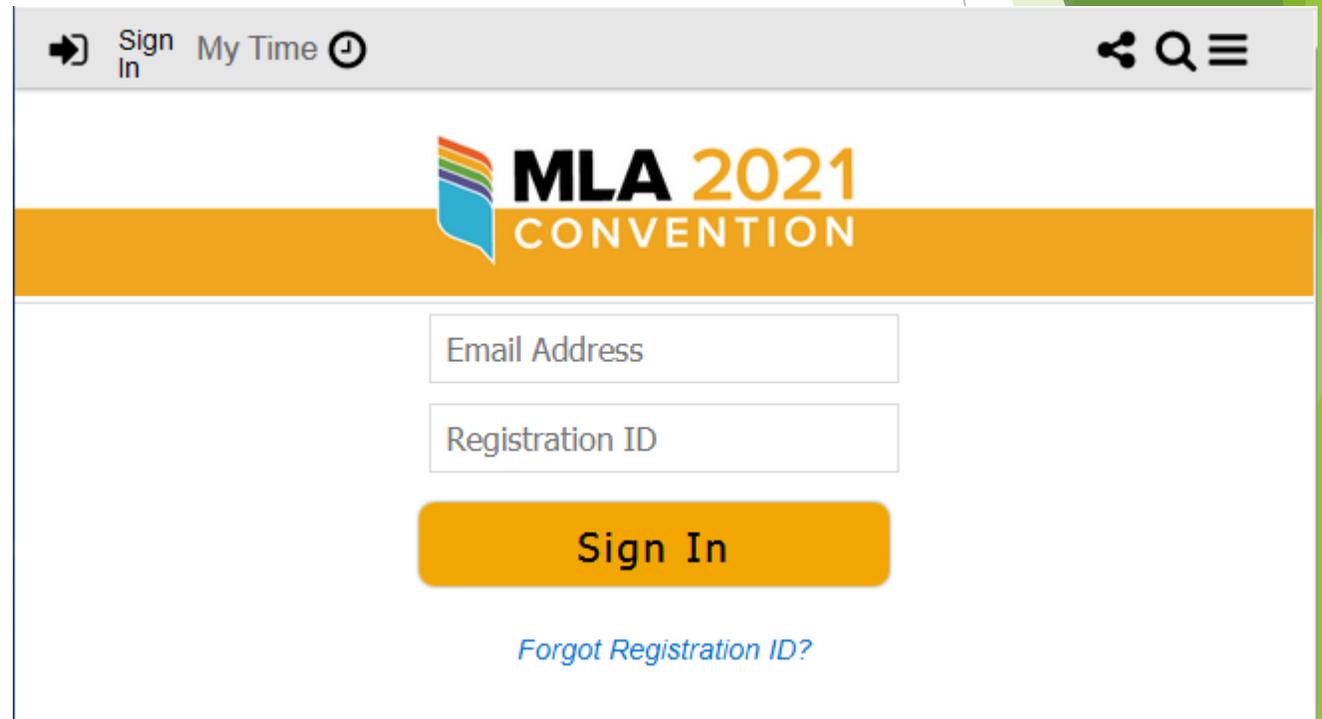


# Virtual Conference Platform

- ▶ Accessible in your web browser at [mla2021.org](https://mla2021.org) or by downloading the app from the Apple App or Google Play store (coming soon)
- ▶ Login with your Email Address and Registration ID



The screenshot shows a web browser window with a grey header bar containing a back arrow, 'Sign In', 'My Time', and a clock icon. On the right side of the header are icons for share, search, and a menu. Below the header is a white banner with the 'MLA 2021 CONVENTION' logo, which features a stylized book icon with rainbow-colored pages. The main content area contains two input fields: 'Email Address' and 'Registration ID'. Below these fields is a large orange 'Sign In' button. At the bottom of the form, there is a blue link that says 'Forgot Registration ID?'.

# How to Join a Session

- ▶ “Join Now” buttons will display below each session title starting 20 minutes before the session start time

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**9:15 AM - 10:30 AM**



**8 Reimagining Wartime Incarceration in East Asia**

**Join Now** Reimagining Wartime Incarceration in East Asia 7 January 9:15 AM - 10:30 AM



**9 Hawthorne and the Eco-Gothic**

**Join Hawthorne and the Eco-Gothic on 7 January 9:15 AM - 10:30 AM**

# Responsibilities: Presiders & Speakers

- ▶ Join the session 20 minutes early
- ▶ Check audio & video quality
- ▶ Practice screen sharing

# Responsibilities: Speakers

- ▶ Share your screen and advance through your slides during your presentation
- ▶ Respond to audience questions and participate in discussion

# Responsibilities: Presiders

When you join the Zoom meeting, the tech will make you cohost which will give you additional Zoom controls.

## Before the Session

- ▶ Manage the Waiting Room
  - ▶ Admit speakers in from waiting room early without letting everyone in
  - ▶ Admit attendees in from the waiting room when it's time to start the session, and turn off waiting room
- ▶ Spotlight the speakers and yourself
- ▶ Practice playing prerecorded presentations
- ▶ Review options for engagement (chat vs hand raise vs unmuting)

## During the Session

- ▶ Review options for engagement (chat vs hand raise vs unmuting)
- ▶ Bring attention to the transcript feature
- ▶ Introduce each speaker
- ▶ Facilitate Discussion
  - ▶ Monitor the chat for questions to pose to the speaker so that they may answer them live
  - ▶ Invite attendees to unmute themselves and ask questions during discussion periods