

# live training webinar 2-25

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## SUMMARY KEYWORDS

session, meeting, question, people, access, moderators, materials, presenters, zoom, accessibility, live stream, presentation, sfa, webinar, powerpoint, accessible, attendees, meetup, link, rebecca



00:03

Hello, everyone, I'm Michael Paolisso. I have light white skin, brown hair, black glasses, and I'm wearing a light clip green shirt, and I'm sitting in front of my home office bookshelves. My pronouns are he and him. I'm a professor of anthropology at the University of Maryland, and the president elect of the Society for Applied anthropology. Welcome to our webinar on Livestream sessions for our upcoming annual meeting.



00:36

Before we begin a few web webinar particulars, we are recording, which will be posted on the SFA meeting web page. We are also using closed captioning. And that transcript will also be made available on the meeting web page. Your video and microphone are disabled. So please submit your questions through the question and answer function in zoom. And we will collectively answer your questions mainly at the end of the webinar.



01:11

I'd like to mention a couple particulars about our upcoming annual meeting. First, we're excited and very much looking forward to your participation in the meeting. We have a very good program. Currently there are around 1100 meeting registrants, close to 600 presentations in around 200 live and pre recorded sessions. We have a full meeting, six days, five time slots, distinguished lectures, award ceremonies, plenaries, and many other networking opportunities.



01:51

Now I'd like to introduce my fellow webinar presenters, most of whom are members of the SFA meeting working group. So I'll begin with Kira.



02:05

Hi everyone. My name is Kira Ballin. I am the SFA programming and technology coordinator. I am a young woman with blonde hair and fair skin sitting in a corner of my makeshift home office with a Purdue Boilermakers scarf behind me. I have been working with the SFA since May to help really coordinate the online effort of moving the meeting into our platform, which is huva. So excited to show you more about that for live stream today.



02:38

No



02:42

Hi everyone. My apologies. I was on mute. Hi everyone. My name is Nell. I use she her hers. I am a white woman with short black hair, black headset, thin rimmed glasses and a black collared shirt. My background is a digital underwater background from Disney's Finding Nemo actually. I am the American Anthropological associations accessibility and meetings manager. And so I'm very happy to be here with the SFA I got to go to my first SFA meeting in 2019 and the before times,



03:19

and I helped create a lot of the accessibility protocols that triple A use at our



03:27

live our digital event series in November raising our voices. So thank you for having me.



03:34

Thank you. No, no, we really appreciate you helping us with accessibility policies and

practices. Next I want to go to Rebecca-Eli.



03:45

Hi everyone. I'm Rebecca-Eli long I use they them there's pronouns. I'm a white person with very short brown hair. I'm wearing dark rimmed glasses of black cardigan over a rose colored knit top and I'm sitting in front of a white wall with two abstract pin indeed spiral drawings in the background. I'm a member of the meeting working group for the Society for Applied anthropology is annual meeting and I'm also a PhD student in cultural anthropology and gerontology at Purdue University.



04:22

Thank you Rebecca-Eli. Jenail...



04:27

Hello everyone. I am Jenail, I use she they pronouns. I am an African American person. with blond hair. I am wearing gold rimmed glasses and a shirt with Shade on it. And my background is a digital background with alligators and giraffes and it's very brightly colored with pink, orange lime greens. I'm a very bright person. I am part of the meeting working group and much like Rebecca-Eli and Kira. I am



05:00

helping put everything together so we have a successful meeting for everyone. Thank you, Melissa.



05:09

Thanks, Michael. I'm Melissa Cope, the annual meeting program administrator. I use she her pronouns. I'm a pale skin woman with short brown hair. My video is turned off, but my picture shows me in a striped shirt, a green coat in front of a black background.



05:28

Thank you, everybody. Just want to mention our format today. And then I'll turn it over to

Nell, Kira and Rebecca-Eli. They will begin and she'll talk about some pre session accessibility practices you can use. Kira will follow that and talk about some zoom practices and processes and meetups. Next, Rebecca-Eli will be talking about accessibility practices during your live stream session. And then finally, Kira will come back and talk about Whova and some next steps. And at the end, we'll all answer your questions. So without any further delay, I'll turn it over to now. Thank you.



06:15

Hi, everyone. This is no thank you for that introduction, Michael.



06:19

Thank you, everyone for joining us. Today, I will hold off and let us get our screen shared first, however, thank you Kira.



06:29

So what's really exciting about accessibility and accessibility practices is that it makes sure that your work reaches a broader audience, that it reaches more people and that more people can engage with you. And so a really important thing to do to make sure that your work ends up being shared with as many people as possible is preparing your presentation for it to be as accessible as possible. And so this includes three specific things to do. One, create access copies and or an outline, to develop a list of key terms. And three, make sure that your PowerPoint formatting is done in an accessible manner so that your access copies are actually accessible access copies. So I'm going to start with that first point on access copies and or outlines. Access copies are basically anything that you plan on sharing with your audiences, through screen share, such as this will need to be shared in a PDF, Word document or PowerPoint, so that people can download it and view it at their own time and at their own pace. This is really important for so many people with different access needs, it's important to help people prepare, so they can follow what you are saying before they join your session. It can help people during the session who like to kind of switch between slides to get a sense of what's coming next, or what was was happening just a moment ago. It can also be really helpful for people afterwards, so they can review it afterwards. And the outline, if you're not going to present via



08:17

PowerPoint, for example, an outline is a great alternative to that. So that way people can know kind of what you're planning on talking about during your presentation during your session, and know where you're at. So if, for example, they aren't focused for a moment for any reason, I mean, it can be disability related, it can be related to pandemic working conditions in which we're living in our houses with the people we with lots of people and animals around us who may distract us.



08:50

And so these these are really universal applications unhelpful for a large amount of people, even if they're primarily developed for people with access needs, who have access needs related to disabilities.



09:06

And so those outlines can be just a quick 123, I'm going to talk about these three points. Those access copies might be handouts that you would have given in an in person meeting, it might be the PowerPoint itself.



09:24

And those access copies you will want to make sure are made in an accessible way, which means that the contrast is high contrast. So nobody's going to struggle with reading those access copies that



09:39

if it's a PDF, that the PDF is screen reader friendly, and so forth. So that's kind of point one. And it's also just really helpful. It helps me to kind of gather my thoughts before I show up and present. So it's both for your audience but it can hopefully help you out too. And just make sure that everybody is on the same page. Do



10:00

during your presentation,



10:02

and then so the next point is a list of key terms. This is helpful for two reasons. It is especially important if you are working with cart captioners, professional captioners who are typing what you are saying and may not have jargon or proper nouns or any thing related to that in their automatic dictionary on their cart captioning keyboard, or ASL interpreters. One of the jokes about



10:37

trying to prepare these key terms is that imagine trying to kind of sign some of the jargon that we use as anthropologists. Even the word hegemonic, right, it's it's pretty natural to a lot of us. But



10:53

a lot of the words we use naturally within the field and discipline, don't have sign equivalents in American Sign Language, don't have them automatically included in the cart captioning keyboards, which are different from the keyboards we use the QWERTY style keyboards that most of us use. So this list of key terms is really supportive of cart captioners and ASL interpreters, and can also be helpful for people who may be learning some of the jargon who are interested in your topic who want to learn more about your topic, but may have never heard these terms, and it helps them follow along as well.



11:36

So with those key terms, it's an issue of ensuring that you include names



11:42

any titles, so for example, when I create a list of key terms, I always ensure that my name is included that my title as the accessibility and meetings manager is included, that my association name is included American Anthropological Association, and any terms that I might be switching into or using, or if I plan on switching to another language, in my case, Polish, I identify that I will speak Polish that I will say I'm about to speak Polish, so the for cart captioner can input into parentheses speaking Polish cannot caption



12:21

so that the ASL interpreter is ready for that, or if I plan on using specific terms from the Polish language, I include those and provide kind of phonetic explanation. So ideally, the cart captioner can caption those alongside as well.



12:38

Um, so that's point two. And then point three is on PowerPoint formatting. With regard to PowerPoint formatting, you really want to make sure that your PowerPoint is



12:52

basically really easy to follow along with that it's not too distracting, that it doesn't have bright colors that can be really distracting or can actually



13:03

cause sensory overstimulation,



13:08

you want to make sure that the contrast is high enough, so nobody has eyestrain, because they're trying to like read light green font on barely light, darker green background.



13:19

You want to keep those bullet points



13:24

simple and to the point so that way people can follow along. And ideally avoid long



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paragraphs of text.



13:35

Or if you plan on using those long paragraphs of text, making sure that you don't go below a certain point, font size, which is that 18 point, size.



13:49

And importantly, with PowerPoint formatting, if you format it in advance, especially with Microsoft PowerPoint, and do an accessibility check. So if you put Accessibility Checker or just write accessibility and the Microsoft search engine, on your PowerPoint



14:08

program, and the same applies to word even, then it will tell you everything you need to fix and it will tell you how to fix it. And the minute you fix it is the minute you can print it as a PDF and you are far closer to having an accessible PDF,



14:24

which to create an accessible PDF requires Adobe, Adobe Acrobat, Adobe. So



14:34

basically, doing these checks of the documents you've created beforehand will make sure that your presentation is as accessible as possible and that your attendees and your audience members can engage with what you're talking about in a really helpful and meaningful way. Because they can follow an outline, they can follow the access copy, they will have the ability to access the access copy because it's screen reader friendly.



15:00

They have lists of terms and the ASL interpreters and cart captioners have that list of terms.



15:08

So that's that's kind of some of the most important things you can do to prepare your presentation in an accessible way. I think I will pause there and hand off the mic to Kira.

Thank you, everyone.



15:23

Great, thanks. Now, this is curious speaking. So I am going to speak twice tonight, the first portion of what I'm going to review is going to be the zoom processes that we're going to ask livestream presenters to follow, as well as what your session is going to look like in huva. And how attendees will interact with your session on that end. And then at the end, I'm going to review some of the upcoming studies that we're going to take in terms of submitting supplementary materials, get access to who's sending out zoom links, things like that. So without further ado, I'll go ahead and jump in.



16:00

Let's see, can I get out of this great. So I wanted to bring your attention to the live stream presenter guide. This is a guide that we have put together, which covers most of what we're going to be reviewing today, in a little bit greater detail, it can be found on the applied anthro website, if you head to the presenter training webinar area. And then underneath live stream presentations, you can access that live stream presenter guide. When the training are finished, we are going to upload the recordings here. So you'll be able to come back and watch as well as access the transcripts for the sessions. So just wanted to point that out. Before we get started on the live stream presenter guide. To start, we have some things that we are recommending you double check before you actually engage in your live session. These include camera microphone, audio tests, screen sharing tests, internet tests, things of that nature. Rebecca, Eli's going to go into a little bit more detail later on. But I wanted to bring your attention to some of the things we hope you can ensure are working properly before you actually log into your session. So next, I'm going to review the live stream process. So we have, I think, 131 live stream sessions, about 90 of those are going to be conducted as webinars. And I think about 45 are going to be conducted as meetings. And so I'll explain the difference between the webinar and the meeting format. But regardless of the format, all of the live stream presenters have, we're asking that you follow this process. So first, we hope that you can log in 15 to 20 minutes early before your presentation begins. So if you're at the 10am slot, we're asking that you log in at about 949 45 if you're out the 12pm 1140 1145, and so on. The reason we're asking for this is so we can ensure that all of your technology is working properly before the session starts. So what's going to happen when you log in is an SFA representative is going to start the meeting on our end. And these are going to be for all of the sessions run through the zoom, excuse me the SFAs zoom license. So we are going to go ahead and start the meeting on our end. And then we're going to hand the host controls over to a

moderator. When I use the term moderator, I'm referring to a technical and security moderator, not the session chair. So all of our live sessions have been assigned moderators. And I'll touch on them a little bit more in the next slide. Once the moderators have control of the meeting, they are going to perform that tech check with you. So we're going to check that your audio and your video is working properly, we're going to check that you have the ability to share your screen if you're going to share any of those materials. So we just want to make sure we can get all of that done before the session starts. So once the session does start, we can just hit the ground running and engage in that presentation.



18:58

All of the sessions are going to be automatically recorded. So neither the moderator or the session chair or presenters need to worry about the recording that will be automatically uploaded to our sfaa Cloud, the zoom cloud, where we are going to process it and get that re uploaded into huva within a week. So if anyone missed your live presentation, they can come in and actually watch it about a week or two after no promises on how quickly we can get that done.



19:27

After after the technology check is set to go the session is ready to start. We're going to ask moderators to provide a very brief one to two minute introduction, where they essentially introduce themselves as the tech and security moderator and point out some of the functionality of zoom, where you can find chat, where you can mute yourself and things of that nature. And so that'll be very short and then once they hand that moderator hands off the presentation to the session chair, your presentation can proceed as much as



20:00

As it would in a live session, even though we're in a virtual format.



20:06

So as I mentioned, moderators have been assigned for all of the live sessions. I know many of you have actually signed up to moderate sessions yourself. So thank you, thank you. We are relying on volunteer moderation support to make sure we have a safe and accessible and welcoming meeting. So we really appreciate everyone who has been able

to do that and has volunteered for that. So moderators are going to handle any tech issues and any security issues that arise. We are currently working on that process. And so some of those details are going to follow along. But rest assured, we have processes in place to ensure that all of the meetings run smoothly, and we can prevent or reduce as many disruptions as possible.



20:48

So into the nitty gritty of webinars, first meetings, I just want to touch on some of the features of webinars verse meetings, and how it's going to change the way that presenters in these sessions interact with attendees. So as I mentioned, most of the sessions are webinars, and so webinars are going to run very similarly, basically identically to what we're in right now. So as you'll see, there's a handful of panelists and presenters on the screen, and all of the attendees are not able to share their video or their audio. This is a slight drawback, but we wanted to ensure it was a safe meeting and using the webinar format greatly reduces that zoom bombing risk. So



21:30

all of the live meetings, both webinars, and the zoom meetings are accompanied by a live channel meetup immediately following the live zoom session. So the sessions that run at 10am will be finished at 11:45am. At 11:45am, all of those session presenters and attendees can head over to a live channel meetup, where they can have live discussion and some of that back and forth communication that you might be missing in the webinar. I'm going to review what that process looks like in a moment. But let's say your presentation ends early. So you haven't quite reached the 105 minute mark, you want to go ahead and enable some communication with attendees back and forth. In webinars, there's going to be two main ways to do that. The first is going to be the zoom chat. So that chat feature most of us are familiar with is going to be enabled in those webinars. People can add comments, people can ask questions,



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and presenters and the moderator can essentially read those off and answer those one by one. The other feature in webinars is the hand raising feature. So attendees can actually raise their hand and say, Excuse me, my cats meowing in the background.



22:42

So as presenters or excuse me, attendees can essentially Yes, sorry, I'm so sorry. Um, attendees can essentially raise their hand and moderators or the presenters will see that hand raised in the participant list, and the moderator can then unmute that participant. So if that attendee would like to ask a question, or, you know, make a comment they can do so the moderator will then mute them again, and the presenters can respond. So we have some instructions in the live stream presenter guide for communicating with your moderator to make sure you have a process established if you want to enable that back and forth communication in the webinar before you move to the live meetup area. Now, for meetings, meetings also have a live meetup area that they can use after However, because there's more back and forth communication. This is, you know, the meetings that we're all used to everyone's audio and video can be enabled, people can chime in as they please, you don't necessarily need to move out of that into the channel meetup. Because you'll have that back and forth communication. So it's really up to you. If you're at about 105 minute mark, and you're having some lively, ongoing discussion.



23:55

I'll have to double check with Melissa how long the meetings will go for. But you can stay in that zoom meeting as long as possible before you move to that meetup. And the moderators will also be there to help in case you need to mute any participants or unmute participants, or if there's any disruptions going on. So those are the two big differences between the webinars and the meetings. And I'm happy to review that a little bit in more detail or answer any questions about that.



24:23

Let's see. Okay, so the other thing we wanted to mention is the difference between the chat function in zoom and the chat function in huva. So I'm going to switch to our Hoover window so you can see the way so you can get an idea of what a session is going to look like. So here we have all of our sessions loaded. Very exciting. We're getting close to the actual meeting so you can see the agenda and I will mention some of those dates of when you'll have access to huva. So if we want to log into a session



25:00

Just open this real quick.



25:03

This is what a session will look like. So if we can pretend this as a zoom meeting instead of a pre recorded video, you'll see that the zoom meeting actually opens within the huva window. And members also have the ability to open this in their full screen. So during the meeting, we're recommending that all members, excuse me, all attendees and presenters use the Zoom chat during the meeting. And then they use the huva chat and q&a either before and after the meeting. The reason we have these different areas is the chat and the q&a and huva is going to extend for the length of the meeting. So these are questions that are going to hold in this area and people will be able to see them no matter what day they log in, whereas the zoom chat during the actual meeting is not going to be saved. So if it's during the meeting, we recommend engaging in this zoom chat, chat area. And if it's after or before the meeting, we recommend directing your questions and your chats to the huva area, we are going to have a PowerPoint slide that all of the moderators can show at the beginning of each live stream session, it's going to look very similar, if not identical to this, where it just describes the difference. So again, the zoom chat function can be found typically at the bottom of your zoom window. That's what members and attendees can use to communicate with you during the actual live stream session. And the huva chat and q&a function, which is found on that right hand side of your session window is what they can use to ask questions or make comments after the session is over. Or if they're watching the recording a week or two after your sessions taken place. So just want to describe the difference between those. And then I'm going to head back into huva. So you can see what that session looks like again. So if we're pretending This is a live stream session, the live stream is going to open up directly in this window at the dedicated time. So at 10am. If your sessions at 10am, the live stream is going to go ahead and start here. attendees can log in, they can either have two options, they can watch it again in this window, or they can create a full screen zoom meeting as they would with a normal zoom meeting. Down below, we see some details, including the speakers as well as their abstracts. And then on the right, we have the chat and q&a area, as well as a poll area. So presenters can create polls for their sessions. And so polls give you a few different options, multiple choice checkbox short answer different selections you can create a poll with. And you also have an option to prompt attendees to answer the poll when they enter your session. So if you'd like to get some, you know, communication back and forth with attendees through polls, you can do that. You also have the option to not prompt if you just want to leave it optional for attendees.



27:52

All right, let me head back to the agenda for a moment.



27:57

So as I mentioned, all of the live stream sessions are going to be in channels. And so we have five channels at any one given time. So at 10am, you have channels 1234 and 5:12pm. You have the five channels, 2pm, so on and so forth. So each of these channels, whether it's a webinar or a live stream, after the session presentation has ended at 1145. He has the ability to access a Live Meeting Room called a channel meetup. And these channel meetups are going to be in the community area. And the community area is where some of that networking, both asynchronous chat and virtual meetings can take place. So I'm going to head over to the community area. And you'll see here under the meetups and virtual meets tab, we have the channels already listed. So if my session was in channel one from 10, to 1145, at 1145, I can go ahead and head into this channel meetup area.



28:56

The channel meetup is going to look very similar to a zoom meeting.



29:00

So you'll see here I can type in, let's see, you can see here, I can type in my name and join the meeting. Some members might get a little notice that says you need to download an extension. You don't need to download anything to access this area, you can simply type in your name, join the meeting, and voila, I'm in the meeting. Now we will have moderators in these channel meetups. And so the moderators role is again to make sure tech and security runs well. But also to let presenters in before attendees. One of the drawbacks of the meetup software is there is a 30 person limit in these rooms. And that is really for security reasons we selected to go with jitsi software, there's less risk of zoom bombing and outside links being shared. However, it still gives you a lot of the same options as zoom, you can share your screen, you can raise your hand, you can unmute yourself, take your video off, leave the meeting as you please. So this is going to be again that space



30:00

For open communication after the live stream presentations have taken place.



30:05

So I'm going to go ahead and leave that meeting, I'll head back to the community area. And I wanted to point out one more, one more thing. So, in this community area, you can both recommend a social topic or social group. This is for asynchronous chat. So if you want to have a topic listed here, it'll look very much like a chat area, you can type messages back and forth. Anyone in the meeting can engage in this area, and really in the chat or topic that you've posted. And the other option is the virtual meet option. So in addition to the channel meetups, again, these channels are reserved for the livestream sessions at each time slot, you can also suggest your own meetup. So if you'd like to suggest a reception a happy hour, you just like to get together with anyone who would who would want to join, you can select a virtual meet here. And then you can actually add in your own zoom account. So you can select the duration, the date and time, maybe a little title and description for the topical discussion or the happy hour that you want to host. Now all members can see this and join. So if you want to have it directed or specific for a few people, that's great. But just keep in mind that anyone can see meetups posted in this area. The other thing to note is while it's a great tool, the SFA is unable to provide moderators for these types of sessions. So if you still want to create these types of sessions, that's great. We have some instructions here.



31:36

Excuse me while I scroll for creating meetups



31:42

right here. So we have a quick reference guide for moderation tools in zoom meetings, as well as moderation tips. So if you're new to moderating sessions, these are just really useful tools for understanding zoom functionality, as well as understanding you know, when when to intervene if anyone is being, you know, inappropriate or asking things.



32:02

Okay, I'm going to go ahead and stop there and hand over the presentation to Rebecca Ely. And I'll be back in a few moments with some more details.



32:13

Right. Thanks, Kara. This is Rebecca Ely. And I wanted to follow up on some of the

information now provided at the beginning of this webinar, Nell mentioned a few things you can do before your session starts. And I'd like to take a moment or two to discuss a few steps you can take to make your sessions accessible while they're going on. So this applies to both



32:39

the zoom webinar format and the zoom meeting format. And there are also things you can think about if you are creating some of those community virtual zoom meetups with your own zoom account for more networking options. So a few of the things I'd like to discuss right now are the idea of doing an accessible introduction, I'd like to talk a little bit about considering your lighting and audio, being mindful of your speaking pace. And something we're terming announcing before you speak.



33:14

So you



33:16

if you were here at the beginning of the webinar, you might have caught us doing accessible introductions. And so this is a way to help people get a sense of your background, and what your health might be about, it's a great place to mention your name, your title, your pronouns, if that's something you feel comfortable sharing, it's also a really good opportunity to provide a visual description. And for this you can use whatever terms you feel best describe you and that you're comfortable using for yourself. You might mention things like race or skin tone, you might mention your gender,



33:53

as well as other details about your appearance, like your hair, your glasses, your clothing, as well as maybe where you're joining from whether that's your physical location or, and or what's behind you and what people



34:10

what what you might be showing on camera.



34:14

This is also an important opportunity for you to add content warnings for any sensitive material. And so some examples of these would be violence, sexual content, human remains, basically giving people a chance to just know what to expect before you get into your session.



34:39

So



34:42

I know we're all moving on to considering lighting and audio. I know we're all sort of working in less than ideal conditions and this probably is not the way you are hoping to join the annual meeting. And so we're all working from home. I'm working from my bedroom right now. Like we



35:00

We get it can be very difficult to control your environment. Completely. We all have pets, we have kids. But a few, there are a few steps you can try to take.



35:15

A great thing you can do is minimizing audio distractions, whether that's through using a headset, or doing what you can to make sure you're in a quiet environment. This will help other people understand what you are saying. And to the extent possible with your setup, it's also helpful to try to minimize visual distractions, and keep the lighting in mind to help make you easier to see. So this might look like trying not to be backlit, it helps to have light in front of you.



35:48

As well as to make sure the lighting is not too harsh. But again, all of this is very difficult to control. And like not everyone has the opportunity to have the perfect video setup. I know I certainly do not.



36:04

Another thing you can do to support accessibility is to be mindful of your speaking pace. This is super important.



36:14

Especially if you're reading from a script. Because I know a lot of us have a tendency to rush through things, especially while we're presenting, you're worried about meeting our time limit. And maybe maybe we're anxious. And so it's just a great opportunity to take a moment to slow down. If you're using PowerPoint slides. It's a great idea if you're changing slides, to remember to pause in between your slides just to give yourself a little cue to take a moment to check in with your pace. You can also



36:50

be mindful about if you're reading text on a slide. This is it's great to make sure that you are providing



36:59

a description of any images.



37:02

As well as if you have text on the slide. I know we're trying to avoid not putting huge blocks of text on slides. But if you are doing that to make sure you're reading it aloud, I know that's not necessarily how we're taught to present. But this is actually really important for anyone who might not be able to see your screen. And also keeping in mind that some people will be tuning in from perhaps their phone from perhaps their tablet, the lap, even if you're just on a standard laptop screen, it's not quite the same size dimensions as you might be used to in sort of a larger conference setup. So keeping that in mind, that it's really great to let people know what's on the screen. And what's you're showing. In case they're not in a setup where they can see.



37:54

And these these apply to all sessions, but especially to sessions that are using PowerPoint,

I know we've talked a lot about PowerPoint accessibility. But something that applies a little more in our roundtable sessions or other sessions that involve a lot of back and forth dialogue is to announce yourself before you speak, or if you're handing off speakers. So you don't have to do your full accessible introduction here. It's simple just to say Hi, this is Rebecca Ely. And what that does is that



38:28

allows any captioners to get a sense of who is speaking so that gets accurately recorded in the transcript. And it also just helps everyone know who's talking and makes it easier for everyone to follow along. So that is a great habit to start building to create collective access.



38:47

And with that, I will pass it off to Kara to finish up some of the huva details.



38:55

Great, thanks, Rebecca Ely, this is curious speaking again. So as I mentioned, I am just going to review some of the processes we're going to follow over the next few weeks to get you all prepared for our virtual meeting and some of the instructions that are coming to follow. So oops, excuse me, let me click here. There we go. So as we mentioned, if you wanted to create any supplementary materials, access copy outlines, transcripts of your presentation or captions, we are going to send out a submission form tomorrow via email. This submission form will also be accessible on the website. So if you just go ahead and search live stream presenter submission, you'll be able to find it that way. Those materials were asking that those are due to us Friday, March 12. So that gives you about a two week turnaround to get some materials ready. That allows us then time to process it and get it uploaded to huva before your session occurs. So again, we'll send that email tomorrow with these deadlines on it as well as well as the link for you to submit materials.



40:00

Now I know we're all ready and wondering when we're going to have access to huva. So it is coming very, very soon very shortly. Monday, March 8 is our goal date to open up huva to attendees and presenters. So presenters will get a link to submit a speaker profile, I'm going to switch back to our live stream guide real quick. I'll show you what this looks like.

So creating your speaker profile in huva will be relatively simple, you'll receive a link from the huva system, I have an example of what this looks like here, we're already going to have your name and email listed. So all you're going to need to add in is your affiliation, your job title, short bio, if you wish, as well as a profile picture. You can list any links in your bio if you'd like to add something, or link to a portfolio online or something of that nature.



40:54

And so but this presenter link is just for setting up your presenter profile, it won't actually give you access to huva itself, what will give you access is going to be an attendee link. And so on March 8, you'll receive both your presenter link and your attendee link. The attendee link when you sign in and create your attendee account will actually be linked with your presenter account. So if you'd prefer, you can simply log into the attendee account and create your speaker profile. From there, it's up to you, it's just a little bit easier sometimes to access it through the presenter link. So the attendee link is what's going to give you access to the entire huva events. So you'll be able to see your agenda, the community area, build out your schedule, things of that nature. Now we have some attendee guides on the SFA. website. Bear with me, I'm going to scroll back here for a second. These are going to be located under the meeting webinars have virtual meeting instructions. And under the virtual meeting instructions, we have instructions both for the desktop version and the mobile version of huva. So if you're using both, you can toggle back and forth and see instructions for signing up viewing the agenda, planning your schedule, accessing the live streams and the pre recorded videos. How do you get there? How do you interact with that area, asking questions using the huva q&a module engaging with the chat area, and then networking, so sort of takes you step by step through all of those processes.



42:23

And I want to mention, we'll also be providing individual and small group training on an as needed basis. So if you're, you know, needing some extra help setting up your huva account, you'd like someone to walk you through the software, we'd be happy to do that. I'll provide some contact information in the next slide, I think. So just wanted to mention that if you're having any difficulty, we want to make sure you're feeling well supported with the technology before the event occurs. Now Monday, three, eight gives you about almost three weeks till the actual session occurs. So in the meantime, you can start looking at some of those pre recorded presentations, start building out your event as you like. So really gives you a lot of time to get familiar with the software.



43:04

Now, presenter instructions, this is sort of the big if you're only paying attention to one thing in this presentation, pay attention to this on March 5 15th, excuse me, March 15, we are going to send presenters an email that's going to contain your moderators, name and email. So who's going to be moderating your session, zoom links for your session, how you're going to actually access the session on your presentation day, as well as day of points of contact and some of those moderator processes we mentioned. So those day of points of contact are going to be there for any who have issues and resume issues, making sure you feel supported throughout the event. So pay attention for that email. It's coming on March 15.



43:45

And the final slide here is just some office hours and contact information. So if you have questions regarding zoom, or huva leading up to the meeting, please feel free to reach out to me I can be reached at a calendly link. So this is a live booking link where we can set up a zoom meeting or simply a phone call, as well as be reached at the email tech coordinator at [applied anthro.org](mailto:applied@anthro.org). We also have Janelle Marshall of meeting a member of our meeting working group who can be reached similarly at a calendly book link, as well as at her email here March 135. At Purdue, if you have any accessibility questions, any questions about how to make your materials accessible questions about



44:27

actually conducting your live stream presentation and making that accessible? please direct those to Rebecca Ely long and her email is listed at the bottom here. I will stop sharing my screen and share that information in our chat. And then we're happy to answer any questions that you may have. Kira. Yes, this is Michael. There's a question asking if you could show those deadline dates again. So maybe before you've stopped sharing screen. Let me do that again. My bad. All right. Let's see



45:00

Yes. So let me come back to the submission deadlines. Here we go. Yep. So again, yeah, we'll send the email tomorrow to all of the livestream presenters that'll contain the link to submit, as well as the deadline. And so that deadline, again, is going to be Friday, March 12.



45:20

Great, thank you, everybody.



45:23

A couple more questions are coming in. So



45:35

a question about the workshops, and the deadline.



45:40

Is there any difference in deadlines for the workshops, so we are going to be giving a dedicated workshop training.



45:50

On the 11th, I believe, sorry, my calendar is not up in front of me, and I sent an email to all of the workshop organizers, your deadline is going to be a little different. So workshops are going to be conducted on Thursday, the 18th, and Friday the 19th. We can accept any materials for you up until the 17th. And we'll review some of those deadlines and the zoom processes in our training on the 11th.



46:19

Okay, there's another question about control of the PowerPoints. Does anyone want to respond to that?



46:28

Take a look.



46:37

I can't read it. So you all so you all control the PowerPoints in the other presentation

materials the presenter doesn't know. So the presenter will control their own materials. So we're gonna do that tech check at the beginning to make sure your screen sharing is working. And then when it's your turn to present, you can share your screen and you can control your presentation materials.



47:03

The next question is, is it possible to open sessions up to a larger audience, especially things like open discussions or business meetings if people can't make the rest of the meetings?



47:23

Michael, I don't know if you want to answer that.



47:26

I'm not sure I fully understand the question. The business meeting will be open to all parties registered.



47:33

people registered for the meeting.



47:37

And the welcome events and a few other plenaries, the award events etc. Am I missing something here with this question?



47:51

And they will be recorded. So they'll be available after the meeting? If you can't make that meeting?



48:02

The next question as March 22 is the local day, which is typically available free. Without

registration. How are we handling in this platform?



48:15

We would like to provide the link to the local day session as part of encouraging people to participate in advance along with the web registration link for the remainder of the conference.



48:28

Yeah, that's a very good question. I think we need to Jennifer walk talk with Mark who's Chair of the program committee. The program committee chair has



48:44

some waivers to allow people to register.



48:48

But we need to talk with him and to see to what extent we open up registration



48:55

on that first day for local day.



48:59

We do want to open it up but we may not. I think we'll need some guidance on and restrictions on that. So we'll get back to you on that.



49:11

The next question is if our session is live, are the materials do just the PowerPoints and supplementary materials? We won't have pre recorded presentations.



49:24

That's correct. For the live stream sessions. The only materials you would submit early would be any supplementary material. So PowerPoints outlines, things of that nature. Nothing should be pre recorded. Everything's going to be live for the actual presentation.



49:40

And I'd like to this is Rebecca Ely. I'd like to jump in here because I saw another question earlier that was talking about protecting against plagiarism for these access materials. So something we're inviting everyone to do is to make a little



50:00

add some text to your file, if you just like to say, you know, this



50:07

material is copyright to so and so please do not share outside of the



50:14

context of the SFA conference, you do have copyright over all of these materials that you create, they still belong to you. But we, but because they're specifically for accessibility and helping your work reach a larger audience, they do need to be downloadable. So this is something we're asking everyone to work towards completing for the purposes of accessibility.



50:46

The next question is, what if you are a discussant? And do not have the people's paper until late? How do you handle this?



50:58

This is Michael, this is a question probably for the chair of the session to coordinate with the chair of that session about how getting access to the papers beforehand, or what materials do you need beforehand in order to be disgusted?



51:28

That was the last question and



51:33

the next question. This is Chanel, I am just confirming that I understand all presenters should submit their PowerPoints by March 12 to SFAs. But we will actually, but we will actually add our sessions be individually presenting them from our own computers, is that correct?



51:54

Yes, that's correct. PowerPoints can be submitted ahead of time, but the day of your session, you're going to have a zoom link to log in. And that's where you'll actually do that live presentation. And all of the presenters will have the same link. So it'll run very much to a live live session, except virtually.



52:22

This is Chanel, there's a clarification.



52:25

do not understand what Rebecca Ely just said about protecting our intellectual property in the accessibility materials.



52:34

Hi, yeah, thanks for asking for clarification. This is Rebecca Ely. So yeah, what I'm



52:42

suggesting everyone do is because these materials are downloadable to help protect your intellectual property, you can add text saying something along the lines of please do not distribute this material without the explicit permission of the author, as well as text such as this is only an access copy, and is not permitted to be distributed. So basically taking steps where you're, you're in firm forming anyone who's downloaded the copy, that this is

your intellectual property, and that they do not have permission to share it outside of the context of the sfaa annual meeting.



53:25

This is no and if I may just add to that, if you plan on sharing any access copies that are Microsoft Word, documents, for example, then there are also ways to water market.



53:41

And you can water market as access coffee. And so that way your material is protected that way.



53:50

And you can also if you are interested in watermark while you upload as access coffee through a transparent way for your PowerPoint. So there's a few ways you're welcome to just make sure that yes, it is your material, please don't distribute it. This is an access coffee.



54:13

This is Chanel. We had planned for one time slot of our session to be discussion. Can the other presenters also be visible like a panel? Or will it be one speaker at a time with ham raising slash unmute? It sounds like we can also move that portion to the meeting room.



54:36

I would recommend getting in touch with Melissa and myself. We can change one of the sessions to a meeting If you would prefer to have open discussion and that we we won't limit it to 30 people



54:59

okay, that



55:00

was the last question in the q&a?



55:04

Are there any other questions? I guess we can give it a couple seconds to see.



55:12

I'd like to just bring up a point. I sense there might be a little confusion about this is my goal, uploading the access material beforehand, what now was describing an outline or of your presentation? And I'm having to submit your full PowerPoint by March 12. If that was, if I remember correctly the date, because you might be tweaking the PowerPoint later on. So the question is,



55:47

is there a difference between what you upload is the access? And then perhaps your final PowerPoint?



56:00

Question may not make sense. This is no, I think I understand what that question is, it's the question between what you upload on the 12th, and what you present on your day of credit. Ideally, you upload what you plan to present, I understand also, as a very well versed procrastinator, that is difficult. I own that myself, that is something I have struggled a lot with. But it is really important to make it as



56:32

final as possible by the 12th. If you catch typos, or you have any little tweaks between the 12th and your presentation date, that's reasonable. We're human, we make mistakes, right. But the goal is to create as representative an example of your materials and presentation materials before by the 12th. So that way, the people who join you on the day have who need those copies, right who need them, because they, for any reason have access needs, whether it's sensory access needs, whether it's related to visual access needs, auditory access needs, that they have accurate information, because otherwise

that discrepancy could cause even more confusion.



57:19

Okay, thank you. That's very helpful.



57:24

I also wanted to mention some conversation about watermarking on your presentation materials, so anything you submit to us, if you'd like to add a watermark, those instructions are listed in the pre recorded presenter guide, I will screen share real quick and show you where to access those.



57:47

So Oops, sorry, I have too much on my screen. So let's just say we're on the homepage.



57:54

If you click this button right here under presenter training webinars, it'll take you to all of the training webinars we conducted so far. So we've conducted orientation webinar, where we gave an overview of our plan for the meeting, as well as a little bit of detail into the huva software. Under the pre recorded presentations, there's also a pre recorded presenter guide. On this guide, I have instructions for watermarking, adding watermarks to both



58:22

PowerPoint and Word documents. And you can find those instructions right here. It'll link you to webpages, where it'll show you how to add watermarks to both of those document types.



58:38

My name is Melissa, we have an attendee with her hand raised. So I'm going to unmute her mirror ask a question.



58:55

Did you still have a question to NASA?



59:04

Maybe she didn't. I think you unmuted the wrong janessa



59:13

Thanks, Claire. Yeah.



59:24

She's in q&a.



59:36

So



59:39

maybe we already answered her question. Maybe we were done. I think we did.



59:46

Okay, so I want to thank our presenters today. And again, thank now for helping us and and thanks to the American Anthropological Association and



1:00:00

It's been a very good collaboration on accessibility issues as well as others.



1:00:08

We do now have a question. And I'm happy to stop my little conclusion here so



1:00:14

that we even have more.



1:00:17

Go ahead, Joe. No, thank you. Will you please recap the guidelines for making accessible PowerPoints? Can we use images? text should just be high contrast?



1:00:29

This is no, that's a really good question. So thank you for asking that.



1:00:35

PowerPoints, you are welcome to use images, it is just that you will need to describe those images visually, right. And you will need to include alt text for those images or image descriptions directly in the PowerPoints depending on a variety of things. And for some people that can be more stressful, and so people opt out and take out images entirely. That's your call. But images are welcome. Just be aware that you'll need to describe them in some way. When it comes to text. Yeah, making sure it's high contrast. There's a lot of really cool



1:01:10

tools out there. So I'm going to put into the chat, my favorite tool.



1:01:18

I'm going to confirm that I have typed the right URL, but I'm pretty sure yeah, it's burned into my head.



1:01:24

Contrast checker.com is a really cool tool that makes sure that your contrast between text and background are high enough, which means you don't have to do black on white, you can have some fun with it, right.



1:01:38

But it checks for making sure that it's accessible for double A standards and triple A standards, which the short answer is a ton of



1:01:50

people who are experts in coding have established these standards. And triple A is the highest form of accessibility, the most accessible form. And it also makes sure that like you're not accidentally



1:02:03

making color choices that are not accessible to colorblind people even right, so those are two of those that answers two parts of your question. And then four more points on PowerPoint accessibility. The American Anthropological Association has a resource available at I believe it is American anthro.org, slash PowerPoint access tips, I will put that URL also in the chat for everybody.



1:02:37

And



1:02:39

that you can use that as a reference for while you're creating your PowerPoint, right, and make sure that it's accessible. And as I mentioned earlier, really, really helpful tool is when you're using Microsoft PowerPoint is to use the search bar type in accessibility, the Accessibility Checker will pop up and it will tell you literally everything that is inaccessible and how to correct it immediately in your PowerPoint. This tool is also available for Google Slides, you can find an accessibility checker in Google Slides. But unfortunately, there is a caveat about Google Slides, which is when you download them, some of the accessible



1:03:24

traits of your slides will be stripped away when it's used and opened in a Microsoft PowerPoint. I don't know why that in compatibility doesn't occur or does occur. It is very

frustrating, though. So if you do have access to Microsoft PowerPoint, I highly encourage using that if you don't, then using Google Slides, and linking people to the Google Slides directly, is probably better than downloading the PowerPoint from Google Slides and uploading it as a PowerPoint. There might be something that I just messed up by saying that on the SFA upload scale of things, but um, that is something to consider as you prepare your PowerPoint and kind of the tech side of accessibility on PowerPoint slides.



1:04:18

This is Michael Thank you know. So I think that's I don't see any more questions, but maybe if I keep talking for a second to question will pop up.



1:04:28

I really want to thank our panelists tonight and members of our meeting Working Group now for helping us out. I think you can see that they've put together a lot of material to help prepare live stream and pre recorded sessions. There's lots of material available on the website. We have these training webinars. We do have possibilities for one on one assistance.



1:05:00

And that will be something that you can schedule forthcoming. So we're we're trying to make as much information and assistance available to you



1:05:12

as possible. I know from my own experience and doing to pre recorded sessions already. And now having participated in tonight, I realize I need to begin working on my live stream presentations and the supplemental material.



1:05:31

As I was sharing with my colleagues beforehand, I found it very challenging and exciting. And very educational. It did take it is taking me more time. So if I could end on one note,



1:05:49

you know, do start a little early and



1:05:55

engage with preparing, let us know your questions.



1:05:59

What I'm learning about virtual conferences, many things, but one thing is, somehow my presentations are almost already done, which is, we're not even in March yet. So it's a very different experience. And I'm finding it quite rewarding and interesting. But please engage early and work on it. Use the materials. And let us know your questions. And we're here to help you. And with that, I think we could have a very, very successful meeting. So I don't see any more questions. So I'll take this opportunity to thank everyone again. And we will be doing this again on Monday at 1pm. Eastern Standard Time. So if you would like to join us again, it's basically the same content, but there'll be different questions and answers. So join us if not all the both sessions will be recorded and posted on the website. So thank you all. Have a good rest of your day evening and see you at the meeting. Thank you. Bye