Guidelines and Best Practices for Moderators

Thank you for moderating a portion of the 2026 DSA Conference!

Below, please find suggested steps to prepare you for this task.

1. **Reach out to the scholars on the panel in advance.** Introduce yourself and confirm expectations for time limits. All panel and workshop sessions should allot time at the end of the session for Q&A and discussion. Many panels have four presenters, so keeping to 15-minute presentations will allow for robust Q&A time during the last 20-30 minutes of the session. We recommend that presenters print their papers prior to their presentation, if possible.
    a. Some panels will have virtual presenters. Please confirm modality with your panelists.
    b. If you have virtual presenters, you will need to host a Zoom room for the panelist only. Using the iMac computers in dance studios 1-6 (DC-S123-125, 316-317, and 320) to host the zoom will allow for Zoom presenters to share with the audience. Zoom capabilities in other spaces will vary. Instructions will be available in the rooms and shared in the app.

2. **Collect the necessary information and media.**
    a. Collect all digital presentations from the panelists. Media is best played from a singular device (rather than one per presenter).
        - To project from laptops requires connecting via USB-C or HDMI, so please bring appropriate dongles as needed.
    b. There will be iMAC desktop computers with hardwired internet connections in the dance studios (DC-S123-125, 316-317, 320, and 221), so material can be downloaded onto the desktop from a Cloud source and then played from the desktop.
    c. Collect short bios from presenters that you can introduce them with.
    d. Confirm pronunciation of presenter names and preferred pronouns.
    e. Ask if there are any specific questions or themes they would like for you to address during the panel.

3. **Instructions for WIFI and the technology in the rooms.** The dance studios will be set up differently from the BCCM music rooms. Detailed instructions will be posted in the rooms and student assistants who are familiar with the technology will be available.

Accessing WIFI

1. Go to https://cws.csulb.edu/wifi/ and follow the instructions to enroll your device and obtain the Passkey for required to access the internet.
2. The Passkey changes every 24 hours.
3. Check back each day to obtain the new Passkey.