

# ASP 2021 Parasitraganza Online Conference Guidelines

## All participants

### Zoom

- Download the zoom app <https://zoom.us/>
- You will be provided with a zoom link for the workshops and conference
- Sign in using your full name
- Ensure your microphone remains muted throughout (except where presenting or asking a question)
- You can test your internet connection using <https://zoom.us/test>
- A different Zoom link for each day of the conference will be sent to all participants by email one week prior to the conference with a reminder each morning of the conference.

### Slack

- Please join our slack workspace for this year's online workshops and conference
- Link: [https://join.slack.com/t/asp2021/shared\\_invite/zt-r8kxwey9-yBRuJB35Mq8M8K8JOzqfrg](https://join.slack.com/t/asp2021/shared_invite/zt-r8kxwey9-yBRuJB35Mq8M8K8JOzqfrg)
- This is a space for you to communication with fellow participants and we hope will enrich the online conference experience.
- Please join with your full name and we encourage you to include some information about yourself in the #bio channel.
- We have set up a channel for each day where delegates can ask questions about the presentations that they watch and we would love you to interact and respond to those questions as they come up.

### Code of conduct and social media

The ASP supports multiculturalism and anti-discrimination including non-discrimination on the basis of gender, sexual orientation, race, religion or disability. See our Policy on Gender Equality at this ASP conference (<https://www.parasite.org.au/wp-content/uploads/2021/04/Policy-on-Gender-Equality-at-the-2021-ASP-Conference.pdf>).

The ASP recognises the importance of participation by Aboriginal and Torres Strait Islanders and welcomes all Aboriginal and Torres Strait Islanders and all indigenous researchers from all countries. See our principles and by-laws for more information

For social media posts please use #2021Parasitraganza #ParaFest2021

All participants are expected to show respect and courtesy to others across all platforms. This includes the use of welcoming and inclusive language and for all participants to be respectful of different experiences and views. If participants engage in behaviour that does

not follow this then the offender maybe warned and/or removed from the platform. Further actions may also be taken were required (for example the incident may be reported to the ASP board).

Examples of unacceptable behaviour include;

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant and at all related events
- Harmful or prejudicial verbal or written comments or visual images related to gender, gender expression, gender identity, marital status, sexual orientation, race, religion, political orientation, socioeconomic, disability or ability status, or other personal characteristics, including those protected by law
- Violating the rules and regulations of the online provider, Zoom
- Disruption of workshops, presentations or other events
- Photographing, reproducing or recording of content without permission

## Presenters

### General

- Dimensions for presentation – your powerpoint presentation should be either 16:9 (standard widescreen) or 4:3 (old standard)
- Please let your session chair know if you would **NOT** like your presentation to be recorded
- Include a note about sharing your presentations i.e. is it sensitive data and no screen shots/records or is the audience free to share
  - e.g. can include the following



- Pre-record of presentation. If you are afraid that your internet connection can have issues, you have the possibility to send us a video recording of your presentation by the 16<sup>th</sup> June (or close to that date). We will be able to share the video in case your connection is unstable.
- Do you need a practice session? Please contact Lisa Jones or your chair to organise a practice run-through.
- We have a Slack forum available to submit your questions to other presenters, to introduce yourself, to answer any additional questions the audience might have. Please log in and familiarise yourself to the forum.  
[https://join.slack.com/t/asp2021/shared\\_invite/zt-r8kxwey9-yBRuJB35Mq8M8K8JOzqfrg](https://join.slack.com/t/asp2021/shared_invite/zt-r8kxwey9-yBRuJB35Mq8M8K8JOzqfrg)
- Please familiarise yourself with your session chair and to Lisa Jones ([Lisa.Jones1@jcu.edu.au](mailto:Lisa.Jones1@jcu.edu.au)) these two people will be your primary point of contact.

## **On the day**

- Test your microphone and speaker beforehand
- Use an external microphone or earphones if possible
- Try to limit background distractions and test lighting conditions
- Please ensure you use your full name when signing into zoom session to make it easy for the chair and moderators.
- Have your session chair contact details handy in case of technical issues.

## **15 minute talks**

- 15 minute talk (13 min presentation plus 2 mins of questions). You will be interrupted if you go beyond your allocated time and if you use up all 15 minutes there won't be time for questions.
- You will be able to share your screen; make sure that you know how to do that beforehand (have a practice with zoom).
- You can also submit a pre-recorded presentation as a backup in case you have trouble with internet connection on the day. Please submit by Wednesday 16<sup>th</sup> of June (or close to that date) please provide a youtube (or other) link.
- We also strongly recommend you send through a copy of your slides (in format of your choice) by Wednesday 16<sup>th</sup> of June (or close to that date).
- We will have a dedicated channel in our slack forum for that day of conference talks and so the viewers can ask you any questions.
- You also have the option to send Lisa Jones a pdf file with more information about your research – this will be uploaded to Conftool so that other delegates can read more detail about your research if they would like to do so.