

## Specific Session Type Instructions

**Everyone may access their session** by logging into the conference platform and navigating to their session in the agenda.

The following is a list of session specific instructions.

### Symposia

A **symposium** is a panel of 3-4 experts presenting on a similar topic. The chair introduces the panelists. A discussant integrates and summarizes the papers or discussion points, develops implications for policy, practice, or pedagogy based on the research, and facilitates audience discussion. In some cases, symposia have a moderator or facilitator to facilitate the discussion.

The discussant generally has 5 minutes to share their remarks after the presenters. See **Discussant Preparation and Expectations** below for more details.

### Invited Presenter Symposia

Invited Presenter Symposia have the same format as regular symposia, with the exception that the presenters have been invited to present.

**All Symposia** are scheduled on Wed., Nov. 9, Thu., Nov. 10, and Fri., Nov. 11 between 10 a.m. Central Time and 3:45 p.m. Central Time. Check the [program schedule](#) for the scheduled time of your session. Chairs should navigate to your session 15 minutes early through the conference platform agenda to ensure you are logged in and ready to begin at the start of your session. Presenters can arrive 10 minutes prior to the start of the session.

Symposia will be conducted live through Zoom Webinar. Session attendees will not be visible and will be on mute. Presentations should last about 60 minutes with 15 minutes for discussion and Q&A. Individual presentations are around 12 minutes depending on the number of presenters. Stay within your allotted time. End your presentation on time to be considerate of the other presenters' times.

As the submitter or chair of the symposium, you will serve as the facilitator of the session. Alternatively, you may assign a facilitator to your session who can perform those responsibilities. Let Cindy Winter ([cindywinter@ncfr.org](mailto:cindywinter@ncfr.org)) know if this is the case.

Prior to the conference, you should have connected with the other presenters in your session to decide whether you are pre-recording your session or presenting live. See the **Presenter Instructions 2020 NCFR Virtual Conference** for specifics on how to prepare for your presentation. Regardless of the presentation method, presenters are expected to be available for live Q&A and discussion during their [scheduled session](#).

**Send a copy of your presentation and your biographical information to your session chair and discussant by Oct. 15.** A reminder notice will be sent to you that lists the email addresses of the people to whom you are to send this information.

**Submit** your pre-recorded high-quality video (if pre-recording) and any optional handouts of your presentation to NCFR by **Oct. 23, 2020**. *Submission instructions coming soon.*

**All presenters, chairs, moderators, discussants, and facilitators must be registered** to participate in your scheduled session, including invited individuals. See <https://www.ncfr.org/ncfr-2020/registration> to register.

#### **During the conference**

- Be ready to present before the session begins.
- Access your session by logging into the conference platform and navigating to your session through the conference platform agenda.
- The Chair of your session should already be logged into your session to welcome you before the session. If you are the Chair of the session, log into your session before the presenters. A Zoom support person should also be present in your session.
- Please write your name within Zoom so others know your name. Click on 'participants'. When the dialog box opens, click on 'more' next to your name. Click rename and enter your name.
- Presenters, discussants, moderators, and facilitators will have video and audio capabilities.
- Presenters will be allowed to share their screens to share their slides. This will be important for live presentations.
- Be enthusiastic during your live presentation.
- Avoid reading your paper, notes, or handouts. Refer to your notes or prepare an outline from which you present your presentation.
- Relax and enjoy yourself as you present your paper, and your audience will respond accordingly.
- Be calm and have a sense of humor, especially if technical difficulties arise.
- Chairs (or a designated facilitator) will moderate live questions during the session. See the **Presenter Instructions 2020 NCFR Virtual Conference** for additional information.
- All attendees should have their names visible.
- Live discussion will take place during your scheduled time through Zoom. Attendees will be in listen-only mode and may ask questions through the Zoom Q&A feature. The Zoom chat feature is also available during the live session.

- Asynchronous discussion also can occur. Attendees may leave a question for you at any time during the conference week in the conference platform Q&A or chat features. We recommend that you check for questions often, as time permits.

### **Discussant Preparation and Expectations:**

The discussant gives 5 minutes of "take-home" remarks about the presentation material after the presentations have been given — how the papers are connected, issues for elaboration and discussion, implications of the research, etc. Do not use this time as a place to present your own ideas or research. Your task is to summarize and present “take-home” suggestions.

- Read the material obtained from each paper presenter before the conference. If you have not received the material from the presenter by Oct. 15, contact **Cindy Winter** (cindywinter@ncfr.org) to obtain this information.
- Prepare an outline ahead of time about each presentation.
- Prepare one to three implications for how attendees can use the research presented.
- If there is not a separate facilitator or chair at your session, prepare a 1-minute introduction of all the presenters. Be concise. You may be asked to facilitate questions and discussion too.

### **Increasing Engagement**

Interactive sessions allow for more engagement among participants and a more stimulating session. The following are suggestions to increase engagement.

- Using tools for polling, word clouds, quizzes, rankings, etc. Mentimeter is one software that can be used. <https://www.youtube.com/user/Mentimeter>. Feel free to use the software with which you are most comfortable.

### **Preparing Your Presentation**

The following is an in-depth list of instructions to assist in preparing slide presentations. Shorter instructions were also found in the **Presenter Instructions 2020 NCFR Virtual Conference**.

#### **Text**

- Keep the title as short as possible so others can read it quickly.
- Use upper- and lower-case type throughout the slides. Avoid all upper-case type.
- Serif fonts (such as Times New Roman) are generally easier to read in the body of the text. Sans serif fonts (such as Arial or Calibri) are best used in titles, headings, and captions for emphasis.
- Use bold and bullets for emphasis.
- Font sizes should be at least 24-point for the body, 28-point for headers, and 32-point for titles.
- Keep it simple, clean, and concise. One item per line works best, so use key words rather than complete sentences. The optimum display on a slide is no more than 6 to 8 lines and 30 words per slide.
- Use only two levels of bullet points.
- Double space between each line of text.

## Color

- Text should be printed on a contrasting background (dark text on a light background, or light text on a dark background).
- Avoid harsh colors, such as neon, and text/background color combinations that are hard to read (e.g., red and yellow, red and green, red and black, purple and green, yellow and green, or blue and red).
- Choose no more than two colors (in addition to either white or black) for the graphic elements of your slides (such as borders or horizontal rules) to emphasize elements and draw attention to your slides.

## Tables and Charts

- Keep graphics as simple as possible. More complex data can be presented in a handout.
- Photographs should be used sparingly.
- Do not use hand drawn images.
- All images should be high-quality and look good on screen.

## Accessible Presentations and Resources

Design your presentation and materials with accessibility in mind.

- **Color and Contrast.** Colors should be sharp and in strong contrast without being unsettling. Limit the number of colors used on one slide. Do not only use color to distinguish information.
- **Text over images** can be difficult to read.
- **Send your material in advance**, if possible, in case NCFR staff need to provide alternative text (tagged PDF or braille) of your presentation.
- **Check Accessibility.** Assess whether your slides are accessible by clicking on Review and Check Accessibility (in PowerPoint). For instructions see <https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f>
- **PDFs of your resources.** We encourage you to add a copyright statement on your materials indicating all rights are owned by you. People should ask you for permission before adopting the resource. We also recommend that you provide a statement indicating you have given the National Council on Family Relations permission to share your materials.

## A Note About Providing Handouts at Your Session:

Handouts are recommended, but not required. Handouts or presentation slides can be posted alongside the information about your session.

Handouts can be an executive summary of your main points. Be sure to include implications or practical ideas for one or two areas of policy, practice, or education.

All handouts should be **accessible** and saved as a **PDF**.