

## SEM 2020: Information for Presenters and Session Chairs

07/14/20

**Subject: SEM 2020 Virtual Annual Meeting: Registration Now Open**

Dear Colleague,

The SEM 2020 Virtual Annual Meeting will be held on the extended dates of Thursday-Saturday, October 22-31, with a pre-conference symposium on Wednesday, October 21. Program sessions will take place on October 22-25, with additional program session dates to be announced (probably October 29-30). For preliminary information about the meeting and online registration, please visit the conference website at:

[https://www.ethnomusicology.org/page/Conf\\_2020](https://www.ethnomusicology.org/page/Conf_2020)

If you are the organizer of a panel, roundtable, or similar session, you are the only person who will receive this message. Be sure to forward it to all of your session participants. In addition, please remind them of the important meeting registration and SEM membership deadline information stated below.

SEM aims to create a virtual conference that is inclusive and that simulates the interactivity of an onsite conference. In the upcoming weeks, we will disseminate more information to presenters and session chairs and will provide guidelines for accessibility. A preliminary program for the conference will be posted in August.

We will strongly encourage (but not require) pre-recorded videos of paper presentations, which will be posted in advance of the meeting. The deadline for submission of videos will be September 23. Please note that all presenters must be present online for their scheduled sessions. More information on conference sessions, pre-recorded videos, and presentations will be provided soon.

**All presenters must register** for the meeting at the conference website ([https://www.ethnomusicology.org/page/Conf\\_2020\\_Reg](https://www.ethnomusicology.org/page/Conf_2020_Reg)) **by July 31, 2020.**

**All presenters must also purchase a 2020 calendar-year SEM membership by July 31, 2020.** To purchase a membership, visit the SEM website at [www.ethnomusicology.org](http://www.ethnomusicology.org) and select "Membership."

Please note that, once your membership has been processed, you will be able to register for the meeting at reduced member rates. For questions about your membership and registration, contact Stephanie Sturgis, SEM Program Specialist, at [sem@indiana.edu](mailto:sem@indiana.edu).

Thank you again for your submission for the SEM 2020 Virtual Annual Meeting. We look

forward to seeing you online in October!

Sincerely,

Louise Wrazen, Chair  
SEM 2020 Program Committee  
[sem2020Ottawa@gmail.com](mailto:sem2020Ottawa@gmail.com)

**08/12/20**

**SEM 2020 Virtual Annual Meeting: Speaker Prep and Video Submission**

Thank you for participating in the SEM 2020 Virtual Annual Meeting, to be held on October 22-31. If you are the chair of an organized program session, be sure to forward this message to all of your presenters.

For SEM 2020, we will use a virtual conference platform called Whova, which incorporates real-time program sessions and group meetings via Zoom, access to pre-recorded video presentations, and various opportunities for virtual interaction among conference registrants. Storage of pre-recorded video presentations will be housed in Vimeo. Soon we will circulate a preliminary program for the conference, with peer-reviewed program sessions scheduled for October 22-25 and October 29-31. Information on logging in to the conference website will be provided at a later date.

The SEM 2020 Program Committee encourages (but does not require) presenters to pre-record a video of their paper or other presentation. Videos will be posted through the conference website (Whova) beginning on October 7, and will remain available to registrants until December 7, 2020. The pre-recording of videos will increase accessibility, enable registrants to watch videos in advance at their own pace, and decrease possibilities of technical difficulties during real-time program sessions.

All program session participants are required to be present during their scheduled real-time session. During a session, the chair will play each pre-recorded video and follow it with live Q&A within a time slot totaling 30 minutes. Please limit your video to 20 minutes. If you do not submit a pre-recorded video by the deadline, you will be asked to present live.

SEM will add closed captioning to pre-recorded videos prior to uploading them to the conference website (Whova). If possible, please send a copy of your paper (as a Word doc) along with your video so that we can increase closed captioning accuracy. If we do not receive a copy of your paper, we will use computer-generated text, which may not be exact.

**The deadline for submission of pre-recorded videos is September 23.**

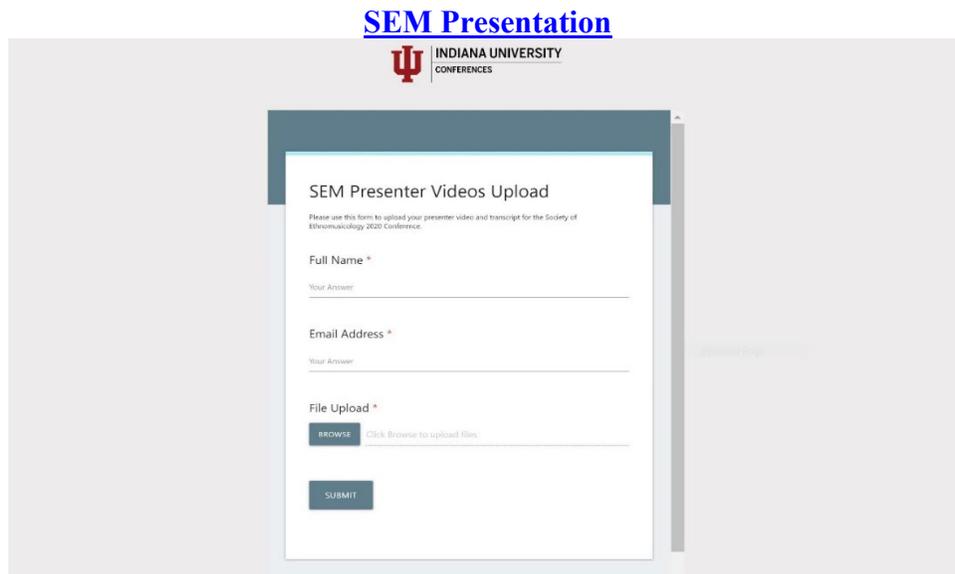
Please note that submission of your video constitutes consent for the video to be available on the conference website (Whova) from October 7 to December 7.

## **How to record and submit your video and paper transcript:**

We recommend recording your video using Zoom. If you do not have a Zoom account, you can create a free one at <https://zoom.us/join>. Zoom includes a Record button at the bottom of the screen—make sure your Video and Audio are turned on. See additional instructions below for enhancing your recording. When you complete your recording, Zoom will generate an MP4 file, our preferred format.

Label your video file and paper transcript (Word doc) with the following format:  
YourFamilyName\_YourGivenName\_FirstFewWordsOfPaperTitle

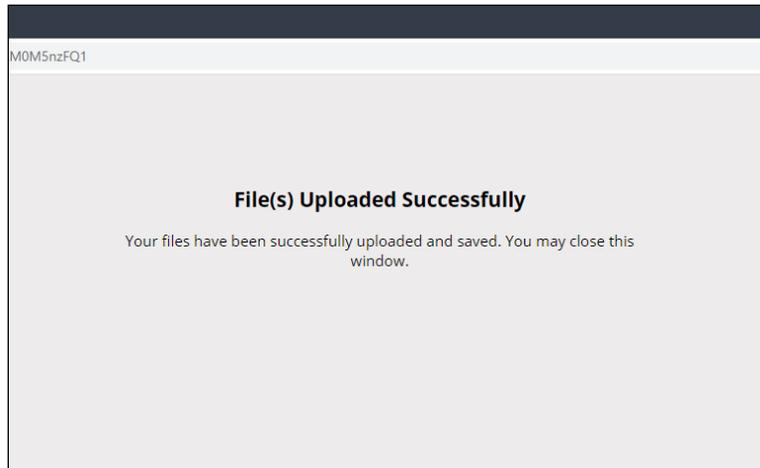
Click on the link below to securely submit your video to Indiana University Conferences (SEM's contracted meeting planning service). When you click on this link, the page shown in the screenshot below will open in your default browser.



The screenshot shows a web form titled "SEM Presenter Videos Upload" from Indiana University Conferences. The form is set against a light gray background with the IU logo and "INDIANA UNIVERSITY CONFERENCES" text at the top. The form itself has a white background with a dark blue header. It contains the following fields and buttons:

- SEM Presenter Videos Upload** (Section Header)
- Please use this form to upload your presenter video and transcript for the Society of Ethnomusicology 2020 Conference.
- Full Name \*** (Text input field with "Your Answer" placeholder)
- Email Address \*** (Text input field with "Your Answer" placeholder)
- File Upload \*** (Section header)
- BROWSE** (Button) with the text "Click Browse to upload files."
- SUBMIT** (Button)

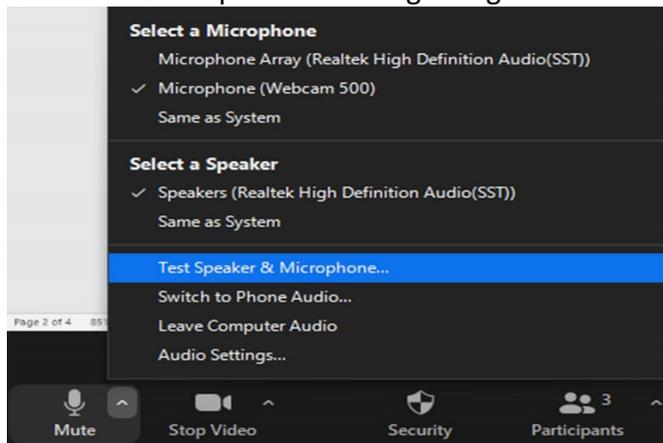
After you select the file(s) you want to upload, you will be asked to enter your full name and email address. Click upload and then select your files. Once you click submit, you will receive the message below as well as a confirmation email.



## **Recommendations for ensuring a high-quality video recording**

### **Audio**

- Headsets typically work best since they pick up less ambient noise.
- Make sure that the proper audio and volume settings are checked. This can be tested within Zoom prior to the beginning of a session. See screenshot below:

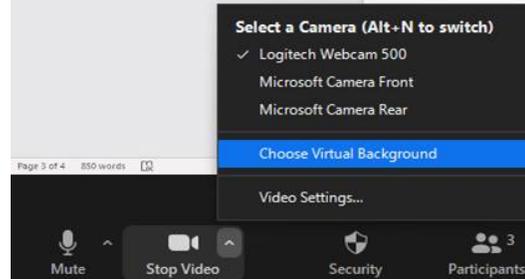


- Avoid outside noise influences such as dogs, family members, radios, cars, and incoming email alerts.
- Speak clearly and at a suitable volume and pace.

### **Video and Lighting**

- An external webcam is preferred for best quality.
- Avoid window glare or bright lights behind you.
- For the best natural light, sit facing a window.
- For the best artificial light, a softened, diffused lamp placed at a 45° angle in front of you will eliminate most shadows on your face.
- If no lamp is available, reposition your video camera and face the strongest light in the room.

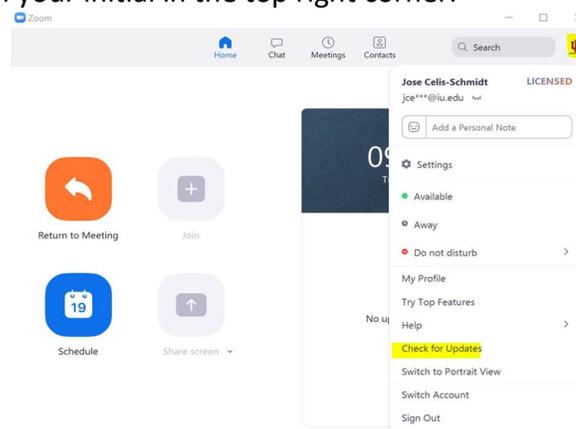
- Choose a background that is not too busy or colorful—a wall or bookshelf—or insert your own custom background.
- If uploading a virtual background, Zoom recommends images with an aspect ratio of 16:9 and a resolution of 1920 pixels by 1080 pixels. Preview the virtual background to detect any issues before recording. Zoom also recommends selecting JPG/JPEG, GIF, or 24-bit PNG (no Alpha) files for virtual backgrounds.



- Make sure your camera is on a steady surface to prevent shaking.
- Avoid any flashing lights.
- Before you start to record, turn on your video to preview what others will see.

## Computer/Desktop

- Close all unnecessary applications running in the background to minimize computer resources and potential disruptions and notifications.
- Have any PowerPoint slides ready to go as soon as your recording starts.
- If you are presenting documents outside of a slideshow, make sure they are open and ready on your toolbar, so that you do not have to search for them.
- Make sure you are running the latest version of Zoom. To check for Zoom updates, go to the Zoom application on your desktop, click to start Zoom, then click on your initial in the top right corner:



- Note for Mac users: PowerPoint is the preferred program to use during your presentation. The Mac program “Keynote” has some technical glitches when presenting in the virtual video conference mode.



## Internet Connection

- Test your internet connection and reboot your router to assure that you do not have any connection issues.
- A hard-wired connection is preferred over a wireless connection.

## Presentation Day Checklist (Live Program Sessions)

- Be sure that all devices you are using (computer, headphones, etc.) are fully charged.
- Have a fully charged back-up device (such as a smartphone or laptop) ready and on silent mode.
- Google Chrome is the recommended browser for the best streaming on the Whova virtual conference platform.
- Mute audio in Zoom when you are not speaking.
- Turn off your video in Zoom if you need to take care of business outside of the session. Turn video back on when you are again ready to participate.
- Do your best not to multitask or get distracted with other business on your computer.
- Speak clearly and slowly and avoid or explain jargon and acronyms.
- Describe graphics, videos, and other visuals for visually impaired audience members.

For questions about recording or submitting your video and paper, please contact Kristy Ebelhar (IU Conferences) at: [krasimps@iu.edu](mailto:krasimps@iu.edu).

For questions about your program session, please contact Louise Wrazen (SEM 2020 Program Chair) at [sem2020Ottawa@gmail.com](mailto:sem2020Ottawa@gmail.com).

Thank you for participating in the SEM 2020 Virtual Annual Meeting!

**08/21/20**

**Subject: SEM 2020: Preliminary Program and Presenters Update**

Dear Colleague,

We look forward to your participation at the SEM 2020 Virtual Annual Meeting on 10/22/20-10/31/20. If you are the organizer of a panel, roundtable, or similar session, you are the only person who will receive this message. Be sure to forward it to all of your session participants.

The [preliminary program](#) is now available in the [conference area](#) of the SEM website. Please

send me any corrections as soon as possible.

If you are presenting a paper as part of a Panel, it is recommended that you submit a video ahead of time, although it is not essential that you do so. If you choose to submit a video, please feel free to record a shorter video (10-20 minutes), if you wish, to keep your session engaging and to allow more time for discussion.

If you are presenting as part of a Roundtable or Workshop, you are not expected to submit a video, given the interactive nature of these sessions.

The deadline for submitting videos is September 23. For instructions, please consult our August 12<sup>th</sup> message, titled "SEM 2020 Virtual Annual Meeting: Speaker Prep and Video Submission."

As stated in your acceptance letter, all presenters were required to register for the conference AND purchase a 2020 calendar-year SEM membership by July 31. If you have not yet registered and/or joined SEM, please do so immediately, in order to retain a place in the program.

Conference registration:

[https://www.ethnomusicology.org/page/Conf\\_2020\\_Reg](https://www.ethnomusicology.org/page/Conf_2020_Reg)

SEM membership:

[https://www.ethnomusicology.org/page/Membership\\_Home](https://www.ethnomusicology.org/page/Membership_Home)

If you are unable to present at this year's conference, please let me know immediately, so that we can replace your presentation with a waitlisted submission.

Thank you for your support of the SEM 2020 Virtual Annual Meeting.

Sincerely,

Louise Wrazen, Chair  
SEM 2020 Program Committee  
[sem2020Ottawa@gmail.com](mailto:sem2020Ottawa@gmail.com)