

Virtual Conference

“From the Black Death to COVID-19: Airborne Diseases in History, Culture, and Literature”

Organized by Tatiana Konrad, Savannah Schaufler, and Chantelle Mitchell

November 16-18, 2022

Conference Guide

We are pleased that you chose to participate in “From the Black Death to COVID-19: Airborne Diseases in History, Culture, and Literature,” held online via Zoom on November 16-18, 2022.

We have outlined some key points for presenters, participants, and chairs. This conference will take place via the online conference tool Zoom. We hope that most participants are already familiar with the Zoom platform. Nevertheless, alongside general information about the conference, this guide will highlight some relevant information regarding the use of this platform.

How to Access Your Conference Session

Please go to

<https://airproject.univie.ac.at/conferences/from-the-black-death-to-covid-19-airborne-diseases/program/>

The Zoom link for the conference will be available on this webpage, and will redirect you to the conference session. This Zoom link will be emailed directly to all presenters in the days prior to the conference.

Attending a Session

Sessions will start at the time specified in the conference program to ensure speakers have sufficient time to present (20-minute papers, with a total of 30 minutes per session for discussion).

To avoid background noise, please make sure to mute your microphones unless you are speaking. Q&A sessions will be moderated by the chairs—we ask that you please raise your digital hand or engage in the chat to ask questions, share ideas, relevant resources, and insights.

Key Points to Keep in Mind during Your Presentation

Screen Sharing: Each presenter has the ability to share the screen. If you wish to use slides or other visual/audio content, you are primarily responsible for ensuring that you have the proper settings in place for sharing.

Video and Audio Content: Please test this feature prior to your presentation to make sure it works and the video and audio quality is clear for the audience. Please be sure to have a backup plan in case there are any technical issues. Links and other relevant content/materials can also be shared via the chat.

Presentation Length: Each panel is comprised of three 20-minute presentations, plus 10 minutes each for Q&A. Please help the panel chair by being mindful of time and by keeping track of time during your talk. Moreover, we have allocated 90 minutes for the keynote presentations, with 45 minutes (maximum 60 minutes) papers, and 30-45 minutes for Q&A.



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Starting a Panel

- Chairs will welcome all panelists and participants starting right at the time identified. It may be the case that audience members trickle in after the formal start time, but we ask that panels start on time regardless. The chair will announce the start of the panel as well as introduce the presenters. If someone is not presenting as scheduled, the chair will state the new order of presenters and the process for questions.
- For all chairs: Please have 2-3 questions ready (general or specific) for each presenter to ask in case the audience is quiet. If one speaker is getting extra attention or time, you can ask them to share the spotlight with questions for the other speakers. Project assistants Chantelle Mitchell and Savannah Schaufler will be present in each panel as well, in case you need a hand or some further assistance with chairing.

Zoom offers various “How to” guides on their website. We ask, if you are not familiar with Zoom, that you practice and prepare prior to the conference.

Here are some helpful links:

<https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>

- [Zoom system requirements: Windows, macOS, Linux – Zoom Support](#)
- [Joining a Zoom meeting – Zoom Support](#)
- [Getting started with Android – Zoom Support](#)
- [Getting started on Windows and macOS – Zoom Support](#)
- [Getting started with the Zoom web client – Zoom Support](#)
- [Enhancing your video in Zoom – Zoom Support](#)
- [Zoom Rooms User Guide – Zoom Support](#)
- [Sharing your screen or desktop on Zoom – Zoom Support](#)

Questions? Please email air.anglistik@univie.ac.at and we will try to respond as soon as possible.

