The Society for Ethnomusicology and its conference partner, Indiana University Conferences, are using the Whova virtual conference platform for the SEM 2020 Annual Meeting. Whova incorporates various virtual interaction components, including Zoom for live program sessions.

In advance of the Annual Meeting, SEM will send all conference registrants a link for general access to the conference website and will send all program session chairs a link for their specific live session. Session chairs must forward the specific live session link to their presenters.

All session chairs and presenters are required to be present during their live program sessions.

Information for Program Session Chairs

On the day of your session, please log in with your session Zoom meeting link 15 minutes prior to your scheduled start time. An IU Conferences staff member will greet you, assign you Host responsibilities for your session, and answer any final questions. The staff member will then leave the session. As host, you must keep the Zoom meeting open during your entire session. If you encounter technical problems during the session, please contact an IU Conferences staff member: Kristy Ebelhar (krasimps@iu.edu) or Jose Celis-Schmidt (jcelissc@iu.edu).

During your session, please close all tabs and windows on your screen except the Zoom meeting and the Whova conference website, in order to optimize computer performance. Be sure to also check your internet connection in advance.

Note that your program session will include pre-recorded video presentations and/or live presentations. The availability of a pre-recorded video will be indicated by a green camera icon next to the presentation in the “Agenda” (program) on the Whova conference website. In addition, IU Conferences will send you direct links to any pre-recorded videos.

After introducing a session as chair, you will take one of the following actions for each of your presenters:

1) Introduce a speaker and play a pre-recorded video by sharing your screen.

2) Introduce a speaker who will deliver a presentation live. You will need to stop your screen share for a speaker who is presenting live.
The maximum allotted time for a pre-recorded or live presentation is 20 minutes. Chairs should signal to presenters when they have 3 minutes and 1 minute left. A Zoom chat message to the speaker (only) is one option for indicating time remaining. Following each presentation, you will moderate a 10-minute Q&A period.

If you receive any questions or comments from the audience via the Zoom chat feature, please read these remarks out loud for the benefit of the panelists and the audience.

In the event of a disruptive member of the audience during a session, you may take the following actions as session chair/host: 1) mute the participant; 2) turn off the participant’s camera; or 3) remove the participant from the meeting. See “Mute,” “Stop Video,” and “Security” icons at the bottom of your Zoom meeting screen.

**Information for Program Session Presenters**

On the day of your session, please log in with your session Zoom meeting link 15 minutes prior to your scheduled start time to meet with your session chair and other session participants. If you submitted a pre-recorded video of your presentation, your chair will have this ready to play during your allotted time in the session. If you are presenting live, please confirm arrangements with the chair and have any PowerPoint show ready to present via screen share during your presentation.

During your session, please close all tabs and windows on your screen (except the Zoom meeting and the Whova conference website) in order to optimize computer performance. Be sure to also check your internet connection in advance.

The maximum allotted time for a pre-recorded or live presentation is 20 minutes. Following your presentation, your session chair will moderate a 10-minute Q&A session.

**Indiana University Conferences Contacts**

If you require technical assistance during the SEM 2020 Virtual Annual Meeting, please contact:

Kristy Ebelhar, krasimps@iu.edu

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