

CMOS Congress 2020
Technical Guidance on Hosting Virtual Sessions
V1.0 – May 2020

General

- Virtual Sessions are to be organized by the Session Convenors using the CMOS Zoom account. Zoom has been chosen because it is the most widely used conferencing system at this time. (Exceptions can be made, at the Session Convenors' discretion, if institutional practices prohibit Zoom.)
- The timing of sessions should be coordinated with the Science Program Committee in order to minimize concurrent sessions (especially those with similar audiences) and to accommodate time zones across Canada – e.g., no earlier than 8AM Pacific time and no later than 6PM Atlantic time (i.e., 11AM-5PM Eastern time).
- A Session Convenor (or a delegate) is expected to be Chair of the Zoom meeting and serve as the Zoom 'host'. This means that the Chair of the meeting or a designated alternate should control the videoconferencing software during the session. While efforts to provide technical support will be made, it is not practical for CMOS National or the Congress 2020 Local Arrangements Committee to operate these sessions on the Chairs' behalf.
- It is strongly recommended that, in addition to the Chair, a person familiar with the videoconferencing software be available to support the session. This person would be dedicated to operating and monitoring the videoconference to allow the Chair to focus on the science content. This resource might be available, for instance, from a Co-Chair, staff in your home institution, or a student volunteer.
- There will be no cost for participants to join virtual sessions; however a one-time registration on the CMOS Congress web site will be required in order to obtain a password. This password will provide access to all sessions.
- Zoom has put together a blog post that may be of use to help prevent or mitigate Zoom Crashers:

<https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event/>
- Convenors, Chairs, and participants should ensure that professional standards of respectful behaviour are adhered to in their online sessions. Guidelines from the CMOS Congress Code of Conduct are included in the appendix at the end of this document.

Presentations

- Experience has shown that delays in virtual meetings are often caused by switching

screens between multiple presenters. For this reason, it is recommended that all presentations be displayed from the host's computer. To support this approach we recommend that:

- Convenors specify the type of file for presentations to be submitted to the host in advance of the session (.e.g., .ppt, .pdf)
 - presentations are run only on the host's computer
 - only the host's screen is shared with participants
 - speakers will verbally indicate to the operator when to advance to the next slide
 - complex animations and embedded video in presentations should be avoided
- Session schedules and abstracts will be available on the CMOS Congress web pages.
 - Presentations will not be archived and sessions will not be recorded due to unresolved privacy and copyright considerations. Anyone interested in receiving a copy of a presentation should contact the presenter directly.

For CMOS Zoom Account users

Account Information

- CMOS National will be providing Zoom licenses.
- Please contact Gordon Griffith, CMOS Executive Director, at exec-dir@cmos.ca once the session date and time are finalized.

Videoconference Procedures

- The videoconference meeting can be organized once the roster of presenters and schedule of the session has been finalized.
- The following steps are required:
 - 1) schedule the videoconference meeting using a CMOS Zoom account provided by Gordon Griffith, CMOS Executive Director at exec-dir@cmos.ca, or through your institution's videoconferencing system if not using Zoom.
 - 2) provide the session agenda in the template provided for posting on the Congress web pages.
 - If you are using your institution's videoconferencing system, please also provide the connection details.
 - 3) collect all speaker presentations in advance and verify that they display properly on the host computer.
 - 4) prior to the videoconferencing meeting, validate that all presentations are available

on the host computer.

- 5) initiate the videoconference meeting at least 10-15 minutes before the scheduled session time.

Recommended Zoom Procedures and Settings

- Waiting Room: Everyone wishing to join a session will first access a waiting room - generally 10-15 minutes prior to the start of the session.
- The session host will then grant access to the session.
- All participants will be admitted on mute and with video turned off.
- Questions will be managed at the discretion of the convenor - either posed orally or through the Zoom Chat feature.
- The Chair may choose how and when to address comments and questions from participants. It is suggested these be addressed after a presentation is finished and submitted via the Chat feature (for written questions) or the Raise Hand feature (for verbal comments).

Appendix

CMOS CONGRESS 2020 Online – Code of Conduct

We ask conveners of sessions to do their best to provide an environment of safety and respect for participants in the CMOS Congress 2020 online sessions. CMOS endeavours to ensure that no one will be subject to discrimination, harassment, abuse or any other conduct that diminishes dignity and worth of the individual.

What is discrimination?

Discrimination is differential treatment based on one of the following grounds that has an adverse impact on an individual or group: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status and disability.

What is harassment?

Harassment refers to any abusive or unwelcome behaviour, conduct, talk and/or written correspondence that are directed at and offensive to any person. Harassment may be based on the grounds listed above, or may be personal harassment.

The following are examples of inappropriate conduct that are in violation of this Code of Conduct:

- Derogatory or abusive comments, teasing, bullying, innuendoes or taunting
- Display or circulation of inappropriate, derogatory or offensive written materials or illustrations/photos.
- Repeated inappropriate contact (online stalking).
- Suggestive looks, leering, staring or gestures
- Unwelcome and unsolicited sexual advances and related reprisals and threats.

How may I contribute to an environment free of discrimination and harassment?

- Treat all people fairly and with dignity.
- If you are unsure whether a remark, action or written comment may be considered offensive, do not make it.
- Don't make jokes at another person's expense.
- Speak up against harassment and do not tolerate conduct or comments of a discriminatory nature.

What should I do if I experience or witness misconduct?

The organizing committee of the CMOS 2020 Congress, as well as the national CMOS Council, wants everyone to feel safe at the congress. We all have a role to play in creating an inviting and harassment-free environment.

If you experience or witness misconduct of any nature that takes place within the context of the CMOS 2020 Congress, please report it immediately.

- If verbal or other forms of harassment occur during a scientific session or chaired business meeting, or in a related context, the Session Convener/Chair should act

immediately to stop it. If the situation deteriorates, the Convener/Chair should turn off access to the session for the offender.

- The Session Convener/Chair or designate should then report the incident to the Executive Director of CMOS (exec-dir@cmos.ca), who will be responsible for sharing the information with responsible parties on the Executive of CMOS.
- Of course, if the harassment or abuse is criminal in nature, and/or involves risk of danger to session participants, they should first be immediately reported to law enforcement authorities, and then followed up with reporting to the Executive Director of CMOS.

What will happen next?

- Once an incident has been reported, CMOS will work to ensure that the incident has been well documented; that the affected person is safe; that the affected person, witnesses, and alleged offender have had a chance to be heard; and that suitable action will be taken.
- Such actions could include blocking the offending party from attending further sessions, and referral of the matter to CMOS Council for further actions.
- In all consultations and deliberations, privacy of all parties will be respected according to requirements under Canadian law.