BSECS 51st Annual Conference:
'Indifference and Engagement'
5–7 January 2022
Online Conference

Contents

Introduction

This is a comprehensive guide for committee hosts, chairs and co-chairs. It includes the list of duties and specific guidance for the different Zoom features.

Committee host key duties

- Committee hosts are responsible for starting the call, recording the sessions, granting 'co-host' privileges to the chair, co-chair and speaker and admitting attendees from the waiting room (see guidance below).

- Please start the call 10-minutes ahead of the session and let the speakers test sharing their screens.

- Once all participants are in the room, please post the technical support email into the chat. The following message can be copied and pasted in: "If you experience technical difficulties that you cannot resolve, please get in touch at our technical support email: tech.support@bsecs.org.uk".

Chair key duties

- Chairs should contact all speakers in the session and ask for a brief biography (emails are in the programme). Please remind speakers to come to the session 5-10 minutes before it begins to test sharing their screens. Also, please share this information with the co-chair encase you experience technical issues and have to leave the session.

- Inform the room about the President's Prize and post the application details in the chatbox (see guidance below).

- Ensure all attendees are muted while the speakers are presenting (see guidance below). This will be automatically set when the call starts, but attendees have the ability to unmute themselves.

- Read a short script informing attendees about how the session including all attendees will remain muted throughout the session, to use the chatbox to ask a question, that the session will be recorded, PRESS RECORD, and introducing the co-chair and speakers (see script below).

- If a speaker does not appear for their session, or if they run into technical difficulties, please wait for 5-minutes. If the issue is not resolved, chairs can move to the next speaker, or they can propose a topic for discussion based on the themes of the session, or they can end the session early.

- Ensuring the session runs to time. Please alert speakers at the 2-minute mark their time is almost up. If they start to over-run, please tell the speaker their time is up and they should make a final, short conclusion.

- Manage the discussion.

Host, chairs and co-chairs guide

Co-Chair duties

- The chair and co-chair should decide on how the session will run (i.e. questions at the end of each paper, or at the end of the session) (see guidance below).
- Co-chairs can help to manage the typed 'chat' discussion throughout the session.
- Be available for light-touch technical support if necessary.
- Ready to jump in as host or chair if one or both experience technical issues.

Before the session begins

Please be aware; no Zoom links will be made public. Only registered attendees should be able to join any of the Zoom sessions.

Chairs to get in touch with the speakers

- Ahead of the session, please get in touch with speakers and make sure they know when their session is taking place and how they will be presenting (i.e. if they have slides, audio etc.).
- Encourage speakers to use headphones with an in-built microphone as this will help limit the amount of feedback and delay. The headphones that come with a mobile phone are perfect.
- Ask the speaker to appear in the room 5-10-minutes before the session begins so they can test their presentation and sound.
- Remind speakers their papers must run to time. When speakers have 2-minutes left in the presentations, the chair should alert them by raising their hand on camera. If a speaker runs over, chairs are permitted to interrupt the speaker and ask them to come to a conclusion. Please make speakers aware, before the session begins, this is the procedure we are following.

Hosts: Signing into Zoom for the BSECS conference

Thank you for agreeing to host a BSECS panel in January. There is an additional step you will need to be able to start the meeting call. This guidance is to help you sign in to the appropriate Zoom account. The conference organisers will send the associated emails and passwords for Zoom in a separate email.

1. Please ensure you have signed out of any institutional Gmail and Zoom account.
2. Navigate to Zoom sign in: https://zoom.us/
3. Click 'SIGN IN'

Host, chairs and co-chairs guide
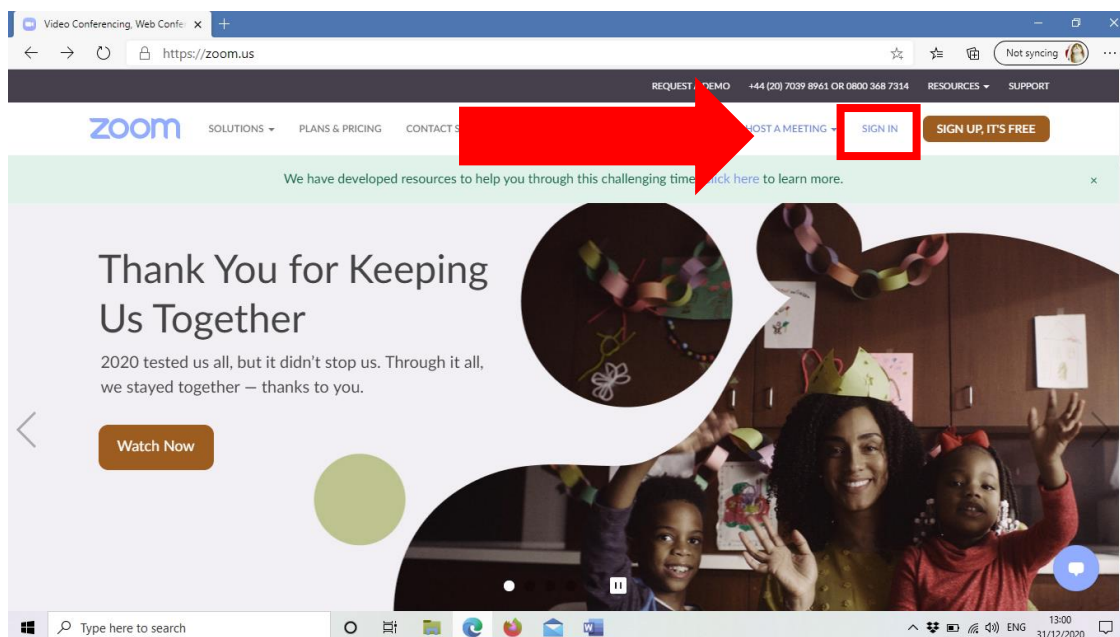
4. Scroll down to 'Or sign in with'
5. Click 'Google':
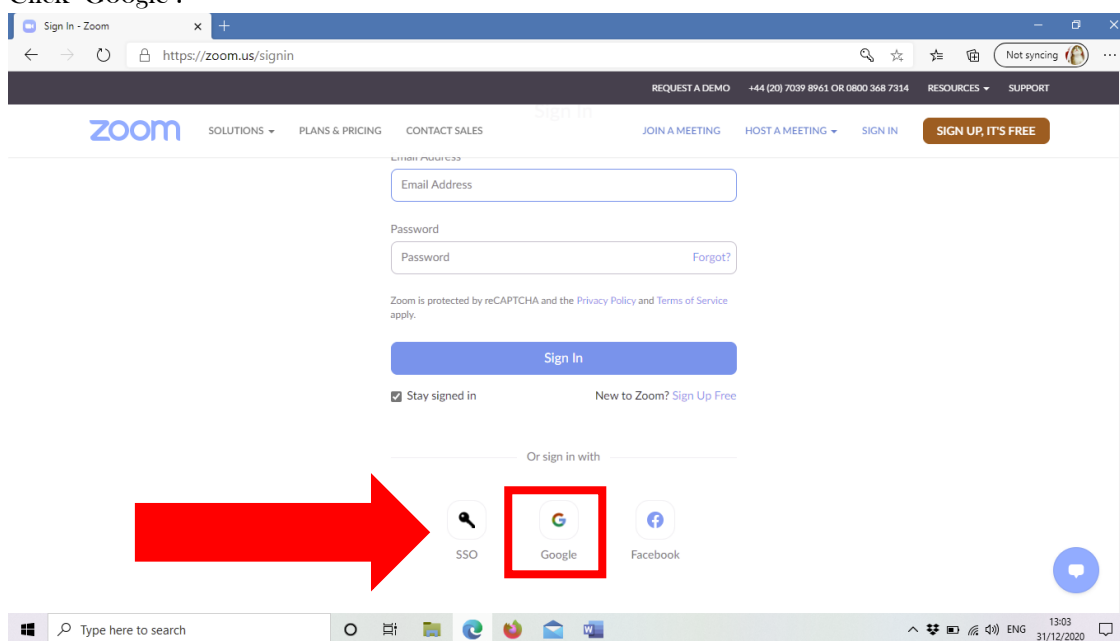
6. Put in the appropriate email address and password and clock sign in.
7. Once signed into Zoom, all panels are appropriately labelled and should appear in 'Schedule Meetings'.
8. Start the call for the correct panel (please scroll over the correct meeting and 'Start' will appear:
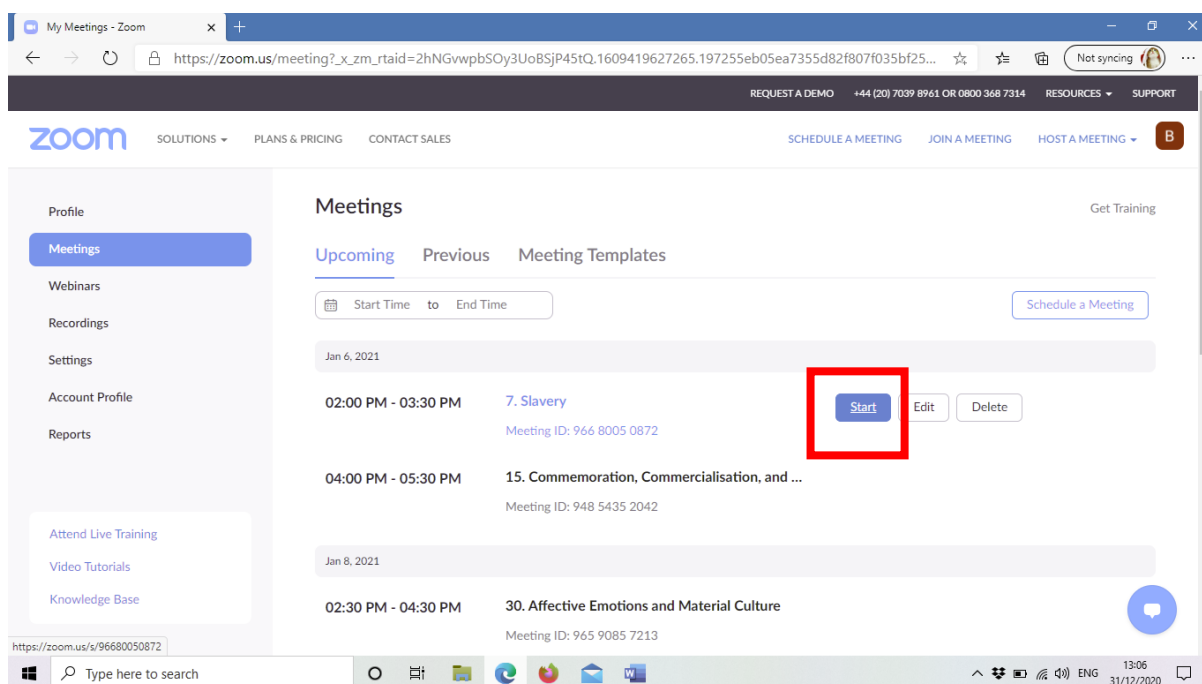
Hosts can make speakers and chairs and co-chairs a co-host

A guide to making someone a co-host (i.e. with the ability to admit attendees and share the screen) is below:

1. To make someone a 'co-host' click "participants" and a list of attendees should appear at the right-hand side.
2. Click "more" next to the name of the person you want to make a co-host in the participants' list.
3. Then click "make co-host".
4. The co-host now has the same Zoom controls as the host.

Waiting Rooms

A waiting room system will also be in place for each session. This is to give the chair, co-chair and speakers a chance to meet, decide on how the session will run and test screen sharing and audio. The Waiting Room feature allows the host to control when a participant joins the meeting. Committee hosts, chairs and co-chairs can admit attendees one by one, or they can hold all attendees in the waiting room and admit them all at once.

Guidance on recording the session

This is a very short guide to how to record a Zoom meeting. This is very important for our conference, as we have promised that all panels will be recorded and made available for registered attendees to watch 14-days after the conference.

1. Once the Zoom call has started, the host has made the chair a 'co-host', the speakers have had a chance to test their audio and screen sharing, and all attendees are in the room, could the chair say the following:

Host, chairs and co-chairs guide

Welcome to the session. Before I introduce the speakers, we would like to cover a few etiquette rules. All attendees will be muted for the whole session. This is to limit noise disturbances. If you would like to ask a question, please type it in the chatbox. You can also switch on the live, auto-transcription function by navigating to the Zoom bar and clicking 'Live transcript'. If you are experiencing technical difficulties, please privately message [insert hosts name], who will be able to assist you. As you are aware, all of our panels and workshops are being recorded through Zoom. If you do not wish to appear in the recording, please turn off your video now. Please be aware if you choose to contribute to the discussions your responses will appear in the recording and the transcript. I am now going to switch on the recording NOW.
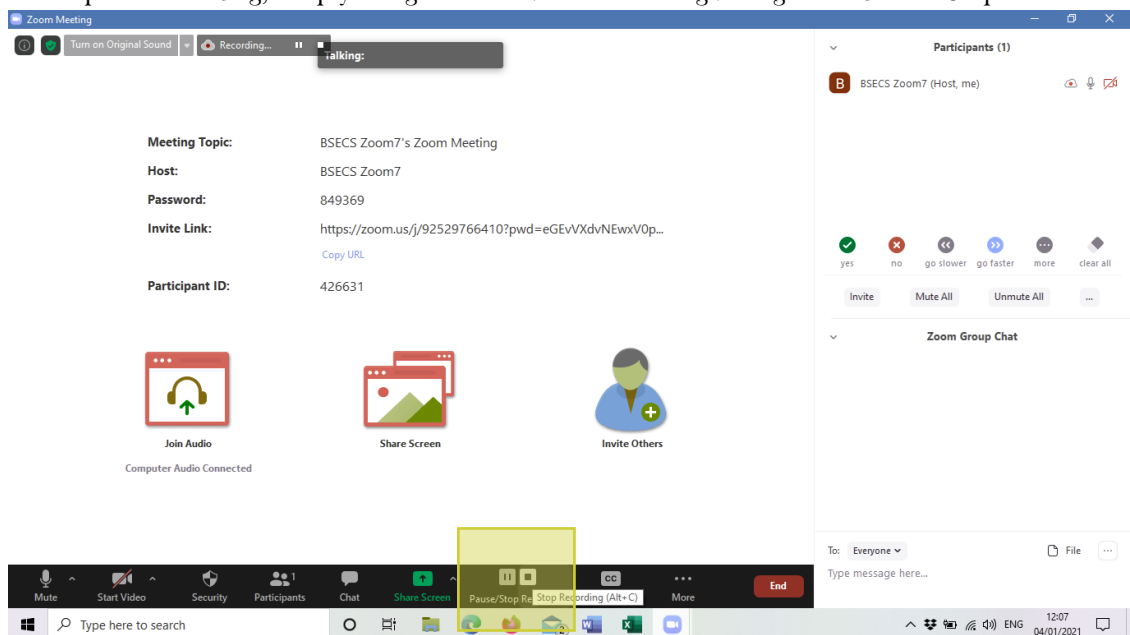
2. To switch on the recording navigate to bottom floating bar and click 'Record' [if you move your cursor it should appear]:
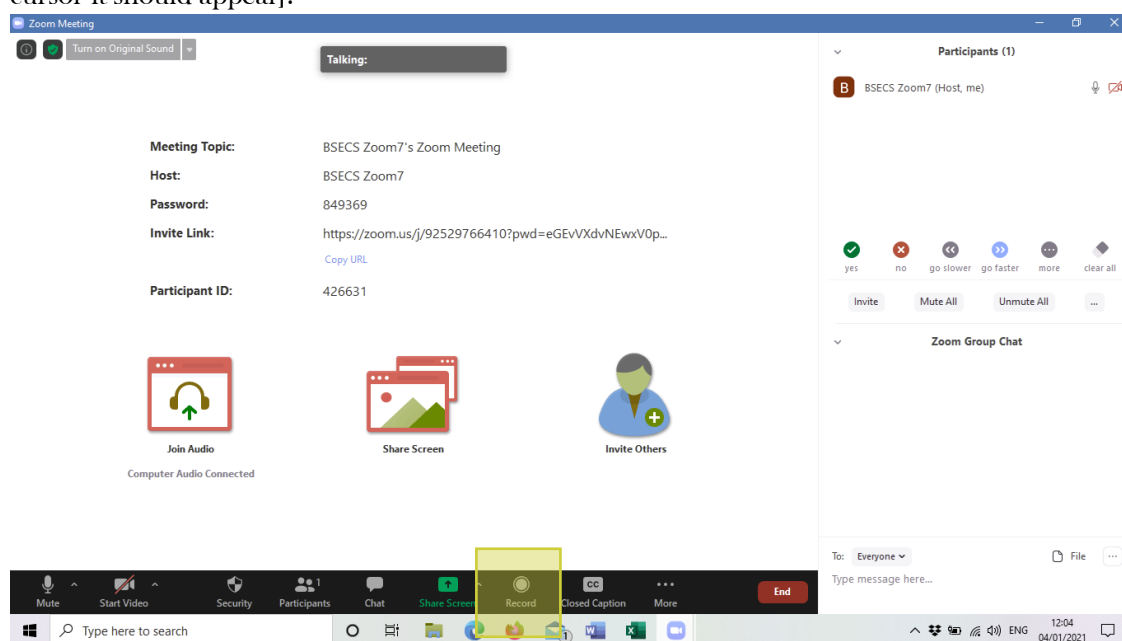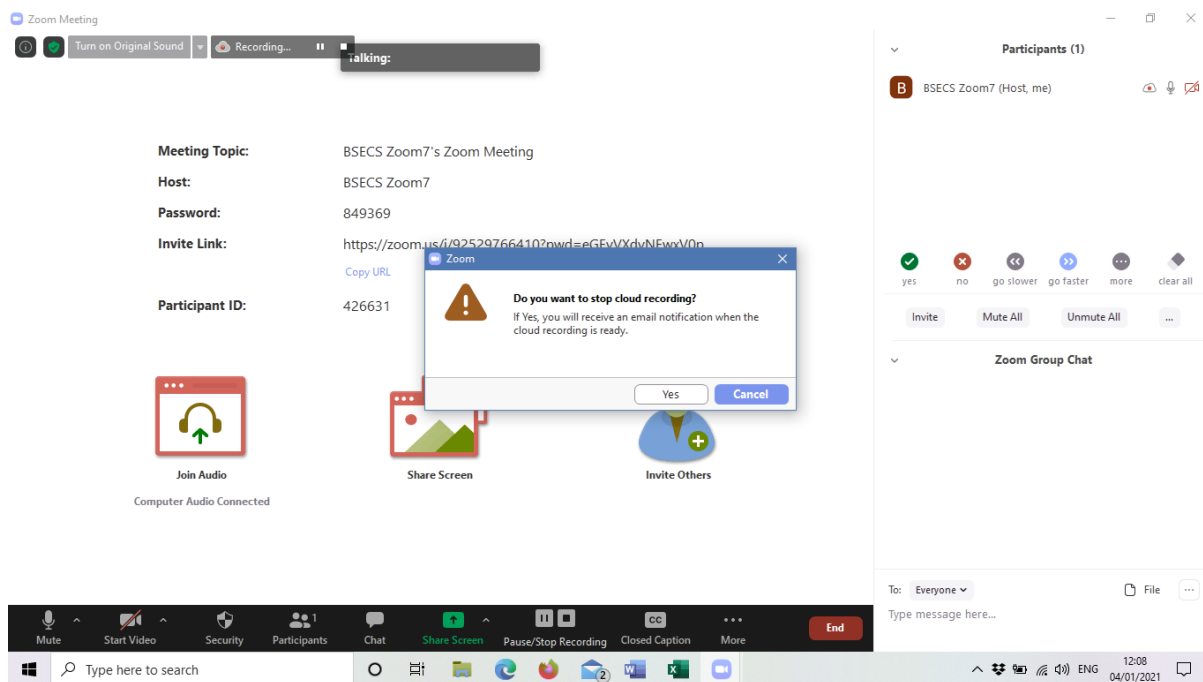

3. Once you click on record it will give 2 options. Please click 'record to the cloud':
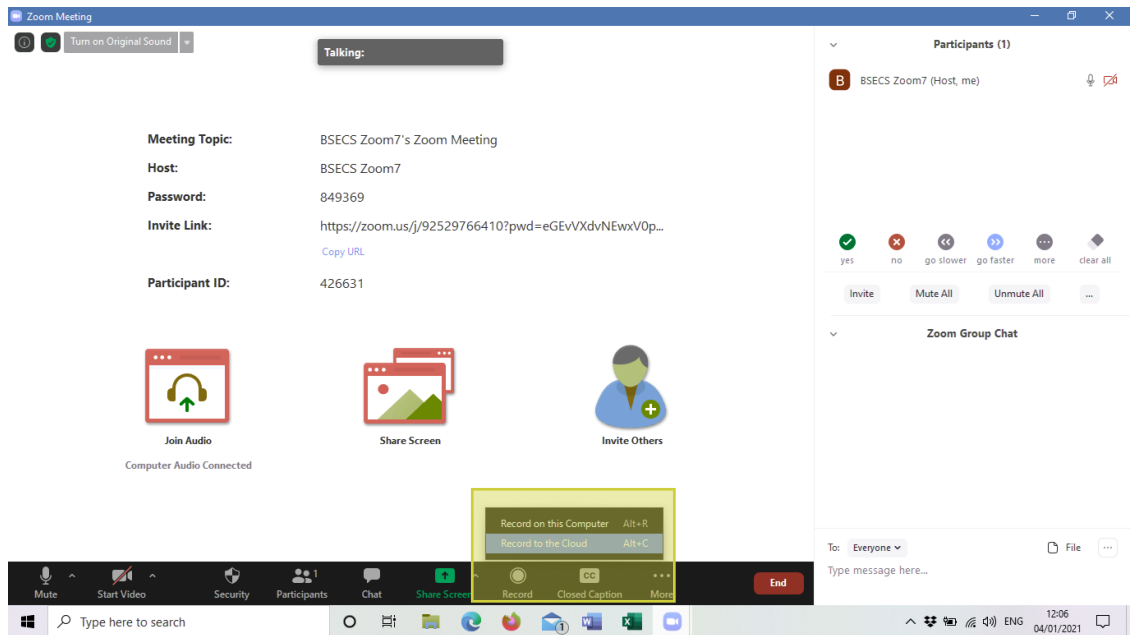
4. To stop the recording, simply navigate to the bottom floating bar again and click 'Stop'
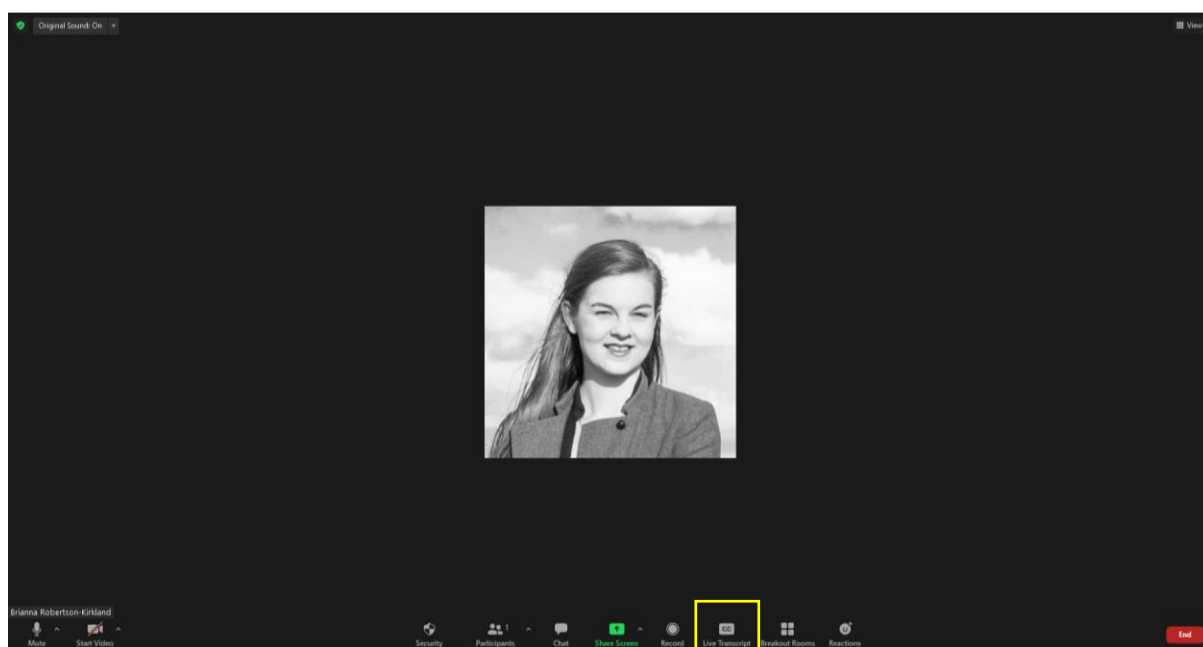

5. The following message will appear and just click 'yes'.

6. After the session is over, the conference organisers will be able to access the recording in Zoom.

Enabling Auto-Transcript

Zoom now has an in-built auto-transcription function that transcribes speech to text. This can be enabled during a meeting. To do so, navigate to the bottom bar and click 'Live Transcript'.

Then click 'Enable auto-transcription'

Host, chairs and co-chairs guide
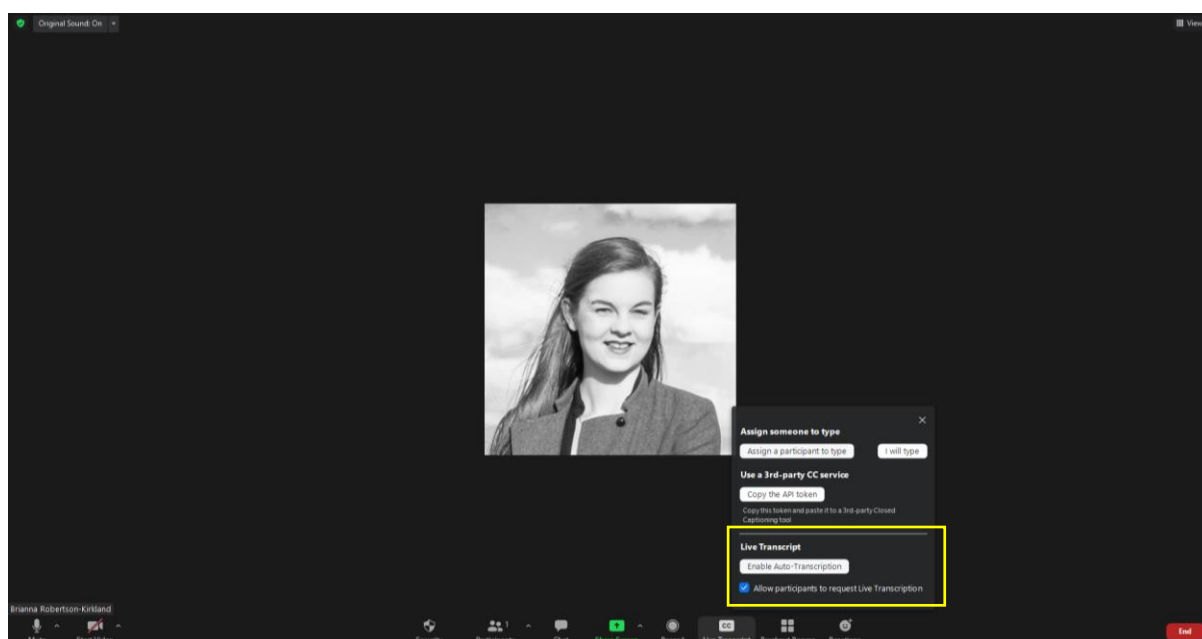
Any participant in the meeting will be able to turn on auto-transcribe if they need it.

Script for chairs to read at the start of each session

At the start of each session, we suggest reading the following script:

> Welcome to the session. Before I introduce the speakers, we would like to cover a few etiquette rules. All attendees will be muted for the whole session. This is to limit noise disturbances. If you would like to ask a question, please type it in the chatbox. You can also switch on the live, auto-transcription function by navigating to the Zoom bar and clicking 'Live transcript'. If you are experiencing technical difficulties, please privately message [insert hosts name], who will be able to assist you. As you are aware, all of our panels and workshops are being recorded through Zoom. If you do not wish to appear in the recording, please turn off your video now. Please be aware if you choose to contribute to the discussions your responses will appear in the recording and the transcript. I am now going to switch on the recording NOW.
>
> PRESS RECORD
>
> [Quick explanation about how the Q&A will run i.e. questions at the end of each paper or after all the speakers have spoken]. It is my pleasure to introduce the speakers for this session— [Speaker introduction].

President's Prize

At the beginning of each session, please remind panel attendees that they can nominate postgraduate presenters for the President's Prize, for the best conference paper by a postgraduate student. Please post the link to the form in the chatbox: https://forms.office.com/Pages/ResponsePage.aspx?id=G96VzPWXk0-0uv5ouFLPkc1pMq8dWxVAqSd6RZ0t86dUNlZRQ1dSSzlVMEVXWTZRN1dVODE4MEs0Ny4u.

Host, chairs and co-chairs guide

More details about the prize can be found at https://www.bsecs.org.uk/prizes-and-awards/ >
Postgraduate and Early Career Scholars > The British Society for Eighteenth-Century Studies
President's Prize.

Muting attendees

- The host or chair can choose to keep attendees muted during the presentation.
  - Before the session is about to start, click on the participants and press "mute all" at the bottom of the screen.

Host, chairs and co-chairs guide
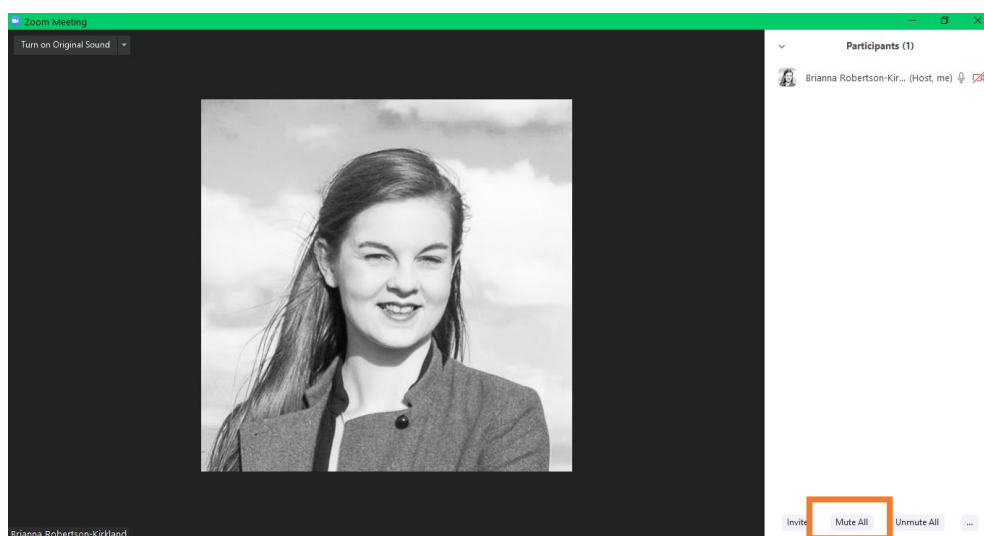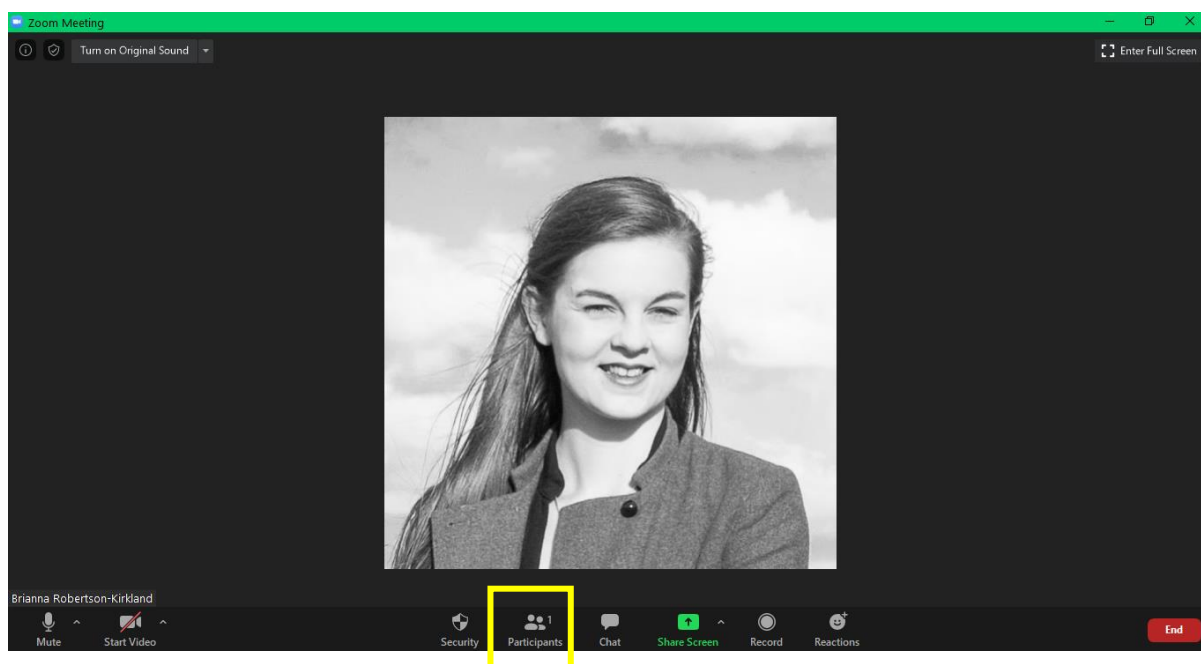
- Uncheck the box allowing attendees to unmute themselves and then click 'Yes'.
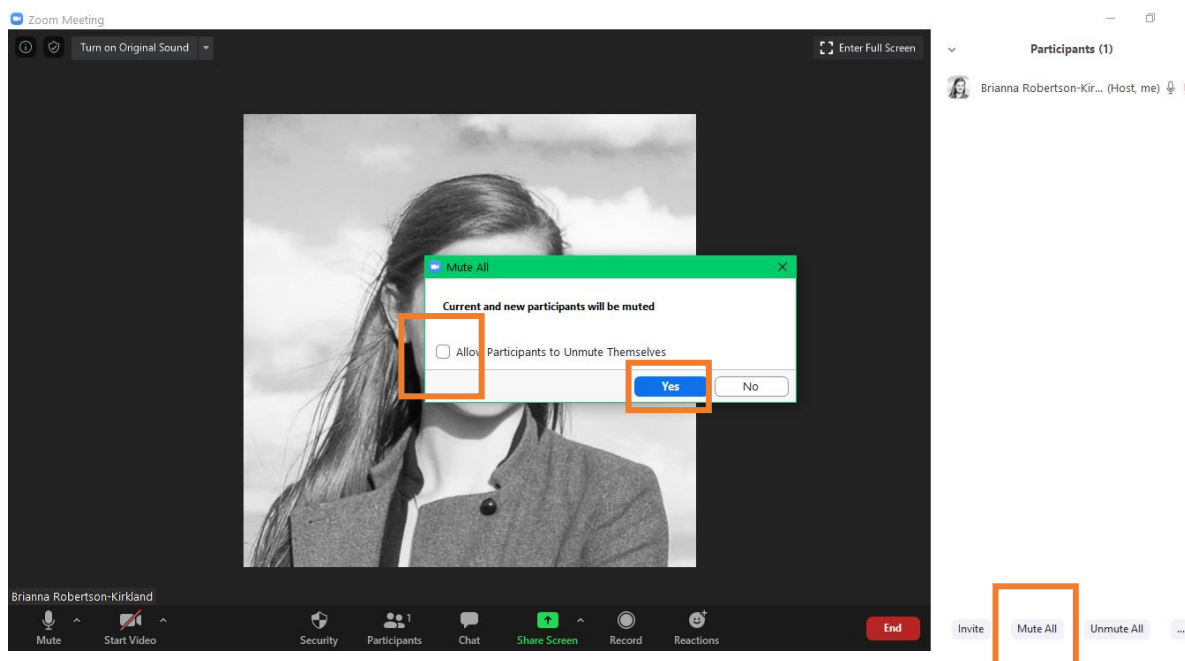
- This will mean that attendees cannot unmute themselves by accident during a presentation. If someone wants to ask a question in the Q & A, then you will need to allow attendees to unmute again.
- Individual attendees can be unmuted from the participants' list. Hover over the attendee's name and click 'unmute'.

Host, chairs and co-chairs guide
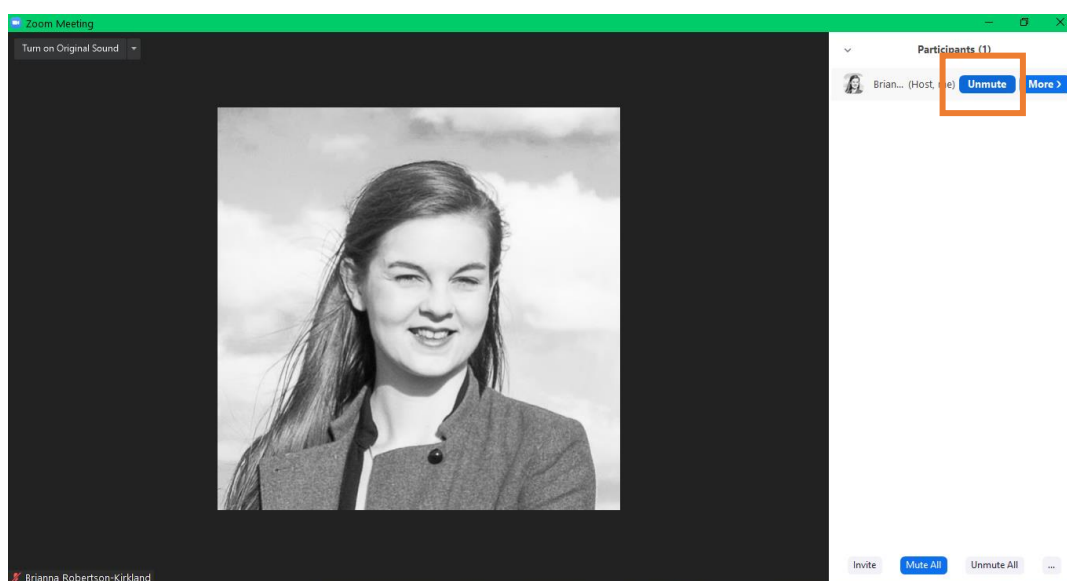
What if I suspect the session has been Zoom-bombed?

In the unlikely event that someone is acting oddly in the session or you suspect Zoom bombing, please remove the person causing disruption. Here is how you remove a participant:

- Once in your Zoom meeting, click on Manage Participants on the bottom toolbar in the Zoom meeting window.
- Mouse over the participant name you need to remove from your meeting in the Participant list.
- Click on the More fly-out menu that appears and select Remove.

After the papers

Managing Q & A

- We want to encourage as much discussion as possible, but this is a little trickier to manage in Zoom. If participants have a question in the middle of the presentation, ask them to type it into the chatbox. The chair can then ask it at the end of the presentation.
- During the Q&A, we suggest asking attendees to type their question in the chatbox. The chair will then ask on their behalf.
- If additional clarification is needed, chairs can 'unmute' s participant and invite them to expand on their question.

If a speaker has a problem in the session

- If a speaker has a problem in the session, the host or co-chair can help to resolve the problem.
- If a speaker has lost internet connection and disappears from the session, chairs should calmly alert the room and suggest the session is paused for a short time to see if the speaker re-appears.
- We realise chairs and co-chairs may not know what has happened to a speaker if a problem does occur. Please try to remain calm and keep everyone informed about how the session will proceed.

If an attendee has a problem in the session

- If a participant has a technical problem in the session, and needs assistance from the co-chair, ask them to type their issue into a private chat.
- The attendee may have to leave the room and come back. They will need to be admitted from the waiting room once they return.