



Presider Instructions and FAQ for 2020 Virtual Annual Meeting

revised 27 Nov 2020

How will I join a session as a presider?

72–48 hours before the start of the session, you will receive an email with some platform-specific information about your 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. Once you join the session, the technical assistant will promote you to the role of co-host. 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 presiding over?

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.

What is the difference between a host, a participant, and an attendee?

Hosts have elevated privileges in the platform, including the ability to change settings and end meetings. The technical assistant will be the session's host and will make you a co-host at the start of the meeting. Participants have the ability to participate using their microphone and camera, and to share their screen when given permission by the host. Attendees are able to view the meeting and ask written questions using the Q&A function, but cannot share with their microphone or camera or screen share. In a meeting, anyone who is not a host/co-host is a participant. In a webinar, the people listed in the program book are participants; others may join the meeting as attendees.

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 be started by the technical assistant 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.

What are my main responsibilities during the session?

As a presider, your main responsibilities are to make sure that the session starts on time, to see that presenters keep to their allotted time, and to moderate discussion periods. All participants and attendees are expected to engage each other respectfully and professionally, following in particular the [SBL Professional Conduct Policy](#). It is your particular responsibility to intervene if someone's behavior does not meet these standards.

Am I responsible for providing technical support to participants/attendees?

No, a technical assistant will be present during of the session. This person will be able to assist participants and attendees, including with functions like screen sharing. If you are experiencing a problem, you can ask the technical assistant for help. If you have an issue that needs to be addressed before the session, please contact program@sbl-site.org.

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.

During discussion, how will I know who has a question?

In meetings, you can ask people to use the virtual “raise hand” feature. This will move them to the top of the participants list. You can then call on them, ask them to unmute themselves, and give them the floor to ask the question.

In webinars, it is generally best to use the Q&A function and have attendees write questions to the panel. Questions submitted this way are visible to all panelists, as well as the person asking the question, but not other attendees. Submitted questions can be marked to be answered live, answered with a written response (at which point they become visible to other attendees), or dismissed. If necessary, an attendee can be allowed to address the session with their microphone or even promoted to the role of panelist.

Can chat be enabled for sessions?

For meetings, chat may be enabled or disabled at your discretion. The chat can be set to allow attendees to chat with the hosts only or with everyone publically. Do not turn on private chat messages. Alternatively, you can disable chat by choosing the setting of allowing attendees to chat with “no one.” If you enable it, care must be taken that it does not become a distraction for the participants. If it does become a distraction, the chat should be disabled. For webinar, we strongly recommend disabling attendee chat by setting the “attendee can chat with” option to “no one” so that it does not create confusion with the Q&A function.

If someone is engaging in unruly or abusive behavior, what do I do?

In most cases, muting their microphone, asking the person to stop, and reminding them of why their behavior is inappropriate will cause the person to stop. If someone persists in that behavior, or if the behavior is serious enough to warrant immediate ejection from the session, you or the tech assistant can remove them from the session by finding their name in the Participant area, clicking More, and then Remove. An attendee that is removed from a session will not be able to rejoin the session. Violations of the Professional Conduct Policy, especially anything serious enough to warrant ejection from a session, should be reported to the SBL Executive Director or chair of the Professional Conduct Committee.

What do I do if a presenter does not show up for a session?

Unfortunately, no-shows are a part of every conference. If a presenter does not show up for the session, it is appropriate to skip the next scheduled presentation. If the presenter does join late, you can return to that presentation. If the presenter never shows up, you can either extend discussion time for the other presentations or end the session early.

Do I need to end the session?

When the session reaches its end time (or if you decide to end early), please let the technical assistant know that you are ready to end the session. The technical assistant will be able to do so for all attendees and participants. There is a 15-minute buffer period after the session's scheduled end time during which the session can continue running. At the end of that 15-minute period, the session will end automatically. Because of these hard limits, it is particularly important to keep the session running as scheduled.

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 about a particular feature or function. Whom do I ask?

Before the session, please write to programs@sbl-site.org. During the session, you should ask the technical assistant for help.

What are some best practices to consider as I moderate the session?

Guidelines for Session Presiders (adapted from the Program Unit Chair Handbook):

The following guidelines are intended to help those who are moderating sessions encourage a professional and respectful environment.

Before the Session:

1. Work with the technical assistant to ensure that all participants have their camera and microphone enabled. It is also a good idea to encourage presenters to queue up any presentations documents and ask them to let the technical assistant know that they plan to do a screen share.

Beginning of the Session:

1. Welcome the attendees to the session.
2. Be sure to mention the name of the program unit(s) sponsoring the session and any theme that the session might have.

3. Remind attendees that all are expected to behave in a professional manner during in the session, in accordance with the SBL Professional Conduct Policy.

Presentations:

1. Address. Refer to all panelists equally. Studies show that it is more common for women to be referred to by their first names even when they have a professional title. Demonstrating respect, you should confirm ahead of the session how panelists would like to be introduced. We recommend having you announce the first name and last name, so as to avoid using titles that some presenters/respondents might not have.
2. Microphones. It is a good idea to remind presenters who do not have the floor as well as attendees in a meeting to keep themselves muted unless/until they are called on. If anyone's microphone is making noise during a presentation, you (or the technical assistant) should mute that person.
3. Time. Managing time is critical so that each person in the session or on the panel has an equal opportunity to present. Before the session, reiterate the expectation for each presentation's length. We recommend that you provide a five-minute warning, a one-minute warning, and a "time is up" to the presenter. Unfortunately, there is no easy way to do this in Zoom via a tone or other auditory signal. Signals can be sent via a private message in the session chat. If a speaker is running over, it may be necessary to announce using your microphone that time is up.

Discussion:

1. Try to allow for a substantial question and answer period, either as defined in the program listing or as the session allows if a period is not expressly defined. Discussions can take place following each individual presentation or in a block after all presentations have concluded.
2. During start of discussion, remind the audience to avoid jargon, speak briefly (ideally no more than 60 seconds), and ask a question.
3. To ensure parity, please be mindful of who is asking questions. Research shows that when women or gender non-conforming people are called on first, there tends to be more gender balance among subsequent questioners.