Session Chair Training for the #DPS2022 Hybrid Meeting

Prepared by John E Moores, York University
Science Organizing Committee Chair
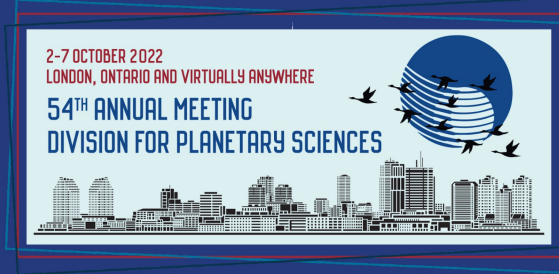
In what ways is #DPS2022 Hybrid?

- Oral sessions have been created that mix presentations in the same session from remote attendees and those given by presenters physically in the room in London
  - These presentations are arranged by topic, so the mode of delivery will switch back and forth from remote to in-person within the same session
  - The zoom will be managed by Warp Speed representatives
  - All oral sessions will be livestreamed via Zoom to all virtual attendees in real time

- Attendees will have several ways to ask questions of presenters
  - Microphones will be provided for those who are in-person
  - Virtual attendees may ask questions via Slack

- *For background: iPoster sessions are also being delivered in both modes, but there are no session chairs for iPoster sessions.*
  - *All iPosters are provided space in one virtual online and one in-person session (so everyone may present twice, as they prefer, once to each audience)*
  - *We will __not__ hold 1-minute lightning talks for poster presenters in oral sessions*
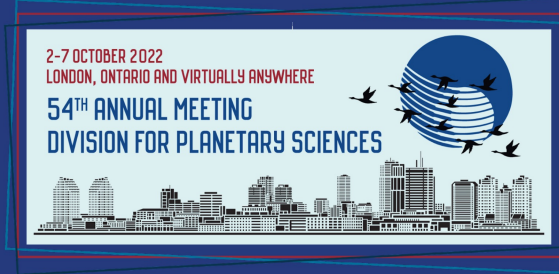
DPS Zoom Webinar: A Technical Perspective

- Your session is staffed with a dedicated technician from Warp Speed (WS), who will start the Zoom webinar. Chairs and presenters simply need to log in via their invite links.

- Once logged in, the WS tech will guide chairs and presenters to share their video and audio and make sure everyone is comfortable.

- After making sure everyone is comfortable, the WS tech will hand over the session to the chair.

- If there are any presenters who fail to log in, the WS tech will alert the chair, re-send the invite link, and communicate with DPS staff to track them down.

- Please keep your microphone muted when you are not speaking.

- Please use the direct chat function to ask for any technical help from WS during the session.

Each session will have a Slack channel for questions and conversations

Preparation

- Before the Conference:
  - Visit our Training & Resources website: https://aas.org/meetings/dps54/tools-resources and Watch one of the Presenter Training webinars
  - Review the conference schedule at https://submissions.mirasmart.com/DPS54/Itinerary/EventsAAG.aspx and identify your session date and time
  - Identify which of the speakers are in-person or remote on the schedule
  - Ensure that you've received your Slack invitation and have joined the channel assigned to your session
  - Read the abstracts of all the talks in your session
  - Read and know the AAS Code of Conduct: https://secure.ethicspoint.com/domain/media/en/gui/53297/index.html

- Before your session:
  - Familiarize yourself with the room setup and the speaker names
  - If you don't know how to pronounce the name of a presenter, please reach out to them to ask ahead of your session
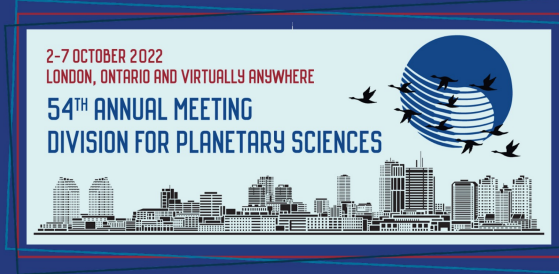
Chairs & Presenters

- Please arrive at the room where you will be chairing at least five minutes ahead of the start of the session. In some cases, the previous session may already be in progress.

- Each session will have two chairs with distinct responsibilities:
    - One chair will focus on the in-person attendees and presentations, moderating the discussion in the room
    - The second chair will focus on virtual attendees, monitoring the slack channel and asking every 2nd question in the Q&A out loud on behalf of the remote attendees
    - The zoom chat will redirect participants to the session slack channel, so session chairs can monitor just the slack
    - Introduce yourself to your co-chair ahead of time and decide which of you will focus on virtual and which on in-person and whether you will swap responsibilities at any point during the session

- In some sessions, one of the chairs will be remote/virtual
    - The remote chair should monitor the slack chat
    - Both chairs should discuss how the remote chair will highlight questions to be asked out loud in the meeting room by the in-person chair
    - If you find you are both remote, please let the SOC know as soon as possible

- Begin the session with a land acknowledgement (see next Slide)
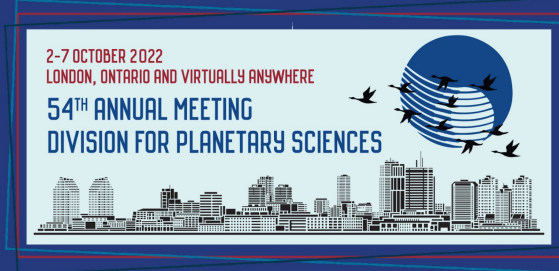
Land Acknowledgement for #DPS2022

"We/I acknowledge the Anishinaabek (Ah-nish-in-a-bek), Haudenosaunee (Ho-den-no-show-nee), Lūnaapéewak (Len-ahpay- wuk) and Chonnonton (Chun-ongk-ton) Nations, whose traditional lands we are gathered upon today."

Pronunciation audio can be found here:
https://indigenous.uwo.ca/initiatives/land-acknowledgement.html
Note that current audio acknowledges the Attawandaron (Add-a-won-da-run) Nation and updated audio acknowledging the Chonnonton (Chun-ongk-ton) Nation is not presently available

From Western University's Resource "Why do we offer a land acknowledgement:" Land Acknowledgements pay respect to the Original Peoples of the territory upon which the University [and our conference] is physically located, as well as recognizes the ongoing presence of Indigenous Peoples in educational settings. It is one way we declare the University's commitment to building on its relationships with and responsibilities to Indigenous communities. Land Acknowledgements in this territory mention Treaties, which are the foundations upon which Indigenous-settler relations exist in this area, and while acknowledging Treaties is not honouring them in and of themself, it serves as an important reminder of our responsibilities to each other.

It's all in the timing
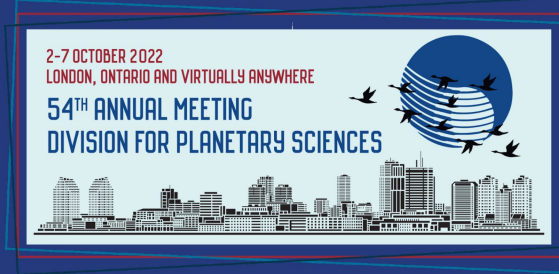
- Each presenter will be given ten (10) minutes of time which is nominally broken down as:
    - Seven (7) minutes for presentation
    - Three (3) minutes for Questions and Answers (Q&A)
- There are some exceptions:
    - Dissertation talks last fifteen (15) minutes as 12 minutes of presentation and 3 minutes of Q&A
    - Plenary talks last 30 minutes, divided into 24 minutes of presentation and 6 minutes of Q&A
    - The Workforce Plenary talk lasts 60 minutes, divided into 48 minutes for presentation and 12 minutes for Q&A

- Keep an eye on the clock to keep sessions on-time
    - #DPS2022 has three parallel sessions, and both in-person and virtual attendees may be switching between rooms during a session to catch talks on different topics
    - "Warp Speed" staff will be on the session and will be responsible for transitioning the panel to the next session's chairs and presenters
    - Resist the temptation to get ahead of schedule or to change the order of talks
- Be prepared to ask one question of each presenter
- Remind everyone that Q&A will continue after the live session on the session slack channel, where there will be plenty of time for follow-up!

Professionalism & Etiquette
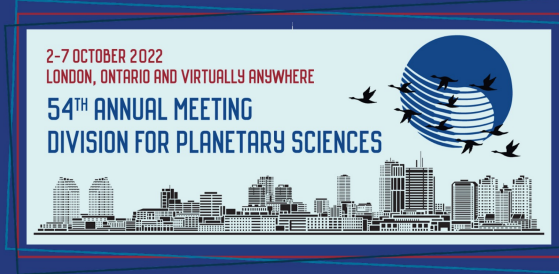
- Maintain a professional environment
  - Make sure the name and affiliation of each questioner is clearly stated
  - Watch out for biases of others as well as yourself
    - Experience suggests that session chairs are more likely to cut of a female questioner
    - If one questioner is dominating the Q&A, ask them to wait for another person to speak
  - Don't be afraid to intervene if someone is out of line (see next slide). Personal comments or attacks are inappropriate.
  - If the speaker is obviously confused or flustered by a particular question, support them by rephrasing the question. Especially if language is a barrier, suggest that the discussion continue after the session.

- Please oversee the content of the Slack channel corresponding to your session, <u>both before and after</u> the live session has concluded
  - Monitor the slack channel ahead of the session and during the live presentations to gather questions
  - While you do this, be a proactive bystander, with an eye out for any harassment or inappropriate behavior
  - After your live session has concluded, please continue to oversee the associated Slack channel in the same way until the conference has concluded on Friday afternoon.

- At the end of Q&A, thank speaker again before starting the transition to the next speaker.

- At the end of the session, thank all the speakers for participating.

Situations of Concern

- Do not permit in-person, over zoom or via slack
  - Hostile or inappropriate questioning
  - Personal comments or attacks

- If you see a situation of concern
  1. Do what you can in the moment
     - Defuse tension, support anyone who may feel targeted
     - Be diplomatic, be proactive
     - "Would you please rephrase that as a question?"
     - "Would you please use a more appropriate form/tone in this space?"
     - "I find that comment inappropriate and/or in violation of AAS policy"
     - You might publicly say to the speaker that they need not respond
  2. Alert the Slack moderators / conflict response team
     - No need to wait until a situation has become truly serious
     - The moderators / response team cannot monitor all Slack discussion, but instead will rely on session chairs and other concerned DPS members to alert them to situations that merit their attention
     - The moderators / response team will decide whether further action is needed. They will resolve the situation themselves if they can, but they also have the option of contacting AAS staff to initiate more formal proceedings
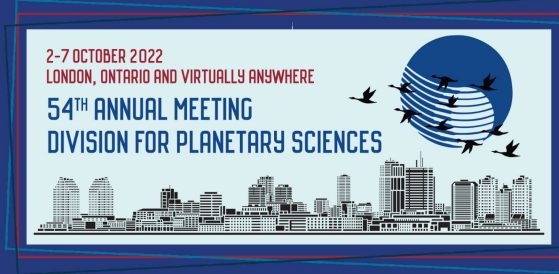
Something to Consider

Remember what it was like when you were a graduate student or postdoc. The speakers are usually nervous, so be cognizant of that when introducing individual speakers.

After the session and during the meeting—if you see one of your speakers in Slack, go out of your way to engage them and their science. Or consider sending an e-mail to speakers in your session after it is all over, thanking them for their presentations.
Small things like this can be a big deal to early career planetary scientists.
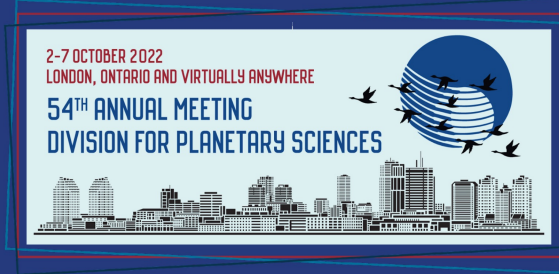
Resources

- For situations that arise during the meeting:
  - There will be a Slack help channel (#helpdesk)
  - The conflict/conduct response team (CRT) will be available on Slack as #_conductresponseteam or via telephone at 844-854-5101 (AAS)
  - Other Problems or difficulties with reaching the help desk or Conduct/Conflict Response Team? Please contact **Elizabeth Scuderi elizabeth.scuderi@aas.org** who will field and redirect questions

- General Resources
  - Training & Resources website: https://aas.org/meetings/dps54/tools-resources
  - conference schedule: https://submissions.mirasmart.com/DPS54/Itinerary/EventsAAG.aspx
  - AAS Code of Conduct: https://secure.ethicspoint.com/domain/media/en/gui/53297/index.html

2-7 OCTOBER 2022
LONDON, ONTARIO AND VIRTUALLY ANYWHERE

54TH ANNUAL MEETING
DIVISION FOR PLANETARY SCIENCES

Thank You for Volunteering to Chair!

Suggestions for improving this presentation or the meeting format are welcome at any time

Please send suggestions to the #DPS2022 SOC Chair at jmoores@yorku.ca