

62nd Annual Conference
April 15-17, 2021
Virtual Format

Instructions for Presenters and Moderating Chairs

Below are instructions and information pertaining to sessions presented at the 2021 CSCC Conference. Please contact Lorenzo Baber, the Program Chair and President-Elect, via email at lbaber@luc.edu if you have any questions. We look forward to your participation in our first-ever virtual conference experience.

Accessing the virtual conference platform: CSCC will use Whova as the platform for hosting the 2021 virtual conference. All conference registrants will receive instructions to access the virtual conference platform on **April 8, 2021**. Once you are granted access, you are encouraged to login to the Whova platform and update your speaker profile (i.e., email, bio, photo, social media, etc.). Please refer to the Instructions for Attendees for additional information and step-by-step instructions to access Whova.

Whova Instructions for Presenters: For more information and detailed instructions specific to speakers/presenters read the [Whova Speaker Guide](#) and/or [watch the tutorial](#).

Scholarly/Research Papers and Symposia: All presenters must enter the assigned session virtual Zoom room **15 minutes** prior to the start time of the session to allow ample time to set up and troubleshoot so that sessions begin as scheduled. The “host” of each Zoom room will allow presenters and moderators into the Zoom room, will grant co-host status to all presenters and moderating chairs, and will remain in the Zoom room for the duration of the session to provide assistance, should any technological problems or disruptions occur.

NOTE: Moderating chairs will be in charge of paper and symposium sessions. They will introduce presenters/papers, serve as timekeepers, and monitor and facilitate Q&A. Only those designated and listed as moderators in the conference program will have access to specific moderator functions (i.e., Q&A management) in the virtual conference platform.

Roundtables: Virtual Roundtable sessions will be organized as Zoom breakout rooms. All concurrent roundtable presenters will enter the designated Zoom room session 15 minutes prior to the scheduled start time. Presenters will be preassigned to breakout rooms with two papers/presenters per roundtable, as indicated in the conference program. Once attendees enter the session Zoom room, they will be able to choose the roundtable discussion they wish to participate in and join the associated breakout room. Presenters should be prepared to introduce themselves and their paper topics and engage in a relevant conversational discussion with attendees.

Supplemental Materials

Presenters of papers and symposiums may submit up to two documents (i.e., conference paper, PowerPoint slides as a pdf file, or a handout) per session that they would like to make available to CSCC members to access in the 2021 Conference Proceedings Archive. Send documents to csc@education.illinois.edu by **5 pm CST on Monday, April 12** –

include your name and session information (title, date, and time). Any documents received after the deadline will not be uploaded. Please note that roundtable presenters may not submit documents for uploading but may provide hyperlinks to relevant materials, references, etc., in the breakout room chatbox for attendees to access.

CSCC has developed a virtual conference Zoom background and PowerPoint template for presenters. While not mandatory, their use is strongly encouraged.

[2021 CSCC Virtual Conference Zoom Background*](#)

[2021 CSCC PowerPoint Template](#)

***Note:** If the virtual background appears inverted or “backwards,” you may need to check or uncheck the “mirror my video” box in the virtual background settings. To do this, open Zoom, click the “^” symbol on the “Start Video” button, and select “Choose Virtual Background.” Scroll to the bottom of the screen and either check or uncheck the “mirror my video” box to get your virtual background to the correct position.