Dear Chairs and Presenters:

Thank you for your participation in the SEM 2020 Virtual Annual Meeting, to be held on October 22-31 with a pre-conference symposium on October 21. If you are the chair of an organized session, please forward this message to your other session participants immediately.

Below is information that will help you prepare for your live program session. Please read these program session and accessibility guidelines carefully to ensure the success of your session.

Attached is an information sheet concerning Whova (the virtual conference platform) and Zoom, which you will use for your live program session. Copies of this letter, the information sheet, and a chairs training video are posted in the conference area of the SEM website under “Tech Information.”

Please note a new instruction included below and in the information sheet: If you receive any questions or comments from the audience via the Zoom chat feature during your session, be sure to read them out loud for the benefit of the panelists and the audience.

Information on your session and its scheduled time is available in the conference area of the SEM website under “Program.” All chairs will receive a unique Zoom link for their live program session in advance of the session. Be sure to forward this session link to your presenters.

If you are a chair, please contact the presenters in your session to obtain the information needed to introduce each person and to confirm the timing of presentations as specified in the program schedule and guidelines. You can find e-mail addresses for session participants in the Member Directory on the SEM website. Note that you must log in to the website to use the directory.

Indiana University Conference (our meeting partner) will be offer a Speaker/Chair Prep Room at the below times. You may visit the room at any time during these periods to practice presenting or chairing within Whova and Zoom.

**Speaker/Chair Prep Room**

- Tues, Oct 20, 9:00-11:00am
- Wed, Oct. 21, 6:00-8:00pm
- Thurs, Oct. 22, 8:00-10:00am
Thank you again for your participation in the SEM 2020 Virtual Annual Meeting. Your preparations are essential to the success of your program session and the conference as a whole.

Sincerely,

Louise Wrazen
SEM 2020 Program Chair

Stephen Stuempfe
SEM Executive Director

**Program Session Guidelines**

**Confirmation of Session Day/Time**: Please check your session’s time and participants in the conference area of the SEM website under “Program.”

**Bios**: Chairs should obtain very short bios from all presenters and discussants for the purpose of introductions.

**Session Timing**: In order to maintain the overall schedule for the conference, papers must occur during their designated time slots in the program and be limited to 20 minutes of presentation, followed by 10 minutes of Q&A. (Roundtable presenters usually adhere to a time limit of 10 minutes.) If a presenter cancels or does not show up, a chair should extend discussion or suspend the session until the time assigned to the next presenter, maintaining the printed schedule for the session.

Pre-recorded video or live paper presentations should not exceed 20 minutes. Participants who are presenting live should time their papers in advance. Chairs should signal to presenters when they have 3 minutes and 1 minute left and, if necessary, intervene to bring an excessively long presentation to a close. A Zoom chat message to the speaker (only) is one option for indicating time remaining.

**Session Protocol**: Chairs must ensure inclusive and equitable arrangements in their handling of participant presentations and questions and comments from the audience. If you receive any questions or comments from the audience via the Zoom chat feature, please read them out loud for the benefit of the panelists and the audience.

**Proxy Readers**: SEM policy prohibits proxy readers of presentations. Participants must be present for their live program sessions.

**Contact Information for Technical Assistance (IU Conferences)**: Kristy Ebelhar, krasimps@iu.edu
Contact Information for SEM 2020 Program Chair:
Louise Wrazen, sem2020Ottawa@gmail.com

Accessibility Guidelines

Presenters at the SEM Annual Meeting are advised to follow the below guidelines for increasing the accessibility of their presentations.

Pre-Recorded Video Presentations: Closed captioning has been added to pre-recorded video presentations.

Live Presentations and Discussion: All session participants should ensure optimum video and audio: sufficient lighting, an unobtrusive background, sufficient audio volume setting, and minimization of background noise. Participants must speak clearly and at a suitable volume and pace.

Supplementary Visual and Aural Communication: In order to accommodate attendees with a range of visual, aural, and language abilities, presenters should describe visual material (slides, photographs, videos) and summarize foreign-language content in audio/video recordings. If possible, include captions for speech and song in audio/video recordings. Avoid flashing lights or movements in slide presentations or provide advanced warning.

Graphics in Presentation Slides: In order to accommodate attendees with a range of visual abilities, presenters should use a high contrast color scheme to heighten the definition of text from the slide background and should use a sans-serif font (such as Arial) in a large point size.