2024 Annual Virtual Conference

June 3 - June 7

> ### Guide for
> ### Chairs, Moderators
> ### Presenters, and Panelists
> ### in our virtual sessions

For 2024, the CSA is holding the Conference in two sections: virtual sessions from June 3-7 and in-person sessions from June 17-21. This guide is intended for participants in the virtual sessions.
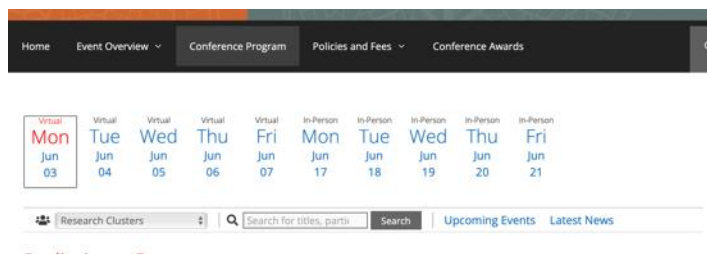
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We hope the information below will be helpful but please feel free to contact us (office@csa-scs.ca) if you have any questions or concerns.

Program and Schedule

[List of virtual sessions](#)

Refer to the [online program](#) for your session's day and time.
Search by your name or session title.

Note that the schedule is listed in Eastern Time. Refer to the chart below for other time zones.

Session Time-slots	1	2	3	4
Mountain Daylight Time (MT)	9:00 AM	11:00 AM	1:00 PM	3:00 PM
Newfoundland Daylight Time (NT)	12:30 PM	2:30 PM	4:30 PM	6:30 PM
Atlantic Daylight Time (AT)	12:00 PM	2:00 PM	4:00 PM	6:00 PM
Eastern Daylight Time (ET)	11:00 AM	1:00 PM	3:00 PM	5:00 PM
Central Daylight Time (CDT)	10:00 AM	12:00 PM	2:00 PM	4:00 PM
Central Standard Time (CST)	9:00 AM	11:00 AM	1:00 PM	3:00 PM
Pacific Daylight Time (PT)	8:00 AM	10:00 AM	12:00 PM	2:00 PM

International delegates may refer to https://time.is/compare

Session Support

A CSA Room Monitor will be assigned for each session. They will lead the Green Room, open the session to attendees, start and stop the recording, and manage the zoom technology during the session. They will also monitor the session for adherence to our [Virtual Code of Conduct](#) policies.

Green Room
Before every session, you will have dedicated time to go over last-minute items. The scheduled 15 minutes prior to your session start time is classified as your '**Green Room'**. During this time, the session Room Monitor will complete a video and audio quality check with you. The Session Chair will confirm pre-arranged presentation elements such as, overall session flow, Q&A organization, and timekeeping with presenters.

Virtual Code of Conduct
The opinions expressed during virtual events are those of the speakers and are not considered official statements or positions of the Canadian Sociological Association (unless otherwise stated).

We endeavour to provide a forum free of harassment or intimidation based on race, religion, ethnicity, language, gender identity, sexual orientation, disability, age, appearance, or another group status.

All participants (speakers and attendees) must agree to our Virtual Event Code of Conduct in advance and compliance will be monitored during the event.

The CSA Room Monitor may take the following actions (pending approval from the session chair) for non-compliance; Mute and/or turn off video of the attendee; Remove attendee from the session; or Disengage Q&A and/or Chat feature from all attendee access.

Session Formats

All sessions are scheduled for 90 minutes. However, the Session Chair may close the session any time after 60 minutes if the presentations have been made and the conversation among attendees has ended.

Sessions will be recorded. If all participants (presenters, panelists, chair, moderator) approve, the presentation portion of the session will be posted on the CSA's YouTube Channel. The Q&A portion of the sessions will not be shared.

Panels

Applicable to the following sessions:

- (SMH2) Digitalization of Mental Health Promotion: Expanding Access to Mental Health Care for Marginalized Populations through Digital Interventions
- (RAS1) Masculinities and Hate in Authoritarian Times
- (FTS2) An Intersectional Multi-Gender Panel on Anti-Fat Bias as Reductive Harm
- (RAS2) Creating Communities of Care: Addressing Vulnerabilities in Conducting and Disseminating Research Online

Panels will be in '**Webinar**' format. This means that only the designated speakers (chair, moderator, panelists) will be able to be seen, heard, and share their screens. Speakers are responsible for sharing their screens from their own computer for presentations during the session if applicable. Attendees may type in their questions through the Q & A feature.

Regular Paper Presentation Sessions and Research Cluster Meetings

Applicable to all other virtual sessions not listed above.

These sessions will be in '**Meeting**' format whereby all attendees are able to be seen, heard, and share their screens. Speakers are responsible for sharing their screens from their own computer for presentations during the session (if applicable). Attendees may type in their questions through the Q&A tool or ask them orally. *Attendees will be reminded to turn off their cameras and mute themselves during the presentations.*

Accessing Your Session

Panels

Designated speakers (presenters and chairs) will receive custom login link reminders directly to their email address from zoom 1-week, 1-day and 1-hour in advance of their session. Log in using this link provided 15 minutes before your session is scheduled. The Zoom Room Monitor will let you in for your Green Room Time.

Regular Paper Presentation Sessions and Research Cluster Meetings

Confirmed presenters and chairs will be sent a link to register for the session in mid-May and will then receive a custom zoom login link.   A reminder will be sent 1 day in advance of the session. Log in 15 minutes before your session is scheduled. The Zoom Room Monitor will let you in for your Green Room Time.

Note: Virtual session attendees will need to register to attend the sessions in order to receive the zoom session login details. There is no cost to register for session attendance.

Session Chairs and Moderators

Organizers and/or Chairs and Moderators should contact the speakers (presenters and panelists) to confirm that **a)** they are aware of the session's scheduling and **b)** to confirm the session format (length of presentations, guiding questions for discussion, etc).   Chairs also have the option to request a copy of the full paper or presentation in advance if you wish. Contact Sherry Fox at office@csa-scs.ca if you require assistance with your presenter contact information.

During the session, the Chair or Moderator will be responsible for the following;

- Welcome attendees

- Give Land Acknowledgement (see slide on page 5)

- Provide Housekeeping reminders and Q & A instructions (see slides on page 6)

- Introduce each of the speakers (presenters or panelists)

- Keep time for each presentation and reserve at least 15 minutes for audience questions

    o Presentations should proceed in the order listed in the program
    o Presentation length varies from 12-20 minutes each depending on the number of presentations in the session.
    o Use the 'Chat' feature to give 2-minute warnings

- Moderate questions from the audience

    o We suggest you prepare a few questions in advance if attendees are slow to submit their questions

- Advise the CSA Room Monitor of any code of conduct concerns

- Thank everyone for attending and acknowledge the support of the CSA

Branding

The CSA has standard slides that will be customized for each session. The Zoom Room Monitor will advance the slides while the Chair reads them to the audience. Please familiarize yourself with these slides below in advance.

Welcome

Regular Paper Presentation and Cluster Meetings

Panels
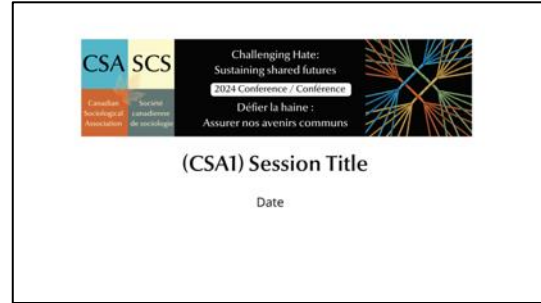
Land Acknowledgement

Housekeeping

Regular Paper Presentation and   Panels
Cluster Meetings

Closing