

SMA Conference 2020 – Notes for attendees

Joining our sessions

All workshops and other sessions will be delivered via Zoom. You will need to register (free) in order to take part. Register here: <https://www.zoom.us/>

Full joining instructions will be sent to you via email the day before the event and again on the morning of the event at approx. 9:00am. You will need to register (free) in order to take part.

NB if you have booked to attend more than one session please remember each session has its own unique Zoom link.

Sessions will start promptly, so please log in and join at least five minutes prior to the start time.

Before the session starts, you will be held in a virtual meeting room.

During sessions

We are not using a webinar platform, so all attendees are asked to **turn their videos off and mute themselves** once they have joined. This stops the possibility of sound feedback. You can do this through the video camera and microphone icons in the lower left-hand corner of the Zoom screen. If you have difficulty in doing this one of the session hosts will be able to do this for you remotely.

- During the workshop sessions you will be able to see and hear the organisers and other attendees and especially where breakout rooms are being used.
- During conference sessions we will be transmitting pre-recorded videos - to maximise your viewing area you may wish to switch off the 'video panel' as this removes the attendee gallery from the screen whilst these are being shared. This option can be found under the 'view options' tab at the top of the shared screen page.

Q&As and Chat

The Zoom Chat function will be used to gather questions. Please post short and concise questions at the end of each contribution and the Chair will ask speakers to answer as many as we can in the time allowed. Time constraints may mean therefore, that we will not be able to answer all questions.

NB attendees will only be able to correspond directly with the meeting host, who will also act as a moderator.

Leaving & re-joining sessions

You can leave and re-join a session at any time unless you have been removed from the meeting by the host or co-host. Hosts can be messaged via Chat if you have any problems

Filming and recording

We will not be filming or recording any of our sessions live although we will be making copies of pre-recorded materials available after the conference via YouTube where contributors have given us express permissions to do so. Links to these will be posted on our website. Films will be close captioned before they are uploaded.

Trolling, hacking, unethical or abusive behaviour and comments

SMA has issued information to all contributors in advance of these sessions and taken reasonable steps to try to ensure that these issues will be dealt with appropriately and swiftly. If for any reason a session is compromised, by for example abusive behaviour SMA will remove those attendees from the meeting and if necessary, end the session early.

We are using the Twitter hashtag #SMACon2020 - please feel free to tweet about the conference using the hashtag but please do not feed trolls. As we all know the world of social media can be frequented by people who deliberately provoke others online. They live to make people upset and angry and they may do this by saying inflammatory and offensive things. It is possible, although we hope very unlikely, that you may receive negative comments in response to your tweets.

Should this type of behaviour occur we request:

1. that you do not engage with those who are deliberately being provocative or offensive. Trolls cause negative reactions in others, because they want attention, so the solution is to ignore them. They want you to get upset so do not give them the pleasure.
2. If comments violate the rules of the social media platform – please make sure you report the account.
3. SMA committee members will be monitoring responses - if they become aware of comments that violate the platform rules they also make reports
4. If necessary, block or ban them as well as reporting the account.

Technical issues

This is the first time we have ever tried to deliver a whole conference online so there may be a few hiccups along the way. We have done our best to use our technical know-how, and the equipment available to us to enable the conference to go ahead (most of us are still working from home). Although we have tried to think of solutions to potential problems that might occur, we cannot be certain that, for example, our internet connections will be 100% stable, 100% of the time. We will however only terminate sessions if we absolutely must! Follow us on Twitter @socmusarch as that is where we will be able to broadcast updates should all else fail.