

# dance studies association

## **HYBRID PRESENTER INSTRUCTIONS**

### Before the session

Be in contact with your co-presenters to arrange any/all logistics. Reach out to [conference@dancestudiesassociation.org](mailto:conference@dancestudiesassociation.org) to connect with your co-presenters. DSA cannot staff each room to support the technicalities of a Zoom presenter within a hybrid panel, so you will have to rely on your co-panelists to run your remote presentation – either via pre-recorded video or Zoom livestream.

If you are going to pre-record your presentation, please send your file to your co-panelist no later than October 3<sup>rd</sup>. This ensures your colleague has enough time to test the file.

If you are going to present via a Zoom livestream, you are responsible for hosting your own Zoom room and sending that link to your onsite co-presenter by October 3<sup>rd</sup>. If you need assistance setting up your Zoom room, please email [conference@dancestudiesassociation.org](mailto:conference@dancestudiesassociation.org). Your co-presenter will *join* your Zoom meeting and project your Zoom room via personal computer during your presentation. DSA does not provide computers or adapters to any presenters.

Individual presenters are responsible for arranging these logistics, the same way in-person presenters are responsible for their own computer and presentation. In the spirit of flexibility and generosity, please assist one another when possible.

We do not plan to share hybrid presentations with virtual registrants via the DSA digital schedule. But, if you would like to do so and feel confident in the sound quality of your presentation please email [conference@dancestudiesassociation.org](mailto:conference@dancestudiesassociation.org). We will accommodate as much as we can.

### During the presentations

The remote panelist(s) may choose to be live during the entire presentation if co-presenters can facilitate. Do remember there are call-in options for Zoom if you are worried about simultaneously using a computer for your own presentation and a colleague's remote participation. Perhaps remote panelists can call-in via phone, with phone placed on the table next to the speaking presenter. And then remote panelists can join via Zoom video on a colleague's computer at the appropriate time. Again, we ask for your patience, flexibility, and generosity with one another.

### After the presentations

Please do not record without written permission (email is fine) for any co-presenters. DSA will *NOT* be asking for recordings, nor storing the recordings. These are for personal use only.