

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.

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.

Policy Against Harassment

It is extremely important to the FAcCT 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.

☰ Contents

[Background](#)

[Policy Against Harassment](#)

[Welcome authors](#)

[Doctoral Colloquium](#)

[Session Chair Info](#)

[Volunteer Info](#)

[FAQ](#)

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

Agenda

Descriptions

Session Chair Info

Volunteer Info

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

FAQ

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 [Slido](#), 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/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. Most tutorial sessions have question and answer sections. Volunteers will help Tutorial presenters gather questions and pull other relevant conversations from Circle Spaces.

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. Paper session chairs will also review specific Circle spaces 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:** 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.

[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?





By FAcCT Virtual Experience Chairs
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