

# ILLINOIS STATE UNIVERSITY

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Hi CSASers!

I have been getting requests for some "how to" information from a number of you who might be attending the CSAS meetings for the first time. To help you out, some grad students and I wrote a kind of mini-guidebook which might be helpful (which at the risk of being presumptuous, we are sending along). Even though it is specifically directed to the CSAS meetings, it could be of use for other conferences as well. Now this was intended for a live, pre-COVID meeting; this weekend will obviously be different! Be a lot still applies, I think. But here is some general information for everybody:

First, please be aware that all times are Central Daylight Savings time (like Chicago).

Second, most of the volunteered papers should be roughly 20 minutes. The chair/organizer of the organized sessions can obviously allot their time as they see fit, but probably the 20 minute length will be about the average. This was the time I estimated when setting up the schedule.

Third, we (hopefully) will have the Zoom "share" mode set, so everyone will be able to take over the screen themselves and show their Powerpoints or smiling faces when it is their time to present.

Fourth, we will *not* be recording or posting these sessions. There are a number of legal reasons for this, and by not recording them, we have avoided some paperwork with ISU (and the AAA). Thus, if you want to get a paper or pursue an author, please contact them directly; the email addresses of the presenters are given after the author's name in the Abstracts section of the conference program).

Fifth, here is my phone number: 309-454-2151. (Yes, you can actually use them to talk to someone!). Please use it if there any issues or problems. I probably will not be

watching email, etc., religiously during the conference, so this will be the fastest way to ask me to try and fix something, or handle a question.

Sixth, there will no doubt be technical glitches, mixed up Zoom addresses, and all kinds of unforeseen happenings. I am positive about this—so please accept my anticipatory prophylactic apologies! But don't panic; we probably can fix things or figure out something. You'll laugh about it later, and it will no doubt make a good story.

Seventh, I will not be able to be at every panel, all the time. But do not worry, because—due to some good deed in a previous life—I have been blessed with two outstanding graduate students who are helping me. They are Kenyetta McGowens and Maria Kitchin, and they will be chairing some of the sessions when I am at a different session. They are super-smart and very competent, and can probably take care of things even before I get there. And they will (gently!) remind you to look at the clock if you have fallen in love with the sound of your voice (as I tend to do).

Eight, you should be able to "enter" the Zoom room before the chair of the panel gets there. Make yourself at home until the others show up. But when the presentations start, it might be a good idea to mute your mic. You can raise your hand or ask a specific question of course, but otherwise your dog barking in the background might be heard (really!). Also, though your mic might be muted it is probably polite to keep your video on. There is nothing less fun than giving a presentation to a bunch of black screens.

Anyway, I am sure there will be other issues that will come up. So thank you for your patience ... and for being part of the experiment! Wish us all luck. I look forward to seeing you this weekend (both on April 24th and 25th!)

Best,  
Jim

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