and even full-text papers ahead of time to SBL Central and the mobile app. Submissions to one or both of those platforms can be done using this form (please allow up to three business days to process the upload).

Why do I see "Live on Custom Streaming Service" or "Live on Zoom with Rev.com" in the upper left corner of the window during the session?

This refers to the automatic captioning service available for sessions. Once the technical assistant turns this service on, captions are available for all participants and attendees by clicking the "^" next to the Closed Captions button, then choosing "Show subtitles." Please note that captions are AI-generated and have about a five-second delay.

How will attendees ask questions during the discussion period?

The presider will moderate the discussion and is responsible for selecting the questions to be posed to presenters/panelists. In meetings, this generally means calling on attendee to ask the question using their microphone. In a webinar, most questions will come in written form using the Q&A function. Questions received this way can be marked by a participant as a question that they would like to address live, given a written answer, or dismissed. Any participant may designate a question in one of those ways. Questions marked as answered, either from a live answer or in writing, are then visible to all attendees.

How does the session end?

When the session is brought to an end by the presider, the meeting/webinar will be ended for all participants and attendees. You do not need to do anything. Please note, however, that all sessions will end automatically 15 minutes after the scheduled end time if they are not already been ended.

Will my session be recorded?

If all participants in the session submitted forms authorizing the recording of the session, it will be recorded. Such sessions are noted in the session listing in the mobile app and desktop planner.

What is the time zone for the times in the program book/app/desktop planner?

All listed times are in US Eastern Standard (UTC−05:00).

I have a question not addressed here about my presentation. Whom do I contact?

Please contact programs@sbl-site.org.

What are the expectations for my and others' participation?

All participants and attendees are expected to foster an atmosphere of respectful academic dialogue, following the SBL Professional Conduct Policy in particular. Any behavior in violation of that policy should be reported immediately to the SBL Executive Director or the chair of the Professional Conduct Committee.