CLA 2020 Runbook (Talks)

Bronwyn's Phone number: XXX-XXX-XXXX

4-5 Days to Conference (Monday-Tuesday)

Bronwyn:
- Schedule Zoom Meeting, using donated paid accounts
- Create Password
- Turn on Waiting Room
- Save Join links + Passwords in Production / Program document

1 Day to Conference (Friday)

- Session join links + passwords sent to all registered attendees by email.

Start of Day

- Technical Assistants log into donated paid Zoom accounts, rename as needed

- Technical Assistants download any talk videos for the sessions they are running

15-30 Minutes Before Session (depending on prior break)

- Technical Assistant begins Zoom Meeting
- **Technical Assistant turns on screen sharing by any participant**
- Session Moderator / session chair + speakers join Zoom Meeting 10-15 before session (should be held in waiting room)
- Technical Assistant lets session Moderator / session chair + speakers in from the waiting room

- Moderator / session chair confirms **that they will accept questions**. Ensure Moderator / session chair can see chat even when a speaker is screen sharing

- Technical Assistant reminds everyone of their role:
    - Letting people into the room,
    - Muting everyone but the speaker
    - Activating video + audio for people asking questions
    - Helping with technical issues

- Final test of screen sharing if needed.

- Technical assistant texts Technical chair (Bronwyn) if there are critical issues

1-3 Minutes Before Session

- Technical Assistant begins to let audience into Zoom Meeting

- Moderator / session chair opens the session
    - Introduce themselves
    - Remind audience about technical assistant, give their name
    - Announce whether any talks are being recorded
    - Review how questions will work: Zoom chat, Moderator / session chair or speaker will select audience members, technical assistant will enable their video / audio OR the Moderator / session chair will read aloud a question asked in writing.

Before each talk

- If recording, Technical Assistant begins recording

- Moderator / session chair introduces the speaker

- Speaker shares screen (if relevant)

- **IF SHARING VIDEO:**
  When sharing, click tiny box at bottom that says "share computer audio"

During Each Talk

- Moderator / session chair gives time signals to speakers via hand signals

- Technical Assistant monitors Waiting Room, lets people in as needed.

- Technical Assistant monitors session for issues

After Talk, During Q+A

- Moderator / session chair reminds everyone of how questions will work; Technical Assistant pastes the following message into the Chat:

  Soumettez vos questions ici dans le chat lorsque commence la période de questions. Précédez-les par "???".

  Si vous entrez "??? J'ai une question", le (la) président(e) de séance vous invitera à allumer la vidéo/audio pour poser votre question.

Si vous entrez "???" suivi du texte complet de votre question, le (la) président(e) de séance lira votre question à voix haute.

Submit your questions here in the chat once the Q+A begins, preceded by '???'.

If you enter '??? I have a question', the session chair will invite you to turn video/audio on to ask your question.

If you enter '???' followed by the full text of your question, the session chair will read your question aloud.

- Moderator / session chair selects audience members to ask questions

- Moderator / session chair invited Question-haver to turn on video+audio OR Moderator / session chair reads the text of the question

- All questioners should be identified by name and affiliation (if given)

After Q+A

- If recording, Technical Assistant ends recording (this will not create a file until the very end of the call).

At end of session

- Moderator / session chair closes session, announces what's next on the program

- Technical Assistant closes Zoom room.

- In most cases, Technical Assistant begins set-up for next call

- Technical Assistant saves any recording file as [Day of Week]_[First Author's Last Name]_Talk

- Files will be uploaded to the cla.acl.sessions@gmail.com Google Drive; generate a "shareable link" (anyone with the link can VIEW) and add it to the file "CLA 2020 Video Links" under the name of the person who gave the talk.

After session

- Technical Assistant uploads recordings to Google Drive, in the folder ~VIDEOS