2025 Annual Conference

June 9 - June 13

CSA Virtual Platform Guide
for
Chairs and Presenters

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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.
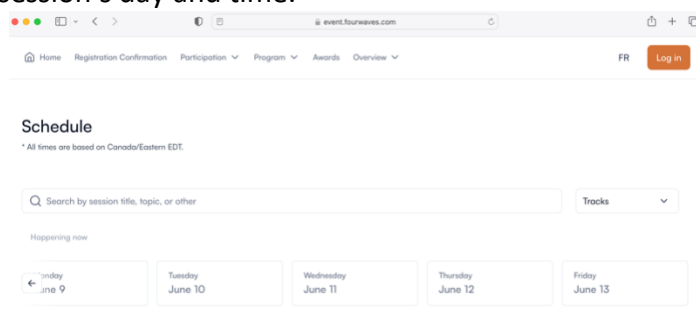
Additional Resources:
General information for all Conference participants
Virtual Conference information

Program and Schedule

Refer to the [Conference Schedule](#) 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
Newfoundland Daylight Time (NT)	12:30 PM	2:30 PM	4:30 PM	6:30 PM
Atlantic Daylight Time (ADT)	12:00 PM	2:00 PM	4:00 PM	6:00 PM
Eastern Daylight Time (EDT)	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
Mountain Daylight Time (MDT)	9:00 AM	11:00 AM	1:00 PM	3:00 PM
Pacific Daylight Time (PDT)	8:00 AM	10:00 AM	12:00 PM	2:00 PM

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

Accessing the Sessions

Our virtual Conference will be using the Zoom platform. Each session will include a link '**Sign-up to receive login details for this session**'. Everyone wishing to attend the session must complete this form, including presenters and chairs.

After submitting this form, a Zoom login link for that session will be sent to you by email.

Chairs and presenters should log in **15 minutes before** the session is scheduled. The CSA Zoom Room Monitor will let you in for your Green Room Time.

Audience members should log in at the session start time.

Session Support

A CSA Room Monitor will be assigned for each session. They will lead the Green Room, open the session to attendees, 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 not be recorded.**

Sessions will be in '**Meeting**' format whereby all attendees are able to be seen, heard, and share their screens. *Attendees will be reminded to turn off their cameras and mute themselves during the presentations.*

Presenters are responsible for sharing their screens from their own computer for presentations during the session (if applicable).

Presentations should proceed in the order listed in the program and vary in length from 12-20 minutes each depending on the number of presentations in the session; 3 presentations - 20 minutes each; 4 presentations - 15 minutes each; 5 presentations - 12 minutes each.

Chairs may use the 'Chat' feature to give 2-minute warnings or turn on their video if the time limit has been reached.

Attendees may type in their questions through the Q&A tool or ask them orally.

Session Chairs

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
    - Presentations should proceed in the order listed in the program
    - Presentation length varies from 12-20 minutes each depending on the number of presentations in the session.
    - Use the 'Chat' feature to give 2-minute warnings or turn on your video if the time limit has been reached
- Moderate questions from the audience
    - 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.