

ACLA 2021 – Seminar Organizer Reference

We are looking forward to you joining us for ACLA 2021! As this is our first virtual conference, we know you might have questions about what to expect, how to use the technology, and what to do if something goes wrong. We hope you find the answers you need in this guide, but if not, please email info@acla.org for assistance.

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Virtual Conference Platform Overview

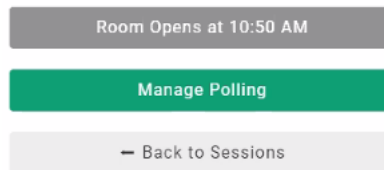
The 2021 Annual Meeting will be held on a platform called OpenWater. You can access the conference by visiting <https://acla.secure-platform.com/a> where you will be prompted to log in with your acla.org account information. On this site, you can view the conference schedule, join or listen in on the seminars, observe events, chat with other attendees, and access the virtual exhibitor booths.

Conference Schedule

[Click here to view the conference schedule](#), or click the Conference Schedule tab on the virtual conference platform. Scroll through each day to browse seminars and events, or use the search feature on the right to search by the seminar title, organizer name, or panelist name. Please note that all times are listed in CDT (Central time). The seminars are organized into 4 streams: Stream A (8:30-10:15am CDT), Stream B (10:30am-12:15pm CDT), Stream C (2:00-3:45pm CDT), and Stream D (4:00-5:45pm CDT).

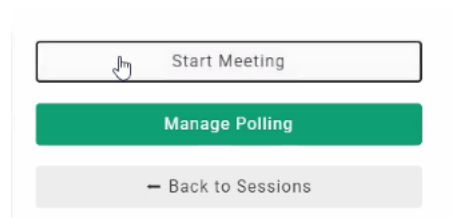
Joining a Seminar or Event

To join a seminar during the conference, no matter your role, navigate to its page in the [schedule on the virtual conference platform](#), making sure to click the title of the session you'd like to join. There, you will see a button to join the session if it is live, or a greyed-out button telling you at what time the session will become live.



Example of a button for a session that has not yet started.

Click the button to join the dedicated Zoom room for that session. If you are joining the session as a seminar organizer, clicking the link will automatically make you a host of that Zoom session; if you are joining another session as an attendee, you will not be made host of that session. As seminar organizer, you start and end sessions within the platform. To start your session and allow presenters and attendees to join, simply click the "Start Meeting" button that will be available **10 minutes before your seminar's scheduled start time**. To end the session, leave the Zoom room like you would any other Zoom call of which you are the host. [See images below]



Start sessions you have organized by selecting “Start Meeting” on the virtual conference platform.

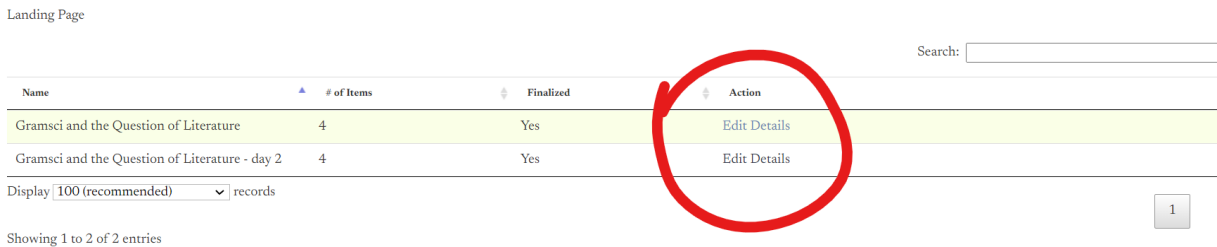


End sessions you have organized by selecting “End Meeting” within the Zoom room.

We encourage you to join the session you have organized 10 minutes early to allow panelists to prepare and check their technology, as only seminar organizers and panelists will be able to enter the Zoom room at this time. Similarly, we ask that sessions end as promptly as possible, as another session will likely need the room soon after your seminar ends. **If you do not end your session on time, it may be cut off without warning when the next session begins.**

Pre-Recorded Presentations

If you have panelists who will be pre-recording their presentations, you will need to play their recordings during your seminar, which are available on the virtual conference platform [see images below]. To play their recording from your device during their designated presentation time, you will need to share your screen on Zoom, then play the presentation. You can access pre-recorded presentations by navigating to the virtual conference platform, selecting “My Sessions” from the “My Account” menu at the top of the page, and clicking “Edit Details.” From there, select the “Agenda” tab. You can click on “View” by each individual paper title, then click “Uploads,” to see any pre-recorded videos submitted with that paper.

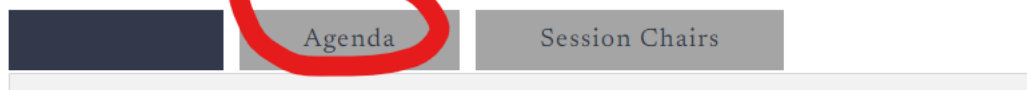


Select “Edit Details” from the “My Sessions” page.

Gramsci and the Question of Literature

Type: Seminar

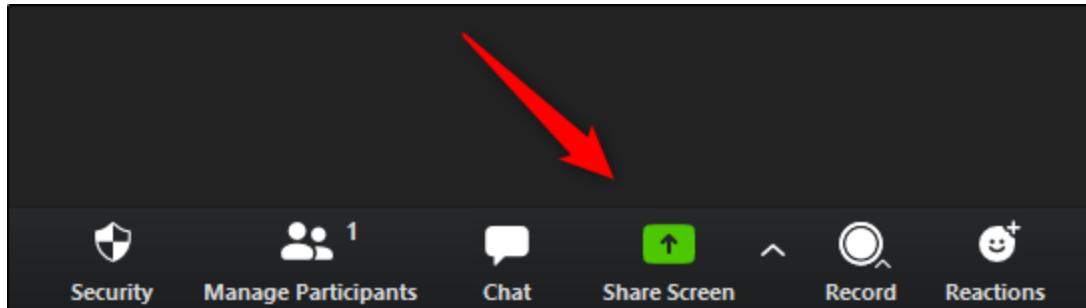
Agenda List Header



Select “Agenda”

Applicant Information **Uploads**

Select "Uploads"

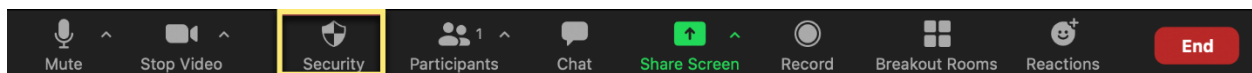


The "Share Screen" button on Zoom will allow you to share pre-recorded presentations from your device.

For more information on sharing content from your device, [click here to view Zoom's tutorial](#). For more detailed information on pre-recorded presentations, [please view our step-by-step guide by clicking here](#).

Zoom Logistics & Security

We have implemented a number of security controls to make sure your session runs smoothly. Access to each seminar and conference event is available only to registered attendees, and attendees automatically join each session in a waiting room. Seminar organizers and panelists will be able to join the sessions right away and bypass the session's waiting room; regular attendees/observers, however, will need to be admitted by an organizer. As seminar organizer, you can admit people from the waiting room by clicking on the "Participants" icon in Zoom and clicking the button to admit everyone in the waiting room. Or, you can wait until your seminar start time, click the security icon in your Zoom toolbar, and disable the waiting room altogether. We recommend disabling the waiting room so that you do not need to monitor the waiting room for any attendees joining your session late.

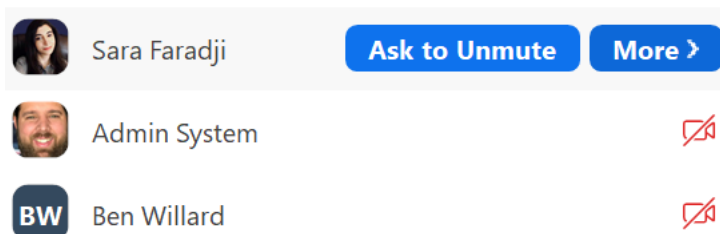


The Zoom security icon, which will bring up a menu allowing you to disable the waiting room.

As seminar organizers, you will also be in charge of moderating any questions for your panelists. In a smaller session, you can encourage attendees to unmute themselves and turn off their cameras to ask a question of a presenter. In a larger session, you may want to ask attendees to submit their questions via

chat where you can read through questions at your own pace by clicking the “Chat” icon in the Zoom toolbar.

If an attendee is causing problems in your seminar, you have the ability to remove them from your Zoom meeting. Select the “Participants” icon from the Zoom toolbar, click the word “More” next to the name of the person you’d like to remove, and click “Remove.” If you continue to have problems with attendees disrupting your seminar, please reach out to ACLA staff or tech support and we will assist you.

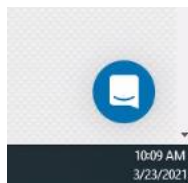


The Participants menu on Zoom, from which you can remove an attendee from your seminar.

You may notice that your seminar is being recorded in Zoom. These are stored on the server where they are only accessible by ACLA staff and the tech staff. **The recordings will only be made available at the explicit request of the seminar organizers and panelists. All other recordings will be automatically deleted within a few weeks of the conference.**

Tech Support

If you have any technical difficulties during the conference, we recommend reaching out to tech support by clicking the chat icon [see image below] in the lower right corner of the screen once the conference has started. In the event that you are unable to reach a technician, you can also email info@acla.org; however, the tech support available through the chat will be the quickest way to reach someone.



Virtual Conference Platform’s chat icon, which will become available at the start of the conference