



# A SHORT PRIMER ON THE *virtual* 2021 BIENNIAL CONFERENCE of the Society of Early Americanists



**March 3-7, 2021**

Conference Times are all Eastern Standard Time (EST)

## WHERE the conference will happen:

- ☞ The conference will take place on a virtual **Event Space** provided by ExOrdo:
- ☞ <https://event.sea2021.exordo.com/> (open Feb. 15)
- ☞ In order to access, you must be **registered** for the conference ([Registration Info](#)).
- ☞ In order to participate in any **live/synchronous panel** (taking place on “stages”), you must have installed **Webex**. Everyone must access the live event on a Windows or Mac laptop or desktop computer. Otherwise, you will not be able to access the live event (i.e., it’s not available on a mobile device). Download the Webex Events app to view the livecast. Please download the **Webex Events app** ahead of time here: [Download Link](#).

**Event Space** - This is where you access your online event. This is separate to the main Ex Ordo system where you submitted you papers or abstracts, and it’ll be located at <https://event.sea2021.exordo.com/>. From the Event Space, you can access on-demand and join Live Stages via Webex Events.

**Discover page** - Where you browse content in your Event Space.

**Stage** - where you present live. At SEA2021, all plenary keynotes, workshops, business meetings, and most panels will take place on a live stage.

# WHAT panel types there are:

## a) **Live (Synchronous) Panels**

These panels and their presentations will take place on live “stages” during scheduled times. You can find them on the “**Live**” tab in the **Event Space**. Live panels (other than keynotes and workshops) are scheduled for 90-minute time-slots. As with in-person conferences, chairs and presenters should make sure that about 30 minutes of each live panel is reserved for audience questions/discussion; thus, individual presentations should be no longer than about 15 minutes each (and shorter for roundtables, depending on the number of panelists).

\*Presenters on Live panels do *not* need to upload any material ahead of time; rather, you may present your papers/presentations orally and supplement by screen-sharing materials such as images or slides (whatever you have on your screen!). If your panel has a commentator/respondent, please exchange papers independently (i.e. outside of the conference Event Space/ExOrdo system).

## b) **Hybrid Panels**

These panels contain asynchronous/on-demand content that will be available during the entire conference for viewing/reading, followed by a shorter live panel (45 minutes) for discussion. If you’re a panelist on a hybrid panel, please upload your content (typed paper, video, slideshow, etc.) by latest February 24<sup>th</sup> by logging into Exordo.com, navigating to “My Presentations” and then selecting “Upload Presentations Material.”

## c) **On-Demand (Asynchronous) Panels**

These panels contain asynchronous/on-demand content that will be available during the entire conference for viewing/reading, but without a live panel discussion. If you’re on an on-demand panel, please upload your content (typed paper, video, slideshow, etc.) by latest February 24<sup>th</sup> by logging into Exordo.com, navigating to “My Presentations” and then selecting “Upload Presentations Material.” On-demand panels do not have any live discussion/chat element, but attendees may type comments/questions and panelists can respond (similar to sending text messages).

## HOW live panels will run:

- 1) **START:** Once you have selected and started a live panel, Webex should launch automatically. Once you have entered the stage, you will be an **Attendee**. If you're not presenting, lean back and enjoy the show! Please reserve questions until all presentations have been given (see below how discussion works).
- 2) **PANELIST/PRESENTER ROLES:** If you are **scheduled to present** on the live panel (including Chairs/Moderators/Respondents), the **Stage Manager** will "promote" you to **Panelist**; in that role, you can turn your mic and your video on/off. The stage manager opens and closes each live stage. **Panelists:** Please make sure you "arrive" on the live stage 5-10 minutes ahead of time so the stage manager can promote you to your role.
- 3) **RECORDING:** If the panel has opted to be recorded (survey to follow to all panels), the Stage Manager will start **recording** the session; recorded panels will be posted and visible to registered attendees at the end of each conference day. Those recordings will be available for a week after March 7, 2021, to allow you to catch up on live panels you were unable to attend during the core conference days.
- 4) **CHAIR & INTRODUCTIONS:** At the published time for the panel to start (see program!), the **Chair** of the panel starts to speak/address by introducing the panel and introducing the panelists. **Chair and panelists** should always have their video turned on; chair and panelists should keep their mic on mute until they speak/present.
- 5) **TIME LIMITS:** **Chairs** should remind the presenters of the **time limit** on their presentations (which varies depending on the panel type; traditional panels with 15 or 20-minute max. presentations; roundtable panels often have short, 5-7 minute initial presentations from each roundtable panelist, followed by longer discussion). During presentations, it is the **Chair's** job to remind panelists if they are getting close to or are actually exceeding their time limit. (I will remind all chairs of the importance of this role; it is not the stage manager/host's role to enforce time limit.)
- 6) **PRESENT/SHARE SCREEN:** When the **Chair** is done introducing the first **Panelist**, the **Stage Manager/Host** promotes the first speaker to **Presenter**, so that they can share any visuals, quotations, etc. that they would like to share with the audience (**presenters** who do not want/need to share their screen may orally ask the Stage Manager to keep them as **Panelist**).

- 7) **FLOW OF PRESENTATIONS:** When one **Presenter** is done with their talk, the **Stage Manager** promotes the next panelist/speaker to **Presenter**. (Some chairs may introduce all panelists/presenters up front and others may introduce them right before each starts speaking.) **NO QUESTIONS/DISCUSSION SHOULD OCCUR UNTIL ALL PRESENTERS ARE DONE WITH THEIR RESPECTIVE PRESENTATIONS** (otherwise, one or more of the later presenters on the panel will inevitably not get enough time for their presentation or take questions).
- 8) **QUESTIONS & DISCUSSION:** When all presenters are finished, the **Chair** should verbally open the panel for **questions and discussion**. When the chair opens the proverbial floor, attendees (as well as panelists) should type their questions into the **Chat** (note: we will not use the Q&A function). You may either:
- Write “I have a question for XYZ,” and the Chair will prompt you to speak; the stage manager will then unmute you (this is a prescribed requirement by ExOrdo/Webex), or
  - Write out your question in the chat (for a specific panelist or the whole panel), and the Chair will read it out loud.

Generally, questions should be taken in the order received, but it will be the **chair’s choice** how to manage, direct, and potentially re-direct the conversation to help generate a productive panel and environment. Usually, chairs should call on attendees who have not yet had a chance to speak *before* allowing additional or follow-up questions.

- 9) **COLLEGIALITY & ONLINE ETIQUETTE:** Most importantly, please do your utmost to contribute to a **collegial and kind working environment** during our conference. We have probably all witnessed the erosion of friendliness and collegiality in online environments, so it is imperative for us to cultivate a virtual conference environment where everyone is respected and encouraged to speak and be heard. That being said, the conference encourages difficult and challenging questions to contribute to productive growth in our fields and disciplines, especially to **advance efforts toward greater equity, inclusion, anti-racism, and positive change**.

If anyone on a panel or in the audience were to display disruptive or uncollegial behavior or language, the **Chair** may ask the **Stage manager** to a) mute that participant/attendee or b) to remove that person from the stage. [**Note:** stage managers and chairs should inform the conference chair, Patrick Erben, via email ([perben@westga.edu](mailto:perben@westga.edu)) immediately after the conclusion of the panel.]

- 10) **ENDING A LIVE PANEL:** **Chairs** should **conclude their panel** orally and thank the presenters and audience shortly **before** the published time. **Stage Managers must STOP** each live panel at the assigned time to stay on schedule and **stop the recording** (if the panel was recorded).

## ROLES (or, what should I do if I am...):

- ☞ **Attendee** - In Webex, this means anyone who attends a session on a Stage. Once you join the stage in Webex, you can be seen on the Attendee list. You can listen to and watch the presentations, and, just like during in-person conferences, you can ask questions/discuss with the presenters or other attendees using the **Chat** function. In order to ask a **question** during a live panel, please wait until all presentations are completed and the chair opens the **discussion**; then
  - In the chat, either type “I would like to ask a question,” and the **chair** will call on you and the **stage manager** or **host** will unmute you to ask your question. Please specify for whom the question is, and the panelist will respond orally.
  - In the chat, type your question, specifying for which panelist your question is meant (or the whole panel); the chair will read the question aloud, and the panelist will address your question orally.
  - (Outside of Webex, an attendee means anyone who has full access to your Event Space.)
- ☞ **Panelist** - This is the role during live panels in Webex if you give a paper/presentation. Your Stage Managers will give this role to your Session Speakers and Session Chair. Panelists can mute and unmute themselves, and turn their camera on or off.
- ☞ **Presenter** - This is the role during live panels in Webex you will be given (by the Stage Manager) to an active Session Speaker if they need to share content via Share Screen. Without this, you are unable to share anything from your screen as presenters. (Note: if you give a paper orally without sharing anything from your screen, you will not need to become a “Presenter” during a live panel.)
- ☞ **Stage Manager** - The person responsible for starting a stage and running the live stage using Webex. Multiple parallel stages will require multiple hosts. There can be only one host per stage. At our conference, Stage Managers will officially be called “Digital Fellows.”

## REHEARSALS; or, Practice Makes Perfect:

The best way to learn how the virtual conference platform is to explore it on your own (once it is open on February 15). To learn the functionality of Webex for the Live Stages, please visit one or more of the following rehearsals by going to **Live Stage 1** during these times and clicking on the link provided there (please [download Webex](#) before trying to participate in a rehearsal):

### General Rehearsal times for all attendees and panelists:

- ☞ Tuesday, March 2, 10:00am-11:00am
- ☞ Tuesday, March 2, 2:00pm-3:00pm
- ☞ Wednesday, March 3, 7:15-8:00pm

### Chair Rehearsals:

- ☞ Thursday, February 25, 11:00am-12:00pm
- ☞ Monday, March 1, 11:00am-12pm
- ☞ Monday, March 1, 4:00pm-5:00pm

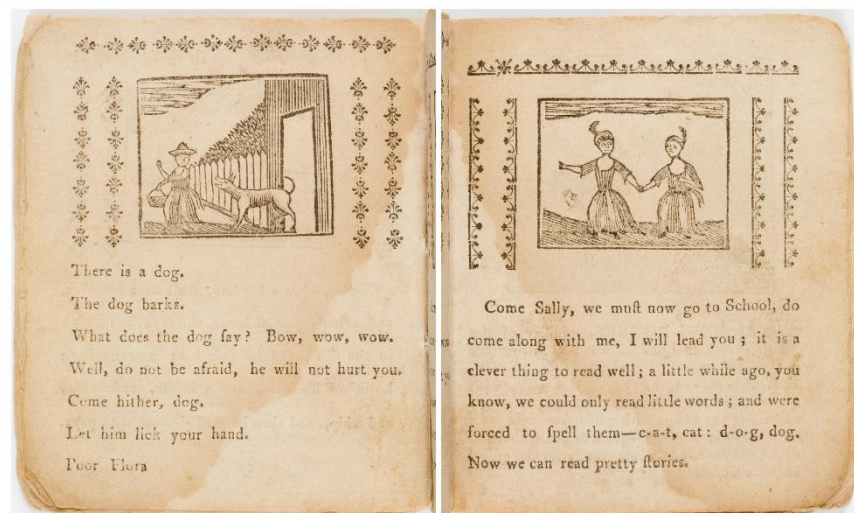
## HOW TO CONNECT beyond ExOrdo/Webex:



Please use the hashtag #virtualSEA21 when tweeting about the 2021 Virtual Biennial SEA conference!



In order to connect with fellow attendees and presenters during the conference, go to our Slack channel: [sea2021.slack.com](https://sea2021.slack.com)



## FURTHER Resources:

[ExOrdo Virtual Handbook & Glossary](#)

### *Guidelines for Stage Managers*

[Stage Manager Guidelines](#)

[Stage Manager Training Resources](#)

[Frequently Asked Stage Manager Questions](#)

[Create & Run a Stage Manager Rehearsal](#)

### *Guidelines for Panelists & Presenters*

[Attending an event on a Live Stage](#)

[Session Speaker Guidelines](#)

### *Guidelines for Attendees*

Everyone must access the live event on a Windows or Mac laptop or desktop computer.

Otherwise, they will not be able to access the live event. They will need to download the Webex

Events app to view the livecast. They should download this ahead of time: [Download Link](#)

[Attending an event on a Live Stage](#)

[Live Event Best Practises](#)

## HELP, I JUST NEED SOMEBODY...

☞ EXORDO SUPPORT: email [support@exordo.com](mailto:support@exordo.com)

☞ DURING THE CONFERENCE, use ExOrdo Chat ([Instructions](#)).

☞ CONFERENCE ORGANIZER: Patrick Erben, Conference Chair and SEA President  
([perben@westga.edu](mailto:perben@westga.edu))

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(<https://www.loc.gov/item/2006675459/>; <https://www.loc.gov/item/2006675460/>), accessed 11 February 2021.

Page 2: Reading selections from *The New-England Primer*, 1789. American Antiquarian Society  
(<https://pastispresent.org/2014/good-sources/noah-websters-american-english/>), accessed 12 February 2021.