



PREPARING FOR YOUR ONLINE SESSION

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Questions?

Email Global2022CFP@ilaglobalnetwork.org or call +1 202.470.4818 ext. 106

Confirm Your Session Date & Time

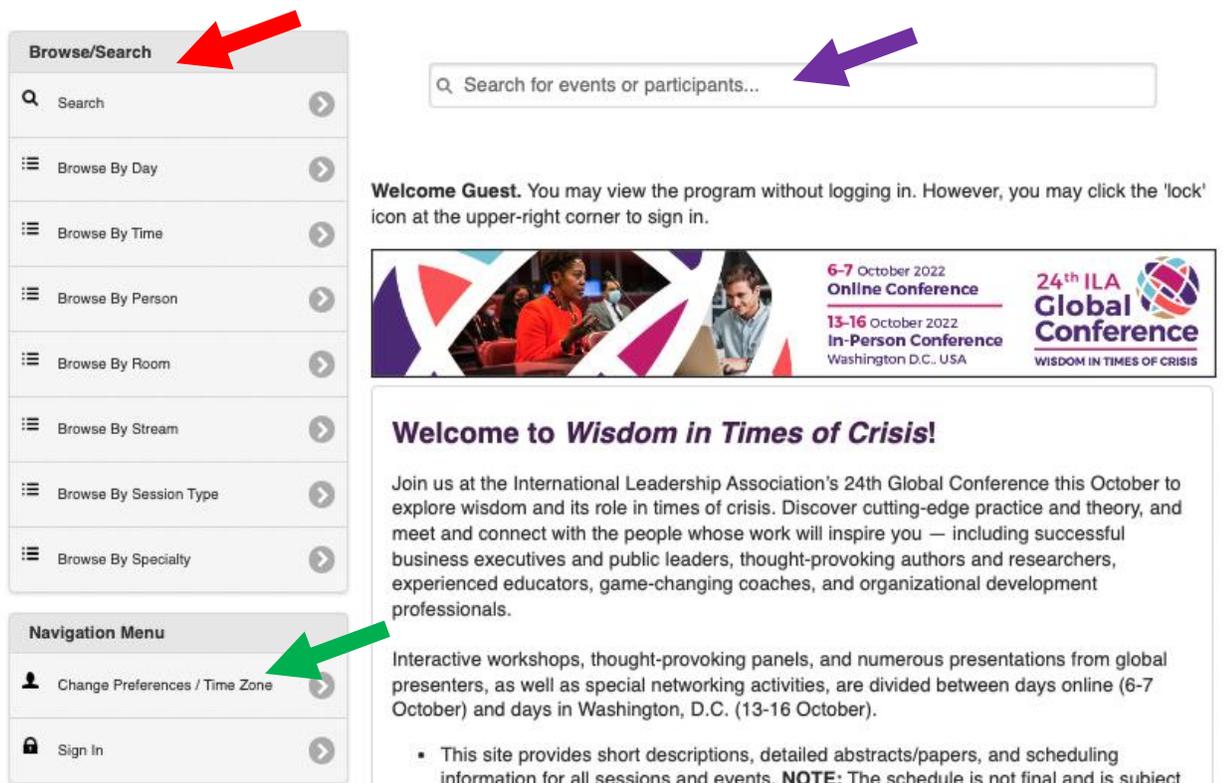
We encourage you to confirm the date and time of your session and **explore the full conference program** before the online (6-7 October) conference!

For participants in **Symposium or Presentation sessions**, please note that the number of presentations in your session may have changed since you received your scheduling notice. While this does not impact the time allotted for your individual presentation (12 minutes), it will mean that the overall session length has changed. Please update your calendar accordingly.

Access the program now at <https://convention2.allacademic.com/one/ila/ila22/>.

IMPORTANT: This link takes you to the online program/All Academic, which serves as the evergreen site for the conference. You will attend the conference via ILA's virtual conference platform called OnAir. See the next section for more details.

Click on one of the browsing/searching options on the menu on the left side of the page or use the search field at the top of the page. The quickest way to find your session schedule is to enter your last name in the search field; however, you can search by several different factors such as session title, presentation title, affiliation, etc.



The screenshot shows the conference website interface. On the left, there is a 'Browse/Search' menu with options: Search, Browse By Day, Browse By Time, Browse By Person, Browse By Room, Browse By Stream, Browse By Session Type, and Browse By Specialty. Below this is a 'Navigation Menu' with 'Change Preferences / Time Zone' and 'Sign In'. A red arrow points to the 'Browse/Search' menu header, a purple arrow points to the search field at the top, and a green arrow points to the 'Change Preferences / Time Zone' option. The main content area features a search bar with the placeholder text 'Search for events or participants...'. Below the search bar is a 'Welcome Guest' message. A banner for the '24th ILA Global Conference' is displayed, with dates '6-7 October 2022 Online Conference' and '13-16 October 2022 In-Person Conference' in Washington D.C., USA. The banner also includes the ILA logo and the tagline 'WISDOM IN TIMES OF CRISIS'. Below the banner is a 'Welcome to Wisdom in Times of Crisis!' section with a paragraph of text and a bulleted list of features.

Browse/Search

- Search
- Browse By Day
- Browse By Time
- Browse By Person
- Browse By Room
- Browse By Stream
- Browse By Session Type
- Browse By Specialty

Navigation Menu

- Change Preferences / Time Zone
- Sign In

Search for events or participants...

Welcome Guest. You may view the program without logging in. However, you may click the 'lock' icon at the upper-right corner to sign in.

24th ILA Global Conference
WISDOM IN TIMES OF CRISIS

6-7 October 2022
Online Conference

13-16 October 2022
In-Person Conference
Washington D.C., USA

Welcome to *Wisdom in Times of Crisis!*

Join us at the International Leadership Association's 24th Global Conference this October to explore wisdom and its role in times of crisis. Discover cutting-edge practice and theory, and meet and connect with the people whose work will inspire you — including successful business executives and public leaders, thought-provoking authors and researchers, experienced educators, game-changing coaches, and organizational development professionals.

Interactive workshops, thought-provoking panels, and numerous presentations from global presenters, as well as special networking activities, are divided between days online (6-7 October) and days in Washington, D.C. (13-16 October).

- This site provides short descriptions, detailed abstracts/papers, and scheduling information for all sessions and events. **NOTE:** The schedule is not final and is subject

IMPORTANT: All times are listed in Eastern Daylight Time (EDT)/UTC -4. **To view online sessions (6-7 October) in both EDT and your local time zone**, set your time zone preference. The system will automatically ask you to do so when you first access the site. If you need to change your time zone setting, select "Change Preferences/Time Zone" from the "Navigation Menu" on the left side of the home page (green arrow above).

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OnAir: ILA's Virtual Conference Platform

You will attend all sessions, activities, and networking through **OnAir**, ILA's virtual conference platform.

- [Poster](#) presenters will receive a link, username, and a personalized PIN to access the platform **on or about Friday, 23 September**. Note that posters must be uploaded by Monday, 03 October.
- Interactive Roundtable Discussion, Panel, Presentation, Symposium, and Workshop participants will receive a link, username, and a personalized PIN to access the platform **on or about Thursday, 29 September**.

We encourage you to explore and familiarize yourself with the platform prior to the event start date.

*****Please review [this video](#) which provides an overview of OnAir.*****

What you need to join the conference:

- A computer or laptop. While OnAir can be accessed via a tablet or smartphone it is not recommended.
- Internet access
- The latest version of [Chrome](#), Safari, or Firefox. Chrome is recommended.
- The latest version of Zoom. Concurrent sessions will take place in Zoom. It is strongly recommended that you [download the most recent version of Zoom](#).

ACCESSING YOUR SESSION ZOOM ROOM

Interactive Roundtable Discussion, Panel, Presentation, Symposium, and Workshop sessions will take place in Zoom, which you will enter via OnAir. **IMPORTANT:** You will not receive a Zoom link for your session. Poster sessions will be conducted in the Poster Gallery in OnAir. More information [here](#).

- Plan to access your session **15-20 minutes prior** to the session start time.
- Login to OnAir
- Find your session in the timeline/agenda
- Click on your session title and the Session Information will display on the right-hand side. Within the Session Information section, the following language will have an imbedded link to the Zoom Room.

Please click [here](#) to join the session.

Please note that links to Zooms will only appear the days of the conference, not prior.

- Click on “here” and you will be placed into a Zoom waiting room. An ILA room host will admit you. **IMPORTANT:** Make sure your name (as it displays in the agenda) is showing on your Zoom, so we know it’s you!

SOME TECHNICAL POINTS

The conference is being held virtually and contains video streaming and video interactions between participants. Here are some points for consideration:

- ❖ If you are on a satellite or mobile connection, you might be impacted by latency.
- ❖ Please ensure your device receives updates. Please be aware that older devices that no longer receive updates may experience issues connecting to the OnAIR portal.
- ❖ Computers should be up to date and be using the most recent versions of Chrome, Safari or Firefox browsers. Chrome is recommended.
- ❖ Ensure you are not using VPN/remote desktop software.
- ❖ If you are behind your company’s firewall or using company equipment with restrictions, please contact your IT and make sure that Zoom video is not blocked.
- ❖ When you log-in, you will be asked to confirm your audio and video capabilities. Certain sessions and networking will not work if these are disabled. You may have to set your browser to accept OnAir, our virtual conference platform.
- ❖ On the Event Check-in screen, you can edit your personal details, upload a profile picture, and **confirm your time zone**. You will also be able to choose what data you’d like to share with other attendees as part of the Meeting Hub, OnAir’s on-line networking platform.
- ❖ When you have completed the check-in formalities, close that page and you’ll find yourself on the virtual conference platform with the Timeline for the day of the conference.
- ❖ All sessions will be recorded except for Interactive Roundtable Discussions and Poster sessions. Breakout rooms will not be recorded. Recordings will be posted sometime after the close of the onsite conference and will be available for a limited time (exact dates to be determined).

THE MEETING HUB

Meeting Hub lists all conference attendees that have checked in and allows you to make connections. Once connected with another attendee, you can live chat, video call, message, or set up a meeting with that person. Contacts can be downloaded and exported using the export icon . [This video](#) includes information on the Meeting Hub. If you would like to make any changes to your position or organization, please email lfatica@ilaglobalnetwork.org.

LIVE SUPPORT

Our entire conference is supported by ILA Staff who can quickly come to your aid should something go awry. Simply click on the Live Support icon  located in the upper right-hand side of the screen next to your Do Not Disturb icon  (if you turn on DND you will not receive calls, chats, or messages from other attendees). There is a FAQ section behind the .

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Emerging Scholars Research Consortium

The Emerging Scholars Research Consortium (ESRC) is a unique mentoring opportunity at the ILA global conference where emerging/junior scholars present a poster on their research to a group of seasoned senior scholars. Each attendee is also paired with one senior scholar mentor who provides in-depth feedback, advice, and fresh perspectives. The Consortium serves as a venue for junior and senior leadership scholars to interact, foster collaboration, meet potential co-authors, and continue to enrich the field.

The [Virtual Emerging Scholars Research Consortium 1](#) will take place on Thursday, 06 October, 15:30-16:50 EDT, in a Zoom setting.

BEFORE THE CONFERENCE

Prepare your e-poster! A poster is a one-page, visual representation (using text, graphics, photographs, data samples, etc.) of your research/work that engages the viewer.

- There are numerous programs with which posters can be created, but PowerPoint is the most common choice. Free PowerPoint templates for posters are available online. Simply search for “free PowerPoint research poster templates” or something similar.
- While ILA does not have poster templates, conference branded PowerPoint slide templates are available [here](#); however, you are not required to use them.
- The most important thing is to make your information **visually appealing** without overwhelming the reader. This typically means keeping text to a minimum and letting the graphics do the talking.
- Sections of your poster might include title, introduction/objectives/aims/problem/goal, methods, results, conclusion, references, acknowledgements, contact information.
- There are many examples of good posters on the internet; search for “examples of poster presentation for conference”.

Prepare a brief overview of your poster/topic (4-5 minutes) and practice the timing.

Make sure you have the latest versions of Chrome and Zoom.

☑ **Connect with your Senior Scholar:** introduce yourself and your work, share your poster, and communicate what you are most looking forward to discussing during the event.

☑ **(OPTIONAL) Upload a copy of your poster to the conference evergreen site.** More details [here](#).

AT THE SESSION

☑ **[Click into the session](#) 15-20 minutes prior to the start time** so you have time to conduct a video, audio, and screen sharing check and connect with others participating in the ESRC.

☑ Have your poster open on your desktop and ready to share.

☑ The session will be facilitated by a chair, who will make introductions, manage the flow and timing of the session, and moderate the Q&A/discussion.

☑ Presentations will take place in the order they appear in the program.

☑ Each Emerging Scholar will be allotted ~10 minutes: 4-5 minutes to give a brief overview and 4-5 minutes for Q&A. Senior scholars will ask questions, give feedback, and offer advice.

☑ After all have presented, junior and senior scholar pairs will have the opportunity for some one-on-one time in breakout rooms.

We also encourage you to connect with your senior scholar and the other junior and senior scholars via [Meeting Hub](#), the platform's networking module. Once connected, you can live chat, video call, message, or setup meetings.

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Interactive Roundtable Discussion (IRD) Session Details & Reminders

The Interactive Roundtable Discussion format is an excellent venue for getting targeted feedback and meeting colleagues. The presenter(s) will frame the topic, pose questions, and facilitate a discussion with participants. **A traditional/formal presentation is not appropriate for this session type.** You can allow participants to steer the discussion, or you can ask specific questions of the participants if you are looking for targeted feedback. Come prepared with several questions to start/keep the discussion rolling.

The [Virtual Interactive Roundtable Discussions session](#) will take place on Thursday, 06 October, 15:30-16:45 EDT in a Zoom setting. A breakout room will be set up for each IRD presentation in the session. The 75-minute session will be divided into **three 23-minute time blocks**, which will give attendees the opportunity to visit three breakout rooms/discussions. We'll allow ~3 minutes for attendees to transition into/out of breakout rooms.

NOTE: Discussions in breakout rooms will not be recorded.

Here are a few things to remember as you plan for your session:

- ✔ **Make sure you have the latest versions of Chrome and Zoom.**
- ✔ **(OPTIONAL) Upload supplemental material to the conference evergreen site.** More details [here](#).
- ✔ **[Click into your session](#) 15-20 minutes prior to the start time** so we can place you in your breakout room and you can conduct a video, audio, and screen sharing check.
- ✔ At the beginning of each time block, take a few moments to **give a brief overview of your topic**, then facilitate a discussion with participants. Formal presentations are not appropriate for IRD sessions.
- ✔ The remainder of the time block will be used to facilitate a discussion with attendees. You can allow attendees to steer the discussion, or you can ask specific questions if you are looking for targeted feedback.
- ✔ Prepare **questions** for your attendees to keep the conversation going.
- ✔ Inside the breakout room, the following features will be available for your use:
 - Screen sharing
 - Whiteboard

- Chat (you can copy the chat if you want to save it)

☑ Let the audience know if you have uploaded [supplemental material](#) to the online program/All Academic.

An ILA room host will help facilitate the session in the following ways:

☑ Greet presenters and assist them into their breakout rooms prior to the session start time, if needed.

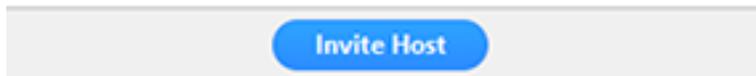
☑ Greet attendees and assist them with navigating into and out of breakout rooms.

☑ Monitor the timing of the three 23-minute time blocks. The host will broadcast a 2-minute warning and then a “time to change discussion” slide will display that includes instructions about how attendees can switch to another breakout room.

☑ Assist presenters during the session, if needed. To ask for help from the host:

1. Click **Ask for Help**  in the meeting controls.
2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.



The ILA host will receive an alert and will join your breakout room as soon as possible.

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Panel Session Details & Reminders

A Panel session is an **informed discussion** and/or debate on a topic by panelists with contrasting or complementary points of view, moderated by a Chair, with time reserved for audience participation, questions, and comments.

While panelists are encouraged to make short opening comments, most of the session time should be spent in *unscripted* discussion or debate amongst the panelists. **Formal presentations are not appropriate for this type of session.** Here are a few things to remember as you plan for your session:

- ✓ **Panelists and the chair should coordinate before the conference** and plan a session that is carefully moderated, engaging, and interactive. Include time for audience participation, questions, and comments.
- ✓ **(OPTIONAL) Upload supplemental material to the conference evergreen site.** More details [here](#). *The original submitter should collect material from panelists, compile it into one PDF file, and upload it to the online program*
- ✓ **Make sure you have the latest versions of Chrome and Zoom.**
- ✓ **[Click into your session](#) 15-20 minutes prior to the start time** so you have time to conduct a video and audio check and connect with others in your session.
- ✓ The **Chair** acts as a facilitator by briefly introducing the overall panel/panelists, posing discussion questions as necessary, moderating audience participation, and assisting with the session's flow, and starting and ending the session on time.*
- ✗ **Do not give formal presentations during the session.** Panelists can prepare brief opening comments, but formal presentations are not appropriate.
- ✓ Let the audience know if you have uploaded [supplemental material](#) to the online program/All Academic. *The original submitter should collect material from panelists, compile it into one PDF file, and upload it to the online program.*

* **NOTE:** Folks can stay (with the chair and/or the panelists) in the room for up to 30 minutes after the session end time for networking, debriefing, etc. – or they are welcome to leave and participate in another event on the OnAir platform. The [room host](#) will leave shortly after the posted session end time.

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Poster Session Details & Reminders

A poster is a visual display of a paper, a research project, a developing idea, or an innovative program that is displayed in the OnAir Poster Gallery and hosted by the presenter(s) during a poster session. Posters are an excellent format for receiving feedback from colleagues with common interests. **Formal presentations are not appropriate for this format.**

Posters will be displayed in the Poster Gallery in OnAir. During your assigned poster session, attendees will be able to interact with you live to discuss your work, ask questions, give feedback, etc.

BEFORE THE CONFERENCE

☑ **Prepare your e-poster!** A poster is a one-page, visual representation (using text, graphics, photographs, data samples, etc.) of your research/work that engages the viewer.

- There are numerous programs with which posters can be created, but PowerPoint is the most common choice. Free PowerPoint templates for posters are available online. Simply search for “free PowerPoint research poster templates” or something similar.
- While ILA does not have poster templates, conference branded PowerPoint slide templates are available [here](#); however, you are not required to use them.
- The most important thing is to make your information **visually appealing** without overwhelming the reader. This typically means keeping text to a minimum and letting graphics do the talking.
- Sections of your poster might include title, introduction/objectives/aims/problem/goal, methods, results, conclusion, references, acknowledgements, contact information.
- There are many examples of good posters on the internet; search for “examples of poster presentation for conference”.
- Once finalized, **save your poster as a PDF**. PowerPoint files will not be viewable in the conference platform!
- The PDF should be no larger than 10 MB and should not be password protected.

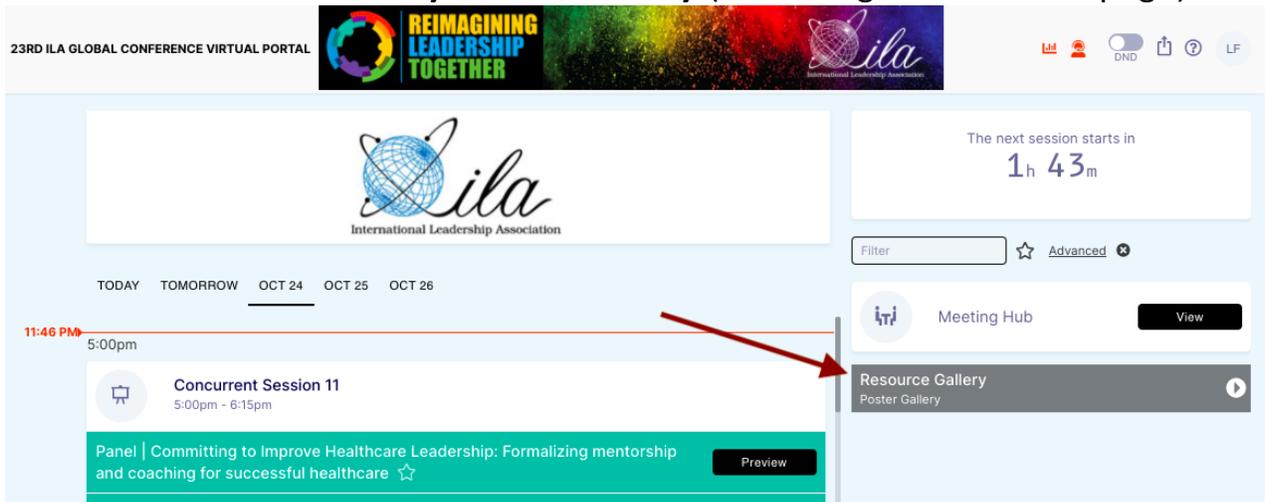
- **(OPTIONAL)** Upload a copy of your poster and/or other supplemental material to the conference evergreen site. More details [here](#).

☑ **Make sure you have the latest version of Chrome.**

☑ **Upload your poster to OnAir by Monday, 03 October.** You will receive access to OnAir on or about Friday, 23 September.

1. Login to OnAir.

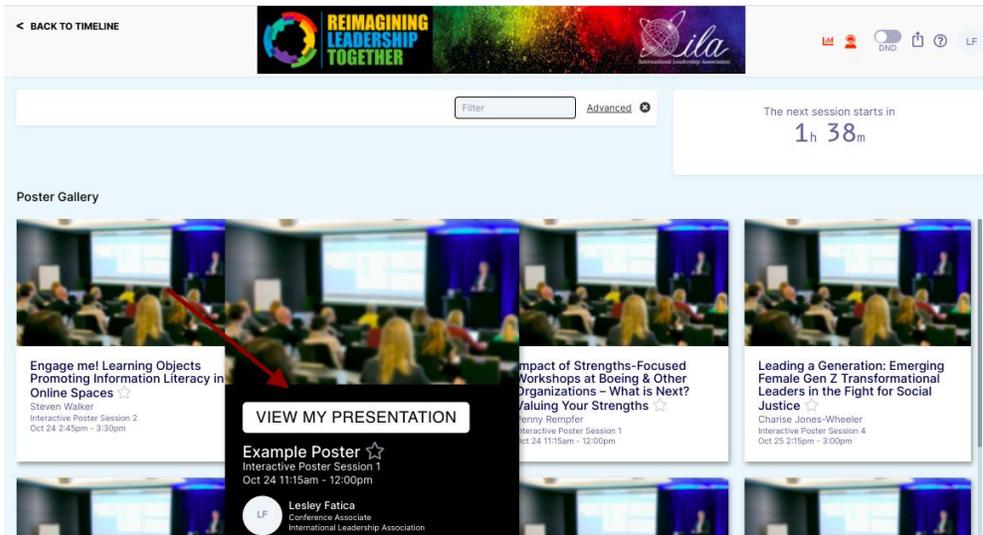
2. Select **Resource Gallery: Poster Gallery** (on the right side of the page).



3. Scroll through the gallery to find your poster or use the Filter or Advanced Search feature.

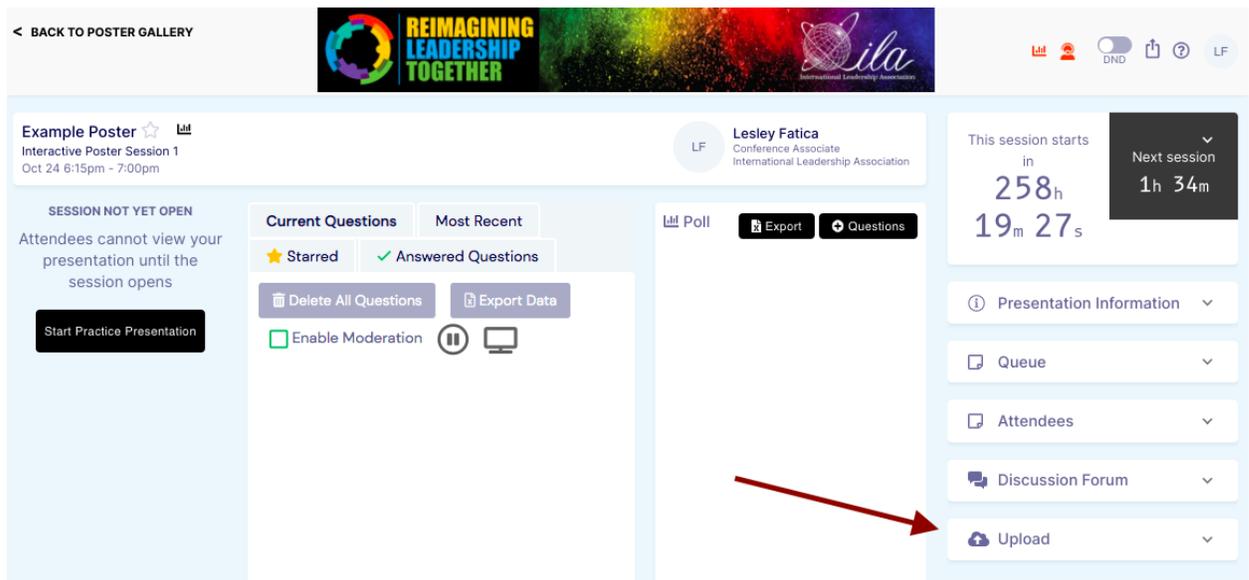


4. To open your poster, hover over your square and select **View My Presentation**.

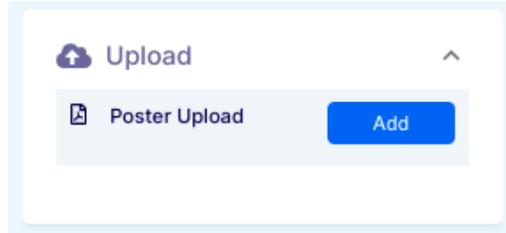


5. Now you can upload the PDF of your poster. Click on the **Upload** section to expand it.

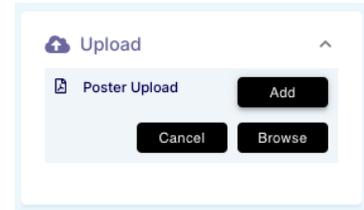
Only PDFs can be uploaded. PowerPoints will not be viewable



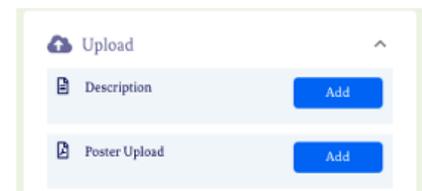
6. Click on **Add**.



7. Then click on **Browse** to access your computer files and find and select the PDF of your poster.



★You may upload **one** poster document. If you would like to write a short description of your poster, you can do that as well. You can remove and replace your poster should you need to; however, we recommend **no further changes to your poster after 04 October**.

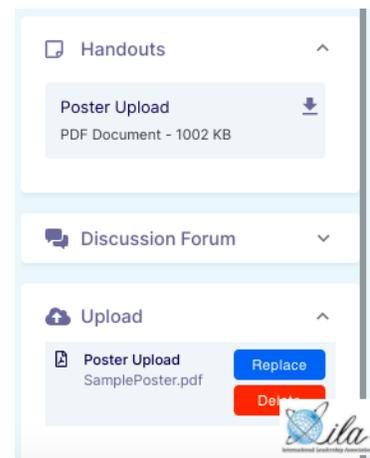


The PDF of your poster should be no larger than 10MB and not password protected.

When uploaded, the buttons will change, and the filename will be displayed:

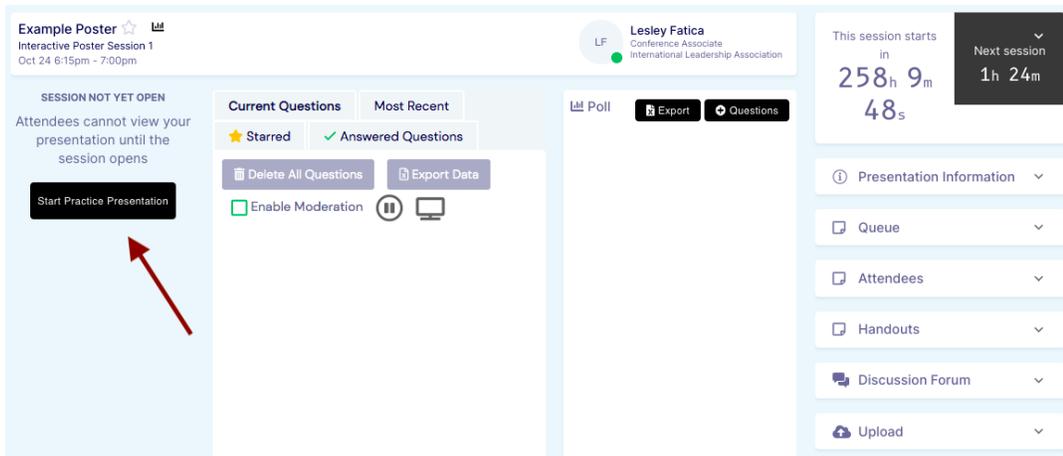


A copy of the poster will also appear in the Handouts section, which allows attendees to download a copy.

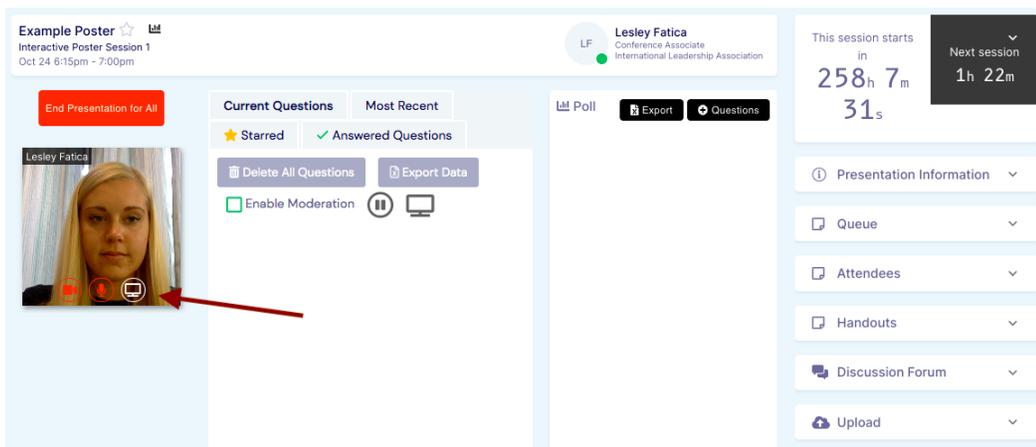


✓ **Conduct a practice session by Monday, 03 October!**

Once uploaded, you can rehearse by selecting **Start Practice Presentation**. Please do **this by Monday, 03 October** so that we have ample time to address any technical issues that may arise.



It's especially important that you can share your screen properly, so you can display your poster during your session. To test, click on the **Share Screen** button.

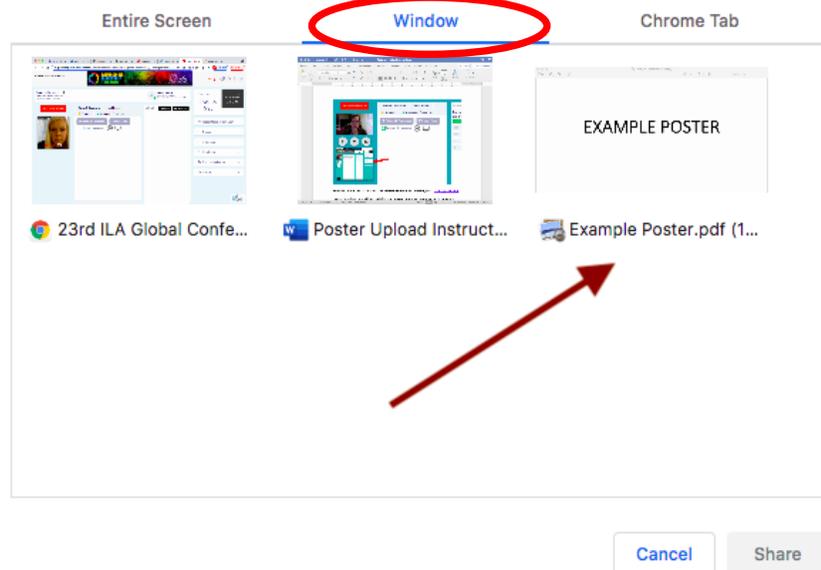


Select **WINDOW** to locate the PDF of your poster. Make sure you have the PDF of your poster open on your desktop. It should not be minimized on desktop otherwise it will not appear when you select the Window to share.

It's important to **NOT** have the PDF open in a browser tab as you won't be able to easily go back to the OnAir portal to look at the activity

Choose what to share

portalapp.ila.eventsair.com wants to share the contents of your screen.



in your poster session such as the Queue or Discussion.

If you encounter any technical issues **through Monday, 03 October** email lfatica@ilaglobalnetwork.org.

Live technical support will be available **starting at 07:00 EDT / UTC -4 Thursday, 06 October** via the **Live Support** link at the top of the virtual event platform page. However, it is strongly advised that you take a practice session soon and reach out the lfatica@ilaglobalnetwork.org before 03 October.

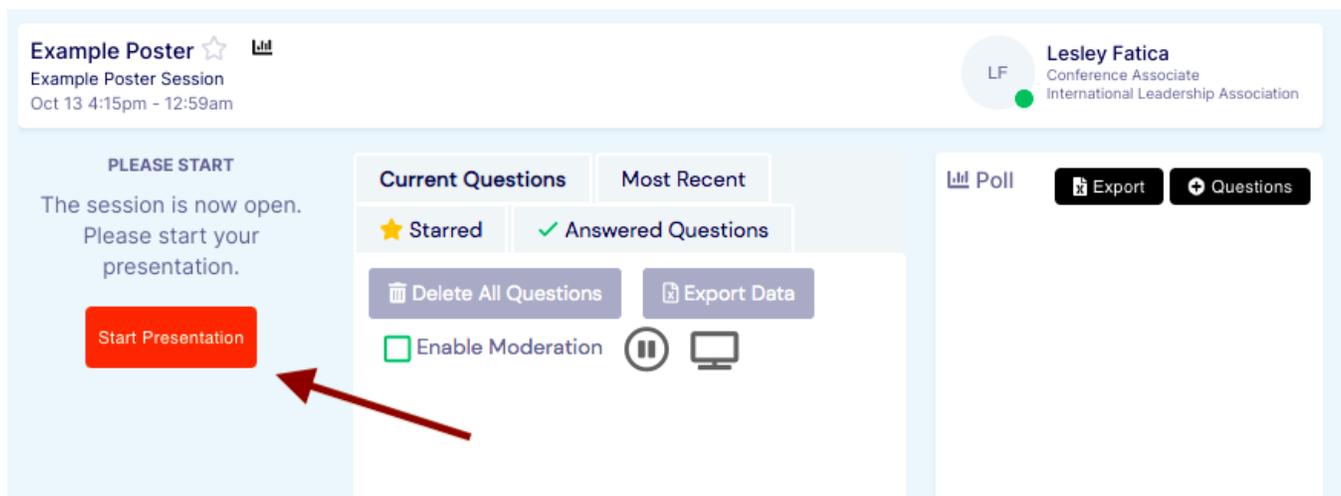
AT YOUR POSTER SESSION

☑ **Conduct a quick practice session again** on the day of your presentation prior to your assigned Poster Session start time.

- Go to your poster in the Poster Gallery (click on “View Presentation” as outlined above).
- Click on **Start Practice Presentation** to double-check your video and screen sharing. Make sure the PDF of your poster is open on your desktop in a separate window.
- **Exit Practice Session a minimum of two minutes before** your presentation start time.

☑ **Go to your poster a few minutes before your session begins.**

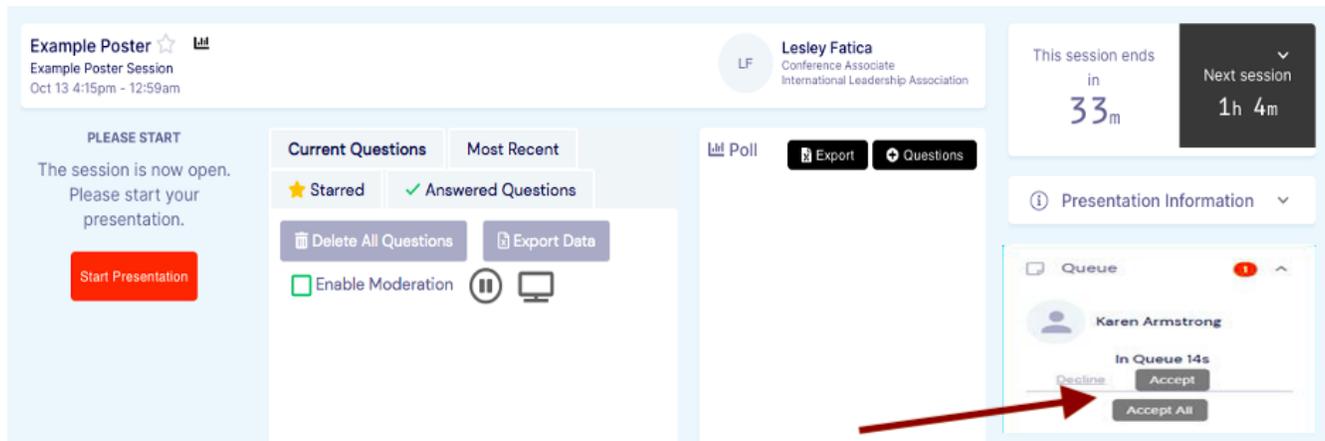
- At the session start time, click on the **START PRESENTATION** button.



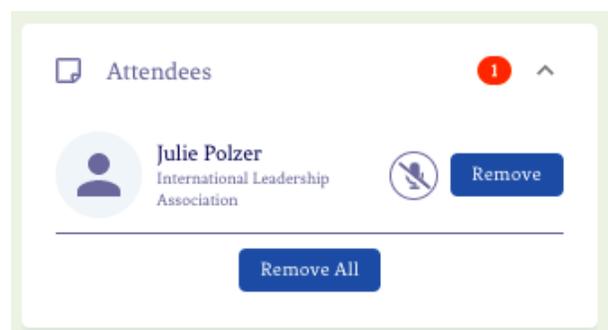
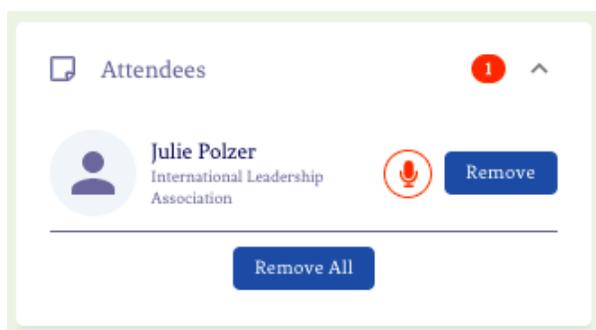
The screenshot shows a user interface for a poster session. At the top left, it says 'Example Poster' with a star icon and a small logo, followed by 'Example Poster Session' and the time 'Oct 13 4:15pm - 12:59am'. On the top right, there is a profile for 'Lesley Fatica', Conference Associate at the International Leadership Association. The main area is divided into sections. On the left, a light blue box says 'PLEASE START' and 'The session is now open. Please start your presentation.' with a prominent red 'Start Presentation' button. A red arrow points to this button. In the center, there are tabs for 'Current Questions' and 'Most Recent', and sub-tabs for 'Starred' and 'Answered Questions'. Below these are buttons for 'Delete All Questions' and 'Export Data', and a checkbox for 'Enable Moderation' with a pause icon and a monitor icon. On the right, there is a 'Poll' section with 'Export' and 'Questions' buttons.

- **Share your screen:** It is vital that you select the **WINDOW** from your device that has the PDF of your poster. Do not share a web browser tab or the virtual event portal screen as attendees won't see your poster.

- When the session is live, as a presenter you will have a **green dot** next to your name in the Poster Gallery. Attendees will select **Join Queue** at which time you will be able to view who is in your queue.
- You can either **Accept** individual attendees or **Accept All** at any time during the 30-minute session.



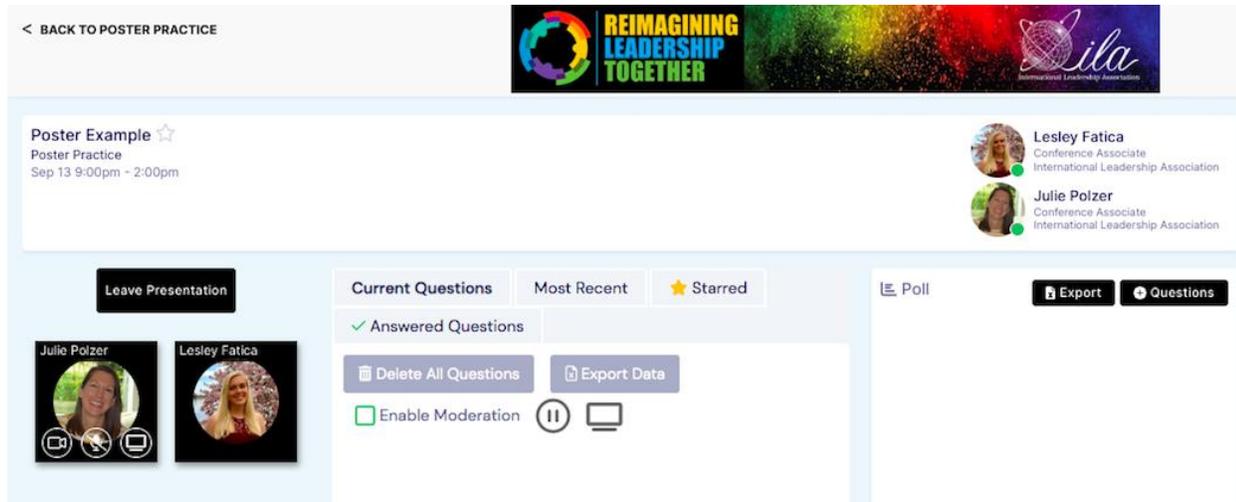
- **You will be able to hear but not see attendees.** You will see their names and photo (if they've uploaded one to their profile). Attendees will be able to hear and see you and your screen, if you are sharing.
- You can mute attendees by going to the “Attendees” tab on the right. You don’t have the power to unmute them. If their microphone is orange, they are unmuted. If their microphone is grey with a slash through it, they are muted.



- When done with your session, either **go back to the Timeline** (you will need to click Back to Poster Gallery at upper left and the Back to Timeline at upper left) or sign out of the platform (click on your profile in the upper right corner to sign out) to ensure that you no longer appear as if you are presenting. If you just close your

browser from the Poster Gallery, the green dot by your name will still display to attendees.

✔ **Multiple presenters:** All individuals listed as “Presenter” can participate during the Poster Session.



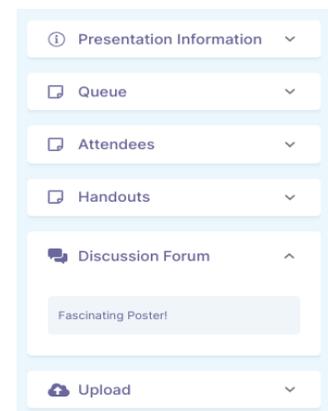
- If you have already started the presentation, their button will say **JOIN PRESENTATION**. Only one presenter can share their screen at a time. Once one stops, the other can start.
- All presenters will be seen and heard by attendees. Presenters can see and hear each other as well.

✔ **Watch a short demonstration video about presenting a poster in the conference platform [here](#).**

POSTER GALLERY FEATURES

✔ **Discussion Forum**

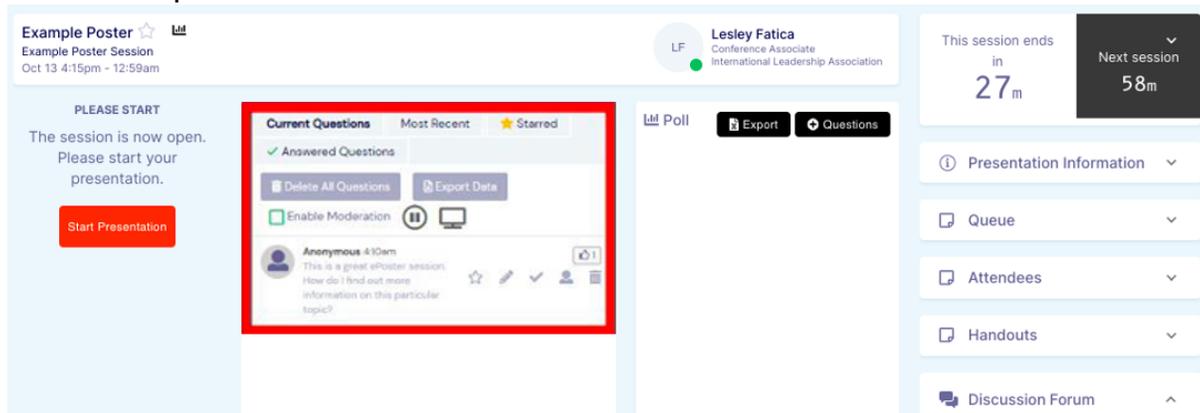
In Discussion Forum, visitors to your poster can add questions or comments throughout the duration of the conference (not just during your live session) and you can respond. Be sure to check in at your poster regularly to see if any new questions or comments have been added to the discussion.



✔ **Live Q&A**

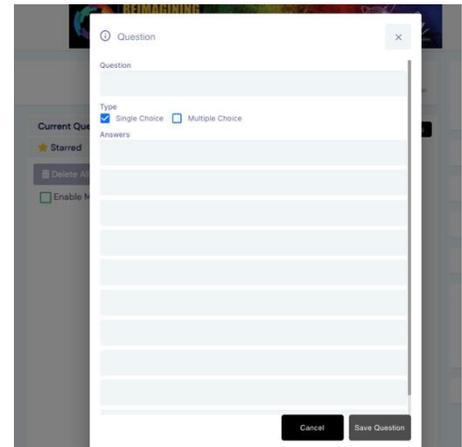
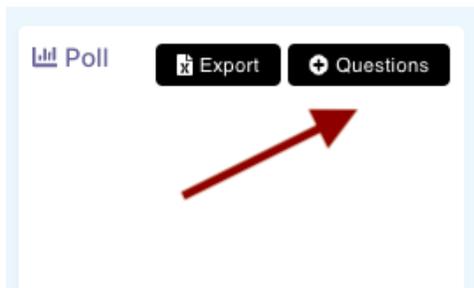
Attendees can post questions in the Live Q&A when you are presenting live. You can

moderate the questions throughout the session and either answer these verbally or by written response.

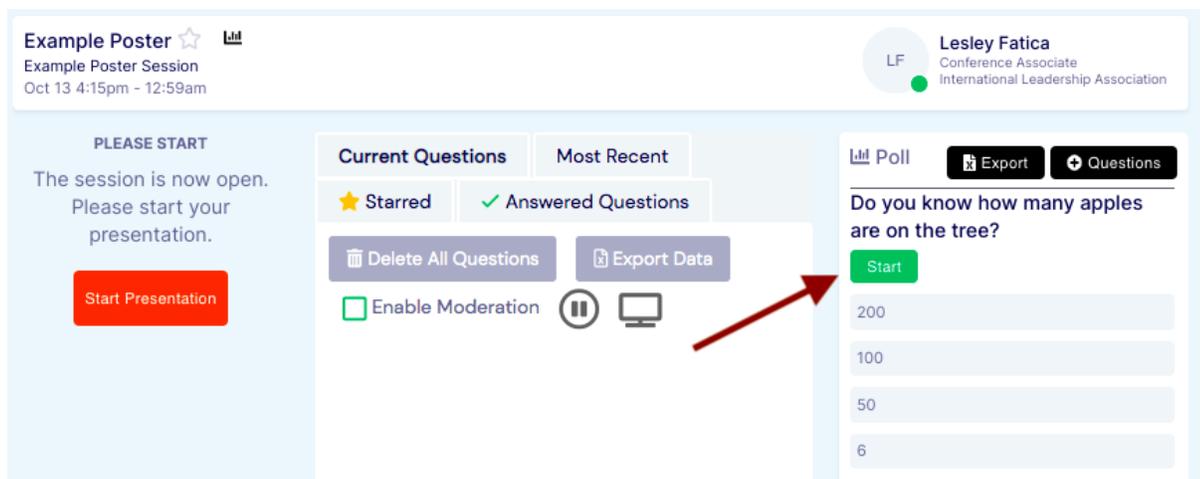


✓ Live Polling

You can pre-populate questions and answers to create live polls. Click on **Questions** in the Poll section to add a poll.



To start the Poll, select **Start**. You can **share results** with the attendees and **end** a poll question.



The screenshot shows a virtual event interface. At the top left, it says 'Example Poster' with a star icon and 'Example Poster Session' with a clock icon, dated 'Oct 13 4:15pm - 12:59am'. At the top right, it shows the user 'Lesley Fatica', 'Conference Associate', and 'International Leadership Association'. In the center, there's a 'PLEASE START' section with the text 'The session is now open. Please start your presentation.' and a red 'Start Presentation' button. To the right of this, there are tabs for 'Current Questions' and 'Most Recent', and buttons for 'Delete All Questions' and 'Export Data'. Below these are 'Enable Moderation' and icons for a pause and a monitor. On the far right, there's a 'Poll' section with 'Export' and 'Questions' buttons. The poll question is 'Do you know how many apples are on the tree?' and it's 'LIVE' with '0 votes' and '6s' remaining. There are four options: '0% 200', '0% 100', '0% 50', and '0% 6'. There are 'End' and 'Share Results' buttons. A red arrow points to the 'End' button.

Polls can be active during the entire conference, not just during your assigned Poster Session. You can create multiple polls, and they can be active at the same time.

TECHNICAL SUPPORT

Prior to the conference (through 03 October), contact Lesley at lfatica@ilaglobalnetwork.org.

During the conference: Live technical support will be available **starting at 07:00 EDT / UTC -4 Thursday, 06 October** via the **Live Support** link at the top of the virtual event platform page.

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Presentation Session Details & Reminders for PRESENTERS

A Presentation Session is a grouping of 2-5 related presentations on research and/or practice-based work that are presented in a concise, oral manner. Sessions are moderated by a [chair](#). PowerPoint or other slides/visuals may be used.

Presentation time is shared equally (12 minutes per presentation), with 10-15 minutes reserved at the end for collective Q&A/discussion that is moderated by the chair. We find that it is more dynamic if Q&A is held at the end after everyone presents, creating the opportunity for multiple perspectives on a question or synthesis of comments.

A well-planned, thought-provoking presentation will ensure that your audience stays engaged during your presentation. Here are a few things to remember as you plan for your session:

Create a dynamic and engaging presentation (12 minutes maximum).

- You may choose to give a broad but concise overview of your work or to focus in on one or two aspects that you think will be most relevant to attendees.
- If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience.
- Conference branded PowerPoint slide templates are available [here](#); however, you are not required to use them.
- **Practice and make sure your timing works.**

(OPTIONAL) Upload supplemental material to the conference evergreen site. More details [here](#).

Make sure you have the latest versions of Chrome and Zoom.

[Click into your session](#) 15-20 minutes prior to the start time so you have time to conduct a video, audio, and screen sharing check and connect with the chair and other presenters in your session.

Presentations will take place in the order they appear in the program. The chair will introduce each segment by presenter name(s) and presentation title.

Presenters should mute their microphones until it is their turn to present.

While the chair will monitor the time of each presentation, presenters should also have a timing device visible during their presentation. Prior to the start of the session,

the chair will communicate how they will give a 2-minute warning and “times up” signal, if needed. The chair will be prepared to politely interrupt the presentation if it has gone past its allotted time.

Let the audience know if you have uploaded [supplemental material](#) to the online program.

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Presentation Session Details & Reminders for CHAIRS

A Presentation Session is a grouping of 2-5 related presentations on research and/or practice-based work that are presented in a concise, oral manner. Sessions are moderated by a chair. PowerPoint or other slides/visuals may be used.

Presentation time is shared equally (12 minutes per presentation), with 10-15 minutes reserved at the end for collective Q&A/discussion that is moderated by the chair. We find that it is more dynamic if Q&A is held at the end after everyone presents, creating the opportunity for multiple perspectives on a question or synthesis of comments.

If you'd like to connect with the presenters in your session prior to the conference, let us know at global2022CFP@ilaglobalnetwork.org, and we'll be happy to make introductions via email.

The **role of the chair** is to help the session flow smoothly:

Review the detailed abstracts provided in the [online program](#) for each presentation in the session prior to the conference. Familiarizing yourself with the content of the session will help you facilitate a dynamic and engaging session.

Make sure you have the latest versions of Chrome and Zoom.

[Click into your session](#) 15-20 minutes prior to the start time so you have time to introduce yourself to the presenters and:

- **Remind presenters of the session flow:** 12 minutes per presentation; collective Q&A/discussion at the end after all presentations are completed.
- Agree on **2-minute warning and "time's up!" signals.**

Moderate the session:

- Start the session on time.
- Welcome attendees and introduce the session (say the session title)
- Outline the flow of the session
- Introduce each presentation (presenters' names and title of presentation) *in the order listed in the program*. Some conference attendees will come to the room just to hear one presentation, timing their arrival in accordance with where that presentation is listed in the session: first, second, third, etc.

- Act as time guardian and give 2-minute warning and “time’s up!” signals, as needed. If presenters miss your “time’s up!” signal, be prepared to politely interrupt the presentation so they can wrap up.
- After all the presentations are done, moderate a collective Q&A/discussion with the audience. Please don’t let one presenter or audience member dominate.

Wrap up the session on time.

NOTE: Folks can stay (with you and/or the presenters) in the room for up to 30 minutes after the session end time for networking, debriefing, etc. – or they are welcome to leave and participate in another event on the OnAir platform. The [room host](#) will leave shortly after the posted session end time.

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Symposium Session Details & Reminders

A Symposium session is a group of concise, oral presentations on a specific common topic facilitated by the Chair, with time reserved for commentary by the Commentator, as well as Q&A/discussion from the audience.

BEFORE THE CONFERENCE

✓ **The Chair, Commentator, and Presenters should coordinate prior to the conference** to determine how time will be shared between the presentations, Commentator's analysis, and Q&A/discussion with the audience.

✓ **Presenters**

- **Create a dynamic and engaging presentation.** If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience.
- Conference branded PowerPoint slide templates are available [here](#); however, you are not required to use them.
- **Practice and make sure your timing works.**

✓ **Commentator:** Familiarize yourself with the presentations, note at least one interesting aspect of each, draft a few questions, and identify the links between the presentations.

✓ **Chair:** Make sure you understand the flow and timing of the session. Familiarize yourself with the participants and presentations so you can introduce each segment of the session.

✓ **(OPTIONAL) Upload supplemental material to the conference evergreen site.** More details [here](#). *The original submitter should collect material from presenters, compile it into one PDF file, and upload it to the online program.*

✓ **Make sure you have the latest versions of Chrome and Zoom.**

AT THE SESSION

✓ **[Click into your session](#) 15-20 minutes prior to the start time** so you have time to conduct a video, audio, and screen sharing check and connect with the other participants in the symposium.

☑ **Presenters:** If using PowerPoint or other visuals, have the necessary file(s) open on your desktop and ready to share.

☑ **Chair:** Start on time and welcome the audience to the session. Introduce each presentation and the presenters followed by the Commentator. Keep time so none of the segments (presentation plus any questions) go over and moderate any discussion after all have presented. End the session on time.*

☑ **Commentator:** Share brief and constructive feedback, suggest areas for further exploration or implications for the field, and offer themes or questions that bridge the presentations.

☑ Let the audience know if you have uploaded [supplemental material](#) to the online program.

* **NOTE:** Folks can stay (with the Chair, Commentator, and/or Presenters) in the room for up to 30 minutes after the session end time for networking, debriefing, etc. – or they are welcome to leave and participate in another event on the OnAir platform. The [room host](#) will leave shortly after the posted session end time.

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Workshop Session Details & Reminders

A Workshop is an interactive demonstration or experiential session rooted in audience participation and active learning. **Half or more of the time must be dedicated to experiential learning and innovative, active audience participation.** Here are a few things to remember as you plan for your session:

- ✔ **Create a dynamic and engaging session with ample time dedicated to active audience participation.** If using PowerPoint slides, be sure that the slides enhance and are not a replacement for what you are saying. In other words, keep bullet points and text to a minimum and don't just read your slides to the audience. PowerPoint templates are available [here](#); however, you are not required to use them.
- ✔ **(OPTIONAL) Upload supplemental material to the conference evergreen site.** More details [here](#).
- ✔ **Make sure you have the latest versions of Chrome and Zoom.**
- ✔ You will have access to the following Zoom features:
 - Screen Sharing
 - Whiteboard
 - Breakout Rooms
 - The main room will be recorded; breakout rooms will not be recorded. While ILA staff will make every effort to edit out any private discussions that take place in the main room while breakout rooms are in session, please be mindful that recording cannot be paused.
- ✔ **[Click into your session](#) 15-20 minutes prior to the start time** so you have time to conduct a video, audio, and screen sharing check and to create polls and/or breakout rooms, if needed.
- ✔ Let the audience know if you have uploaded [supplemental material](#) to the online program.

NOTE: Folks can stay (with you) in the room for up to 30 minutes after the session end time for networking, debriefing, etc. – or they are welcome to leave and participate in another event on the OnAir platform. The [room host](#) will leave shortly after the posted session end time.

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ILA Room Host Role

An ILA staff member will be assigned to serve as Zoom room host. They will:

- Start the Zoom session.
- Monitor the waiting room and admit presenters, chairs, and commentators. Make sure your Zoom name matches what is in the program!
- Make presenters, chairs, and commentators co-hosts.
- Admit everyone from the waiting room then disable it, just prior to the session start time.
- Monitor attendees' cameras and mics during the session for interference.
- Remain quietly in the background.
- Leave at the posted session end time, as they may have other duties to attend to. They will hand over the "Host" role to one of the session leads, if necessary. **NOTE:** Folks can stay in the room for up to 30 minutes after the session end time for networking, debriefing, etc. – or they are welcome to leave and participate in another event on the OnAir platform.

ILA room hosts will not:

- Be responsible for poor audio or video quality, nor is ILA responsible if you are unable to share your screen in Zoom. Presenters, chairs, and commentators are encouraged to conduct a video, audio, and screen sharing check prior to the conference and when they arrive at the session.
- Set up, activate, or monitor breakout rooms or polls.
- Advance slides or other visuals.
- Moderate Q&A or discussion.

NOTE: ILA Staff Room hosts may be hosting multiple rooms so may not have their audio or mic on all the time.

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Supplemental Material & Handouts

We encourage you to upload supplemental material that you would like to share with attendees to the online program/evergreen site **prior to your session**; however, the system will remain open for uploading indefinitely. Examples of supplemental material to upload include:

- handouts
- a copy of a PowerPoint presentation
- a paper
- information about presenters
- CVs
- information about your research or program
- a combination thereof

Access to this material will be available to anyone that visits the 2022 ILA Global Conference [online program](#).

[Instructions](#) for how to upload are in the next section of this guide.

IMPORTANT: The system allows for **one (1) file** to be uploaded. If you want to include multiple documents (for instance multiple papers, handouts and a paper, handouts and a PowerPoint presentation, an original paper and a PowerPoint presentation, etc.), you will need to **create one file** that contains all the material you want to upload. The easiest way to do this is to convert each item into a PDF and then combine them into one PDF file.

IMPORTANT: For submissions with more than one presenter, please **coordinate with the original submitter**. One person should gather all material from participants and then create one file to upload.

IMPORTANT: Only the original submitter or individuals with editing access can upload a file. If you follow the steps below and do not see a link to upload, then you do not have editing access. Please coordinate with the original submitter. If needed, you can request editing access. Contact Global2022CFP@ilaglobalnetwork.org and include “Editing Access Needed” in the subject line and the name of the submission and the person who needs access in the body of the message.

During your session, let your audience know that you’ve uploaded material for them and direct them to the file by giving them the tinyurl associated with your entry in the

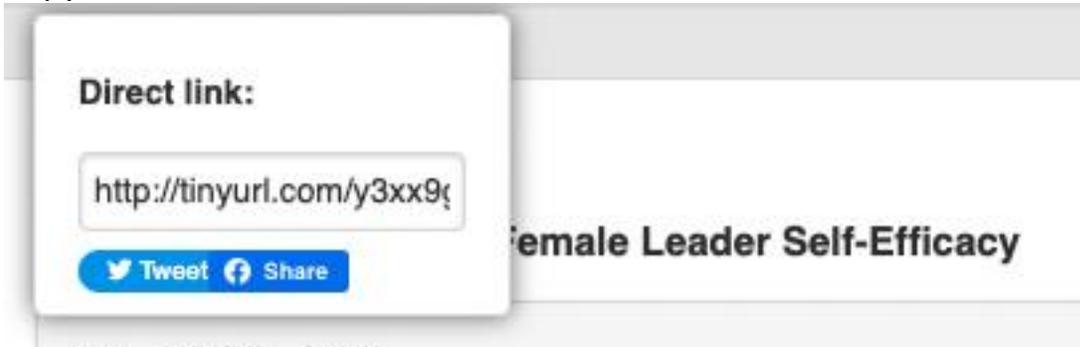
[online program](#)/evergreen site.

- Find your entry in the program by searching under the title or your last name.
- Click on the "Share" button above the title.



Benevolent Sexism and Female Leader Self-Efficacy

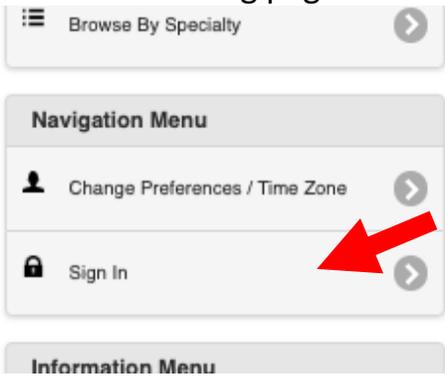
- Copy the link in the "Direct Link" box.



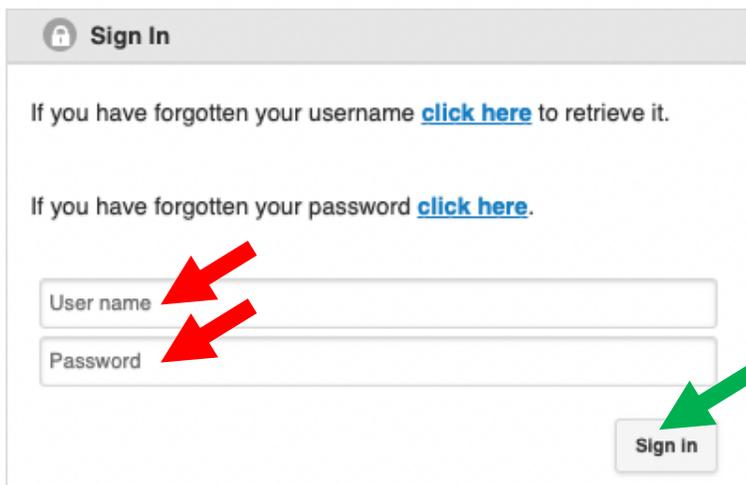
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Instructions for Uploading Supplemental Material

1. **Log in** to All Academic (the online program/evergreen site) at <https://convention2.allacademic.com/one/ila/ila22/> by clicking on “Sign In” on the left side of the landing page.

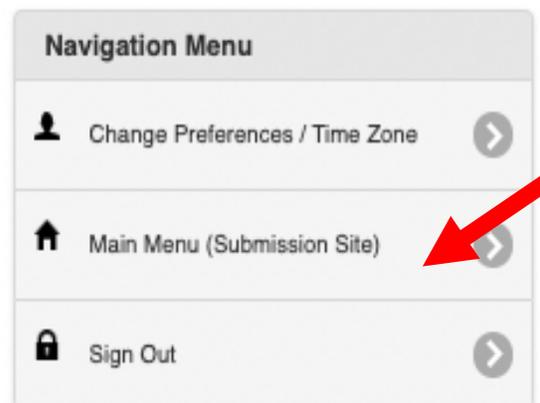


Then enter your ILA username and password and click the “Sign In” button.

A screenshot of the 'Sign In' form. It has a title 'Sign In' with a lock icon. Below the title are two lines of text: 'If you have forgotten your username [click here](#) to retrieve it.' and 'If you have forgotten your password [click here](#).' Below the text are two input fields: 'User name' and 'Password'. A red arrow points to the 'User name' field, another red arrow points to the 'Password' field, and a green arrow points to the 'Sign In' button at the bottom right.

If you have forgotten your username or password, click on the appropriate link above the username and password fields. **Please do not create a new profile**; your submission will only be accessible through the profile under which you submitted.

2. Under the Navigation Menu, click on “**Main Menu (Submission Site)**”.



3. Under Submitter Menu, click on “**Access Submission Information**”.

Submitter Menu

- [View the Online Program](#)
- [Access Submission Information](#)
Submit a new proposal or access a submitted proposal.
- [Message Center](#)
Read messages sent from this site.

4. In the Submissions tab, you'll now see a list of your submission(s). To the right of a title will be an **“upload”** link. Click on the word **“upload”**.

Submissions | **Participations**

Showing 1 through 9 of 9 records.

| ## | Summary | Status | Action |
|----|---|----------|--|
| 1 | Test - JP Panel Session Submission type: Panel Discussion Presenting Online or Onsite?: This submission will be presented ONLINE (dates TBD) Streams and Specialties: Business Leadership - Addressing Diversity, Equity, Inclusion & Belonging | Accepted | review summary upload |

If you do not see the title listed under the Submissions tab, it means that you do not have editing access to that submission. Please coordinate with the original submitter. If needed, you can request editing access. Contact Global2022CFP@ilaglobalnetwork.org and include “Editing Access Needed” in the subject line and the name of the submission and the person who needs access in the body of the message.

5. Click on **“Choose File”** to browse your computer and select the document to upload. You may upload one of the following formats: PDF, Microsoft Word (.doc is preferred over .docx), or Rich Text Format(rtf); however, we recommend that you **convert your file to PDF format**. Note that files cannot exceed 10 MB.

Upload Paper (Please read the instructions carefully).

Click on the "Browse" button to select the file you wish to upload (your document).

You may upload one of the following formats: **Microsoft Word (.doc format will be converted to pdf more reliably than .docx format), Adobe PDF, Rich Text Format(rtf).**

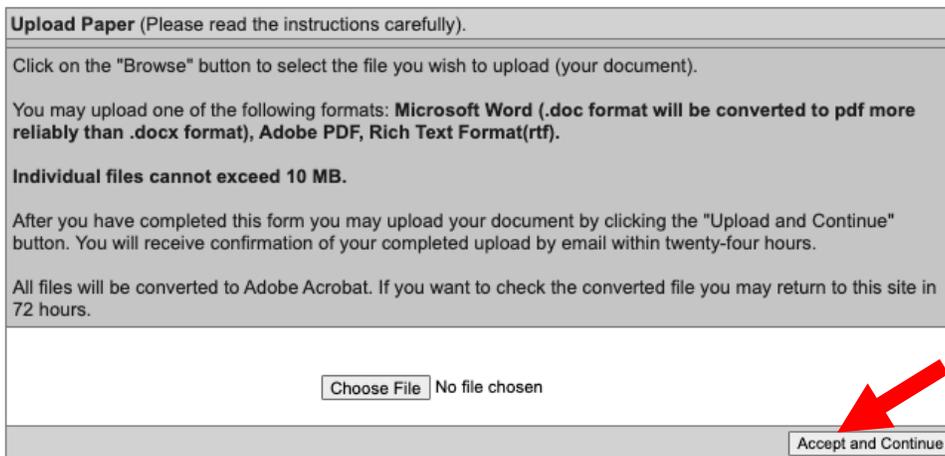
Individual files cannot exceed 10 MB.

After you have completed this form you may upload your document by clicking the "Upload and Continue" button. You will receive confirmation of your completed upload by email within twenty-four hours.

All files will be converted to Adobe Acrobat. If you want to check the converted file you may return to this site in 72 hours.

No file chosen

6. Select the appropriate file from your computer and click “**Open**” to upload it to the system. The name of the file will appear next to “Choose File”. Click the “**Accept and Continue**” button to complete the upload.



You will see a confirmation screen and will also receive a confirmation email within twenty-four hours. Uploads typically are viewable immediately; however, in rare cases, the conversion may take up to 72 hours.

If at any time you want to replace the uploaded file with a revised version, simply follow these same steps, choose the new file, and it will replace the one you previously uploaded.

Once a file has been uploaded for a presentation/session, a “Download” button will appear at the top of a presentation/session’s information page in the online program.

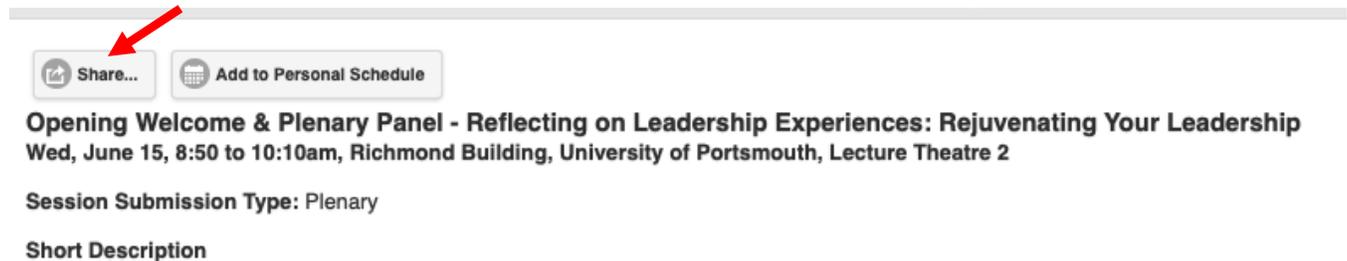


Benevolent Sexism and Female Leader Self-Efficacy

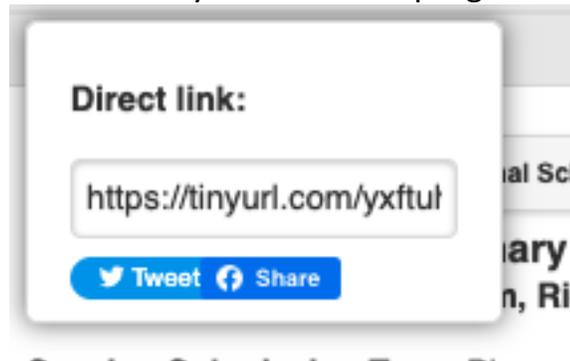
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Promote Your Session

The [on-line program](#) makes sharing via social media easy! Find your session entry by using the search tools (see [above](#)), then click on the "Share" button above the title of the session.



A small pop-up window will appear containing a tiny URL which links directly to your session entry in the online program.



Share and post about your session to Twitter and Facebook by clicking on the links provided in the pop-up window or copy the tiny URL and post to Instagram, LinkedIn, or other social media networking accounts.

ILA's Marketing Toolkit has great resources including sample emails, sample social posts/graphics, recommended hashtags and tags, etc. that you can customize and distribute to your networks. **Access the Marketing Toolkit [here](#).**

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