NCS Congress 2022 at the University of Durham: Participation FAQ  
(25/05/22)

At the NCS 2022 Congress at the University of Durham, there will be an element of online / remote participation. This document contains quick-reference guidelines for panellists, in-person chairs, and remote delegates. This document draws out the key details from the Congress website (here for general info, here for info for speakers). For more (and the latest) information, always check the website.

Information for panellists giving remote (pre-recorded) papers

Some panellists will be submitting pre-recorded remote papers to the Congress. All remote panellists need to inform their session organisers and the NCS Program Committee (via the co-chairs, Phil Knox and Julie Orlemanski) at the earliest possible moment, and before the upload deadline of 27 June.

How do I upload my paper?
Soon the interactive website / app for the conference will be launched. After that, you will be able to upload your recording of your remote presentation directly to the app. More instructions will be announced soon. To make your recording, use a platform of your choice – more information here.

How long should my paper be?
Remote papers should be same length as in-person papers for the relevant session. Check with your session organiser if you are not sure about the preferred length. A rough guide would be: Lightning or Position paper, 6–8 min; Paper Panel (4 papers), 15 min; Paper Panel (3 papers), 20 min.

When will my paper be visible?
If recordings are submitted in good time, it is hoped that online papers will be available in advance of the conference. After in-person sessions take place, the recorded papers will be joined by recordings of the in-person papers.

For how long will my remote paper be available, and to whom?
All recordings of both remote and in-person papers will be available to registered participants for the month after the conference.

Will there be an opportunity to receive comments on my paper?
There will be a ‘chat’ function enabled on all papers to allow for asynchronous comments and questions throughout the congress.
Information for panellists giving in-person papers

*How will my paper relate to the virtual element of the Congress?*
All in-person papers will be streamed live to virtual delegates; at the same time they will be recorded and uploaded to the NCS hub, where the recordings can be viewed alongside the pre-submitted recordings.

*For how long will the recording of my in-person paper be available, and to whom?*
All recordings of both remote and in-person papers will be available to registered participants for the month after the conference.

*How long should my paper be?*
Check with your session organiser to confirm their expectations for paper length. A rough guide would be: Lightning or Position paper, 6–8 min; Paper Panel (4 papers), 15 min; Paper Panel (3 papers), 20 min.

Information for session chairs and session organisers

*Can I chair remotely?*
No, unfortunately it is not possible to chair a session remotely. If you will not be present in-person at the conference and you are currently slated to chair – please reach out to Phil Knox and Julie Orlemanski, so that they can seek an in-person chair.

*Recordings of in person papers: what do I need to do?*
Session chairs / organisers will not have any role in making recordings of the in-person papers. Local ‘producers’ will be available to manage the AV and tech requirements for recordings.

*How should I deal with remote papers?*
How to deal with remote papers is up to you. It is hoped that remote papers will be available to view before the Congress; if so, you may encourage panellists to watch any remote contribution so that it can be addressed in the in-person discussion. When introducing speakers, session chairs should draw attention to the presence of any remote papers that are part of that session on the online hub.

*Do I need to think about remote participation in the questions?*
Although virtual participants will be able to watch papers live, there is no facility to ask questions in the room (i.e., to make an audio contribution as a remote delegate). However, if session chairs wish to monitor the live text-based Q&A via the NCS online hub, and draw out questions from there, that is an option that they should pursue (but it is not required).
How long should each presentation be in my session?

- If you are running a Paper session: for 3 in-person papers in a session, presentations should be 20 minutes each; for 4 in-person papers, presentations should be 15 minutes each.
- If you are running a Lightning or Position-paper session, the timing is more flexible. Please provide your participants guidance within the following parameters: lightning and position-paper sessions should have at least 45 mins, and perhaps as much as 60 mins, of Q&A discussion. (So, the sum of presentations should occupy between 30 and 45 mins of the session.)
- When you are calculating how many in-person presentations are in your session, please note that (1) remote papers should not be counted in the total (since they will not affect the timing of in-person sessions), and (2) some sessions have been combined with one another (as the program indicates), to ensure that there are at least three in-person speakers per session. Please check the program carefully to figure out the total number of speakers in your session.

My session has been combined with another one: what should I do?
In a few cases, sessions have been combined to ensure at least three in-person papers at the session (and so a good audience and good discussion). If your session has been combined with another, the session organisers should already have been contacted by the Program Committee. Best practice would be to hear all of the in-person papers together, and then have a discussion that ranges across the two topics covered in the combined session. Where relevant, the chairs of the two different sessions may wish to introduce their respective panellists, rather than have one chair introduce all speakers. Arrangements for chairing the discussion are flexible, and can be decided by each pair of chairs.

Information for virtual delegates

How much of the conference can I see?
You will be able to see all of the papers streamed live as they are given; you will also be able to see the recordings of the papers available afterwards, and the pre-submitted recordings made by virtual delegates.

How can I raise questions or give feedback on the papers?
It is not possible to ask questions audibly (or televisually) as a virtual delegate. However, each session has a live Q&A text-chat, and you may participate in the discussion there; some session chairs, or audience-members, may be monitoring the online Q&A and may draw questions from there. The Q&A will be open throughout the lifetime of the NCS hub, so discussion can continue in different timezones and in the days after the conference.