

STOP AND THINK

ECLAS 2021
SLU UPPSALA SWEDEN

13–15 SEPTEMBER
ONLINE



UPPSALA 23 JUNE 2021

Thank you for being a Session Moderator at ECLAS 2021!

The theme of ECLAS 2021 is 'Stop and Think'. At the conference, each session is a piece of the puzzle—defining the scope, character and particularities. From the sessions, we explore the theme, we fill it with content and we make it relevant.

Each academic paper session will have two moderators with the joint task of planning the session setup, communicating with the participants, moderating during the session and reporting to the conference organisers. Thematic roundtable and Panel sessions are considered as self-organised, therefore the session organisers themselves make decisions on the number of moderators and session setup. However, please note that we would like a report from every session taking place at the conference (see more information below).

This two-page document is meant to support moderators with their tasks, providing information on limitations and some expectations. Please read this document carefully and well in advance of the conference.

HOPIN

There will be a Hopin workshop and Q&A in the afternoon the 6th of September in Hopin for all moderators. During this workshop, you will learn how to moderate a session in Hopin. Only one person from the moderating team of two needs to join, please communicate with your moderating partnering. More information about this event and how you will access it will be sent out closer to the workshop. For now, please put in the Hopin workshop 6th of September in your calendar.

COMMUNICATION WITH PRESENTERS IN ADVANCE OF CONFERENCE

Since the conference is online, it is important to have a conversation with the presenters well in advance of the conference. You need to provide the presenters with information of the setup, the allocated time and your view on pre-recorded/live presentations.

This is also an opportunity for the moderators to frame the session more closely. Please engage with presenters with the aim to create a shared frame for the session asking yourselves questions such as: What do we expect the audience to take away from this session? What are our goals and key messages? And how might we trigger a good discussion around these goals? Having an outline in advance will also facilitate the work with preparing questions for discussion and reporting back from the session (see below).

TIME

Each parallel session has an allocated 1,5 hour time slot in the schedule. You decide how this time should be distributed between presentations, Q&A and/or a general discussion. Time keeping is an important task of the moderators.

INTERACTIONS DURING SESSION

Moderators can choose to allow questions after each presentations (Q&A) and/or set up a joint, facilitated discussion after all contributions. Please let your presenters know well in advance how the session will be setup so they can prepare accordingly. You do not have to report your decision to us, instead you will only need to present the session setup for the audience in the beginning of the session.

It will be possible for the audience to ask questions and give feedback in a chat function. Moderators can also chose to invite audience “on stage” to give feedback or pose questions orally. More information on how this is arranged will be presented at the Hopin workshop for moderators in September.

We recommend one moderator to be in charge of questions/interactions with audience.

PRE-RECORDED AND LIVE PRESENTATIONS

It will be possible for presenters to broadcast pre-recorded presentations during the session as well as presenting live. Moderators can choose to set up a session with either or both pre-recorded and live presentations. Please involve the presenters in this decision. You do not have to report to us what is decided.

The presenter will be responsible for and in charge of broadcasting their pre-recorded presentations and their slide show. More information on technical requirements and how this can be arranged will be sent to the presenters and be presented at the Hopin workshop for moderators in September.

REPORT FROM SESSION

The moderators should provide a short report (a paragraph, a few bullet points etc.) of the session, presented in the format of one (1) PowerPoint slide. One of the moderators sends this slide after the session to the conference email (eclas2021@eclas.org).

Each session is a valuable contribution to the conference theme and the short report from the session should point back to the track and conference theme, by providing for example interesting perspectives, important characterisations, new findings, critical questions, relevant gaps etc.

All the PowerPoint reports you develop and send us will be put together as one document and provided as a basis for discussion at the Reflective group discussions session taking place before the last plenary session.

We hope you feel just as excited as we do about the conference ECLAS 2021 ‘Stop and Think’ and your opportunity to be part of shaping it as a moderator. And once again - thank you! We could not do this conference without your help.

We look forward to seeing you at the conference in September!

ECLAS 2021 Steering Group

SLU Uppsala