



2026 Annual Conference

Virtual Section: June 1 - June 5

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.

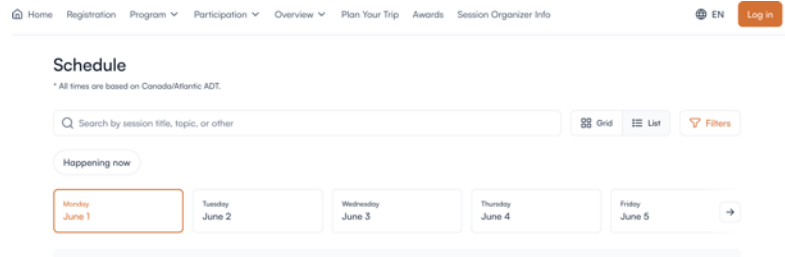
Additional Resources:

- [General information for all Conference participants](#)
- [Virtual Conference information](#)

Program and Schedule

Refer to the [Conference Schedule](#) under ‘Program’ for your session’s day and time. Search by your name or session title.

Note that the schedule is listed in Atlantic Daylight 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>

Session Access

Our virtual Conference will be using the Zoom platform.

Each session description found in the [online conference schedule](#) will include a clickable link ‘**Sign-up to receive login details for this session**’. Alternatively, refer to the [Virtual Sessions](#) page for a summary list of virtual sessions and the links to receive login details.

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. A reminder email will be sent 1 day prior to the session.

Chairs and presenters should log in **15 minutes before** the session is scheduled. During this time, the CSA Zoom Room Monitor will ensure their video, audio, and screen-sharing for presentations is working correctly.

Audience members will be allowed into the session by the CSA Zoom Room Monitor at the designated session start time. However, space is limited, and we cannot guarantee admission if the session reaches capacity.

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.

Safe Space / Virtual Code of Conduct

Everyone attending our virtual sessions must comply with our Virtual Conference Session Code of Conduct Policy as well as the Conference Code of Conduct.

Audience members, presenters, and panelists should keep their microphone and cameras off unless invited by the session chair to turn them on. This is typically done during the general Q&A portion of the session.

Note: Panel sessions will be held in 'Webinar' Zoom format and therefore the audience members will not have the ability to turn their microphones or cameras on.

Virtual Conference Session Code of Conduct Policy

The Canadian Sociological Association promotes research, publication, and teaching of sociology. Our virtual events are intended to provide our membership and the community more broadly with an opportunity for knowledge sharing and professional development as well as to facilitate discussions on current issues affecting our discipline and society.

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 Zoom 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
- Disengage Q&A and/or Chat feature from all attendee access.

Review the [Conference Code of Conduct](#)

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 slide on page 5)
- 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 Slide Deck – Reference for Chairs

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.

