

Hosting an online conference

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Things to think about prior to starting

- Organising committee
 - Membership
 - Coordinator/organiser – herding cats, strong time management skills, can project manage
 - Tech person – zoom room set up and supervision
 - Graphic designer – web site, email design
 - Coordination of abstract submission and review
 - Peer reviewers – review of abstracts
 - Facilitators
 - Time keepers, recording, holding slides on day
 - Workload expectations
- Vague idea of dates (at least three months lead in)
- Budget?
- Topic for conference
- Publishing full papers as well?

Virtual Scholarship of Tertiary Teaching Conference

- Organising committee
 - Voluntary membership
 - Coordinator (Chair of Academic Board)
 - 1 Tech person (IT support on call on the day and were used!)
 - 1 graphic designer (in his own time – would allocate workload next time)
 - 2 volunteers for reviewer coordination – both academics
 - 16 peer review volunteers
 - 5 facilitator volunteers
 - 4 professional staff time keepers
 - Scholarship as workload
- Started planning three months prior
- Zero budget
- Scholarship of Tertiary Teaching
- Investigated but not viable for zero budget



Stuff that needs doing prior to the day

- Meetings
 - Agree on conference date, create due dates working backwards from conference date
 - Updates and reports on progress
- Conference themes
- Abstracts – call and submission
 - Closing date, submission format
 - Send Call – email, online, to networks
 - Peer review?
 - Email query? Contact person?
- Program
 - How many sessions?
 - How long for presentations? Questions?
 - Keynotes? (Budget?)
 - Registration

Virtual Scholarship of Tertiary Teaching Conference

- Meetings
 - Not everyone could attend meetings
 - Firm decisions following discussion
 - Email updates with action sheet
- 4 themes
- Abstracts
 - Survey monkey submission
 - Committee members sent to networks
 - Email reminders
 - Monthly
 - One month out – weekly
 - Three days out – daily
 - Double blind peer review
 - Set up generic email
- Program
 - 5 sessions, 2 keynote, 1 panel
 - 20 minutes (15min + 5 for Qs)
 - Volunteer keynotes
 - Registration – survey monkey
 - Program added to website
 - Lots of queries. Lots.

Emails
Checklists
Online
Mailing lists
Questions

Emails:

- Call for abstracts
- Successful submissions
- Unsuccessful submissions
- Call for registrations
- Promotion of keynote speakers
- Promotion of program
- Notification of zoom addresses
- Countdown emails – month, week, days

Checklists:

- Brief and run sheet
- Review coordinators
- Reviewers
- Facilitators
- Timekeepers/recorders
- Tech (developed their own)

Online:

- Submission of abstracts
- Registration survey
- Evaluation survey
- Program
- Online welcome
- Online etiquette and instructions
- Link to zoom rooms
- Logo

Mailing lists:

- Organising committee
- Reviewers
- Abstract submitters
- Successful abstracts
- Registrants
- Keynotes (and minders)
- Global lists (via Marketing)

Questions:

- Ethics
- Tech access
- Publication option*
- Scholarship option*
- Withdrawal, late submission
- Flexibility
(or “Do I have to?”):
 - Word counts
 - Presentation
 - Presenters
 - Timing
 - Sessions
 - Themes
- Reminder
(or “I deleted the email, I can’t find the email, I’m too lazy to check my emails”):
 - Time zone
 - Format of written docs
 - Format of sessions
 - Zoom addresses
 - Program link



On the day

- Technology support
 - Set up and administer zoom rooms
 - Workload expectations
- Facilitators (forward facing)
 - Coordinate speakers
 - Facilitate questions and answers
- Timekeepers (behind the scenes)
 - Room hosts (can mute people)
 - Set up holding slides for early arrivals
 - Keeping to time!
 - Having a spare person to pop in and out of rooms to check for issues
- Evaluation

Virtual Scholarship of Tertiary Teaching Conference

- Tech
 - Zoom rooms – licencing required for large numbers
 - Automatic mute (didn't always work!)
 - Auto record (requires editing of sessions to upload recordings - ack!)
- Facilitators
 - Check list provided
 - Personal discussion with each
 - Volunteers – NOT someone who was also presenting
- Timekeepers
 - Check list provided
 - Holding slides – could have been forward pointing
- Evaluation
 - Survey monkey
 - Embedded in chat and sent via email

Planning

Pre-conference

Conference

Post-conference

It's done! Now what?

- Metrics
 - Registration and attendance
- Issues
- Follow up with registrants
- ISBN for publication purposes?
- Just like Christmas – promise you'll start planning earlier next year....



Virtual Scholarship of Tertiary Teaching Conference

- Metrics
 - 300+ registrations
 - Largest session 80+ (Concurrent session 1, Stream C)
 - 62 presentations
 - 4 themes
 - 12 Australian universities
 - International registrations – Israel, UK, South Africa, Vietnam
- Lessons
 - Better web site and program – more interactive
 - Include presenter bios and contact details (if they consent)
 - Workload allocation
 - Especially graphic design and tech support (non-academic roles)
 - Academic volunteers can use committee membership as evidence of scholarship and on promotion application