

## **UPDATED: Participation FAQ (13/06/22)**

### **NCS Congress 2022 at the University of Durham**

At the NCS 2022 Congress at the University of Durham, there will be an element of online / remote participation. This document contains quick-reference guidelines for panelists (remote and in-person), session organisers and chairs, and remote delegates. Everyone is warmly encouraged to watch the informative video available here: <https://ncs2020.net/video-intro>. It represents much of the same information, with clearer visual demonstrations of site navigation.

#### **Information for panellists giving remote (pre-recorded) papers**

Some panellists will be submitting pre-recorded remote papers to the Congress. All remote panellists need to inform their session organisers and the NCS Program Committee (via the co-chairs, Phil Knox and Julie Orlemanski) at the earliest possible moment, and before the upload deadline of 27 June.

#### *How do I upload my recorded paper?*

First, record your video, using a video-recording program of your choice. Please name or rename your file in the following way: **Surname\_Short session title.file type**. So, for example: Orlemanski\_Situating Time.mp4 and Knox\_Social Networks.mp4. Please do remember to include the short version of the **session title**. Then, to upload your paper, please follow the instructions available at the Speaker Resource Center (link on this page: <https://ncs2020.net/>). The files need to be in .mp4 or .mov format. After log in, there will be an option to "Upload Pre-Recorded Paper." Note that we request all videos be uploaded by 27 June, although they will continue to be accepted. (Videos have to be manually linked to program sessions, so late uploads may have delayed accessibility.) Please watch this video, <https://ncs2020.net/video-intro>, for further clarification.

#### *How long should my paper be?*

Remote papers should be roughly the same length as in-person papers for the relevant session. Check with your session organiser if you are not sure about the preferred length. A rough guide would be: Lightning or Position paper, 6-8 min; Paper Panel (4 papers), 15 min; Paper Panel (3 papers), 20 min. Note that this is a guideline rather than a strict rule; no one will be enforcing the length of remote papers.

#### *When will my paper be visible?*

Prerecorded papers will be made available for viewing from 27 June onward. Papers added on or after June 27 will be made available as soon as the Local Organising Committee is able to do the work of linking them to the correct sessions.

*For how long will my remote paper be available, and to whom?*

All recordings of both remote and in-person papers will be available to registered participants for 90 days after the conference. They will be viewable only by registered conference delegates.

*Will there be an opportunity to receive comments on my paper?*

There will be a “chat” function enabled on all papers to allow for asynchronous comments and questions throughout the duration of the conference Hub being live (90 days).

## **Information for panellists giving in-person papers in Durham**

*How will my paper relate to the virtual element of the Congress?*

All in-person papers will be streamed live to virtual delegates; this livestream will be recorded and uploaded to the NCS Hub (the online conference interface), where the recordings can be viewed (alongside the pre-submitted recorded papers) for 90 days. The platform that is being used makes a continuous recording for 90 minutes, which means that questions and discussion will also be livestreamed recorded. Prerecorded papers will not be part of the live event itself, though prerecorded and live sessions will be available side by side in the Hub.

*For how long will the recording of my in-person paper be available, and to whom?*

All recordings of both remote and in-person papers will be available to registered participants for 90 days after the conference. They will be viewable only by registered delegates.

*How long should my paper be?*

Check with your session organizer and chair to confirm their expectations for paper length. A rough guide would be: Lightning or Position paper, 8 min; Paper Panel (4 papers), 15 min; Paper Panel (3 papers), 20 min. Since numbers of in-person participants in individual sessions has been in flux, it makes sense to double-check with your organisers and chairs.

### *Will there be a printed, “old-fashioned” version of the program?*

There will not be a finalised print version of the program. Instead, the schedule of presentations will ultimately exist in the Attendee Hub, accessible through the link at <https://www.ncs2020.net/>. However, we will post a provisional pdf of the program on June 15, which can be used for planning purposes. This pdf will NOT be updated subsequently, so it will become outdated in its details almost immediately. However, delegates may refer to it provisionally, as they gain familiarity with how to use the Hub.

### *How do I project a powerpoint during my session? How do I make sure my powerpoint and/or handout is accessible to remote delegates?*

There are two ways to make sure your powerpoint is accessible to present during an in-person session. **(1)** You can upload it to the Speaker Resource Center (SRC). The SRC is accessible through the link at <https://www.ncs2020.net/>. Then, you should arrive 5-to-10 minutes early to your session, to access your slide-show via the classroom computer. Handouts can also be uploaded to the SRC, which delegates can then view through the Hub, in association with your session. Note that you must register for the conference (see <https://www.dur.ac.uk/conference.booking/details/?id=1430>) to upload these materials. Please allow at least two working days after registration for full access to the SRC. (You are encouraged to register as soon as possible.) **(2)** You can bring a USB drive to your session and download the session onto the classroom computer. Your powerpoint will not then be viewable as a standalone file for other delegates (unless you subsequently upload it to the SRC).

## **Information for session chairs and session organisers**

### *Can I chair remotely?*

No, unfortunately it is not possible to chair a session remotely. If you will not be present in-person at the conference and you are currently slated to chair—please reach out to Phil Knox and Julie Orlemanski, so that they can seek an in-person chair.

### *Recordings of in person papers: what do I need to do?*

Session chairs / organisers will not have any role in making recordings of the in-person papers. Local ‘producers’ will be available to manage the AV and tech requirements for recordings.

### *How should I deal with remote papers?*

How to deal with remote papers is up to you. Most remote papers will be available to view before the Congress. Ideally, chairs and panellists would watch any remote

contributions in advance so that this content can be addressed in the in-person discussion. When introducing speakers, session chairs should draw attention to the presence of any remote papers that are part of that session on the online hub.

### *Do I need to think about remote participation in the questions?*

Although virtual participants will be able to watch papers live, there is no facility to ask questions in the room (i.e., to make an audio contribution as a remote delegate). However, there will be a live text-based Q&A via the Attendee Hub. The 'producers' (who will be facilitating recording tech in the rooms) will be reading the Q&A, and will make every effort to 'feed' the Qs to the chairs.

### *How long should each presentation be in my session?*

- If you are running a Paper session: for 3 in-person papers in a 90-minute session, presentations should be 20 minutes each; for 4 in-person papers in a 90-minute session, presentations should be 15 minutes each.
- If you are running a Lightning or Position-paper session, the timing is more flexible. Please provide your participants guidance within the following parameters: lightning and position-paper sessions should have at least 45 mins, and perhaps as much as 60 mins, of Q&A discussion. (So, the sum of presentations should occupy between 30 and 45 mins of the session.)
- When you are calculating how many in-person presentations are in your session, please note that (1) remote papers should not be counted in the total (since they will not affect the timing of in-person sessions), and (2) some sessions have been combined with one another (as the program indicates), to ensure that (in most cases) there are at least three in-person speakers per session. Please check the program carefully to figure out the total number of speakers in your session.

### *My session has been combined with another one: what should I do?*

In a few cases, sessions have been combined to ensure at least three in-person papers at the session (and so a good audience and good discussion). If your session has been combined with another, the session organisers should already have been contacted by the Program Committee. Best practice would be to hear all of the in-person papers together, and then have a discussion that ranges across the two topics covered in the combined session. Where relevant, the chairs of the two different sessions may wish to introduce their respective panellists, rather than have one chair introduce all speakers. Arrangements for chairing the discussion are flexible, and can be decided by each pair of chairs.

### *How should I handle the A/V needs of my panellists?*

There are two ways for panellists to share A/V materials (like powerpoint presentations) during in-person sessions. **(1)** Panellists can upload their materials to the Speaker Resource Center (SRC). Then, they should arrive at least 5 minutes early to the in-person session, to access their materials via the classroom computer. Handouts can also be uploaded to the SRC, which delegates can then view through the Hub. Note that delegates must be registered for the conference (see <https://www.dur.ac.uk/conference.booking/details/?id=1430>) to upload these materials. **(2)** Panellists can bring a USB drive to the session and download the session onto the classroom computer. It will not then be viewable as a standalone file for other delegates. Note that the 'producers' in each session will be available to help with accessing materials from the Hub, as necessary.

## **Information for virtual delegates**

### *How much of the conference can I see?*

You will be able to see all of the papers streamed live as they are given; you will also be able to see the recordings of the papers available afterwards, and the pre-submitted recordings made by virtual delegates.

### *How can I raise questions or give feedback on the papers?*

It is not possible to ask questions audibly (or televisually) as a virtual delegate. However, each session has a live Q&A text-chat, and you may participate in the discussion there; 'producers' are expected to be monitoring the online Q&A and may draw questions from there. The text Q&A will be open throughout the lifetime of the NCS hub, so discussion can continue in different timezones and in the days after the conference.