

# Welcome to the FAcct21 Guide

Welcome to the FAcCT 21 Conference Guide. This handbook to the conference should help provide any additional information about how things are going to go. We have worked hard over the past several months to make a thoughtful equitable and engaging online experience for attendees at FAcCT21 and one of the most important features of that process for us is to create transparent documentation of all of the things that we have planned. We hope that the conference site is easy to navigate but know that there are some things that are best with some extra guidelines.

This handbook also includes information about the processes for session chairs, authors, and volunteers.

Further, we've released this as CC0 so it is free for others to use.

Sincerely,

Sarah Brown Virtual Experience Chair

Maya Richman Virtual Experience Consultant

To get started, if you have not already, see the [Registration](#) site to get access to the full conference experience.

## Hitchhiker's Guide to FAcCT 2021

### Background

The countdown to ACM FAcCT 2021 has begun! The conference will be held as a completely virtual conference March 4 - 10, 2021. It is our hope that we can invite some of the same curiosity and engaged participation that has defined the previous four years.

The conference brings together researchers and practitioners interested in fairness, accountability, and transparency in socio-technical systems. This is our first conference under the new name, and still builds on the success of the 2020 conference held in Barcelona. This year we are featuring 17 Tutorial sessions, 11 CRAFT sessions, 26 Paper-focused sessions, 3 Keynotes and a lot more. It is our hope that, whether you are new or seasoned alumni, you walk away feeling connected and excited about the work happening in this multidisciplinary research community.

This Guide contains key dates, information about registration, conference tech set-up, and instructions on how to get support before the event.

### How to Prepare for the Program

The majority of FAcCT 2021 occurs on the conference hub. The hub is a custom platform that contains most of the tools you will need to participate in FAcCT 2021. As a registered attendee you will have access to the hub starting on Friday, February 26. We recommend you take some time to familiarize yourself with the space and encourage you to engage with speakers and attendees before the conference begins in our Community space.

During the conference, you will explore the hub to watch the sessions, learn about speakers, download papers, and discuss relevant topics with your fellow conference attendees. All you need is a browser, an internet connection, and conference registration on the hub.

## Accessing the Conference

### QUICK LINKS

- [Conference Hub](#)
- [Discussion Board](#)

The key features of this year's event:

**Pre-recorded talks** for research presentations are available for viewing anytime after February 25. [Explore the archive of pre-recorded talks.](#)

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Community discussion boards to interact with attendees outside of sessions via an embedded [Circle.so](#) integration.

[Discuss papers, share reading recommendations and more.](#)

Live Q&A sessions will be facilitated via [Sli.do](#) for Keynotes, Panels, Tutorials, and Paper sessions. All sessions will have access to [Sli.do](#) except for sessions that are not live streamed, such as CRAFT. These sessions will have limited capacity, so we encourage you to [plan in advance if you wish to participate](#). [Watch the live streams and participate in the Q&A on the conference hub.](#)

Most sessions will be live streamed into three streams on the hub. Some sessions, however, are more interactive and require participants to join the Zoom call. In this case, we ask that you [download the Zoom desktop application](#) ahead of time.

Access to live sessions will become available on the scheduled day of the session on our conference live stages. We recommend that you log in a few minutes early since all sessions plan to run on time.

Some tips to get the most out of FAcCT:

1. **If you are unsure you can attend the sessions live, watch the pre-recorded research paper content in advance of the live Q&A sessions.** All attendees have access to the hub where they can watch pre-recorded Paper sessions and submit questions before the session starts. Watch the presentations whenever it is best for you!
2. **Ask a question to an author on the paper's page before the live Q&A.** Your question will be sent to the session chair so they can prepare for the Q&A. This will help the authors accommodate any questions raised by attendees who watched the content prior to the start of the conference or are unable to attend live.
3. **Engage on the Community discussion boards, and discuss with the authors and other attendees about the sessions you have watched.** Authors will be instructed specifically to begin monitoring their session boards throughout the event.
4. **Attend the livestream Q&A sessions to engage with the presenters in-person.** Upvote submitted questions and watch as the presenters respond in real time.

## What you need to Attend

**The Right Browser:** We recommend using Chrome for the best user experience. However, our virtual conference portal works well on Safari, Firefox, and Microsoft Edge.

**Access to Internet:** You will need to have access to the internet in order to access the Hub and watch the livestream.

## Conference Agenda

Please note that all conference times on the portal are in **Coordinated Standard Time (UTC +0)**. You will be able to add events to your own calendar to convert to your local time.

## Diversity, Equity and Inclusion Initiative

The FAcCT 2021 Diversity, Equity and Inclusion webpage will go live on February 26th, in the meantime, please direct open questions to DEI Chairs to [inclusion@facctconference.org](mailto:inclusion@facctconference.org).

## Getting Support Navigating FAcCT

We know that there are many moving pieces during a virtual conference and we don't want to leave anyone behind.

If you have any questions about:

- The programming and upcoming events, please email [program-chairs@facctconference.org](mailto:program-chairs@facctconference.org).
- Accessibility, diversity and inclusion at the conference, please email the D&I Chair, Maria De-Arteaga at [inclusion@facctconference.org](mailto:inclusion@facctconference.org).
- Registration, please email [facctregistration@executiveevents.com](mailto:facctregistration@executiveevents.com).

For live technical support, please contact the organisers here:

- Toll-Free 1-888-526-1242 / International +1 303-530-4683
- On the hub, we have a dedicated ChatBox for getting technical support. This will be staffed throughout the duration of the event by members of the FAcCT Planning Team.

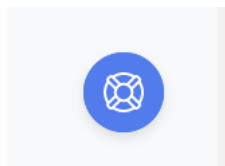
# Conference Infrastructure

## Zoom

For more information on [how to join a Zoom meeting, check out this video](#). If you need support getting on a call, click on **Support** on the hub dashboard and chat with someone from the FAcCT Planning Team. Most sessions will be livestreamed and don't require attendees access Zoom directly.

## [Circle.so](#)

We have made a small simple guide for basic functionality in Circle. [Circle.so](#) also has helpful links on the right-hand side to get started. For more support on how to use Circle, click the Buoy symbol on the right-hand side to ask for support.



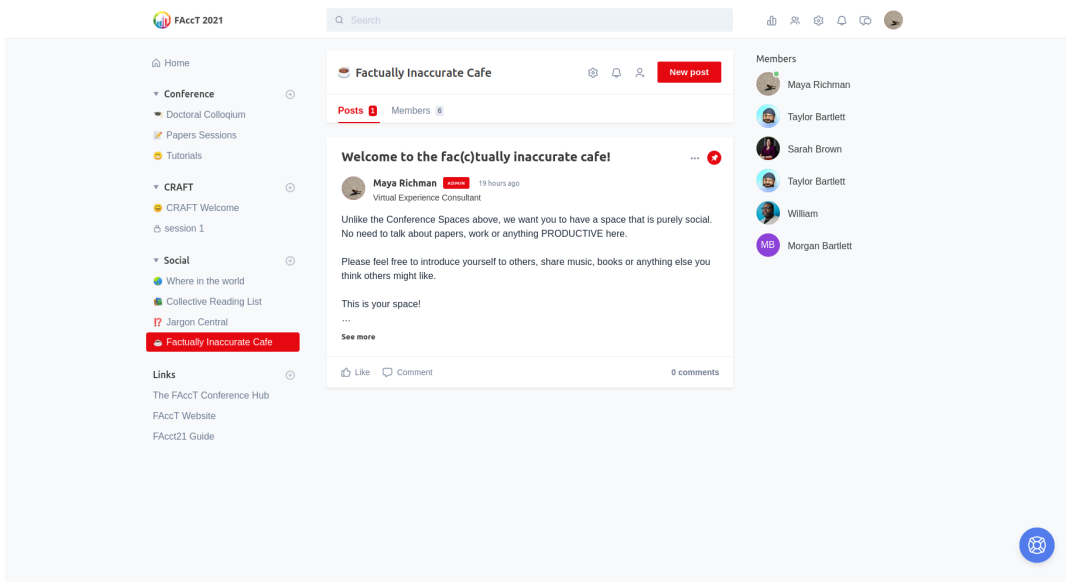
## Making your profile

A screenshot of the FAcCT 2021 profile page in Circle.so. The page has a light blue header with the FAcCT 2021 logo and a search bar. On the left, there's a sidebar with navigation links: 'Back to community', 'Settings' (with sub-links: General, Onboarding, Custom Domain, Code Snippets, Member Tags, Weekly Digest, Home, Embed, Moderation, Single Sign-On, Direct Messaging, Billing), and 'Account' (with sub-links: Profile, Notifications, API). The 'Profile' link is highlighted in red. The main content area is titled 'Profile' and includes a note: 'This is a private community. Your profile information will only be visible to signed in community members.' Below this is the 'Basic information' section, which contains fields for 'Profile photo' (with 'Replace' and 'Remove' buttons), 'Full name' (example: Jane Smith, input: Maya Richman), 'Headline' (example: Writer, TheFitnessGuide.com, input: Virtual Experience Consultant), 'Bio' (example: Hey everyone! I'm a fitness blogger and podcaster. I love to hike, ski, and travel. Max length: 250 characters), 'Location' (example: San Francisco, CA, input: Berlin), and a toggle for 'Make my email publicly visible' (currently off). At the bottom, there's a 'Social links' section.

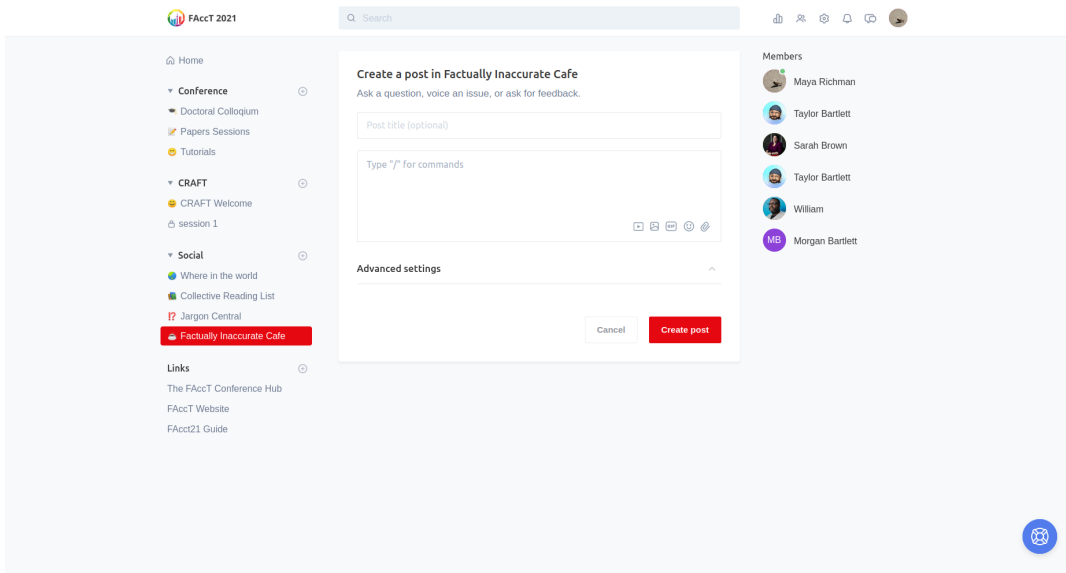
If you don't want other attendees to be able to direct message you, please change this setting in your profile.

A screenshot of the 'Permissions' settings in Circle.so. The section is titled 'Permissions' and has a dropdown arrow. Below the title is a toggle switch for 'Prevent members from messaging me'. The text below the toggle says: 'If enabled, community members (including the community admin) won't be able to direct message you.' At the bottom right of the settings card is a red button labeled 'Save changes'.

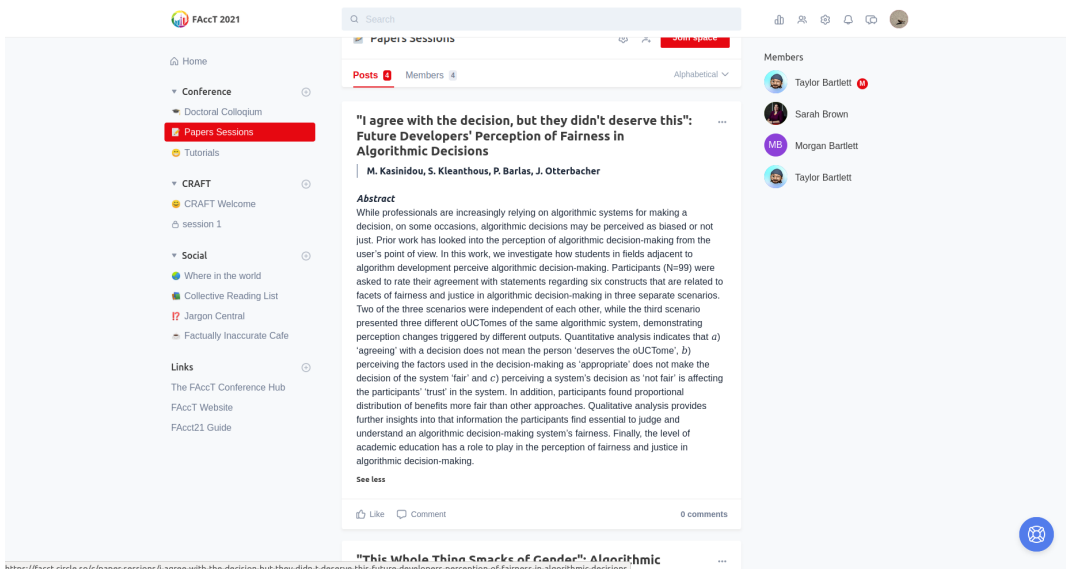
## Cafe Space



## Making a Post



## Commenting on Paper Sessions

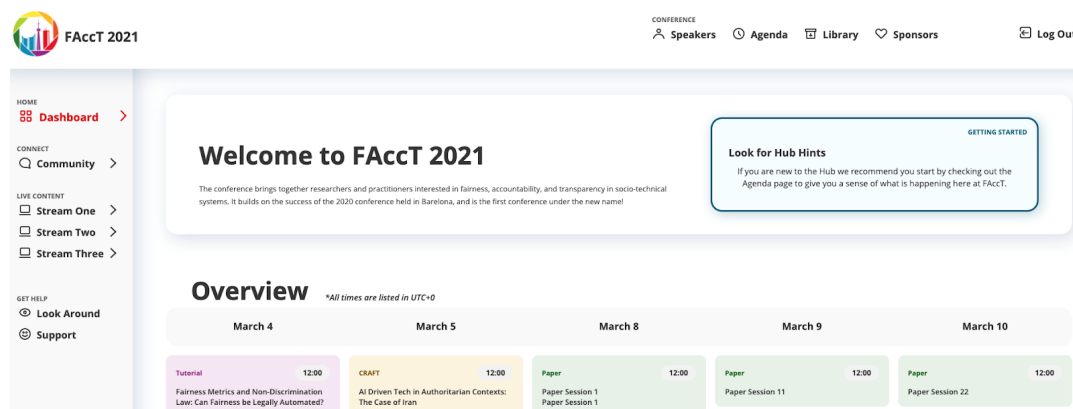


## FACCT 2021 Hub

Below is a simple walkthrough guide for the hub as well as pointers on the platform itself. Click on “Look Around” on the left-hand navigation to get tips on how to navigate the platform.

## FACCT Dashboard

The dashboard is the first area of the virtual platform that you will see after you login. Your login information was sent to you by email from the FACCT Registration Team. From the dashboard you can access all areas of the conference portal. The livestream stages, the on-demand research videos, tutorial and CRAFT sessions, the virtual support desk as well as the community discussion boards. You can also use the navigation bar, at the top and left-side of the main page to help find all areas of the platform. The navigation bars appear on every page and is the best way to move through the different areas.

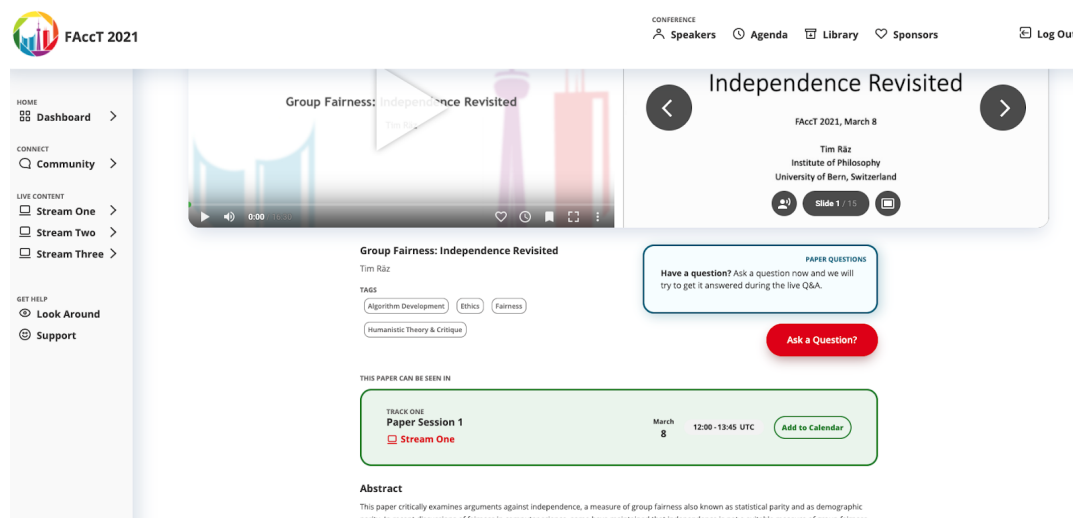


## FACCT Community Discussion Boards

FACCT is planning to keep the conversation going outside of the Q&A session with [Circle.so](https://circle.so). [Circle.so](https://circle.so) is a social platform designed to gather community around content and engage in discussions. There are a variety of social and conference related spaces for you to explore. We highly suggest utilizing the discussion boards to network, engage, ask questions and receive support throughout the week!

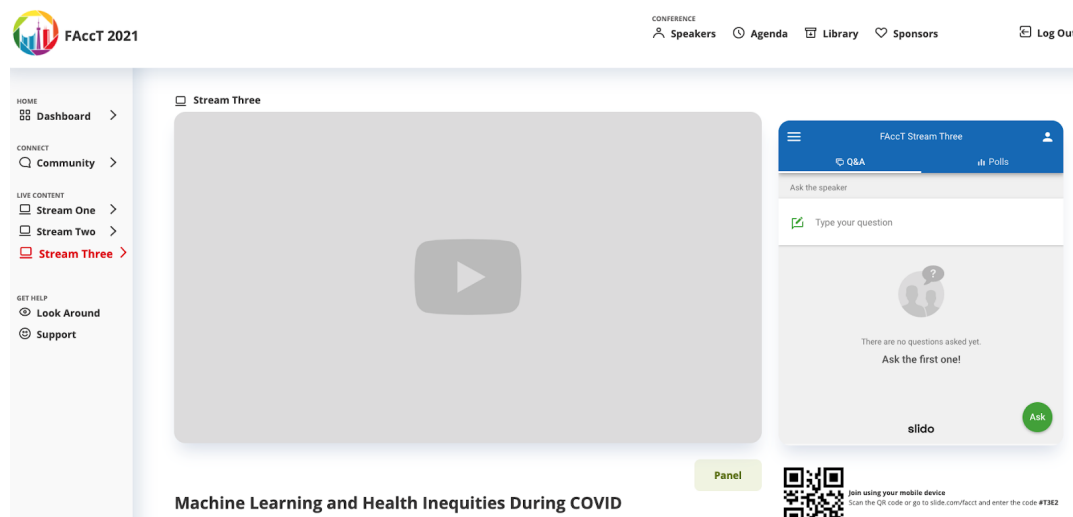
## FACCT Research Paper Pages

Each research paper has a dedicated page that gives an attendee a one-stop place for content related to that single paper. It will feature on-demand videos of the pre-recorded content available starting on Thursday, February 25 and the recorded research paper Q&A sessions. To help remember the time of a paper's Q&A session we have an add-to calendar reminder. There is also a submit-a-question button to send in questions. This will be a dynamic way to get your question to the presenter for the Q&A session or allow you to connect with the presenter after their designated time to continue the conversation.



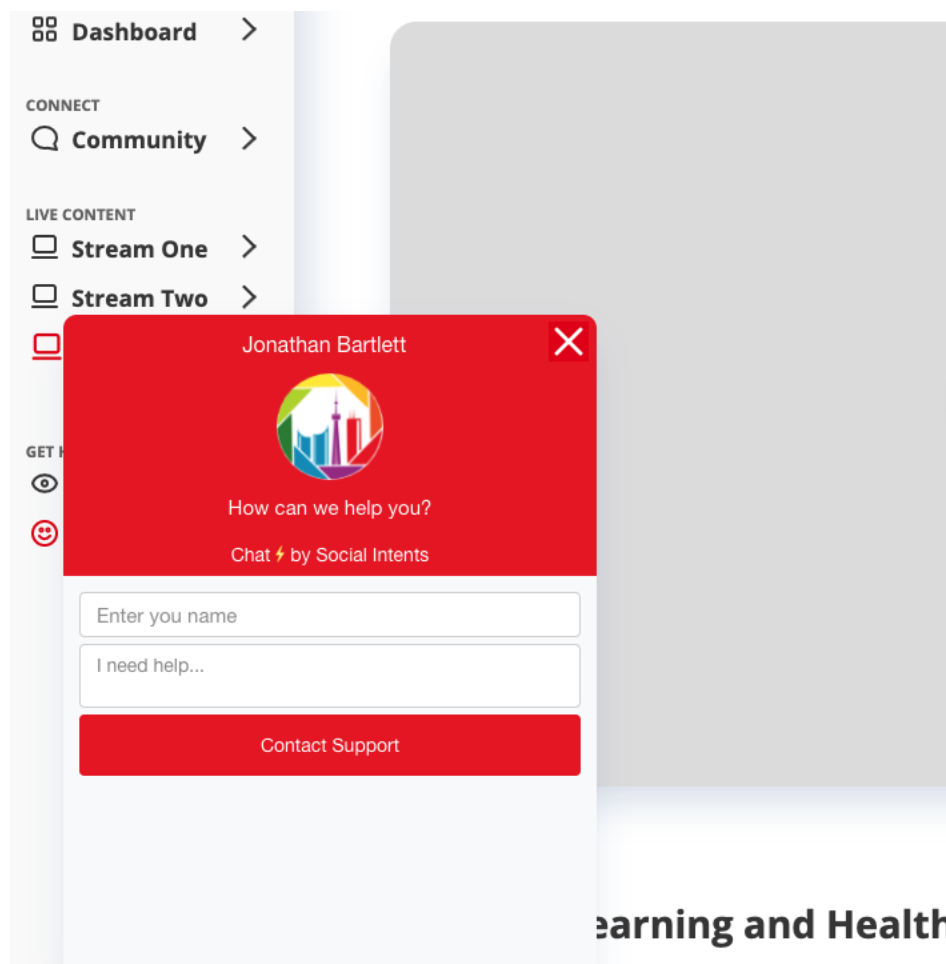
## FACCT Livestream Sessions

The FAccT livestream sessions will occur in a stand-alone area of the virtual portal as a livestream. You can access the livestreams from the dashboard or from the navigation bar. All sessions that occur as a livestream cannot be viewed until their scheduled time. When the session starts, an orange 'play button' will appear and you can start the session. Questions can be directed to the speakers by sending in questions through the [Sli.do](https://www.sli.do) integration on the right of the screen.



## FAccT Support & Help Desk

We know the virtual portal can feel overwhelming so remember that our team is here to help! The Support/Help Desk is monitored by a live person during conference hours Thursday, March 4th to Wednesday, March 10th, to assist with all questions and technical support needs!



If you have any questions regarding your FAccT Conference please contact FAccT directly at [facctregistration@executiveevents.com](mailto:facctregistration@executiveevents.com)

## [Sli.do](#)

All attendees are encouraged to ask questions related to specific papers or during any live streamed event on the three stages. Watch the livestream and ask the authors questions. You can also upvote questions asked by other attendees.

[Sli.do provides several videos that explain how to use the service](#). If you have problems accessing [Sli.do](#), please use the dedicated ChatBox on the conference hub.

## Policy Against Harassment

It is extremely important to the FaaCT organizing team that all presenters and attendees have access to a safe and inclusive conference space in order to participate fully and contribute to this vast interdisciplinary research community. We have developed a variety of systems to limit high-level access and reduce harassment during the conference. Still, no platform is perfect and we want to respond both proactively and reactively.

To facilitate an environment that promotes respect, shared learning and collaboration, we request that all participants abide by the following guidelines:

- Exercise consideration and respect in your speech and actions;
- Refrain from demeaning, discriminatory, or harassing behavior and speech;
- Be mindful of your fellow participants and do not imply that there things that everybody should know;

In attending the FAccT conference, participants abide by [ACM's Policy Against Harassment at ACM Activities](#) and the [ACM Code of Ethics and Professional Conduct](#) and agree that behavior which deviates from these guidelines will constitute grounds for actions against any attendee. If you are involved in or witness any such incident, please [submit a complaint to the organizing team](#) and the members of the Safety and Inclusion team will review the case.

If a complaint is submitted to the conference, the case will be reviewed by the conference's Safety and Inclusion Panel. The panel will be composed of three of the following: 1) Conference General Chair, 2) Conference Executive Committee Member, 3) Diversity and Inclusion Chair, 4) Virtual Experience Chair. The panel will convene to review a complaint as soon as feasible and decide based on the code of conduct policies and available or relevant evidence appropriate disciplinary action which can include but not limited to partial or full dismissal from the conference. Regardless of the enforcement decision, the panel should encourage all submitters to [complete a confidential complaint to ACM](#).

## Community Agreement

Guidelines on expectations for participation in the FAccT21 community.

## Policy Against Harassment

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To facilitate an environment that promotes respect, shared learning and collaboration, we request that all participants abide by the following guidelines:

Exercise consideration and respect in your speech and actions; Refrain from demeaning, discriminatory, or harassing behavior and speech; Be mindful of your surroundings and of your fellow participants;

Please review the policy for more details on expected and unacceptable behavior: <https://www.acm.org/about-acm/policy-against-harassment>

Alert community leaders if you notice a dangerous situation, someone in distress, or violations of this policy, even if they seem inconsequential. Any individual who experiences harassment (as described above) at any ACM activity should follow the Procedures for Reporting Unacceptable Behavior.

## Welcome authors

Congratulations on your accepted FAccT paper!

You've already recorded your talk. Your paper will have a page in the conference site and a "topic" in the conference social space. Attendees can view the video in advance on the page, submit a question that will be provided to the session chair, or join the conversation on the social site. You are welcome to engage and interact with questions on your paper's topic, but not required to. A session volunteer will collect unaddressed questions there for your live Q&A.

Your paper is assigned to a session. There is a session volunteer and a session chair assigned to that session who will facilitate. During your paper's session, participants will watch your prerecorded talk on one of the conference live streams and then the live Q&A session.

For FAcCT, we're aiming to build discourse and engagement, so the session chairs have been provided with a moderation guide to facilitate the Q&A sessions more like panels than a traditional Q&A session. We hope this will create more dialogue, encouraging authors to interact dynamically and deeply instead of only a few questions for each paper.

## Doctoral Colloquium

*Chairs:* Ben Green & Peaks Krafft

Below is a summary of the agenda and breakout sessions during the Doctoral Colloquium. Besides the live session, participants will interact with each others work on Circle in the DC Space [here](#).

## Schedule Summary

4:00–4:15 - Welcome & Introductory Remarks

4:15–5:00 - Session 1: Research Discussions

5:00–5:05 - Break

5:05–5:50 - Session 2: Topical Discussions

5:50–6:00 - Break

6:00–6:35 - Session 3A: Mentoring

6:35–6:55 - Session 3B: Mentoring

6:55–7:00 - Wrap Up

## Agenda and Breakout Instructions

### Session 1: Research Discussions

Time: 4:15–5:00

In this 45-minute session you will be in breakout groups of 4-5 people. Begin by going around and briefly introducing yourselves. Then, each person should talk (without slides) for ~5 minutes on the primary topics of their research and open questions for next steps on their dissertation. This will be followed by ~5 minutes of questions and discussion about that person's project. Any remaining time after everyone has had a chance to present can be spent in broader discussions about the topics raised by everyone's projects.

### Session 2: Topical Discussions

Time: 5:05–5:50

This session presents an opportunity for you to self-select into topical discussions relevant to their work and their careers. At the start of the session, you can self-select into the breakout room of your choice. The topics provide a rough focus area for your discussion. We recommend starting by going around, introducing yourself, and describing what connection to or interest you have in that room. After ~20 minutes, we will broadcast a suggestion (not a requirement) to consider switching rooms if there is another topic you would like to discuss.

### Session 3: Mentoring



Time: 6:00–6:55 (Session 3A: 6:00–6:35; Session 3B: 6:35–6:55)

In Session 3A, groups of 3-4 students will be paired with mentors in fields related to FAccT, with the opportunity to ask questions about research directions and career trajectories. Each student should briefly introduce themselves, describing the primary focus of their research and the primary questions or topics they would like to discuss in this session. The group mentor can then moderate a discussion about the topics that were raised and any subsequent questions that arise. After 30 minutes, we will ask groups to pair up for Session 3B. This will give groups a chance to have further conversation about the topics they have been discussing and to compare the experiences and perspectives of the two mentors.

## Session Chair Information

As Session Chairs you will be responsible for facilitating the live Q&A section of the session. Below are some recommendations for how to hold that role and what to do before, during and after the session.

### Before the live Q&A

- **Watch the pre-recorded presentations for your session panel ahead of time** so you are more familiar with the content.
- **Have more questions drafted for the presenters than you need.** Try to sprinkle equal amounts of questions geared to each one. That way you'll be sure to give each panelist an equitable chance to speak.
- **Consider thematic and topical ties between presenters to help draw a throughline between the presentations.**
- **Review pre-submitted questions on [Sli.do](#) related to the specific papers.** For more information on how to do that, reach out to Morgan Bartlett from the Executive Events organising team.
- **Share the relevant pre-submitted questions with the presenters ahead of time** so they can prepare answers earlier.

### During the live Q&A

#### Prompt a Panelist

- When the question is for any of the presenters, **restate the question** and then direct the question to a panelist who:
  - Is signaling to you
  - You feel would best answer it
  - Has not responded as much

#### Distribute questions thoughtfully

- **Keep track of who you've asked questions to as the panel progresses.** Make sure that there is an equitable distribution between the speakers.

#### Pulling from audience questions via [Sli.do](#)

- **You don't need to read each question verbatim.** In some cases attendees may ask multiple versions of the same question. Combine relevant and similar questions into one question, while still ensuring it's simple enough to answer.
- **Ask audience questions if whatever order you feel makes sense.** Omit questions when necessary.

#### Manage time effectively

- **Always start on time and finish on time.** Sounds easy, but with a tight schedule and talkative presenters, this can be quite a challenge.
- **Tell the presenters how much time (approximately) they have before the discussion starts.** Let them know that you're going to interrupt them if they're running behind.

#### Maintain a healthy and friendly neutrality as a moderator

- **Try not to interject too much with your own opinions.** It's important to move the conversation forward without agreeing or disagreeing with panelists. Your role is meant to be fairly neutral, unless of course something very inaccurate or offensive has been said that may need to be corrected on the spot.

- To build energy and foster learning, encourage presenters to ask each other questions.

## Don't be afraid to cut presenters off

- **Presenters can easily get too absorbed in the conversation and hog the microphone.** In that case, you must tactfully cut them off in order to keep the discussion moving.

## Repeat the question

- **Repeat, restate or summarize the question for the entire audience** to hear and for it to be picked up on any recordings being made. Reframe tangential questions to be more on topic.

## Conclude the discussion with a brisk question

- **When the time of your Q&A is almost up, make sure that you close the discussion meaningfully.** Pose a final, concluding question and invite the presenters to answer it in turn.

## Following the live Q&A

### Direct attendees to other spaces to continue the conversation

- **Make sure attendees know where to go after the Q&A discussion** if they have more questions or want to keep the conversation going. In this case, that would likely be on the discussion boards or contacting the speakers directly.

## Cited Resources

- <https://blog.sli.do/panel-discussion-moderating-guide/>
- <https://powerfulpanels.com/5-elements-panel-moderators-include-open-panel-discussion/>
- [https://www.huffpost.com/entry/moderating-a-panel-8-ways\\_b\\_5242146](https://www.huffpost.com/entry/moderating-a-panel-8-ways_b_5242146)
- <https://ethos3.com/2018/07/facilitate-great-panel-discussion/>

## Volunteer Info

Welcome Volunteers! Below are some helpful guidelines and expectations for volunteer support at FAccT 2021.

## Potential Roles

- Helping attendees get oriented in virtual spaces like [Circle.so](#)
- Translating social media during the conference from English into other languages
- Facilitating group discussions and breakout rooms during the CRAFT and tutorials
- Encouraging conversation on conference discussion boards
- Collecting open questions on [Circle.so](#) discussion boards and sharing them with relevant speakers and moderators
- Helping coordinate and organize volunteers
- Zoom host help for DC

## F.A.Q.

**Q: What will volunteers be responsible for?**

**A:** Volunteers are there to support the session chair and session presenters with technical and lightweight facilitation support. Volunteers should be comfortable with the conference hub, Zoom, [Circle.so](#), our conference discussion boards, and [Sli.do](#), our live Q&A and polling tool. The exact role will depend on the shift you choose and what the organisers need.

**Q: How can I get trained to use the conference digital tools?**

**A:** Please fill out [this survey](#) ASAP to find time for a tech rehearsal facilitated by our events team.

**Q: Who should I contact if I need support during the conference?**

**A:** This depends on the type of support. We have a large team that includes an events team, Chairs depending on the type of session, and more.

- For technical issues during the conference (trouble connecting, etc.), please seek support via the [Support chat box on the conference portal](#).
- If you have other questions and don't know who to contact, write to the [Volunteers Slack channel here](#).

**Q: What does a [Circle.so](#) volunteer do?**

**A:** A Circle volunteer should hang out in the Circle Conference and Social Spaces and engage with other attendees by: 1) asking questions, 2) responding to messages, and 3) starting conversations to encourage members to get to know each other. Without a physical space for the conference, we need to be more intentional in order to build the network during the event.

On [Circle.so](#), Circle staff recommends:

☐ Engage, provide support and be accessible Don't leave your members hanging! Be accessible. Communities are about interaction, and it starts with you. If you are unresponsive, expect others to follow your lead. See questions that only you can answer? Jump in - or empower others to help out! Read what your members are posting, like and comment on their topics, too. Remember, every post is an opportunity to get to know your members and empower them to succeed

☐ QUICK TIP Although it's crucial that you engage, try not to dominate every conversation. You want to give others an opportunity to shine! Help kickstart the discussion, but once you get the conversation flowing it's time to let your members continue to chat on their own.

**Q. What does a doctoral colloquium volunteer do?**

**A:** The Doctoral Colloquium (DC) volunteer will manage Host responsibilities for the Zoom Meeting, send the groups into breakout sessions at specific times, and call attendees back from breakouts. The Volunteer should have familiarity with Zoom host tools and support the DC chairs if technical issues arise.

**Q. What does a Tutorial session volunteer do?**

**A:** Most tutorial sessions have question and answer sections. Volunteers will help Tutorial presenters gather questions and pull other relevant conversations from Circle Spaces and [sli.do](#). They might also support tutorial organizers in Zoom related tasks.

**Q. What does a CRAFT session volunteer do?**

**A:** CRAFT sessions are interactive and may require facilitation support in small group breakouts. CRAFT volunteers will also review CRAFT Circle spaces and let the organisers know if there are open questions that they should address in the session.

**Q. What does a paper session volunteer do?**

**A:** Paper session volunteers will work with Session Chairs to pull in questions from attendees via [Sli.do](#), our Q&A and polling tool. Volunteers will also assist Paper session chairs to review specific Circle spaces prior to the session to see if any conversations or topics should also be included in the question and answer session. Volunteers will not need to address any Zoom-related technical issues or requests.

**Q. What does a keynote/thematic panel volunteer do?**

**A:** Keynotes and Thematic Panels are moderated and require little support, but we figured it would make sense to have a volunteer available in case we needed their help with something on-the-fly.

**Q. What does a community buiding/ambassador volunteer do?**

**A:** Ambassadors will be present on [Circle.io](#) during the conference, commenting and engaging the attendees, sharing resources, and answering any questions that might come up.

## [Circle.so](#) Basics

Circle simulates a social network and discussion board during the conference. As volunteers, you will be responsible for collecting interesting posts for the sessions you support. You will gain access to the space before most other attendees.

Login and access is tied to your registration so there is no need to sign up with a new username and password. Using Circle is fairly intuitive if you have used Facebook or other social media platforms. Like, comment and make new posts in the different Conference and Social Spaces.

### Conference

- Doctoral Colloquium: Agenda and projects featured in the DC.
- Paper Sessions: Each paper has its own post where attendees can comment, like or leave questions. These comments are also visible on the Hub on the Paper page
- Tutorials: Like the paper sessions, each tutorial has its own post where attendees can comment, like or leave questions.

### Social

- Where in the world: Where you are from and where you are accessing the virtual conference?
- Collective Reading List: What have you been reading? What papers, reports, or articles have been helpful in guiding your work? This is a place to collectively build a reading list or syllabus.
- Jargon Central: What does that word mean? What does that acronym stand for? How can we think about the language we use during the conference? This is a space to identify Jargon, ask for help or break down terminology with other attendees.
- Factually Inaccurate Cafe: A social space for all attendees to get to know each other.

## FAQ

Why is the conference not using Gather?



I can't log in to the conference site, who should I contact?



What is my login information for [circle.so](https://circle.so)?

