

# 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.

## 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.](#)

**Community discussion boards** to interact with attendees outside of sessions via an embedded [Circle.so](#) integration. [Discuss papers, share reading recommendations and more.](#)

### ☰ Contents

Hitchhiker's Guide to FAcCT 2021

[Background](#)

[How to Prepare for the Program](#)

[Accessing the Conference](#)

[Conference Infrastructure](#)

Community and Safety

[Community Agreements](#)

[Policy Against Harassment](#)

[Wellbeing during the Conference](#)

Details by Role

[Authors](#)

[Doctoral Colloquium](#)

[Session Chair Information](#)

[Volunteer Info](#)

FAQ

[FAQ](#)

**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](#). You do **not** need to register for a [Sli.do](#) account ahead of time in order to access the Q&A that is integrated into 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 hub should show in your local time. Additionally, you will be able to add events to your own calendar to convert to your local time.

## Communicating with other attendees during the conference

Given the stress of the past year and virtual nature of FAccT 2021, it's especially important to reflect on your state of mind as you arrive at the conference, and how you communicate with other attendees over the course of the 10 days.

Upon entering a Zoom meeting, we ask that you:

1. **Add your personal pronouns to your display name** (if desired and comfortable)
2. **Use the attendees display name** to refer to them, and the pronouns they share (if applicable).
3. **Do not record or screenshot any interactive session** without notification or consent.
4. **Mute yourself** when you are not speaking.
5. **Respect any additional guidelines** outlined at the beginning of the CRAFT or Tutorial session you attend.

When joining our Community discussion boards, we ask that you:

1. **Update your profile.** Please use the same name you gave during registration, for security reasons. Add your personal pronouns to your profile, if you feel comfortable with this.
2. **Introduce yourself** in our Hallway conversations space.
3. **Respectfully communicate with other attendees** via Direct Message on Circle. Stop messaging someone if they ask you to. Consent is critical.

For more guidance on this topic, please review our [community guidelines](#).

# Accessibility

## Timezones

Timezone equity is a priority for our team, and we planned an extended conference day (12 hours) to take different schedules into account. We recognize that the current schedule is especially difficult for those based in Asia.

Below are some of the steps we've taken to make this content available for those who are not able to join the livestream and to create opportunities for asynchronous engagement.

All pre-recorded research presentations are available on the [conference hub](#) to view at any time.

Q+A sessions for papers will be livestreamed, but will be recorded and posted to the conference hub later in the day. We are also encouraging participants to ask questions and engage around papers in [Circle.so](#), which can be used to ask questions asynchronously. Moderators for each session will be monitoring the Circle spaces to include these questions in the live Q+A.

Plenary keynotes and panels will also be livestreamed and recorded, and they will be posted to the conference hub later in the day.

Tutorials (which take place tomorrow, March 4), will be livestreamed and recorded, and they will be posted to the conference hub on Monday. There are also tutorial spaces in [Circle.so](#) where questions can be asked asynchronously.

CRAFT (which takes place on Friday) will only be live-streamed and not recorded. CRAFT organizers wanted to encourage a participatory environment and chose not to record the sessions.

## Captioning

All pre-recorded research presentations and keynotes have captions. To view the captions, please turn "on" the subtitles option in the media player.

All Plenary live content (including the Keynote Q+As and the Panels) will be captioned by a [captioning service](#) of human transcriptionists.

Those parts of the conference that are interactive and live pose a bit more of a challenge:

- Captions for Tutorials tomorrow will not appear in the live stream on the conference hub, but will be recorded and made available on Monday with captions.
- CRAFT sessions will be held in Zoom, and it is our understanding that individuals who join Zoom are able to "turn on" the captioning for themselves.
- Captions for Live Q+As following paper presentations will not appear in the live stream on the conference hub, but will be recorded and made available the following day with captions.

We realize that the process for tutorials and live paper q+a is not ideal. Please let us know if there are Tutorials or Q+A sessions that you were planning to attend, and we can work with you to figure a zoom-supported option.

## Language

The conference will be presented in English. Please be aware that English is not everyone's first language. Come prepared to provide definitions and breakdown jargon and regional idioms you may use, when asked.

## Accessibility in FAccT Conference Hub Design

Accessibility goes beyond, font size, contrast, and assets. It is about useability for everyone. That is why we designed the FAccT Conference Hub to be as easy and painless to use as possible. On top of being at a success rating of AA or higher according to the Web Content Accessibility Guidelines.

We asked ourselves is the Hub:

- *Perceivable*: Can I consume content on my site in different ways?
- *Operable*: Can the site function without confusion and without the use of a mouse or complex interactions?
- *Understandable*: Can a user understand how the user interface of the site functions and the information on the site?
- *Robust*: Can different assistive devices understand the website?

Other accessibility features:

- Font Size
- AA-AAA Color Contrast
- Clear Hierarchy
- Alt text
- ARIA Labels
- Clear Focus States
- Helpful Error States
- Simple Gestures and Meaningful Interactions

## Security

We have taken many steps to ensure the security and safety of attendees. Here are some of the systems in place:

- Only registered attendees can send questions and interact with other attendees within the hub. All activity is tied to a single user identity. If there are any verified breaches of the Code of Conduct, the user will not be allowed to access or participate in the conference. For more information, please review the [community guidelines](#) and [Policy Against Harassment](#).
- Chosen organisers will be scanning submitted questions and discussion boards for any content that is considered inappropriate, and will be available during the sessions to address issues when they arise.
- Only vetted and required attendees will have participant access to Zoom. All other attendees will be able to access the session via the livestream stages.
- Only approved questions will be shown to attendees during live Q&A sessions.
- Moderators and Zoom hosts will be encouraged to mute or remove participants who do not abide by the agreed guidelines.

## Diversity, Equity and Inclusion Initiative

For current information regarding FAcCT 2021 Diversity, Equity and Inclusion please visit the [DEI webpage](#).

## 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

FACCT 2021

Back to community

Settings

General

Onboarding

Custom Domain

Code Snippets

Member Tags

Weekly Digest

Home

Embed

Moderation

Single Sign-On

Direct Messaging

Billing

Account

Profile

Notifications

API

Search

Profile

This is a private community. Your profile information will only be visible to signed in community members.

Basic information

Profile photo

Recommended dimensions: 200 x 200.

Replace

Remove

Full name

Example: Jane Smith

Maya Richman

Headline

Example: Writer, TheFitnessGuide.com

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

Berlin

Make my email publicly visible

Your email will be visible on your profile.

Social links

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

## Permissions

---

**Prevent members from messaging me**

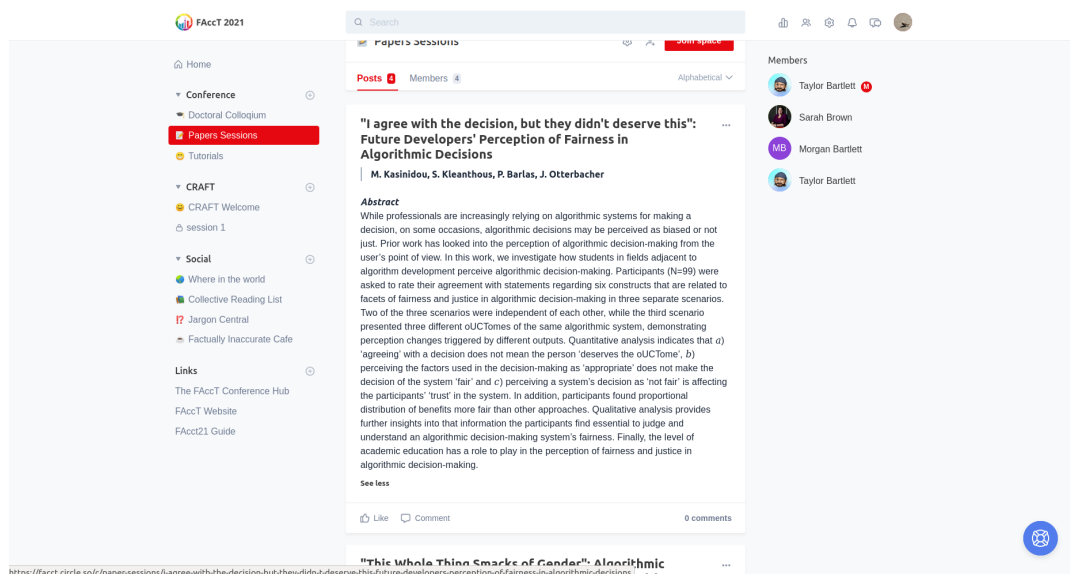
If enabled, community members (including the community admin) won't be able to direct message you.

**Save changes**

## Making a Post

The screenshot displays the FAcCT 2021 website's user interface. On the left is a navigation sidebar with links to Home, Conference (with sub-links for Doctoral Colloquium, Papers Sessions, and Tutorials), CRAFT (with CRAFT Welcome and session 1), Social (with Where in the world, Collective Reading List, Jargon Central, and a highlighted 'Factually Inaccurate Cafe'), and Links (with The FAccT Conference Hub, FAccT Website, and FAccT21 Guide). At the top center is a search bar labeled 'Search'. The main content area features a 'Create a post in Factually Inaccurate Cafe' section, which includes a prompt to ask a question or voice an issue, a form for a post title (optional), a larger text area for the message (with a hint to type '/' for commands), and icons for media, mentions, and links. Below the form are 'Advanced settings' and 'Cancel'/'Create post' buttons. On the right side, there is a 'Members' list showing avatars and names: Maya Richman, Taylor Bartlett, Sarah Brown, William, and Morgan Bartlett.

## Commenting on Paper Sessions

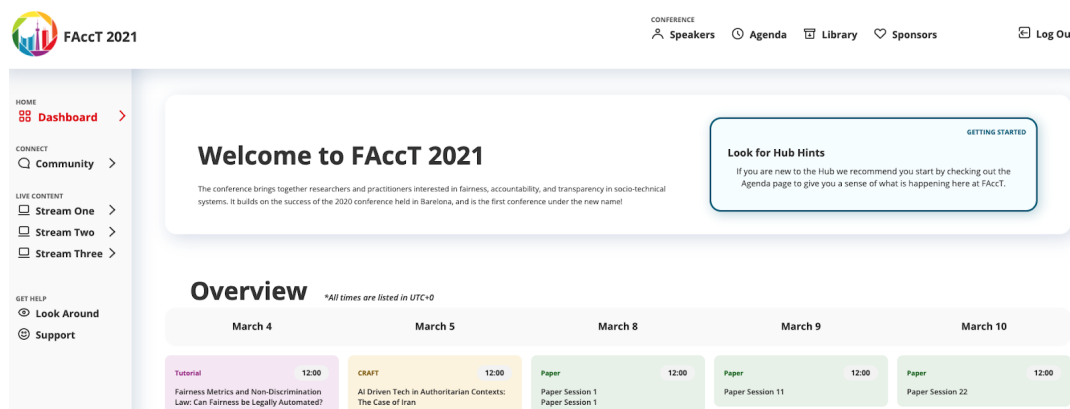


## FAcCT 2021 Hub

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.

The screenshot shows the FAccT 2021 virtual portal interface. On the left is a navigation sidebar with links for HOME (Dashboard), CONNECT (Community), LIVE CONTENT (Stream One, Stream Two, Stream Three), and GET HELP (Look Around, Support). The main content area displays a video player for a paper titled "Group Fairness: Independence Revisited" by Tim Räz. Below the video, there are tags for "Algorithm Development", "Ethics", "Fairness", and "Humanistic Theory & Critique". A "PAPER QUESTIONS" section prompts users to ask questions during the live Q&A. A red "Ask a Question?" button is visible. Below this, a section titled "THIS PAPER CAN BE SEEN IN" lists "TRACK ONE Paper Session 1" on "March 8" from "12:00 - 13:45 UTC", with an "Add to Calendar" button. An "Abstract" section at the bottom provides a brief overview of the paper's content.

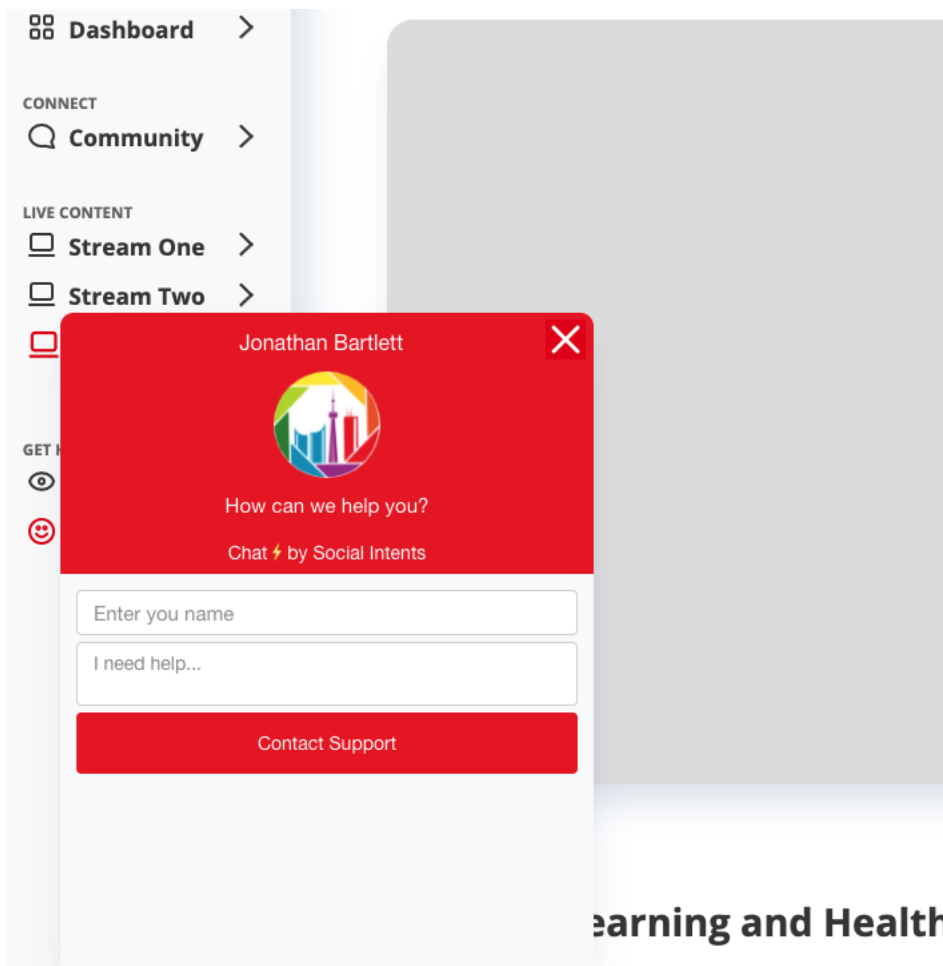
## FAccT Livestream Sessions

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.

The screenshot shows the FAccT 2021 virtual portal interface for a livestream session. The navigation sidebar is the same as in the previous screenshot. The main content area features a large video player for "Stream Three" titled "Machine Learning and Health Inequities During COVID". To the right of the video player is a "Sli.do" integration for asking questions. It includes a "Type your question" input field, a "Ask" button, and a QR code for mobile access. The interface also shows a "Panel" label and a "Log Out" button in the top right corner.

## 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!



## Learning and Health

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.

## Community Agreements

Welcome to the ACM FAccT 2021 online conference!

Please review the following community agreements before joining the conference. These agreements reflect the values of our community and are designed to foster inclusive and respectful interaction. They are adapted from [Allied Media Conference's community agreements](#).

- **A safe and inclusive conference space is our priority.**
  - Participants must 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 conference organizers](#) and the members of the Safety and Inclusion team will review the case.
- **Respect fellow participants and scholars.** Refrain from demeaning, discriminatory, or harassing behavior and speech.
- **Practice explicit affirmative verbal consent.** Do not record or screenshot any session without notification and consent.
- **Understand that there are a wide variety of ways that people communicate, process information, and express themselves.** Exercise consideration and respect in your speech and action.



- **Ask questions before assuming.** The best way to understand the choices, actions, or intentions of one another is by asking.
- **No one knows everything; together we know a lot.**
  - In any conversation, especially ones about systemic power (race, class, gender, etc), we know that each person is coming to the conversation with different levels of lived experience and embodied expertise. We also believe that each person has something to contribute to the conversation. This agreement asks that we all practice being humble, and look for what we have to learn from each person in the room. It asks us to share what we know, as well as our questions, so that others may learn from us.
- **Ask for clarification. No question is a bad question.** Be mindful of your fellow participants and do not imply that there things that everybody should know;
- **Calling in instead of calling out.** Whenever appropriate, try contacting someone directly to voice your grievances, criticisms, or concerns about their speech or actions before denouncing them publicly.
  - If you are involved in or witness harassment or behavior that deviates from these community guidelines, please submit a [complaint to the conference organizers](#) and the members of the Safety and Inclusion team will review the case.
- **Stay flexible and patient** around any technology needs, changes, cancellations or schedule shifts throughout the conference. We are doing this for the very first time!
- If you need something at the conference, ask for it!
  - Regarding registration or conference access, please email [facctregistration@executiveevents.com](mailto:facctregistration@executiveevents.com).
  - Regarding accessibility and inclusion, please email [inclusion@facctconference.org](mailto:inclusion@facctconference.org)
  - With general questions or concerns, please email [general-chairs@facctconference.org](mailto:general-chairs@facctconference.org)

## Policy Against Harassment

### Overview

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 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](#).

## Wellbeing during the Conference

FaaCT is jam-packed with opportunities and activities, but we don't want you all to push past your personal limit in order to participate. We want your wellbeing to come first, and engagement to come second!

1. Take breaks when you need to.
2. Turn your video off when you feel like it during a session.
3. Remember to drink water and eat meals when you want.
4. Get up from your seat to move, stretch, jump, shake or dance. Really anything to re-energize and connect to your body does wonders!

We want everyone feeling grounded and ready to participate, with or without snacks at hand. For more information on self-care in a virtual environment, check out [this resource from Allied Media Conference](#).

“For what good is knowing, unless it is coupled with caring?” -  
Robin Wall-Kimmerer

**PRO TIP:** Remember, you can watch all of the Paper sessions at your leisure so you don't need to attend everything live. You can find the pre-recorded paper presentations in the [conference hub library](#).

## 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.

What will volunteers be responsible for?



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



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



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



What does a doctoral colloquium volunteer do?



What does a Tutorial session volunteer do?



What does a CRAFT session volunteer do?



What does a paper session volunteer do?



What does a keynote/thematic panel volunteer do?



What does a community building/ambassador volunteer do?



## [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.

## CRAFT

- there is a private space for each CRAFT

## 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.
- Hallway conversations: A social space for all attendees to get to know each other.

# FAQ

How Can I view videos in advance?



How can I view the schedule in my local timezone?



What software do I need for the conference?



What accounts do I need to create to access the conference?



Why is the conference not using Gather?



I can't sign in to the conference hub, who should I contact?



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



Can I attend more CRAFT Sessions? Why did I not get access information to all of the CRAFT I was interested in?

