AATSEEL 2021 Conference FAQs

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1. When will attendees be able to access ExpoPass?

Access to the virtual conference platform will be available starting February 15, 2021, one week in advance of the conference preview day on February 20. Registered attendees and attendees whose registration has been waived will receive a "Magic Link" at the email address they provided during registration.

2. What is happening on the conference preview day, and why is there a preview this year?

Because of the learning curve associated with organizing our first-ever virtual conference, we decided to offer an abbreviated menu of panels the weekend before the main conference weekend to allow us all an opportunity to take Expo Pass and Zoom for a spin, build some confidence, troubleshoot any technical and access issues, and familiarize ourselves with virtual conference procedures in advance of the main conference weekend, February 25-28, 2021.

3. Will sessions be recorded and made available after the conference?

No. AATSEEL leadership decided not to record sessions this year because of concerns related to file storage, privacy, and a general preference for synchronous presentations (rather than asynchronous or pre-recorded ones). Similarly, we will not save or store Zoom Chats, Whiteboards, or Annotations used in Zoom meetings. We expect all participants to present at their assigned time in their assigned panel in real-time. We believe this will improve everyone's experience in the virtual modality. Additionally, recording panels is not part of our regular practices when we're in-person, so we did not feel compelled to start doing so this year.

One exception includes the **Keynote Address by Evgeny Dobrenko**, which has been pre-recorded and is available asynchronously in Expo Pass on the

conference days (February 20, 25, 26, 27. and 28, 2021). We will also post the keynote on the AATSEEL website after the conference.

Additionally, the Awards Ceremony will not take place synchronously, as it would during the in-person conference at the President's Reception. We will post a link to the award citations on the AATSEEL website.

4. What tools are available to presenters in Zoom?

The assigned Zoom host for each panel will grant co-host status to presenters so that they can share their screens in order to show visual aids. Participants are especially encouraged to use visual aids this year in the virtual format. If desired, presenters may also use the Breakout Rooms, Whiteboard, and Annotations in Zoom.

If there is another tool you would like enabled for your presentation that is not listed here (polls, for example), please write to aatseelconference@usc.edu to make a request. We cannot guarantee that requests can be fulfilled, but we're willing to try.

5. In what time zone is the schedule for the conference?

Eastern Standard Time (EST)

6. I don't know what email address I used to register. What should I do?

After registering, you received an email confirmation from webmaster@aatseel.org and it contains the email address. The confirmation itself was sent to that address. You can also check your AATSEEL member profile to see if the email address there might be the email address you provided at registration.

If you cannot identify the correct email address, please write to aatseelconference@usc.edu and we'll look it up for you.

7. I lost my Magic Link email or I have a different question about Expo Pass.

Expo Pass has a terrific [section dedicated to help and support](#). Try there first, and if your issue is not resolved, please send an email to aatseelconference@usc.edu

8. How long are panels and roundtables, and what is the time limit for presentations?

This year we're asking presenters to limit presentations to 15 minutes (at the in-person conference we permit 20 minutes).

Each conference panel or roundtable (with a few exceptions) has a total of two hours once it has started. We ask chairs, panelists, and Zoom hosts to be mindful of the end time in order to avoid disruption for others. While we encourage discussion among panelists and participants, panels must end on time.

To join a panel in Expo Pass, wait until a panel has a "Join" button. This will replace the countdown to the event 10-15 minutes before the start time of the panel. If we're running a minute or two late – there are many variables this year and there may be delays – we will work hard to keep things running in a timely fashion. Please have patience.

9. I don't have Zoom on my computer. Do I need to download it in order to attend panels?

That's up to you. Our Zoom accounts will allow attendees to join through a browser without requiring a download of Zoom. However, the experience in Zoom will likely be smoother and more engaging for attendees using the downloaded version.

10. I have never used Zoom. What do I need to know as an attendee?

For questions on using Zoom, we recommend consulting [Zoom Support](#), which has an extensive list of resources, both for those just getting started with Zoom, and for those who have a bit more experience. We recommend familiarizing yourself with Zoom in advance to avoid connection delays and other unintended disruptions. We strongly recommend following [Zoom's suggestions for video and audio](#) prior to the conference.

11. I'd like to schedule a meeting or event at the conference or I need to cancel my presentation/participation. Is that possible?

Unfortunately, the conference program is now set and we will not be making any additional changes or additions. If unforeseen circumstances have compelled a cancellation, you must notify us immediately. Registration refunds will be decided on a case-by-case basis. We will not refund any registrations on or after February 15, 2021.

12. Is there a limit to how many panels attendees may attend or is there a limit on the number of attendees permitted into any panel or conference event?

There is no limit to the number of events participants may attend.

Conference events and panels are limited to 300 total participants, including host, panelists, and the chair. If any one event exceeds 300 attendees, we will do our best

to record the event. Please let us know if you are unable to access a panel or event by emailing aatseelconference@usc.edu

13. Need Help?

Should questions arise before or during the conference, the quickest way to get help is to contact:

Rachel Stauffer, **AATSEEL Conference Manager**: aatseelconference@usc.edu

Zoom hosts can also be sources of support during panels. AATSEEL has trained volunteers and chairs who will host each panel. The Zoom hosts will assist panelists with audio, video, and screen-sharing, as well as starting and ending the meeting. We are facilitating coordination behind the scenes between chairs and hosts to prevent delays and disruptions. To troubleshoot while in a panel, please reach out to the Zoom host, who can reach out to AATSEEL staff if needed when problems arise.