







CACLALS

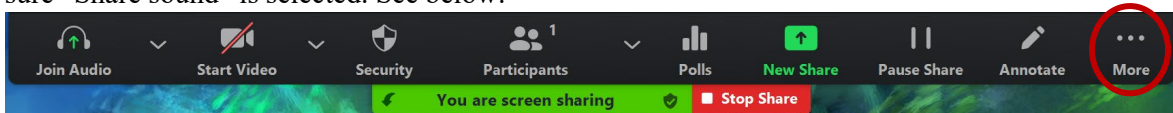
CANADIAN ASSOCIATION FOR COMMONWEALTH
LITERATURE AND LANGUAGE STUDIES

Best Practices for Panel Chairs

- Be conscious of time and zoom fatigue. The panel should last *no longer* than its scheduled time to give audience members and panelists time to take a break from their screen between panels. The zoom room will remain open during breaks for informal discussion if necessary. However, no presenter will be expected to remain. Please be respectful of panelists' and attendees' limitations in the pandemic era, particularly since many of our members may have disabilities, suffer from migraines, or have other reasons that they may not be able to stay beyond the hour.
- Papers should go no longer than 15 minutes.
- Familiarize yourself with zoom functions before the panel. Although a tech person and a CACLALS representative will be available should you have any questions, you can find a basic outline of zoom functions [here](#). A few other things to remember are:
 - You can spotlight a presenter's video during a presentation by clicking the drop-down menu () on their video panel and selecting "Spotlight for Everyone."
 - Make sure that presenters have been made cohosts so that they can share video and audio using the Share Screen () button.
- Arrive 10-15 minutes before the panel so that you can greet and build rapport with the presenters. This may be a good moment to clarify any questions regarding pronunciation, confirm the order of presentations, and ensure that all technology is working. If presenters are sharing a presentation or audio, be sure this is set up and working *before* the session begins so that transitions between papers run smoothly.
- Check the conference program's guide ahead of time to confirm presenters' bios and ensure that you have at least one question for the presenters in case you need to stoke debate/discussion afterward. We recommend running Q&A once all presenters are finished as this facilitates a larger discussion that incorporates all papers.
- Ask audience members to use the "Raise Hand" () function or the chat window during Q&A so that you can monitor questions in the order that they arrive.
- We recommend letting the presenters know when they are approaching the end of their time by holding cards with "5 minutes left" and "2 minutes left" up to your camera.
- We recommend introducing yourself and the panel theme/topic before the papers begin. We also encourage you to offer a territorial acknowledgment. Because chairs will be presenting from different places this year, we recommend using a territorial acknowledgment appropriate to your location. At the end of the session, remember to thank the presenters and audience members. If there is a plenary and/or key event afterwards, remind the audience of the time and where they can find the link.
- We recommend short introductions for each presenter before they begin their paper, rather than all at once in the beginning. Keep introductions brief: presenter's name, affiliation, paper title, and (potentially) one key publication if the presenter wishes to advertise their work.

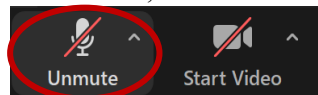
Best Practices for Panelists


- Practice your paper in advance to ensure that you stick to the time limit. Remember, chairs will be expecting 15-minute papers only. Presenters will be cut off at the 15-minute mark out of respect to other panelists' and audience members' needs in the zoom era.
- Arrive 10 minutes early and bring any questions you have about the presentation to the panel chair and/or tech person.
- Familiarize yourself with Zoom functions ahead of time. An outline of basic functions can be found [here](#).
- If you are sharing a video or presentation, select the Share Screen () button during your paper and select an open application from the list (e.g. Microsoft PowerPoint).
- If you want to share audio as well, select “More” in the toolbar at the top of your screen and make sure “Share sound” is selected. See below:



Best Practices for Audience Members

- Ensure that you arrive to the panel on time so that you are not disrupting and/or distracting presenters.
- Please ensure that your audio is muted during the presentations so as not to distract the presenters. To do so, simply click the microphone icon at the bottom left corner of the zoom window until it has a red bar over it, as below:



- When asking questions, be sure to use the “Raise Hand” () function or enter your question in the chat if possible. Please be concise, respecting that we have a reduced time for questions in the pandemic era and that presenters.