Moderator Instructions:
For all Live Q&As, Roundtables &
Networking Events

This document describes guidelines for organizers or moderators facilitating live Q&As, roundtables and networking events in the Zoom sessions at the virtual meeting.

The virtual meeting platform will be EventPilot. The platform works best in a **Google Chrome browser**, and this is how you will access all of the conference events. The talks scheduled for Paper Sessions and Symposia will be held in EventPilot Simulive. Zoom sessions will be used during the conference in two main forms:

- **Zoom Meetings:** Paper Session and Symposia Q&A's, Networking Sessions, and, unless specified, Roundtables.

- **Zoom Webinars:** Plenaries and the following Roundtable:
    - A mixed flock: LGBTQIA+ Narratives in Ornithology (Tues 8/10)

Click here for the **Moderator Schedule** (includes contact information for tech support volunteers):

Click here for the **Moderator Slack Channel** to quickly contact conference organizers if an issue arises.

**NOTE: If you are the organizer/moderator for a roundtable or a networking event that requires polls, please email them to Erin Morrison (erinsmorrison@gmail.com) no more than 48 hours before the session starts! Any sent later than this will not have a guarantee of being uploaded.

Instructions for Moderating Paper Session and Symposia Q&As (Zoom Meetings)

Moderators of paper session live Q&As are in charge of facilitating the session to which they have been assigned. You will be in charge of the following:

- Introducing each speaker
- Directing the live Q&A in the session
- YOU NEED TO KEEP TO TIME - MAKE SURE EACH SPEAKER INITIALLY RECEIVES THE SAME AMOUNT OF TIME FOR Q&A BEFORE OPENING THE FLOOR TO QUESTIONS FOR ANY SPEAKER. THE SESSION WILL AUTOMATICALLY END, IT CANNOT BE EXTENDED.
    - Sessions with **6 speakers/15-minute talk slots** will have 12 minutes for live Q&A
    - Sessions with **fewer than 6 speakers/15-minute talk slots** will have at least 25 minutes for live Q&A

Each paper session Q&A will be hosted by a tech support volunteer. Tech support volunteers have been instructed to reach out to you prior to the start of the conference to introduce themselves. Contact

information (email) for tech support volunteers for each session is in Column M of the **Moderator Schedule**. Tech support will be in charge of the following:

- Starting and hosting the Zoom meeting
- Making you (the moderator) a co-host (in the event the tech support volunteer loses internet this will transfer the meeting's host privileges to you)
- Helping with any technical issues that arise in Zoom sessions

Conference Code of Conduct:

As a moderator, part of your role is to ensure that participants are following the code of conduct so that our scientific and networking events are safe and collegial. To achieve this goal, we have compiled our recent policies and information on reporting any incidents – please familiarize yourself with the information and procedure below before our virtual conference.

- We ask that you read the following statement before your session or networking events begins:
  As a reminder, the AOS & SCO-SOC are dedicated to providing an inclusive environment that is collaborative, supportive, and engaging for everyone involved, and that is free of discrimination, harassment, and retaliation. Thus, we expect all meeting participants to adhere to the Code of Conduct throughout the conference, including this session. In the hopefully unlikely event that the code is breached, we ask that individuals report incidents immediately to the Safe Conduct at AOS & SCO-SOC Committee as described on the conference website.
- If needed, the Virtual Meeting/Event Code of Conduct can be accessed here:
  https://americanornithology.org/about/governance/meeting-code-of-conduct/
- If any participant has a concern within the reach of the Virtual Meeting/Event Code of Conduct Policy, or has any other concerns about an individual who has registered, or an individual's behavior at the Event that interferes with the intent of the virtual event, please report the concern immediately to the Safe Meeting Committee at this email address: aos-sco-2021-safe-conduct@americanornithology.org. The Safe Meeting Committee intends to regularly monitor reports made on-line before, during, and after the conference; however, it is important to email the Meeting Organizers at meeting@americanornithology.org if you do not receive a prompt reply to an on-line report to ensure a timely response. The Safe Meeting Committee is dedicated to treating every incident with the utmost respect, sensitivity, and dignity.
- If an incident arises in your session, please do the following: 1) Keep notes on the details, including the name of the individual(s) involved in the incident and the nature of the incident (harassment, bullying, etc.), 2) note the date and time of the session where the incident took place, 3) tell the individual(s) involved in the incident that they be may in violation of the Code of Conduct and to please stop, 4) inform the Safe Meeting Committee of the incident (as outlined above).

Before the Q&A Session:

1. Watch the Simulive stream of the session's talks. The Q&A will occur immediately following the live stream of the talks.
    a. Go to the conference EventPilot app **Log in is the email you used to register for the conference and your password is your last name
    b. On the top left of your screen click on the "Schedule" tab (highlighted in green here)

    c. Click on the Paper Session block in which the session your moderating will occur
    d. A panel will expand out from the right side of your screen with a list of all of the talks in the session - select the session that you are moderating
    e. A third panel will expand out from the right side of your screen with information on all of the talks in your session
    f. At the start time of the session a link on the session's page will be available to watch the recorded talks ('Simulive')
    g. The recorded talks will be played sequentially, one after each other
    h. With 3 minutes to go at the end of the last talk a link to the live Q&A session will open on the session's page - you can click this to enter the Zoom.

2. Please prepare at least one seed question per talk so that every speaker receives at least one question about their work during the Q&A.
    a. You will be able to see the list of the session's speakers, and the titles of their talks in EventPilot as soon as the conference app goes live or via the PDF of the conference scientific program. You will NOT be able to view the talks until the session goes live.
    b. For help in crafting questions, please refer to this guide on page 8
    c. The program and abstracts for all talks are available prior to the conference here: https://meeting.americanornithology.org/program/scientific-program-abstracts/
    d. People will be able to pose questions to the speakers via the EventPilot chat associated with the Paper Session, so you can also refer here for questions if the speaker has not already answered them.
        i. To access this chat - scroll down below the list of talks in the session panel in EventPilot.

At the start of the Live Q&A session:

Check the "On Duty" time (column F) you need to arrive at the session on the Moderator Schedule. You need to be on duty **3 minutes earlier than the start time** for all paper sessions.

1. You can enter the session using the EventPilot link in the session panel - it will be available 3 minutes before the start of the live Q&A.

2. Once you enter the Zoom, introduce yourself to the tech support volunteer and ask to become a co-host of the Zoom webinar.
   a. Change your name to: [Name/pronouns] - Moderator
   b. Ask all speakers to clarify how to pronounce their names and to change their Zoom names to: [Name/pronouns] - Speaker
   c. Remind all speakers to turn off their audio when others are speaking
   d. Speakers do not need to have their cameras on
   **If the tech support volunteer does not arrive contact the moderator slack account ASAP
3. The tech support volunteer will make you and all of the speakers co-hosts so that the speakers can share their screens, if needed.
4. At the start of the session:
   a. Please read the following statement at the start of the session:

      As a reminder, the AOS & SCO-SOC are dedicated to providing an inclusive environment that is collaborative, supportive, and engaging for everyone involved, and that is free of discrimination, harassment, and retaliation. Thus, we expect all meeting participants to adhere to the Code of Conduct throughout the conference, including this session. In the hopefully unlikely event that the code is breached, we ask that individuals report incidents immediately to the Safe Conduct at AOS & SCO-SOC Committee as described on the conference website.

   b. Remind the attendees to mute themselves unless they have been called upon
   c. Encourage speakers to raise their hands using the Zoom 'raise hand' option in the "reactions" menu at the bottom of their Zoom screen if they have a question they want to ask verbally OR ask audience members to write their questions in the chat, but they need to specify which speaker the question is for.

5. For **PAPER Sessions** with **6 speakers/13-minute talks** (Live Q&A will be a total of **12 minutes**):
   a. Initially, each speaker in the session will have **1 minute** for their Q&A in the order they presented. At the start of each speaker's time:
      i. Introduce the speaker's name and title of their presentation
      ii. Ask the audience if they have any questions for the speaker - wait 10 seconds for people to raise their hand in Zoom or type a question in the chat. If there are no audience questions, please ask your pre-prepared question.
      iii. Call on people from the audience until the speaker's time is up and transition to introducing the next speaker.
   b. Repeat for each speaker
   c. Once all speakers have participated in the Q&A you can open the session up for questions for any of the speakers for the remaining 6 minutes.
   d. If it looks like you are running out of time then encourage the audience and speakers to connect over the conference Slack to meet up in the next Coffee break session for further discussion.
   e. The session will time out automatically.

6. For **PAPER Sessions** with **fewer than 6** **speakers/15-minute talks** (Live Q&A will be a total of at least **25 minutes**):
   a. Initially, each speaker in the session will have **2 minutes** for their Q&A in the order they presented. At the start of each speaker's time:
      i. Introduce the speaker's name and title of their presentation
      ii. Ask the audience if they have any questions for the speaker - wait 10 seconds for people to raise their hand in Zoom or type a question in the chat. If there are no audience questions, please ask your pre-prepared question.
      iii. Call on people from the audience until the speaker's time is up and transition to introducing the next speaker.
   b. Repeat for each speaker
   c. Once all speakers have participated in the Q&A you can open the session up for questions for any of the speakers for the remaining time (at least 15 minutes, depending on how many speakers are in session)
   d. If it looks like you are running out of time then encourage the audience and speakers to connect over the conference Slack to meet up in the next Coffee break session for further discussion.
   e. The session will time out automatically.
7. Organizers and moderators of **SYMPOSIA Sessions** (note that Paper Sessions must follow the format described above) are welcomed to follow the format suggested above or work with their speakers and choose how to run their Q&A sessions themselves. Note that Symposia Sessions, may also differ in length for the live Q&A:
   a. Sessions with **6 speakers/15-minute talk slots** will have 12 minutes for live Q&A
   b. Sessions with **fewer than 6 speakers/15-minute talk slots** will have at least 25 minutes for live Q&A

Instructions for Moderating Roundtables and Networking Events (Zoom Meetings)

Organizers of Roundtables and Networking Events will be in charge of the timeline and events in their sessions. Each session will have a tech support volunteer who will be starting and hosting the meeting. They will make you and your co-organizers or panelists co-hosts and help with any technical difficulties that arise for the organizers or attendees.

At the start of the roundtable or networking session:

1) **Check the "On Duty" time** you need to arrive at the webinar on the Moderator Schedule. You need to be on duty **5 minutes** **earlier than the start time** for all sessions. The Zoom meeting won't be open prior to this On Duty time.
2) You should have received a personalized email from Zoom **3 days** before the session. Only enter the session using this email link. (The link to the session will not be available in EventPilot until 3 minutes prior to the start of the session).
   **If you cannot find this email, contact the moderator slack account ASAP

3) When you enter the zoom session, the tech support will make you a co-host.
    a) However, if you want to control polling you can ask the tech support volunteer to make you the host for the session (they will become a co-host). This will also allow you to designate other people as co-hosts.
4) At the start of your session, please read the following statement:

> **As a reminder, the AOS & SCO-SOC Conference is dedicated to providing an inclusive environment that is collaborative, supportive, and engaging for everyone involved, and that is free of discrimination, harassment, and retaliation. Thus, we expect all meeting participants to adhere to the Code of Conduct throughout the conference, including this session. In the hopefully unlikely event that the code is breached, we ask that individuals report incidents immediately to the AOS & SCO-SOC Code of Conduct Committee as described in the conference program and on the conference website**.

5) NOTE! The session will automatically close at its scheduled end-time, you cannot go over time!

Instructions for Moderating Roundtables in Zoom Webinars

**These instructions ONLY apply to the following Roundtable being run in the Webinar format:

- A mixed flock: LGBTQIA+ Narratives in Ornithology (Tues 8/10)

Organizers of Roundtables will be in charge of the timeline and events in their sessions. Each session will have a tech support volunteer who will be starting and hosting the meeting. They will make you and your co-organizers or panelists co-hosts and help with any technical difficulties that arise for the organizers or attendees.

At the start of the roundtable or networking session:

1) **Check the **"On Duty" time** you need to arrive at the webinar on the Moderator Schedule. You need to be on duty **5 minutes earlier than the start time**. The Zoom webinar won't be open prior to this On Duty time.
2) You should have received a personalized email from Zoom **3 days** before the session. Only enter the session using this email link. This is the ONLY way you can enter as a panelist. **If you cannot find this email, contact the moderator slack account ASAP
   a) Make sure that all of the speakers in your Roundtable have also received their own emails to access the Roundtable as a panelist. They also should not enter via the link in EventPilot.
3) When you enter the zoom session, the tech support will make you a co-host.
   a) However, if you want to control polling you can ask the tech support volunteer to make you the host for the session (they will become a co-host). This will also allow you to designate other people as co-hosts.
4) At the start of your session, please read the following statement:

   As a reminder, the AOS & SCO-SOC Conference is dedicated to providing an inclusive environment that is collaborative, supportive, and engaging for everyone involved, and that is free of discrimination, harassment, and retaliation. Thus, we expect all meeting participants to adhere to the Code of Conduct throughout the conference, including this session. In the hopefully unlikely event that the code is breached, we ask that individuals report incidents immediately to the AOS & SCO-SOC Code of Conduct Committee as described in the conference program and on the conference website.

5) NOTE! The session will automatically close at its scheduled end-time, you cannot go over time!

Sample Questions for Live Q&As:

1) What surprised you the most about these results?
2) Now that you have come to these conclusions, what are some potential future directions you hope to take this research?
3) If you could have done anything differently, what would it be and why?
4) What was your favourite part about developing this research project and why?
5) What is a professional or technical skill that you have gained from this experience?
6) How do you hope to disseminate your research results?
7) What drove you to seek this type of research?
8) What advice do you give someone entering your field?
9) Imagine if you had unlimited funding to develop this research project, what would you have done differently?