

Guidelines for Chairs — NACBS 2020, via Zoom

Thank you for agreeing to serve as a chair at NACBS 2020. For the first time, our conference will be taking place entirely online, via Zoom. We are indebted to you for helping to ensure the efficient functioning of each virtual session.

In carrying out their duties, chairs will have the support of a designated **NACBS tech assistant**, trained in the full functionalities of Zoom. At any point in the session, chairs should feel free to call upon the tech assistants for support, ideally through the use of a private message stream in the chat function. (If chairs are unfamiliar with Zoom's chat function, we would encourage them to practice sending a private message to their designated tech assistant before the start of the panel.)

Before the session begins, chairs should introduce themselves to the panelists. The tech assistant will designate the chair and panelists co-hosts of the session. They will also give the presenters permission to share their screens. This will enable any speaker to share PowerPoints and other media, if they so choose. The tech assistant will be responsible for admitting audience members from the Zoom waiting room. Tech assistants will set audience microphones to mute automatically, and they will work to maintain the muting of microphones throughout the session to cut down on ambient noise.

During the session, chairs should open the proceedings by explaining the procedure and logistics of the virtual panel to the audience, reminding everyone to keep their mics muted at all times. They should instruct the audience to direct all questions to the chat function during the course of the panelists' remarks. Chairs will be responsible for introducing panelists and for keeping each speaker to their allotted time. They should keep tabs of questions as they appear in the chat and be prepared to pose them in discussion. Chairs may decide how best to proceed with the Q&A, whether taking questions in the order in which they appear or grouping/collecting them.

Chairs will also be responsible for maintaining the decorum of the session. They should feel empowered to instruct the tech assistant to remove any disruptive member of the audience who violates the terms of the NACBS Code of Conduct (appended below) to which every registered member will have consented. In the event that such action proves necessary, the chair should communicate swiftly with the tech assistant via their pre-established private message stream. Tech assistants have also been advised that they, themselves, are free to remove disruptive participants, if necessary.

If possible, we recommend that all session participants (including chair and panelists) practice logging into Zoom, ideally as a group, to ensure everyone is familiar with the platform.

To recap, the chair should:

- Work as a team with the tech assistant to facilitate a smooth, efficient session.
- Outline the logistics of the session to the audience, reminding them to keep their mics muted and to channel their questions to panelists through the chat function.
- Follow the questions as they come in and stand ready to moderate the Q&A.
- Review the Code of Conduct and maintain a zero-tolerance policy on harassment or any other disruptions.

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.