Instructions for Research Paper Sessions (Updated 5/22/20)

Each research paper session is run by the Track Chair.

**Timeline**

- **Track Chair, Presenter, Discussant, and Kelley Faculty Host:** Arrive 15 minutes before the session starts; the Presenter and Discussant should click on “Participants” and then “Raise Hand” to assist the Kelley Tech Support in identifying them out of a potentially long list of participants
- **Kelley Faculty Host:** Reviews Zoom session ground rules listed below (1 minute)
- **Track Chair:** Reviews time allocation to each segment and introduces session presenter (1 minute)
- **Presenter:** Presents the paper (25 minutes)
- **Discussant:** Discusses the paper (15 minutes)
- **Presenter:** Responds to discussant comments (1 -2 minutes)
- **Audience Discussion:** Audience questions and presenter response (Remaining time)

**Zoom Session Ground Rules**

- Please remain muted throughout the session, except if called on by the track chair
- You may submit questions to Zoom Chat at any time, but all questions will be held until the audience discussion segment
- During the audience discussion, the track chair will take questions in two ways:
  - Call on the Kelley faculty host who will read the next most frequent or relevant question from Zoom Chat
  - Directly call on individuals who have clicked on the Zoom “raise hand” function, who will then be unmuted and can ask their question verbally
- To raise your hand in Zoom, click on “Participants” and then “Raise Hand”

**Contingency Plans In Case Someone’s Internet Service Goes Down Temporarily**

- If the Presenter’s internet goes down during the Presenter’s presentation, then the Kelley Faculty Host will display the presentation slides and the Discussant will continue presenting until the Presenter returns to the session
- If the Presenter’s internet goes down during the Discussant’s discussion, then the Discussant continues as usual and Discussant shares slides and comments with the Presenter after the session
- If the Presenter’s internet goes down during the audience discussion, then the whole session will switch over to using Zoom Chat and the Discussant will provide Chat responses to audience Chat questions until the Presenter returns to the session, at which point it can return to normal – the Presenter will get a copy of the Chat session after the session in order to receive the feedback
- If the Discussant’s internet goes down during the Discussant’s discussion, the Track Chair will switch the session over to Audience Discussion until the Discussant returns to the session
- If the Discussant’s internet goes down any other time, then the session continues as normal
- If the Track Chair’s internet goes down at any time, then the Kelley Faculty Host will also perform the Track Chair functions until the Track Chair returns to the session
- If the Kelley Faculty Host’s internet goes down at any time, then the Track Chair will also perform the Kelley Faculty Host’s functions until the Kelley Faculty Host returns to the session
Additional Details

- Each session’s presenter, discussant, and Kelley faculty host will be designated as session “co-hosts” who are authorized to share their screen/window – the presenter will share the paper presentation, the discussant will share the discussant presentation, the Kelley faculty host will share the presenter’s presentation in the case that the presenter’s internet goes down – all other participants (including the track chair) will be locked out from sharing their screen.
- Presenters are asked to send a copy of their presentation to the Kelley faculty host in advance for back-up purposes.
- Track chairs are asked to ask the co-authors of each paper who will be presenting and to email that information to the Kelley faculty host and Craig Holden.
- After the session is over, the Zoom chat transcript will be emailed to the presenter.
- All sessions will be recorded and the sessions may eventually be posted on the SFS web site.