

Streamlines 2020—Instructions for Accessing Conference

The following provides instructions for the day of the conference:

1.) On the day of the conference (11/14/2020) all presenters, moderators, and attendees should visit:

<https://www.clarke.edu/academics/english/streamlines/>

2.) Click on the link titled “Conference Schedule” (near top of page.)

3.) You will be taken to a different website. There you will find a series of links to the conference’s Microsoft Teams meetings. These links will include:

-A single link to “Opening Remarks/Closing Remarks.” All attendees will use this link at the start of the conference, and again at the end of the conference.

-Nine links to individual panels, divided into three sessions. These links will provide the times and titles of the panels, as well as the titles of the papers to be presented. **Presenters will use this link to access the panel on which they are presenting.** Moderators and Attendees will also use these links.

-A link to the “Keynote Event.” All attendees will use this link to access the keynote event, which will be a live-stream presentation.

Further Instructions:

1.) **For Presenters:** Once you’ve accessed the Streamlines Conference Schedule, click on the link for your panel. You will be taken to the Microsoft Teams meeting. The panel’s moderator will start by introducing the presenters in the order in which they’ll present. When it’s your turn, simply unmute your microphone and begin your presentation. If you have a visual aid, you will need to have your visual aid open on your computer screen, and then you will “share your screen” so that your audience can see your visual aid. Once you’ve finished presenting, please mute your microphone. The next presenter will then begin, and so on. The Q+A session will occur once all panelists have delivered their presentations.

Presenters should dress appropriately and deliver their virtual presentations at a desk or table of some sort. The space should be quiet and free of excessive background noise. If possible, try to make the space as bright as possible.

2.) **For Attendees:** Once you’ve accessed the Streamlines Conference Schedule, click on the link for the panel you’d like to attend. Simply mute your microphone and turn off your camera during the presentations (this helps the quality of Teams when in large groups.) Once the Q+A session begins, use the “raise your hand” feature in Microsoft Teams. The moderator will call on you, at which point you will unmute your microphone and ask your question. Remember to unmute your microphone once called upon!