



Society for the Study of American Women Writers

<https://ssawwnew.wordpress.com>

What is a hybrid panel and how will it work?

Most of the hybrid panels will have at least two and preferably most of the panelists presenting in-person.

Virtual presenters can choose from a variety of possibilities:

1. If the panel is in a room with A/V, they can present virtually via Zoom during the panel's time slot. In this case, they can work with the chair to livestream the presentation.
2. The virtual presenter can send the paper to someone who will be there in person, ideally someone on the panel, who can read it at the session.
3. The virtual presenter can upload their paper (and PowerPoints or other documents) to Whova a day or two in advance of the panel's time slot so that conference attendees can read it prior to attending the panel.
4. The virtual presenter can create a 10-minute recording that they upload to YouTube or Vimeo and post a link to the video in Whova in advance of the panel's time slot (again, 1-2 days in advance) so that conference attendees can view it. Due to storage restrictions, panelists will not be able to upload video files directly to Whova.

Whova will allow all attendees, whether in-person or virtual, to click on a panel and access uploaded papers, presentations, videos, abstracts, panelists' bios, and Zoom links. Virtual attendees will be able to join all Zoom sessions via Whova.

Example of a Hybrid Session in a Room with A/V:

- The panel chair will create the Zoom session through their own account. We assume those working at universities in 2021 have access to Zoom and prefer to set up their own session for the panel and handle practice sessions beforehand. If the panel chair needs access to Zoom using the SSAWW account please contact ssaww.conferences@gmail.com. The panel chair should bring her computer to the session.
 - The chair will post the Zoom link to the panel session in Whova (instructions will be sent to panel chairs beforehand).
 - At the beginning of the session, all virtual attendees will log into the session via the Zoom link posted to Whova, and the panel chair will log into the Zoom link at the in-person session. The panel chair's computer will display on the large screen in the room, showing all of the virtual attendees including the virtual speaker(s).
 - When the Scholar A (we will call them Scholar A, B, and Virtual Scholar C for illustration purposes) speaks, the chair will slide her computer over to Scholar A so that the camera is on her.
 - Everyone attending remotely will see Scholar A just as in normal Zoom, through the Whova app. While she is speaking, attendees can post questions to the session's chat or Q&A windows in Whova.
 - When it's Scholar B's turn, we'll slide the chair's computer in front of them and they will present their paper.
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- When it's time for Virtual Scholar C to speak, he will speak into his computer and will be visible to in-person attendees on the large screen and to virtual attendees on the Whova app via Zoom.
- The Zoom session will be pinned on Virtual Scholar C during the Q&A.
- The panel can take questions from in-person attendees the old-fashioned way—hands in the air—and from remote attendees via the chat function. The panel chair may wish to ask for assistance in monitoring the Whova chat.

Example of a Hybrid Session in a Room without A/V:

If the same panel were to present in a room without A/V:

- Scholars A and B will be physically in the room to present to a live audience. Virtual Scholar C will have uploaded a paper, slide presentation, and/or link to a video recording of his presentation in advance of the session.
- Attendees will be asked to read/view Virtual Scholar C's materials before attending the session.
- If the panelists so choose, the panel chair may post a Zoom link to the session to enable virtual attendees (including Virtual Scholar C) to see the in-person presentations. In this case, the panel chair will log into Zoom and pass her computer from Scholar A to Scholar B as described above.
- If no Zoom link is enabled, Scholars A and B will present their papers, in turn, as usual.
- For live Q&A, attendees may raise their hands and present their questions--and those questions can be relayed (as necessary) to Virtual Scholar C. All three speakers can respond.
- If Virtual Scholar C is not attending the session synchronously, questions for Scholar C can be posted to Whova, where Scholar C can then respond. This can be asynchronous.

Hybrid panels are more susceptible to glitches than fully virtual ones, so the SSAWW Conference Planning Committee urges hybrid panels with more than one virtual presenter to consider shifting to a fully virtual format. We strongly recommend that all hybrids do a trial run in advance, and that virtual panels also schedule a rehearsal session during the week prior to the conference. Whova support is available and panel chairs can reach out to conference volunteers and organizers with any questions following their practice session.