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### 1. Guidance for creating your session

The following notes apply to all sessions at the festival. They are intended to help you organise your session and provide you with the information that you need to brief your speakers. However, there are bound to be questions we may have missed, so if you have any queries please get in touch with the team at [conference@archaeologists.net](mailto:conference@archaeologists.net).

The responsibilities of the session organiser(s) are as follows:

- deciding the session's title and scope
- writing a brief abstract (c.150 words) for inclusion on the website and conference portal
- finding additional speakers (if needed)
- briefing the speakers and ensuring they know all the session timings
- confirming the technical aspects of each presentation with your speakers and advising us of these
- introducing the session at the conference and ensuring the smooth running of the session
- chairing the session, or finding a chairperson for the session
- thanking the speakers, both verbally at the end of the session and by email afterwards.

Further detail on these responsibilities are outlined below. We are happy to arrange a time for all speakers to join a brief AV check in the run up to the event if needed.

## 1.1 Selecting speakers

Unlike the Annual Conference, we will **not** issue a call for papers as part of the run up to the Innovation Festival. As the timing and format of sessions can vary it will be your responsibility to find speakers.

**When selecting your speakers please consider the diversity of your session in terms of gender, ethnicity, career stage, geography, age or other underrepresented identities in archaeology. We encourage diversity in the composition of our events in line with our Equal Opportunities Policy and encourage unique viewpoints, experiences, and perspectives from different disciplines.**

## 1.2 Session timetable and outline

Our **draft programme** will be sent to you before this is published online. Please do review your session day and time and **please let us know immediately if this will need to be adjusted owing to speaker availability**. Delegates will plan their attendance based on the session timetable so its important that this doesn't change after publication.

Within your session, it is up to you to decide the timetable for the papers. You can find a template for session programmes in **Appendix 1**.

For the Innovation Festival, we trust our session organisers and presenters to ensure we are providing best content for our attendees. In general, we advise that each paper should take no longer than 20 minutes, and 5-10 minutes should also be allocated at the beginning of the session for the session organiser or chairperson to introduce the session.

**Always** allow time for questions and discussion at the end of the session and/or after each paper. It is the role of the session organiser or session chair to ensure that speakers do not overrun on the allocated time as this is a common grumble on feedback questionnaires!

The session chairperson will also be responsible for facilitating any questions from the audience – either submitted through the chat or inviting the audience to raise their hand and indicating they can ask their question by video/audio.

## 1.3 Technical information and session setup

The Innovation Festival will be hosted on the [Sched](#) virtual event platform and each organiser, speaker and attendee will receive a login to this platform as part of the registration process. Sched will list each of the sessions in a user-friendly interface and allow attendees to click to join the session they want to view – the platform will then link to the session itself which will be run on Zoom. Please review **Appendix 2** for additional information about Zoom, how to smoothly run a session, and the platform capabilities.

Each session will have a CifA staff member assigned who will act as your Zoom host and will manage the technical aspects of the Zoom presentation such as opening the session to those in the waiting room, ensuring the session is recording and facilitating Zoom components such as break out rooms or live polls. **If you would like us to arrange an AV check ahead of the event please let us know.**

If you know of any specific technical needs you have for your session (polls, breakout rooms, etc), please let us know what you would like and your preferences for how your session will run.

Some of these more technical areas of your session should be considered at this stage by both organisers and speakers and will include:

- **Format** – which Zoom format would you prefer – *Meeting* so that you can see and interact with all your attendees? Or *Webinar* for a presentation or panel, showing just the presenter’s video/audio with more structured audience participation? If you want the audience to be on video, speak, or share their screen, then go with Meetings. If you want attendees in view-only mode, where the host controls which attendees are seen or heard and the only audience participation is through Q&A or polls, then go with Webinars.
- **Recorded components** – if any of your presenters could have an unstable internet connection or might feel more comfortable, presentations can be pre-recorded and played by your Host within the session. Software such as [Loom](#) or [Vimeo Screen Record](#) (free) allow you to pre-record your slides as well as your webcam video and audio
- **Other features to assist with engagement** – consider how you could make your session more interactive and engaging with features like live polling, break out rooms for discussions, how your Q&A will work or organising a separate post-session discussion room (see section 2 for further guidance)
- **Supporting materials** – URLs, reports, posters, white papers, supporting videos – these can all be added to your session as resources for your attendees
- **Accessibility** – consider the accessibility of slides for those that may have difficulty with visual or auditory processing – consider your font size, adding descriptive text for images and what resources (documents, images, reports etc) could also be added to your session on the portal to be downloaded. We do also intend to add all session slides to the conference portal so these can be accessed and referred to by delegates if preferred

#### 1.4 Recording sessions

All sessions will be recorded by default so that delegates are able to review the content from all sessions throughout the festival and have the option to take a break or return to watch sessions whenever they wish.

However, do have a think about whether you may have components (such as discussions or breakout rooms) that shouldn’t be recorded (recording can be paused), or if your session doesn’t necessarily lend itself to recording (eg – workshops or sensitive discussions). **If you do not want your session recorded, please let us know as soon as possible.**

All delegates have been advised that sessions are being recorded on registration. They have also been advised that they will opt-in to contributing and all recorded sessions will also be clearly labelled on the Sched platform.

#### 1.5 Briefing speakers

It is the responsibility of session organisers to contact speakers in advance of the conference to confirm the following:

- the date and time of the session
- the session timetable
- any special requests for Zoom features such as polling, breakout rooms etc
- to request a copy of their slides to be added to the conference portal prior to the start of the session and any supporting documents they might wish to supply for the session
- to confirm and advise of the time decided for the session AV check

Session organisers should send a copy of these briefing notes to all contributors to the session. It is helpful as well to ensure your speakers have access to other abstracts and contact details in advance.

## 2 Chairpersons and speakers – general

The following notes are intended to help speakers and chairs make the most of the presentations they will give or introduce.

The festival is organised as a series of sessions, seminars, and papers, with each session given a dedicated time slot. Each session has a designated organiser(s). Any queries about the content, scope, or format of the session in which you are giving a paper/ presentation should be addressed in the first instance to the relevant organiser.

We have also requested a short biography and photograph of each chairperson and speaker which can be added into our conference portal to provide our attendees with further information on your expertise.

You will receive a login to this platform as part of the registration process. Please check this in advance of Innovation week and contact us if you have any problems.

On the day of your presentation, please log into the Sched conference platform with your username and password provided. To join your session, find the session in the programme and click to join and your Zoom host will grant you entry from the waiting room. We would ask that all chairpersons and speakers **join the session 15 minutes prior to commencement** to check your video/audio and internet connection and to settle in, ready for the session to start.

We would also strongly recommend that all chairpersons and speakers have updated their Zoom software to the latest version prior to the conference. [This webpage details how you can check your version](#), or you can visit: <https://zoom.us/support/download> to download and install the latest version. This will ensure that you have the most recent features available to you.

**If you would like us to arrange an AV check ahead of the event please let us know.**

### 2.1 Notes for chairpersons

Please ensure you have up-to-date contact details for your speakers so you can get in touch with them on the day of the session if necessary (and vice versa) if any issues arise. If last minute cancellations from speakers occur, we advise that sessions do keep to the times given in the programme. As a digital session, it's very straightforward for delegates to take a short coffee break

or to move to another session if there's a gap in the programme and return for the next presentation.

Please prepare an introduction to the session which sets the papers into context and explains where the session will lead and why the papers are arranged in the order that they are. In between papers thank the previous speaker and introduce the next. Do prepare some links to go between papers so that the audience is guided through the session rather than confronted by a series of apparently disjointed presentations. **Do not be afraid to ask speakers to conclude their paper when they have exceeded their allotted time or to give them a 5, 3 and 1 minute warning by using the direct message feature in the Zoom chat.**

Be prepared for the discussion part of your session. Note down a series of themes and points that you can draw upon to direct the discussion; don't expect discussion to take off of its own accord. It is also useful to be able to call on specific members of the audience to contribute if the discussion is a bit slow or needs moving on to another topic. As a matter of courtesy, you should warn such people in advance that you may invite them to comment.

It might be helpful to discuss this with speakers before the session as to how you will indicate that their time is running out (for speaking!) and how you will be handling questions and discussion.

Remember that unless a specific indication to the contrary has been given, participants at the conference are there as individuals, not as spokespersons for the organisations that employ them. Be prepared to divert pointed questions posed by participants should attempts be made to solicit views about the policies of organisations from speakers or other individuals in the audience.

Stepping in to divert should be sufficient, but both yourself as the chairperson as well as your CifA Zoom host will have the ability to mute individuals if discussion steers off topic or contravenes the [Digital event harassment policy](#). If they are persistent or there is a very clear breach of our harassment policy, your CifA Zoom host can also boot them from the session without the ability to return.

### 3 Appendix 1: session outline format

We would be really grateful if you could provide your session abstracts and programmes using the following format. Your session timings will be confirmed with you.

#### A. TRADITIONAL SESSION FORMAT

##### SESSION TITLE

Organiser(s): *Organiser name, Affiliation and Organiser name, Affiliation*

##### SESSION ABSTRACT

Your session abstracts <150 words>

**SESSION PROGRAMME** – *please adjust exact timings for the introduction, papers and other components to suit. Scheduled break times are as per the above.*

9:00 – 9:15	Welcome and introduction to the session <i>Chair</i>
9:15 – 9:40	Paper title <i>Paper author</i>
9:40 – 10:05	Paper title <i>Paper author</i>
10.05 – 10:30	Paper title <i>Paper author</i>
10:30 – 10:45	Coffee break
10:45 – 11:10	Paper title <i>Paper author</i>
11:10 – 11:35	Paper title <i>Paper author</i>
11:35 – 12:15	Discussion <i>Chaired by ...</i>

## 4 Appendix 2: additional guidance for online sessions

### Session structure

We would suggest that your session is structured by keeping participants muted and instructing them to raise a virtual hand to comment/ask a question, or to type their question into the chat/Q&A box. As the chairperson, you should then collate any questions that are submitted and either read these out to your speaker to address or call out attendees that have a raised hand and invite them to unmute.

A suggested script for conference sessions is below, but this can be adjusted based on your own session structure and your final decision about technical aspects of your session like audience participation.

#### Introduction:

- Thank everyone for joining the session and advise that we'll wait a few minutes for everyone to join
- In the meantime, advise that all audience microphones will be kept on mute unless they're invited to ask a question or to comment
- If you do wish to ask a question or comment, there are two options - please type your question into the chat box (or Q&A box if you're using Webinar), or you can raise a virtual hand by clicking on the 'raise hand' button and we'll invite you to unmute to ask your question
- Advise that the session is being recorded and that this recording will only include the video and audio of people who speak within the session, which may include you if you ask a question or comment. You can choose to keep your video off or keep your microphone muted if you wish and submit any comments or questions through the chat.
- If any polls or breakout rooms are being used, briefly explain how these will work.
- Commence when ready.

#### Session facilitation features

Some features of Zoom that may assist in facilitating your session will include:

- **Chat** – the chat feature will allow you to send direct messages to your speakers. Please ensure that you have selected the name of your presenter, rather than to “everyone (in meeting”.
- **Chat or Q&A function for questions** – do invite your participants to submit questions through the chat function if you're using Meetings, otherwise if you're in Webinar, you'll have a separate Q&A panel for questions
- **Raise hand** – delegates can raise a virtual hand to indicate that they wish to comment or to ask a question. Indicating that this would be your preferred method of audience communication will give your session more structure. Whilst your CiFA Zoom host can keep everyone on mute unless they specifically request to unmute, this structure will easily indicate to you when a delegate wishes to speak, or in discussion-style sessions, will prevent people from talking over each other or jumping in.

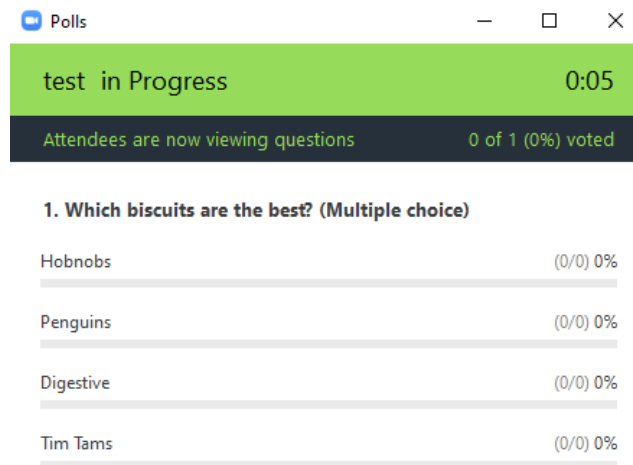
- **Reactions** – if you're using Meetings, the 'raise hand' option as well as other reactions can be found by the delegates on their 'chat' window. This can be used for audience participation, such as a quick 'yes/no' poll, or to indicate if your presenter should slow down.

### Session participation features:

We will be liaising with your session organiser to confirm your exact requirements for both your presentation and the session, but it is worth considering ways you might like to invite audience participation or engagement through features available in Zoom.

Some these include:

- **Chat** – in addition to submitting questions or comments, you could ask the audience a direct question and ask them to comment in the chat box. You can also add in useful URLs or snippets of information
- **Live polling** – for more comprehensive polls, we can set up a live poll in advance of your session that lists options for your audience to select. The results can then be displayed on screen for all to see.



- **Breakout rooms (in Zoom Meetings only)** – we can split your audience up into smaller groups for discussion for a set amount of time and then bring them back into the main session. These need to be set up in advance of your session and are most often randomised groups containing a certain number of delegates. If you have a smaller session of 20 – 30 participants, we can also have breakout rooms set up by preferred topic.

The ability for the audience to choose and join their preferred breakout room themselves is a feature in the most recent version of Zoom. If the delegate has an older version of Zoom the host needs to move them manually, so this is not recommended for larger sessions (as it can often take a considerable amount of time)