

# 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 CCO 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 Hub. The Hub is a custom platform we designed that contains most of the tools you will need to participate in FaaCT 2021. As a registered attendee you will have access to FAcCT's virtual conference portal starting on Thursday, February 25. We recommend you take some time to familiarize yourself with the conference portal and encourage you to engage with speakers and attendees before the conference begins!

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

Most sessions will be live streamed into three stages 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. If you need help, please review the Getting Support section below.

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!

Authors will be available during the conference to answer questions and discuss their findings through discussion boards found on the Hub.

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The key features of this year's event:

**Pre-recorded talks** for research presentations are available for viewing anytime after February 25. Note that all live research paper sessions will have 20-minute pre-recorded content associated with them. Similar themed papers are grouped together and the content will be livestreamed during the first hour and then we will bring the authors together for a live Q&A for the second hour.

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

**Live Q&A sessions** during the main conference itself will be facilitated via [Sli.do](#) for keynotes, panelists, tutorials, and research presentations. 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.

## 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).

## Policy Against Harassment

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

5:00–5:10 - Break

5:10–5:55 - Session 2: Topical Discussions

5:55–6:05 - Break

6:05–6:35 - 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: 5:10–5:55

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: 6:05–6:55 (Session 3A: 6:05–6:35; 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](https://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](https://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](https://circle.so), our conference discussion boards, and [Sli.do](https://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?



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By FAcCT Virtual Experience Chairs

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