

# FOUNDATION FOR ENDANGERED LANGUAGES



## FEL 24: Teaching and learning resources for endangered languages

### Online conference guidelines for chairs and break room hosts

#### Before the event

- We will send you two Zoom links the day before the conference:
  - one link to the main conference room (where all sessions will take place)
  - another link to a break/test room where you can test out your slides and chat with other conference participants
- You do not need to have a Zoom account in order to access the links.
- You can access the links via your web browser or via the Zoom app, which works on computers and mobile phones.
- If you have problems during the conference please email [fel.london2020@gmail.com](mailto:fel.london2020@gmail.com). The email address will be continually monitored by us and other members of our team (Eli, Izzy, James, Shiffy, Sonya, and Zoë).
- If you are not familiar with Zoom we would kindly ask you to read the following guidelines before the conference starts: <https://support.zoom.us/hc/en-us>

#### Instructions for session chairs

- Your main tasks are introducing the speakers, being strict with timekeeping, and managing the questions and the chat during the talks.
- Riitta and/or Lily will be attending the talks to record the panels and help you in case there are problems.
- Introduce the speaker: say their name, affiliation, and title of the talk. These are listed on the conference programme, which you should have received from us by email. It is also available on the conference website: <https://www.ucl.ac.uk/hebrew-jewish/events/2020/sep/online-foundation-endangered-languages-annual-conference-fel24>.
- Timekeeping works as follows: 20 minutes for the talk, 10 minutes for questions. Be super strict and use audio to give warnings “5 minutes, 2 minutes, time up”.

- Explain in the beginning that the questions should be posed in writing in the chat after the end of the talk. Choose a few questions in the order that they were written in and invite the asker to switch on their mike (and camera, if they wish to do so).
- Remind the audience that the panels are being recorded.
- Monitor the chat during the talks.
- Say that the discussions can continue in the break/test room if they run over.

### **Instructions for break room hosts**

- Welcome people and introduce yourself in the chat or orally.
- Let people test their slides or pre-recorded videos.
- When no one is testing their slides then people can chat freely.
- If you are hosting the break room, please remember to assign host duties to a colleague before your shift ends.

### **During the event in general**

- When you enter the main conference room, your microphone and camera will automatically be turned off. Please keep your microphone off, but feel free to turn on your camera if you like. (You may prefer to keep it off in order to save bandwidth.)
- Pose questions in writing in the chat at the end of the talk according to the chair's instructions. Only switch your microphone/camera on when prompted to do so by the chair. You will then have the opportunity to ask your question on camera.

### **Instructions for presenters (for your reference)**

- We are expecting you to show your slides using the “Share screen” function and talk live.
- Test your slides and audio in the break/test room before your slot. The break/test room is staffed by our team members from 7:30 BST until 22:30 BST on each day of the conference. (BST stands for British Summer Time = GMT/UTC +1.)
- You can alternatively choose to share a pre-recorded video/audio. Please test this in the break/test room before your panel. Remember to click “Share computer sound” when you choose “Share screen” in Zoom if you want to show a pre-recorded presentation.
- Please do not send us any slide shows or videos in advance. Please go to the break/test room instead and make sure they work.
- We plan to record the panels and make them available on the conference website. **Please let us know in advance if you are not comfortable with this and do not wish to be recorded.** We will also ask for your consent to be recorded at the beginning of your session.
- Unlike in some previous years, you do not need to have a complete paper ready before the conference. We are planning to publish an edited volume or a special journal issue of selected papers after the conference. We will get in touch with you about the volume in due course.