PRESENTER INSTRUCTIONS

All presenters must adhere to **DSA Anti-Harassment and Anti-Discrimination Policy**.

Before the session
Presenters are *not* expected to read presentations ahead of time. (Exception: a small number of panels have been contacted directly about pre-circulation due to language barriers). Arrive 15 minutes early to the room where the session will be held. Identify your co-presenters and moderator and introduce yourself to them, and make sure they have met one another.

Pre-test your technical setup. If you need help connecting presenters' equipment, please seek the assistance of the moderator, and/or technical support personnel.

During the presentations
Please proceed according to the order listed in the schedule unless otherwise requested (delegates often session-hop to hear presentations of particular interest).

As a reminder, for 3-person panels individual papers will be 20-minutes per paper *plus* thirty minutes at the end of the panel for collective Q&A. For 4-person panels individual papers will be 15-minutes per paper *plus* thirty minutes at the end for collective Q&A. Roundtables, Lecture-Demonstrations, and Workshops may take variable formats. Please check the schedule for time limits.

You must stick to your assigned time, as a courtesy to all conference presenters and attendees. Moderators and/or conference administration may end your presentation if go over the allotted time.

After the presentations
The Moderator will facilitate and moderate the Q&A session following the presentations and call on audience members who have questions.

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IN-PERSON MODERATOR INSTRUCTIONS

Thank you for agreeing to be a moderator. Moderators act as hosts for a given session. As hosts, they are responsible for introducing presenters, keeping time, facilitating discussion, and also liaising with technical support, if necessary. Please consult the **DSA Anti-Harassment and Anti-Discrimination Policy** in preparation for your role as moderator.

Before the session
Moderators are *not* expected to read presentations ahead of time. Arrive 15 minutes early to the room where the session that you are moderating will be held. Identify the presenters and introduce yourself to them, and make sure they have met one another.

Make sure that all presenters have pre-tested their technical setup. If you need help connecting presenters' equipment, please seek the assistance of the technical support personnel.

During the presentations
Once the session starts, you should introduce the panelists one at a time before they speak, by reading their name and presentation title. For time, we recommend that you direct audiences to the bios in the schedule.

During presentations, inform the presenter of the remaining time using signs or hand gestures. These include a warning with 5 minutes, then 2 minutes, then 0 minutes remaining. The Moderator has the authority to stop a presentation that has run out of time. Be strict — timing is a matter of courtesy to all presenters and to the audience.

As a reminder, for 3-person panels individual papers will be 20-minutes per paper *plus* thirty minutes at the end of the panel for collective Q&A. For 4-person panels individual papers will be 15-minutes per paper *plus* thirty minutes at the end for collective Q&A. Roundtables, Lecture-Demonstrations, and Workshops may take variable formats, at the discretion of the presenters — if you are assigned to moderate one of these, make sure to speak with the presenters beforehand to find out how you can best assist.

Please proceed according to the order listed in the schedule unless otherwise requested (delegates often session-hop to hear presentations of particular interest).

After the presentations
The Moderator will facilitate and moderate the Q&A session following the presentations and call on audience members who have questions. Please make sure to have a few questions ready in case the audience is shy to get started. You should ensure that every panelist has the opportunity to field a question.

Hybrid Logistics
If a presentation is hybrid, the in-person attendees are responsible for supporting the technical needs of the remote presenter(s). This includes all set-up, play-back, and or livestreaming. If they need help, you can point them to the technical support on-site. It is not the job of the in-person moderator to facilitate the technical needs of remote presentation.

When the panel begins, please let the audience know which presenters will present in-person and which will engage remotely (whether pre-recorded or via Zoom). If the audio requires it, you may have to repeat question so that remote participants and in-person audience members can hear one another clearly.

TRANSLATOR INSTRUCTIONS

Thank you for agreeing to be a volunteer translator. Volunteer translators work to facilitate communications among panelists and ensure that Q&A sessions are understood by presenters and attendees in Spanish, Portuguese, and/or English on panels where participants do not all understand the languages in play. For HUBs, volunteer translators will similarly facilitate Q&A sessions and communication among HUB participants across the three meetings.

The volunteer translators are an essential part of creating access in community and collaboration with other attendees. Please consult the **DSA Anti-Harassment and Anti-Discrimination Policy** in preparation for your role as moderator.

Before the session
Translators are *not* expected to read presentations ahead of time. Arrive 15 minutes early to the room where the session is to be held. Identify the presenters and moderator (if someone other than yourself), and introduce yourself to them.

Have a conversation about the best protocols for translation, based upon presenter needs and time restrictions. How can you best collaborate with the presenters to accomplish language access to the best of your ability?

During the presentations
Translators are *not* expected to carry out consecutive translations of presentations. Panelists have been encouraged to pre-share papers and use AI translation technologies to engage with the content.

After the presentations
The Translator will help with the Q&A session following the presentations and perform consecutive translation of questions and answers.

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Best Practices for First-Time Conferencers
Compiled by Sariel Golomb, Graduate Student
Representative Updated May 2024

Ahead of the Conference

- Practice explaining what interests you as a researcher/practitioner in a few words.
- Think about who you're looking forward to meeting and explore what their current projects are. If there is anyone in particular you hope to meet in person, consider reaching out and inquiring about a quick coffee date.
- Take a look at the conference schedule and curate an agenda of presentations you're drawn to based on topic, networking possibilities, and the chance to be in community with presenters and attendees. Be sure to make time for self-care and socializing outside of formal presentations! Search for your own name under "participants" to make sure you are aware of any moderating assignments you've been given.
- Practice your presentation (if you are presenting). Keeping to your allotted time is a matter of kindness to your co-presenters. Generally, a 3-person panel allots 20-minutes to each presenter and a 4- person panel allots 15-minutes to each presenter.
- Put together a Power Point if you want. This is always optional, but many presenters display visuals while they talk and/or show a short video clip. NOTE: DSA does not provide computers or adapters. There will be wi-fi and a projector in every room. You will be responsible for hooking up your own laptop (with tech assistance if you need it!).
- Sign up for one-on-one Office Hours when they are announced. DSA Office Hours are a great way to connect with Board members, Editors, and/or Conference Chairs for informal meetings.
- Review the **DSA Anti-Harassment and Anti-Discrimination Policy.**

At the Conference

- Find a conference buddy to attend events with and encourage each other along the way, but stay open to new connections.
- Don't be afraid to approach scholars whose research aligns with your own and invite them into conversation through a question, comment, compliment, or point of relation to your own project. Feel affirmed that you belong here and can take space!
- You're encouraged to ask questions at panels and approach the speaker afterwards to follow up.
- While it can be challenging to find the time to sit down together during the conference weekend, you can ask new contacts if it's ok to follow up with an email to keep the conversation going.
- Rest when you need it. The conference is jam packed, but if you need to sit alone and process –

go for it!

After the Conference
- Follow up over email with people you conversed with as well as speakers whose papers were meaningful to you.
- Think through any useful feedback or questions you received on your own work while it is fresh on your mind.
- Stay involved with DSA to benefit from your membership year-round. Was there an initiative or program mentioned that sounded interesting to you? Reach out and serve on a Standing Committee

FAQs:

What should I wear?

You should wear whatever you feel comfortable and confident in, from casual to business attire. You might also wish to wear or bring rehearsal clothing if you plan to attend workshops that involve movement. As it will be winter in Buenos Aires and some spaces do not have central heating, be sure to bring extra layers.

What sorts of questions should I expect at my panel/workshop?

While it's hard to anticipate what listeners may ask, we expect our DSA members to ask generous questions to clarify their understanding, find meaningful connections across papers, or push you to expand your own thinking on a subject. If you feel unprepared to answer a question posed towards you, you can request that the asker rephrase their question, or let them know that you will put more thought into it and invite them to speak with you further after the panel.

Will food be offered?

There will be coffee, tea, and small bites offered during daytime hours; wine and small bites at the opening reception; and a sit-down meal at the Awards Ceremony/Membership Dinner. Other food options can be found at one of the many local dining spots, which can be a great opportunity to connect with a new contact or old acquaintance!

Is there parking?

DSA is not providing parking. Parking is available at the hotel for a nightly or hourly fee (check the website).

What if I'm not presenting– how can I make the most of the conference?

There is so much to take in at the DSA conference! You should attend those workshops, panels, working groups, etc. that connect with your field of research/practice, but also look widely across the conference for new learning experiences. You can make connections with colleagues over their presentations and introduce what you are currently working on in conversation.

How does the hybrid thing work?

Any panels that are hybrid are responsible for their own technology. The onsite participants will have to Zoom-in their co-presenters (with projectors in every room and free Wi-Fi), or play a pre-recorded presentation. You will need to bring your own laptop and adapter.

Thank you to Rosemarie Roberts, Sarah Wilbur, Imani Kai Johnson, Pritika Agarwal, and Lizzie Leopold for their invaluable advice for first-time conferencers.