

Guidelines for Presenters — NACBS 2020, via Zoom

We are excited that you will be presenting at NACBS 2020, our first online meeting. The meeting will take place entirely on Zoom. We are grateful for your enthusiasm and flexibility as we navigate the challenges and opportunities of this new format together.

All Zoom channels will be hosted by a designated **NACBS tech assistant**, expert in the functionalities of the platform. The tech assistant will work together with the chair to facilitate a smooth and efficient session. If a presenter needs technical assistance during the session, they should feel free to call upon the tech assistant, ideally via private message in Zoom's chat function. (If presenters are unfamiliar with Zoom, we suggest they practice logging in, sending chats, sharing their screen, if applicable, and muting/unmuting their microphone.)

Before the session begins, chairs will introduce themselves to the presenters. The tech assistant will also designate you and your fellow speakers as co-hosts of the session. They will give each presenter permission to share their screens, enabling the use of PowerPoints or other media. (Presenters should take special care when sharing their desktops, noting that all viewable content is appropriate and does not violate the terms of the Code of Conduct, appended below.) Members of the audience will have their microphones automatically set to mute as the tech assistants admit them from the Zoom waiting room. Tech assistants will ensure mics remain muted throughout the session to cut down on ambient noise.

During the session, please be conscious of time as you deliver your remarks. Each session is divided into 75 minute blocks; this is considerably shorter than our usual conference format in an effort to accommodate more viewers across more time zones. As a result, the decision was made to eliminate formal comments. Nevertheless, presenters should consult carefully among themselves, and with the chair, to ensure that they use the allotted time judiciously and leave ample opportunity for the audience to pose questions. Questions will be channeled through Zoom's chat function as remarks are delivered; the chair will moderate the Q&A. In concert with the tech assistant, the chair will be responsible for maintaining decorum in the session. Anyone who violates the Code of Conduct will be removed. If presenters have specific concerns during the session, they should communicate them to the chair and/or the tech assistant, ideally via a private message.

We ask for your understanding and good humor as we embark upon this experiment in virtual conferencing together. In the event that a session encounters unforeseen challenges, we encourage you and your colleagues to make the best use of the time.

To recap, presenters should:

- Rely on the guidance of the chair and tech assistants for all logistical and procedural matters.
- Be acutely aware of all viewable desktop content shared with the audience, if they choose to do so.
- Stick to their allotted time, with consideration for their fellow speakers and for the Q&A.

Code of Conduct

To make this virtual meeting a success and to make everyone feel safe and welcome, we ask participants and attendees at the 2020 Virtual Annual meeting to follow this Code of Conduct.

Members must not record live or saved presentations in any way or distribute copies of recordings.

Members must not post or distribute Zoom links to unregistered individuals.

Panelists and audience members are expected to mute themselves during paper presentations and only speak when called upon by the chair. In the majority of panels, moderators will ask participants to remain muted throughout the session and to direct all questions through the “chat” function. Audience members should not engage in distracting and inappropriate behavior or show inappropriate images whether speaking, in chat, or sharing screens. Audience members who do so will be removed from the Zoom session.

Panelists and audience members should not engage in any harassing behavior, whether visually, verbally, or through the chat function, especially but not limited to behavior targeted at individuals based on their race, religion, sex, gender, gender expression or sexual orientation, age, ethnicity, national origin, religion, language, disability, health conditions, socioeconomic status, marital status, domestic status, or parental status. Harassment includes insults and epithets directed toward individuals as members of these categories, as well as unwanted sexual advances. Those who do so will be removed from sessions and attendance at other sessions will be blocked. In instances of egregious violations of professional conduct, the NACBS reserves the right to take further action against the perpetrator, including suspension of NACBS membership.