



CERF 2021

26TH BIENNIAL CONFERENCE

CERF at 50: Celebrating our Past, Charting our Future
1-4 and 8-11 November 2021

Session Convener Training



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Learning Outcomes

- Participants will leave with good strategies for organizing, moderating, and facilitating their CERF 2021 special sessions and workshops.
- Conveners will have tools for encouraging engagement
- A Process Agenda “Run of Show” template will be explained along with expectations for advance preparation of your special session
- Conveners will be introduced to the virtual venue and technical aspects of running their sessions



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How do we “get people in the room”, virtually?

- Establish technology norms
- Rapid Engagement within first 5 minutes
- Eliminate distractions
- Communicate non-verbally



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How do we “get people in the room”, virtually?

- **Technology Norms**
 - Mute when not speaking
 - “Raise Hand”
 - Practice kindness
 - Reduce distractions



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How do we “get people in the room”, virtually?

- **Rapid Engagement within first 5 minutes**
 - Your first two minutes
 - Big welcome
 - Polls and Chat



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Poll Samples



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How to: Interact with Attendees

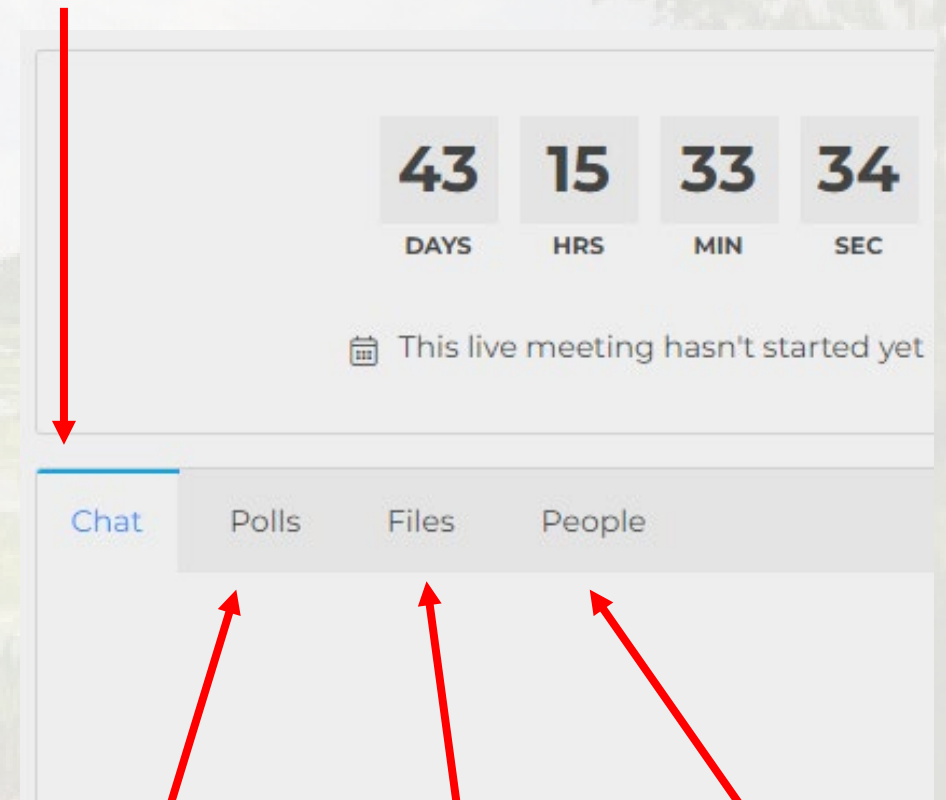
Engage with your audience

Attendees will use the “Chat” tab on the session page to share comments and notes with each other throughout the session.

Add questions to the “Polls” tab for visual displays of attendee responses during your session.

The “Polls” tab is also where attendees will go to ask questions for the Q&A portion of your session.

Where all participants can chat publicly with attendees before, during, and after the session.



Where attendees can answer polls, and ask questions for post-session Q&A.

Attendees will go here to download presentation files.



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How to: Add Polls

Set Up Pre-Session and In-Session Questions

First, click the “Manage” button in the top right corner of your session page to edit your session.

Then, click the “Polls” menu to view, edit, delete, and reorganize poll questions.

This is also where you will find questions posed by attendees to be asked during the Q&A portion.

↑ [Back to meeting details](#)
ADRP Speaker Training
🕒 1:00 PM - 2:00 PM EDT on Tuesday, August 24
[Add to Calendar](#) ▾

PRIVATE

[Live Meeting](#) [Polls](#) [Check-in](#)

Good to know

- **20 minutes before the start time:** meeting admins can start or join the live meeting and be seen/heard only by other admins
- **1 minutes before the start time:** all other attendees will be able to join the live meeting, or start it if not already started by an admin
- **10 minutes after the end time:** the meeting will be automatically ended.

Quick settings

Disable chat for attendees (emergency use only)

0 2 29 59
DAYS HRS MIN SEC

🗄️ This live meeting hasn't started yet

[Live Meeting](#) [Polls](#) [Check-in](#)

Manage Polls [ADD NEW POLL](#)

Questions for the speaker
Enter your questions for the speaker

Free-Text Entry

Updated at: Tue, Aug 24

[VIEW POLL](#) 🗑️ [FULL-SCREEN RESULTS](#) 🗑️

No poll results yet.

[MOVE UP](#) [MOVE DOWN](#) [EDIT](#) [DELETE](#)



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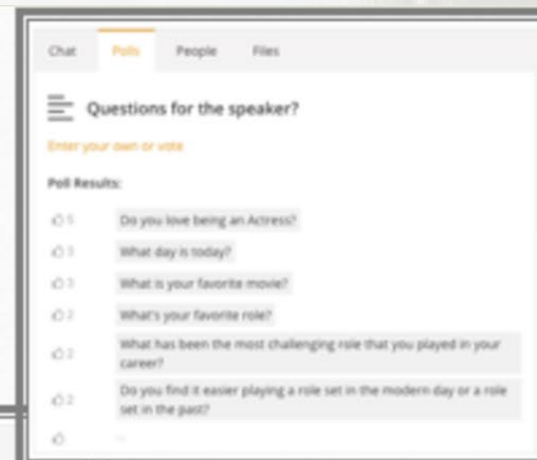
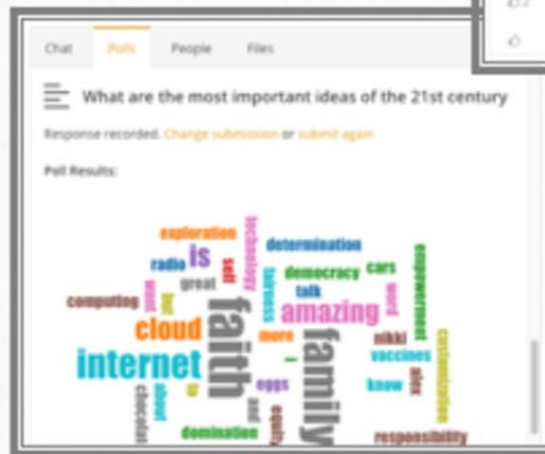
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Free-Text Entry

- Often used as Q&A
- Display results as List or Word Cloud
- With List Display: Upvote responses





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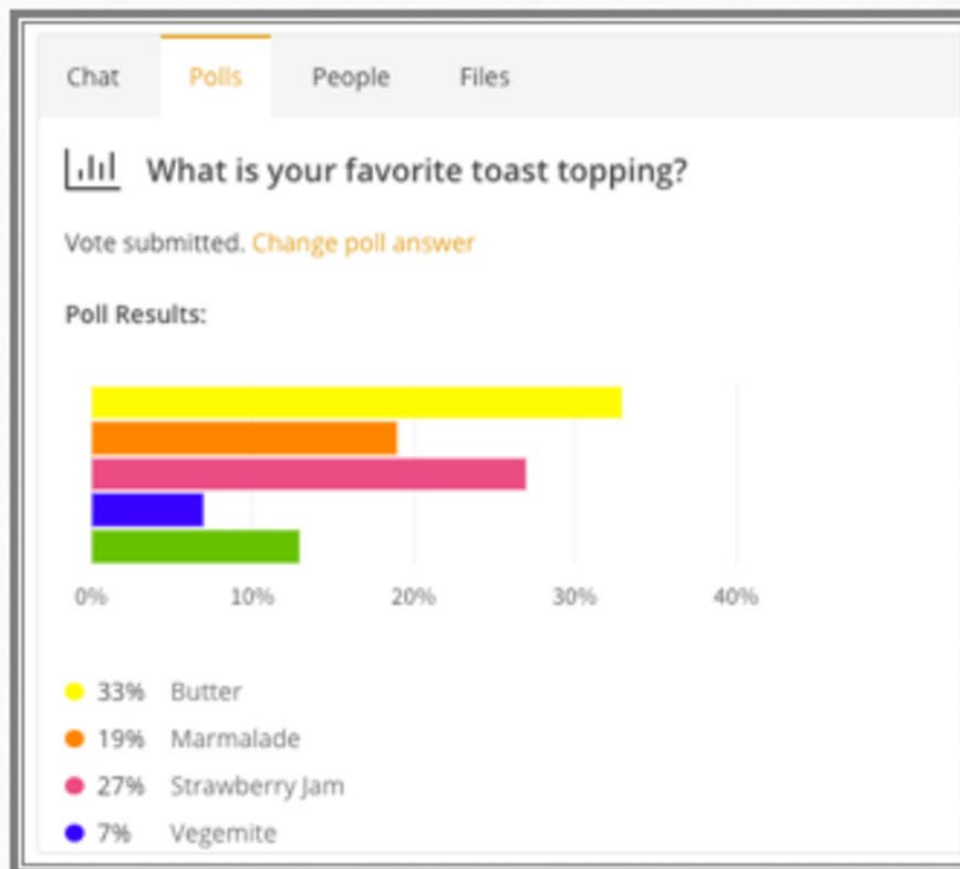
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Multi Choice

- Color code choices
- Pie Chart or Horizontal Bar Graph
- Display results as Percentage or Counts





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Rate

Chat **Polls** People Files

 How was the speed of the presentation?



RATE



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How to: Add Files


Upload Your PowerPoint and any other session materials

[↑ Back to meeting details](#)
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PRIVATE

Live Meeting **Files** Polls Check-in

Manage Files [ADD NEW FILE](#)


No Files
Add a file to get started



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Process Agenda



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Hint! Lora go to virtual venue!



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A “Run of Show” Template

- Identify intent of the session
- Identify who is doing what and when
- Create a script for the event with all relevant links, prompts, responsibilities.



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Three options:

1. Q&A following Anchors and in last 30 min
2. All recorded talks, then Q&A
3. Breakout Rooms and greater facilitation



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Lora – share your template screen!



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What should you do?

1. Come up with a plan!
2. Contact your presenters with the plan!
3. Send your plan (run of show) to CERF tech!
4. Consider how to engage with posters from your session – special roundtable or meetup?
5. Make sure you come with a few questions to ask presenters in case the room is quiet



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What should you do?

1. Having two co-conveners is a big help in this work
2. Optimal size for breakout rooms is 6-10
3. **Important to try to stay on time**
4. Promote your session #CERF2021



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Facilitating Online Interactions

- Cultivate self-awareness and observation of who is talking *and who is not talking*
- Non-verbal engagement is helpful – engage in the chat and your attendees will, too
- “Round Robin” technique
- Managing difficult behaviors



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Who is talking *and who is not talking?*

- Engagement is impacted by positionality of attendees
- This positionality in our science culture includes hierarchies of power
- So many identities! Student, PhD, early/late career, gender, race, ethnicity, disabilities (are the materials accessible?)
- Be aware of these hierarchies and strive towards equitable participation
- Help our participants to feel a sense of belonging and that their voice matters



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Non-verbal Engagement is helpful

- Create a chat “waterfall” where many interact around the topic
- Facilitate this by designating one convener to monitor and engage in chat
- Have speaking convener draw from materials in chat to make those participants feel seen



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Non-verbal Engagement is helpful

- For breakout rooms, consider other tools like Jamboard (hint, Lora go to jamboard!)



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“Round Robin” technique

- If you have a small group (in session or as breakouts) this can help with more equitable participation AND disruptive behaviors
- Provide a prompt for discussion and callout responses in a “round robin” of Zoom room participants
- Emphasize that participants can “pass” so they are not put on the spot



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Managing difficult behaviors

- There are all different flavors of difficult behaviors
- Round Robin can help in small groups
- Reminding participants of technology norms (raising hand) is another tool
- Look to the awesome NOAA guide for good examples! (hint: Lora show them guide!)



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You are the heart and soul of the meeting

- YES: There is no way to replace in person interaction completely
- AND: Creating an engaging special session has the potential to fill up our science cups
- Questions?