



# Guidelines and Tips for Presenters, Chairs, Discussants and Participants

## Useful Links

- [Schedule-at-a-Glance](#)
- Pathable (virtual conferencing platform) Resources:
  - [Speaker Experience Demo](#)
  - [Speaker FAQ's](#)
  - [Zoom Controls & Presenting at a Session](#)
  - [Poster session format](#)

This document provides information about the various sessions that will be part of the 2021 NCME Classroom Assessment Conference. The document is primarily intended for session **presenters, chairs, and discussants**. It includes information about the virtual conferencing platform, [Pathable](#), as well as guidelines and tips to help session participants prepare for the conference.

The program chairs will be hosting **virtual office hours** for session presenters, chairs, and discussants to go over the information in this document, provide updates, and answer questions. Here are the times for the virtual office hours:

- **Tuesday, October 19, 2021 @ 4pm to 5pm ET**
- **Wednesday, October 20, 2021 @ 1pm to 2pm ET**

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## Conference Overview

- The conference begins Thursday, October 21 at 10:00 EDT, and continues on Friday, October 22, until 3:30. Please note that the last session on Friday will include a conversation with the NCME Classroom Assessment Committee. This important session will provide participants the opportunity to discuss future directions for this conference.
- Like the 2021 NCME Annual Conference, Pathable is the virtual platform to host the conference. This system will be available to conference registrants on October 18<sup>th</sup>, and will allow you to become familiar with the system, build your conference agenda and personal profile, and create downloadable calendar invites.
- The link to the conference evaluation form will be sent to participants following the meeting – your input is needed!

There are five types of sessions:

- **Keynote Addresses** formatted as plenary session webinars; two on day one, one on day two.
- **Symposia** consisting of several concise, oral presentations on a common topic with contrasting or complementary points of view and audience discussion.
- **Panel Discussions** consisting of a planned conversation involving dialogue and/or debate on a common topic by 3-6 presenters, with audience discussion.
- **Paper Sessions** consisting of 10-12 minute individual paper presentations grouped together by a common topic or theme, with audience discussion.
- **Posters** featuring brief individual presentations of a research project or program, with audience interaction.

Participants will select symposia, panel, and paper sessions that occur during one-hour concurrent blocks.

Posters are presented at the end of the first day of the conference. We encourage everyone to attend one or more poster presentations to support these researchers.

In addition, the platform will allow for scheduling of meetings with other registrants at designated times over the two days of the conference.

## Guidelines for Session Chairs

The session chair's primary responsibility is to ensure that the session occurs in its schedule time slot. The session chair will be assigned as the Host of the Zoom meeting for each session.

### Prior to the conference

- If your session has a discussant, please confirm that the discussant has received all papers.
- Connect via email with all session presenters at least a day prior your session to confirm:
  - The main presenters for each paper, the logistics of the presentations and discussions, and the amount of time each presenter/discussant will be allotted.
  - The order of presentations. The order that the papers are listed in the conference program for your session can serve as the default.
  - How screensharing with work during the session. The two general options are to have one person (e.g., the chair) share their screen for all presentations – this would minimize the need to transition to each presenter; or to have each presenter share their screen during their presentation – this would give the presenters more control of the slides, which may be helpful if the slides include many animation or transitions.
  - A method of notifying or warning the presenters when time is winding down (e.g., 2-minute warning, 1-minute warning, time is up!). One option is to use the Zoom chat in the Zoom window to do this. Other signaling options could include providing warning via video (e.g., with cue cards) or muting the presenter via Zoom (see below) after their allotted time has expired. *Muting, however, should be used as a last resort.*
  - All presenters have uploaded their paper to the conference platform. You can confirm this by navigating to the session and reviewing the contents under the “Files” tab.

### On the day of your session

- Join the session at least 10 minutes in advance (your room will open 20 minutes in advance) and perform the following tasks (A Conference Room Manager will be assigned to your session and can help with the tasks marked with \*):
  - Ensure all participants in the session arrive prior to the start of the session and confirm their audio/video/screen sharing functionality.\*
  - The session will automatically start at the designated time, please make sure the presenters are aware when attendees begin entering the session.

- All sessions will be automatically recorded; the recording begins as soon as the room is open for speakers.
- Encourage attendees to ask questions or raise concerns using the Chat window. To note, there is a chat window in the Pathable platform as well as the Zoom window. You can encourage attendees to use one or another but please monitor both.
  - Keep track of time during the session. Make sure each main presenter finished their presentation in the allotted time.
  - Monitor the Chat (both Pathable and Zoom) for issue or concerns about *session quality or experience* (e.g., cannot hear the presenter, unable to see the shared screen, etc.)
- The session chair is *not* responsible for answering questions in the Chat about the presentation content. The presenter(s) should answer such questions at their earliest convenience.
- The session chair should *not* interrupt the presentation *except* for critical session quality or experience issues.
  - Time permitting, facilitate a Q&A time after all presenters and discussant(s) have finished their presentations.
  - Encourage attendees to ask questions via the Chat window or use the ‘Raise Hand’ feature in the Zoom Participants window (see below).
  - Stop the recording and end the session at the designated time. Sessions cannot run late as this will interfere with the setup time for the next session. \*

## Guidelines for Discussants

The discussant’s role is to provide commentary about the papers presented during the session. Individual paper sessions will have one assigned discussant. Coordinated paper sessions and organized discussion may have none, one or multiple discussants.

### Prior to the Conference

- You should have received all session papers from the presenters. If you are willing to give the presenters more time to submit their papers, please specify an acceptable alternative due date and notify the session chair and all presenters. Note that, as the discussant, you have the right to *not* provide commentary on a paper that is not submitted after the specified due date.
- Review the papers and prepare feedback that you can share during the session. Each discussant may adopt their own perspective as to how to review the set of papers, but we recommend evaluating each paper (e.g., value of the research question[s] to the field, strength of the research methodology, and the interpretations/importance of the research findings) as well as the set of papers in the session as a whole (e.g., key takeaways for session attendees).

## On the day of your session

- Join the Zoom session at least 10 minutes before the scheduled start time.
- Once in the Zoom session, please verify that your audio and video are functional and that you can share your screen, if you will be sharing slides for your discussion.
- When it is time for your discussion,
  - We recommend turning on your camera during your discussion.
  - Please pay attention to cues from the session chair about the time remaining.
- After your presentation, review the Chat (Zoom and Pathable) to see if the presenters or attendees asked questions about your commentary. Address the questions directly in the Chat or during the Q&A time at the end of the session (time permitting).
- Please plan to stay for the entire session.
  - Time permitting, there may be a Q&A time at the end of the session.

## Guidelines for Presenters

- Presenters participating in paper sessions are encouraged to submit papers and/or make slides available. The purpose of the conference paper is to share more information about your research with conference attendees.
  - If your session has a discussant (e.g., paper session), the discussant will review your paper before the conference to have a more in-depth understanding of your research before providing their feedback during the session.
  - There is no required format for the conference papers. However, we encourage presenters to include within their papers, information on the research question or problem, their research methodology, the results from their research, and then the implications of these findings (conclusions and implications for practice).
- To upload papers and/or slides, navigate to your session in Pathable beginning October 18th. It should be available under *Schedule > My Personal Agenda*.
- Select the session title to see the session details,
  - Select “Manage”,
  - Select “Add New File”,
  - Select “Upload” to add your file,
  - Add a file name in the “Display Name” field,
  - Select “Save”
- Prepare for your session by creating any presentation visuals (e.g., PowerPoint) and practicing your presentation. NOTE, if you are in a paper session, you have a *maximum* of 12 minutes TOTAL for transition, introduction, and presentation.

## On the day of your session

- Join the Zoom session at least 10 minutes before the scheduled start time.

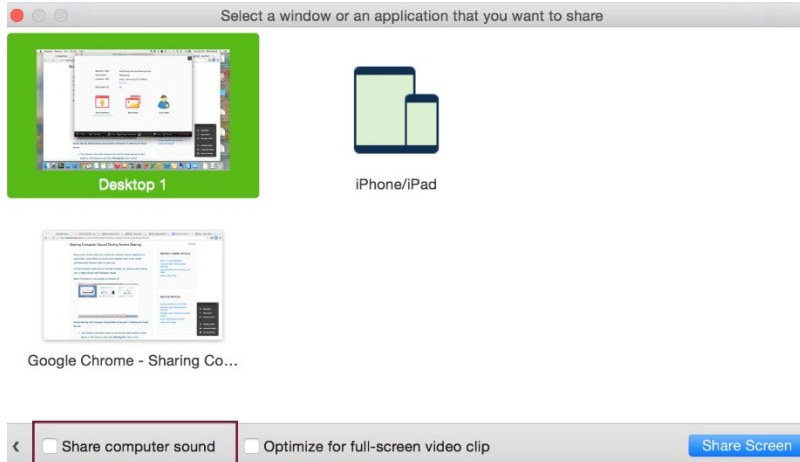
- Verify that your audio and video are functional and that you can share your screen (if you will be sharing your presentation).
- Please turn on your camera during your presentation.
- While presenting, please pay attention to cues from the session chair about the time remaining.
- If you choose to have co-presenters (multiple presenters) for your paper, please discuss ahead of time the logistics, such as the amount of time for each presenter, how to transition between presenters, etc.
- If you plan to share a prerecorded video for your presentation, make sure to click on the 'Share computer sound' box (see below) when you share your screen in Zoom so that the attendees can hear your presentation.
- After your presentation, review the Chat (Zoom, Pathable) to see if the attendees asked questions about the content of your presentation. Address the questions directly in the Chat or during the Q&A time at the end of the session (time permitting). If your co-author(s) are in attendance, they can respond to questions in the Chat during your presentation.
- Please plan to stay for the entire session as there may be time for Q&A at the end.
- All sessions will be recorded; the recording begins as soon as the room is open for speakers.

## Poster Sessions

The poster session includes 17 presentations that attendees can visit between 5:35 and 6:35 pm (EDT) October 21.

### Prior to the conference

- Prepare a "poster" that can be displayed with your session. [Pathable recommends](#) a PDF with a 16:9 aspect ratio. Feel free to be creative in developing your poster.
  - One simple approach is to create one Powerpoint slide (click on *Design* in the PowerPoint menu, then "Slide Size" and then select "Widescreen (16:9)").
  - Attendees will have the ability to zoom into the poster and read each section.



- All presenters should upload their poster and/or paper into the system by **October 19**. To do so,
  - Navigate to your session in Pathable. It should be available under *Schedule > My Personal Agenda*.
  - Select the session title to see the session details,
  - Select “Manage”,
  - Select “Add New File”,
  - Select “Upload” to add your file(s),
  - Add a file name in the “Display Name” field,
  - Select “Save”.
- Please note that the files (i.e., poster and/or paper) uploaded by the presenter are available for conference participants to preview immediately by selecting the session in Pathable. Participants will also be allowed to post questions for the presenter. Presenters may choose to answer these questions in advance OR wait until your poster session day/time.

### On the day of your session

- All presenters should join their session in Pathable at least 10 minutes before the schedule start time.
- During the session, attendees can browse the presentation titles and topics and select posters to visit.
- During the session, you will still have the Chat feature for interaction but will also have a Zoom meeting space that appears along with your poster and abstract. In this Zoom space, attendees will have the opportunity to join and discuss your poster.
- Poster sessions are not automatically recorded.