

Best Practices for ASOR presentations in a pre-recorded, virtual format  
2020 (Virtual) Annual Meeting

**I. Publication permissions and copyright concerns**

- A. Each presenter is responsible for the content of their paper, poster, or workshop presentation, and will warrant and guarantee that they have the right to present the materials, and that materials are appropriately referenced. ASOR, at its sole discretion, reserves the right to remove a recording if there is doubt about the right to share the information. All presentations (regardless of format) are required to begin with a Title Slide template provided by ASOR.
- B. The .mp4 files of your pre-recorded paper presentations will be hosted in an on-demand gallery by OpenWater on ASOR's Virtual Annual Meeting website and will be accessible to those registered for ASOR Virtual Annual Meeting. While the site access is restricted to registered attendees, we cannot guarantee what users will do with the OpenWater hosted content, and such use may create risks of dissemination.
- C. Consider adding a disclaimer slide or footer to any content that is especially sensitive (asking participants not to screenshot a particular slide or circulate specific data) if there are more specific concerns.

**II. Ethical concerns**

- A. Ethics policy: The ASOR Policy on Professional Conduct is in effect just as it would be at an in-person ASOR Annual Meeting. Participants should note section III.E. about unprovenanced or unpublished archaeological material: <http://www.asor.org/about-asor/policies/policy-on-professional-conduct/>.
- B. ASOR's Code of Conduct for the Annual Meeting and Other ASOR Sponsored Events is also in effect. ASOR, at its sole discretion, reserves the right to remove attendees from virtual events. <http://www.asor.org/about-asor/policies/code-of-conduct/>
- C. Display of human remains: If your presentation will include images of any human remains, we encourage presenters to consider introducing them in a manner that both (i) acknowledges with respect the particular status of this material, and (ii) allows those viewing your recorded paper to decide not to view this material if they choose. Depending on how central to your paper these images are, this could take the form of a disclaimer at the beginning of your paper, or a slide just before a section of your paper, for example.

**III. Accessibility concerns**

- A. Best practices for legibility of text, given standard monitor sizes, suggest using a minimum of 24 point font size for any PowerPoint or slide text. The larger the font size, the better!
- B. Similarly, for ease of viewing, sans-serif fonts (like Calibri or Arial) are recommended. Consider bolding all text on a slide (and using underlining, animation, or color changes for emphasis) to make sans-serif text even more easily legible.
- C. Consider adding frequently used place names or other technical terms to a slide, so that listeners can see as well as hear your most critical concepts, methods, and chronological or geographical references. Keep in mind that ASOR's membership features speakers with diverse accents in the English language, and that different subfields might prefer specific toponym variants or transcriptions, for example.
- D. Software such as PowerPoint and Google Slides include captioning options. Consider including captioning as part of your pre-recorded presentation.

**IV. Pre-recording of Paper Presentations: Due by October 30**

- A. Please reference the Presenter Information page on the Virtual Annual Meeting Platform for instructions, deadlines, and tutorials <https://asor-virtual-meetings.secure-platform.com/a>

- B. There is a 20 minute maximum length for paper presentations.
- C. The preferred format for recording your presentation is an .mp4 video file. User-friendly recording tools include Zoom, YouTube, PowerPoint with sound narration, or TechSmith Knowmia. Any software that creates your recording in .mp4 format will be acceptable.
- D. All presentations (regardless of format) must begin with the Title Slide provided by ASOR that includes required language, presentation title, session title, and author name(s). [Download Title Slide Template Here](#).
- E. It would be a good idea to practice your presentation before recording, especially if you are worried about allotted time, to ensure that you can coordinate your oral and visual aspects smoothly, and that you have an appropriate lighting and background.
- F. There are ways to edit your video/mp4 after recording, with an mp4 player, TechSmith or similar software. You can cut out lag-time at the beginning and end of each video, or any awkward silences as needed, or if you find your video running over allotted time.

## **V. Workshops**

- A. Workshop format differs from paper sessions in several important ways:
  - 1. Virtual Workshops are scheduled for 2-hour time-periods during the Virtual Annual Meeting
  - 2. Workshops favor brief (10-minute maximum) presentations in order to allow more time for activity, collaboration, and discussion.
  - 3. If presentations are planned as part of a workshop, they will be incorporated during the 2-hour synchronous meeting time, either live or pre-recorded and played back.
  - 4. Each workshop may have a different design depending on their goals. Please check the program description to learn more about the workshop or contact the Chair(s) of the workshop.

## **VI. Support: Pre-Event and During the Virtual Meeting**

- A. ASOR is ready to help as you prepare to participate in the Virtual Annual Meeting
  - 1. View the tutorials on the Presenter Information page <https://asor-virtual-meetings.secure-platform.com/a>
  - 2. Get “live” help during Virtual Office Hours in October:
    - Mondays & Tuesdays from 3:00-5:00pm (EDT)
    - Wednesdays & Thursdays from 9:00-11:00am (EDT)
    - *Email Jared Koller at [jaredkoller@asor.org](mailto:jaredkoller@asor.org) to sign-up and get the link.*
  - 3. Questions? Email Arlene Press at [meetings@asor.org](mailto:meetings@asor.org)
- B. Live Support During the Virtual Annual Meeting
  - 1. A moderator will be appointed by ASOR for each session and workshop to assist with any technical issues and facilitate questions typed into the Chat window or asked live by “raise of hand.”
  - 2. During the meeting technical support will be available in the Virtual Meeting Platform by OpenWater and ASOR.