

**17<sup>th</sup> International Pragmatics Conference**  
**Winterthur, Switzerland**  
**27 June-2 July 2021**

**IPrA2021**

<https://event.ipra2021.exordo.com>

Online conferencing via Ex Ordo Webex

## **STAGE MANAGER DOCUMENTATION**

(version 2021-06-15)

### Contents:

1.	Access	p. 3
2.	Webex glossary	p. 4
3.	Session types	p. 5
4.	Tasks and procedures	p. 8
	4.1. Before the event	p. 8
	4.1.1. Ensure access	
	4.1.2. Practice	
	4.1.3. Collect session info	
	4.1.4. Prepare files	
	4.2. Prepare for going live	p. 10
	4.2.1. Start the live stage	
	4.2.1.1. Find your stage day	
	4.2.1.2. The host key – and passing hosting roles	
	4.2.1.3. Start hosting the stage	
	4.2.2. Check and manage settings	
	4.2.3. Share holding slide	
	4.2.4. Monitor Attendees & promote Panelists	
	4.3. Stage goes live	p. 17
	4.3.1. Hit record	
	4.3.2. Manage speakers	
	4.3.2.1. Passing presenter roles	
	4.3.2.2. Unmuting Attendees	
	4.3.2.3. Handling Q&A	
	4.3.3. Managing/running the session	
	4.3.3.1. Panel sessions	
	4.3.3.2. Lecture sessions	
	4.3.3.3. Poster sessions	
	4.3.3.4. Presenting uploaded materials	
	4.4. Ending a session	p. 19
5.	Rehearsals	p. 23
	5.1. Navigating to rehearsals	
	5.2. Creating a rehearsal	
	5.3. Running the rehearsal	
6.	Stage manager FAQs	p. 25

Note the following clarifications/changes in relation to earlier versions of this document:

- Some access troubleshooting tips have been added (at the end of section 1) which may be useful to have available as suggestions for Attendees/Panelists with problems
- A note on the 'Doors open' feature (at the end of section 2)
- A note on possible time zone confusion (see 4.1.2.)
- An extra note on passing on the hosting role (see 4.2.1.2.)
- A clarification on how uploaded pre-recorded presentations can be handled (see the 'IMPORTANT' box in 4.3.3.4)
- Adjustment of the notes on the ending of sessions (4.4.)

## 1. ACCESS

Stage managers are first added by the IPrA2021 conference organizers to the Ex Ordo system. Then they are added by Ex Ordo support staff to the Ex Ordo Webex account as a Webex user. When this happens, they receive a Cisco email [Cisco webex\_comm@webex.com] asking them to activate their Ex Ordo Webex user account – click the link in the email received.

*To enter the conference site, stage managers first sign in at <https://pragmatics.international> (where they have been registered in the IPrA membership database [for some members a second identity had to be created because their membership email address could not be attached to the Webex account]) and then move on to the conference site <https://ipra2021.exordo.com>. There they will be recognized as stage managers, so that*

- they can create rehearsals (see section 5)
- they will see their stage days

**System requirements** to make use of the Ex Ordo Webex user account:

- Downloaded Webex Events App ([Download Link](#) provided by ExOrdo)
  - if your IT department does not normally let you install apps you may have to get temporary admin rights (only needed once!)
  - don't worry if, after getting the message that the app was successful installed, you seem not to be able to 'find' it on your computer – it is there, and will work the next time you need it
- Mac or PC (Live Events do NOT run on mobile devices)
- Operating system:
  - Windows 7 and up (Intel Dual-Core CPU 2.XX GHz or AMD processor with a recommended 2GB of RAM)
  - Mac OSX 10.13 and up (Intel CPU with a recommended 2GB of RAM; Oracle Java v.6 up to v.8)
- High-speed internet access. Be aware that certain (corporate) firewalls may block access to webex.com, in which case a different network must be used (VPN, home network, mobile hotspot).

### **Troubleshooting – common access problems**

If you have trouble getting access and you have observed all the above

- There may be security settings on your computer that block interaction
- There may be security settings in your browser – in that case, make sure
  - that Javascript is enabled
  - that the browser allows cookies/popups both from the membership site and the conference site
  - that it gives access to the Webex extension

Sometimes switching to a different browser is all you need to do.

The two recommended browsers are **Chrome** and **Firefox** (but others can be made to work).

## 2. Webex GLOSSARY

The following notions are essential for an understanding of how the conference works.

Every event is called a SESSION (the standard is a programmed 90-minute period during which individual lectures are given or a number of panel presentations, and which may be devoted to discussion)

Every session is held on a LIVE STAGE.

After you will have been assigned hosting tasks for specific sessions on specific stages, you will find those under the label “Stage Days”

### Webex ROLES

ATTENDEE	<ul style="list-style-type: none"> <li>• Enters the stage to watch the session</li> <li>• Can use chat, Q&amp;A, can be unmuted by stage manager</li> <li>• EVERYONE except the stage manager enters as Attendee</li> </ul>
PANELIST	<ul style="list-style-type: none"> <li>• Role given to speakers, chairs, discussants</li> <li>• Can unmute themselves, turn on/off their camera and manage Q&amp;A</li> </ul>
PRESENTER	<ul style="list-style-type: none"> <li>• Able to share content via share screen</li> <li>• Privilege given to an active Participant while presenting</li> <li>• Only ONE at the same time</li> </ul>
PARTICIPANT	Cover term for Attendee, Panelist, Presenter
<b>STAGE MANAGER</b> = HOST	<ul style="list-style-type: none"> <li>• Opens the stage (possible up to one hour before the first session)</li> <li>• Controls everything, including             <ul style="list-style-type: none"> <li>• Promoting/demoting Attendees to/from Panelist/Presenter</li> <li>• Recording</li> <li>• Interaction                 <ul style="list-style-type: none"> <li>• Unmuting</li> <li>• Chat</li> <li>• Q&amp;A</li> </ul> </li> </ul> </li> </ul>

#### **‘Doors open’ – essential for speaker preparation**

In the online program you will see that each conference session is preceded by a ‘Doors open’ period. In the morning and after the lunch break this is 30 minutes; at other times it is 15 minutes.

Participants are asked to enter the stage during these periods.

Speakers can then be immediately promoted to ‘Panelists’ by the Host/Stage Manager. And they should inform the Host (using the ‘Chat’ function) if they do not want their session to be recorded.

**‘Doors open’** periods seamlessly lead participants into the session that they need.

### 3. SESSION TYPES

#### *Plenary lectures*

- Roles: Stage Manager (Host), session chair (Panelist & possibly Presenter), speaker (Panelist & Presenter)
  - The chair welcomes, introduces, manages the time, and moderates the discussion (reading out questions posted in the Q&A or inviting Panelists to do so) – see ‘Session chair documentation’
  - The Stage Manager opens the stage, starts and stops recording, enables Panelists, promotes the speaker (and the chair, when necessary) to Presenter at the appropriate time, and unmutes attendees (upon request by the chair)
- Interaction:
  - Attendees may request to be unmuted to make comments/ask questions (‘roving mic’ effect); they do so through the Chat function (addressing the ‘Host’ only, who does the unmuting if the chair permits)
  - Attendees may also directly ask questions through the Q&A function (visible for Panelists); the chair must repeat/reformulate questions (or ask Panelists to do so), as they are not visible to the other Attendees

**Important:** For the use of Chat and Q&A, see rules of thumb at the end of this section.

#### *Lecture sessions* (labelled ‘*Oral*’ in program overviews on the website)

Lecture sessions are 90-minute periods with three (exceptionally two) consecutive presentations (each with 20 minutes speaking time followed by up to 10 minutes for discussion).

The roles and interaction facilities are the same as for plenary lectures, but the roles of ‘Host/Stage Manager’ and ‘chair’ may coincide (in which case the ‘chairing’ task is restricted to announcing speakers and time management).

#### *Panel sessions*

In contrast to lecture sessions, panel sessions are self-organizing: they do not necessarily follow a patterns of 30 minutes per presentation with discussion; often there are more than three presentations in a 90-minute session, sometimes fewer. Panel organizers play the role of chairperson (some have also been recruited as Host/Stage Manager). Sometimes there is also a designated ‘discussant’ who is allowed in as Panelist (and who may also be promoted to Presenter if s/he wants to share content).

- Roles: Stage Manager (Host), session chair(s) (Panelist(s) & possibly Presenter(s)), speakers (Panelists & rotating Presenters), sometimes a ‘discussant’ (Panelist & possibly Presenter)

- The chair welcomes, introduces, manages the time, and moderates the discussion (reading out questions posted in the Q&A, or asking Panelists to do so) – see ‘Session chair documentation’
- The Stage Manager opens the stage, starts and stops recording, enables Panelists, promotes the speaker (and the chair or discussant, if necessary) to Presenter at the appropriate time, and unmutes Attendees (upon request by the chair)
- Interaction:
  - Attendees may request to be unmuted to make comments/ask questions (‘roving mic’ effect they do so through the Chat function (addressing the ‘Host’ only, who does the unmuting if the chair permits)
  - Attendees may also directly ask questions through the Q&A function; the chair (or the responding speaker) must repeat/reformulate questions, as they are not visible to the other Attendees
  - Attendees are advised to use ‘Grid View’ to see Panelists

**Important:** For the use of Chat and Q&A, see rules of thumb at the end of this section.

### *Poster sessions*

On Thursday afternoon (1 July) there is a period of time devoted entirely to posters. Posters will be thematically grouped into different simultaneous sessions on different stages. There are no presentations, since all posters will have been available from before the conference.

- Roles: Stage Manager (Host), session chair, all of the session’s poster authors (as Panelists)
  - The chair welcomes, introduces all the authors, starts up and moderates the discussion (reading out questions posted in the Q&A, or asking authors/Panelists to do so) – see ‘Session chair documentation’
  - The Stage Manager opens the stage, starts and stops recording, enables Panelists, promotes the chair (and authors/Panelists, if the need arises) to Presenter, and unmutes Attendees (upon request by the chair)
- Interaction:
  - Attendees (who are expected to have seen the posters beforehand) may request to be unmuted to make comments/ask questions (‘roving mic’ effect); they do so through the Chat function (addressing the ‘Host’ only, who does the unmuting if the chair permits)
  - Attendees may also directly ask questions through the Q&A function; the chair (or the responding speaker) must repeat/reformulate questions, as they are not visible to the other Attendees
  - Attendees are advised to use ‘Grid View’ to see authors/Panelists
  - Attendees can move between poster sessions

### **Q&A and Chat – rules of thumb**

- Attendees are asked to always use **Q&A** to ask questions (in writing) to Panelists/Presenters
- They are advised to use **Chat**, specifically directed at the **Host/Stage Manager**
  - to ask for advice on a technical issue
  - to ask to be unmuted for direct interaction (for questions/comments)
- Attendees may use **Chat** for other forms of communication they deem useful, taking into account
  - that Attendees (in contrast to Panelists/Presenters) cannot direct messages to other individual Attendees (this is a limitation of the platform we use)
  - that the Host/Stage Manager can see all messages

To enable Attendees to Chat with other individual participants, stages will be kept open **during breaks**, and *all Attendees may be promoted to Panelist*.

In order for Hosts/Stage Managers to be able to reconfigure the proper roles for the next session, however, periods of completely unrestricted Chat interaction must be broken off at the beginning of each 'Doors open' period.

This has implications for a number of Host/Stage Manager tasks. See sections 4.2.2. and 4.4.

## 4. TASKS AND PROCEDURES

### 4.1. Before the event

#### 4.1.1. *Ensure access*

Make sure you have system *access* (see 1. above) and all technical requirements are fulfilled. In particular:

- It may be wise to check whether your computer has all necessary upgrades installed
- If you have any doubt about the quality of wifi, try to use a fibre/cable connection

#### 4.1.2. *Practice*

Create and run a *rehearsal* (see 5 below)

#### **Note on indication of scheduled time for Hosts/Stage Managers**

When starting up a rehearsal that you are hosting (or a regular session) for the first time as Host/Stage Manager, you may be confused about time indications.

By default you get an indication of the scheduled time (ET = Event Time) in Irish time, simply because Ex Ordo's Webex servers are located in Ireland.

You can avoid confusion as follows:

- When you start up a session that you are hosting you will get a Webex screen (after logging in) with in the left hand column (amongst other things) a "Preferences" button.
- Click "Preferences"
- One of the first choices you can make is the one for preferred time zone.
- Make your preferred time zone CEST (Central European Summer Time), so that what you get to see will always correspond with the officially scheduled time.

If you are working from a different time zone, you may of course prefer to choose the setting for your own time zone, so that scheduled times will always be automatically translated to your own time.

#### 4.1.3. *Collect session info:*

Make sure you understand the *conference set-up*. In particular:

- Make sure you understand the session types (see 3 above)
- Gather information on the session(s) you will be Hosting. Make sure to have ready access to
  - the list of Attendees to be promoted to Panelists at the beginning of the session (i.e. chairs, speakers, and in the case of panel sessions also the discussant, if there is one) – for an example, see the screenshot below



Indexing Exclusion through Style 1/2

**CHAIRING BY**

- Ms. Cornelia Bock  
Germany - Universität Hamburg
- Dr. Florian Busch  
Germany - Universität Halle-Wittenberg
- Dr. Naomi Truan  
Germany - Universität Leipzig

**DESCRIPTION**

Discussant: Scott Kiesling

**Indexing Exclusion through Style**

- Ms. Cornelia Bock (Germany), Dr. Florian Busch (Germany), Dr. Naomi Truan (Germany)
- 1. Universität Hamburg, 2. Universität Halle-Wittenberg, 3. Universität Leipzig

**On language ideologies and exclusionary styles: Congolese youth and marking "the excluded" in interactions**

- Prof. Nico Nassenstein (Germany)
- 1. JGU Mainz

**Ways to Watch**

1 Jul Live  
Carla del Ponte  
8:30am - 10:00am CEST  
View Stage

**Related Content**

Same session type

Panel  
A Multi-dimensional Approach to Language Socialization in Parent-Child...  
Ms. Moeiko Ozaki, Ms. Mana Kitazawa  
4 presentations

Same session type

Panel  
Multilingual Pragmatics: Examining classroom discourse in multilingual...  
Prof. Pilar Safont, Dr. Laura Portolés  
4 presentations

- the order in which Panelists have to be promoted to Presenters (though this is only crucial for lecture sessions; for panels, there may be less clarity, and it is up to the chairing panel organizer to tell Stage Managers whom to promote to Presenter when)
- When hosting a lecture session (without a chair), be prepared to announce each speaker with her/his name and the title of their presentation – see the example in the screenshot below

Attention

**Educating attention in Enskilment**

- Dr. Eton Churchill (Japan)
- 1. Kanagawa University

**Finding each other: A video-based study of online-hailing taxi drivers and passengers**

- Ms. Yanli Liu (Hong Kong)
- 1. The Chinese University of Hong Kong

**Verbal and Bodily Origo Construction in Social VR Tandem Interactions**

- Dr. Timo Ahlers (Germany), Dr. Karsten Senkbeil (Germany)
- 1. University of Potsdam, 2. University of Hildesheim

**Ways to Watch**

30 Jun Live  
Henry Dunant  
1:30pm - 3:00pm CEST  
View Stage

**Related Content**

Same session type

Oral  
Relevance theory 1  
3 presentations

Same session type

Oral  
(m)politeness 1  
3 presentations

#### 4.1.4. *Prepare files*

- In case you are asked to play pre-recorded presentations, or to show slides in case something goes wrong at the Presenter’s end, make sure you have easy access to them, in the correct order.  
As a matter of precaution, the IPrA2021 conference organizers will provide you with ‘session packs’ at least 24 hours before the sessions (these will include all uploaded files for the sessions in your stage day).
- IPrA2021 conference organizers will provide you with a ‘holding slide’ (with basic session info) which can be put up after opening the stage before the start of a session and during breaks, to indicate to Attendees entering the stage that they are ‘in the right place’. The format is still to be worked out – perhaps the holding slide will be a timed slide show or even video.

#### **Advance preparation checklist:**

- Secure your access (4.1.1.)
- Run/participate in rehearsals (4.1.2. – more in section 5)
- Make lists of people to be promoted to Panelist in the sessions you will Host (4.1.3.)
- For unchaired lecture sessions: have names and titles ready in the right order (4.1.3.)
- The day before every stage day: store the ‘session packs’ you will receive (4.1.4.)

## 4.2. Prepare for going live

- 4.2.1. *Start the live stage.*** Do this at least 30 and at most 60 minutes before the first session of your stage day goes live, so that Attendees can already enter the ‘Doors open’ period at the scheduled time.

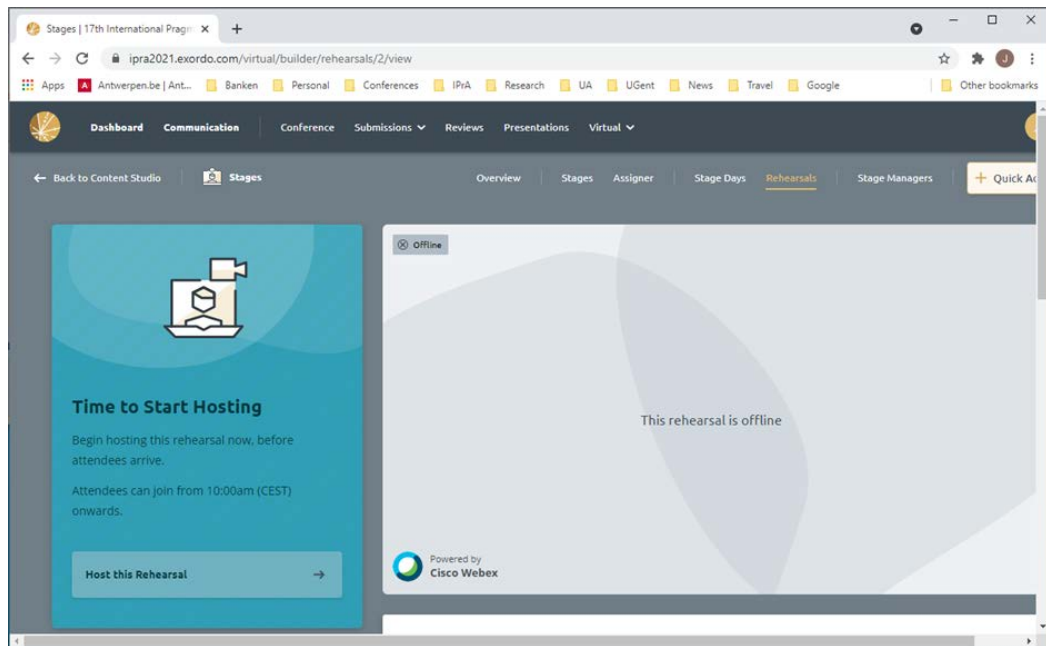
To start the live stage:

#### **4.2.1.1. Find your stage day**

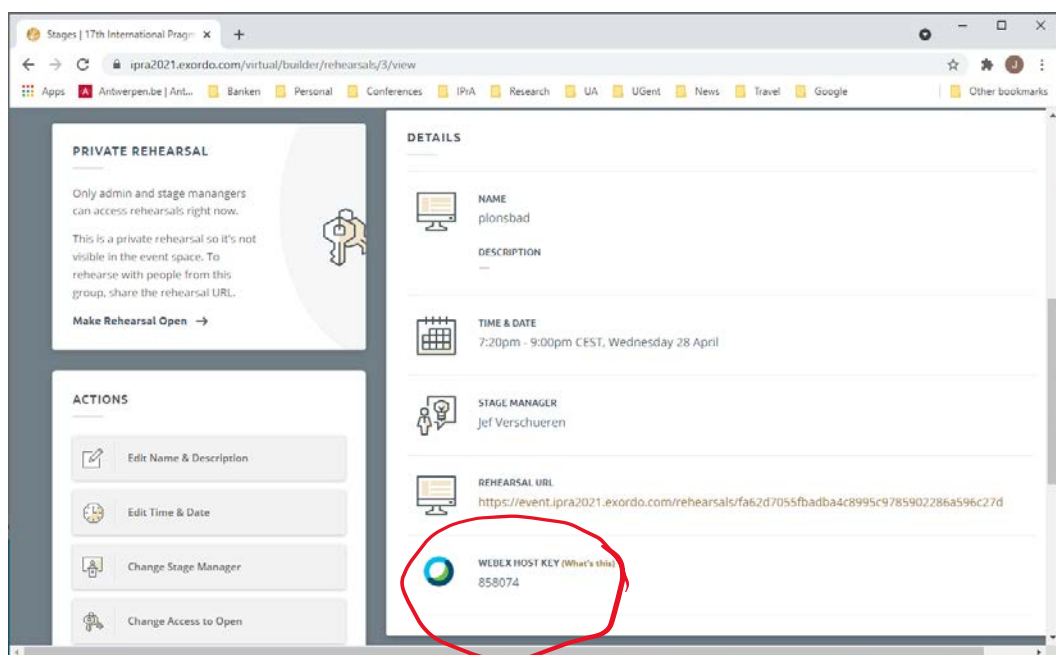
Once you open the **Virtual > Builder**, you’ll be brought to a **Stages Overview**. On that page you will see all your upcoming Stage Days. Click “**View Stage Day**” for the day you need to start up.

(If you are an Administrator as well as a Stage Manager, you must navigate from **Virtual > Builder** to “**Stages**” to access this view.)

What you will see is similar to the screen below (which was generated in a rehearsal setting):



Further down on the page you will see additional details such as the Webex Host Key (which can be used to let someone take over the Hosting role) and links to helpful support articles. This looks like what you see here:



#### 4.2.1.2. The Host Key – and passing on hosting roles

In the unlikely event that something should go wrong with your computer or internet connection, someone else will need to take over Stage Manager duties. Writing down the Host Key is therefore essential. (If you forget to do this before the session, as Stage Manager you can also retrieve it later by clicking “Event info” upper left of your screen.)

[Administrators can always retrieve Host keys by navigating to **Event Space > Stages > Stage Days**, and selecting the right stage. We will also explore whether a complete list of

Host Keys can be downloaded before each conference day so that keys will always be available. We will also take care of telephone contacts in case of emergency. The conference organizers will make sure there is a backup Stage Manager at all times.]

Passing on/taking over Hosting roles may also be planned in advance, rather than the result of an emergency.

There are different ways of passing on/taking over a hosting role:

- In the case of an emergency, a backup Stage Manager can enter the stage as Attendee, navigate to “Participant” (upper menu bar of Attendee screens) > Reclaim Host Role and enter the Host Key. In fact, any Attendee who is in possession of the Host Key can reclaim the Host role.
- In the case of planned passing on, the new Host enters the stage as Attendee, the Host right-clicks the name of the new Host, moves the cursor to “Change Role” and selects “Make Host”

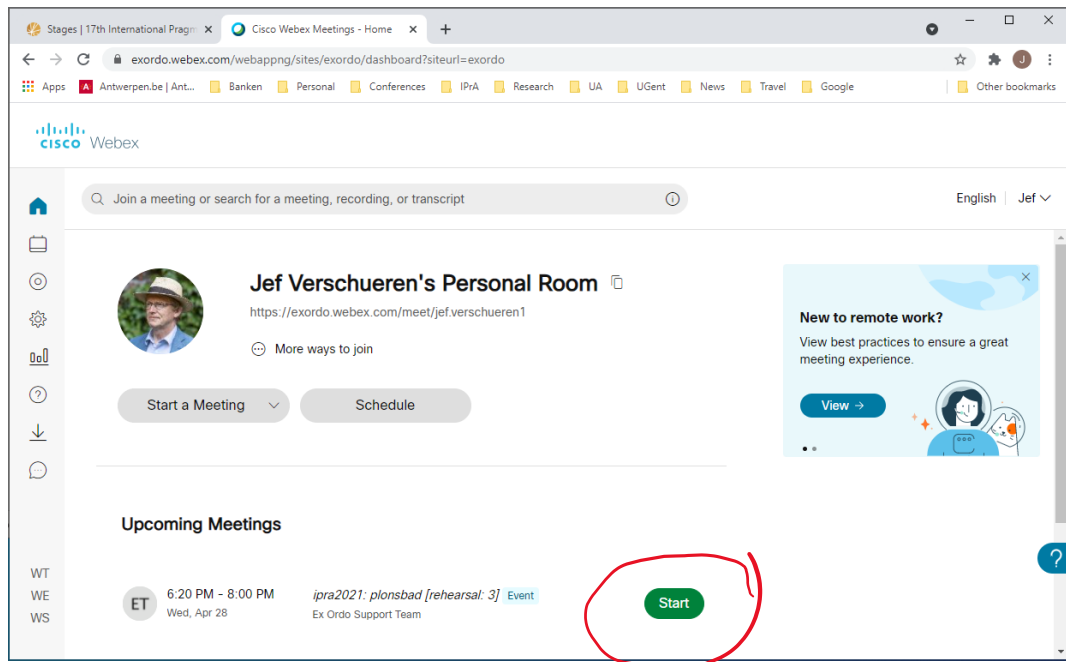
**IMPORTANT:**

Keep in mind that entering a stage is possible only during planned sessions (including ‘doors open’ sessions). Thus, for a planned take-over of the hosting role, this must happen at the end of an ongoing session or after a new one has started. In between, no-one can enter.

#### **4.2.1.3. Start hosting the stage**

You will have seen a “Time to Start Hosting” message; to begin, simply click the “Host this Stage Day” button (in the sample screenshot above – in 4.2.1.1. – it says “Host this Rehearsal” instead, as it was captured during a rehearsal session).

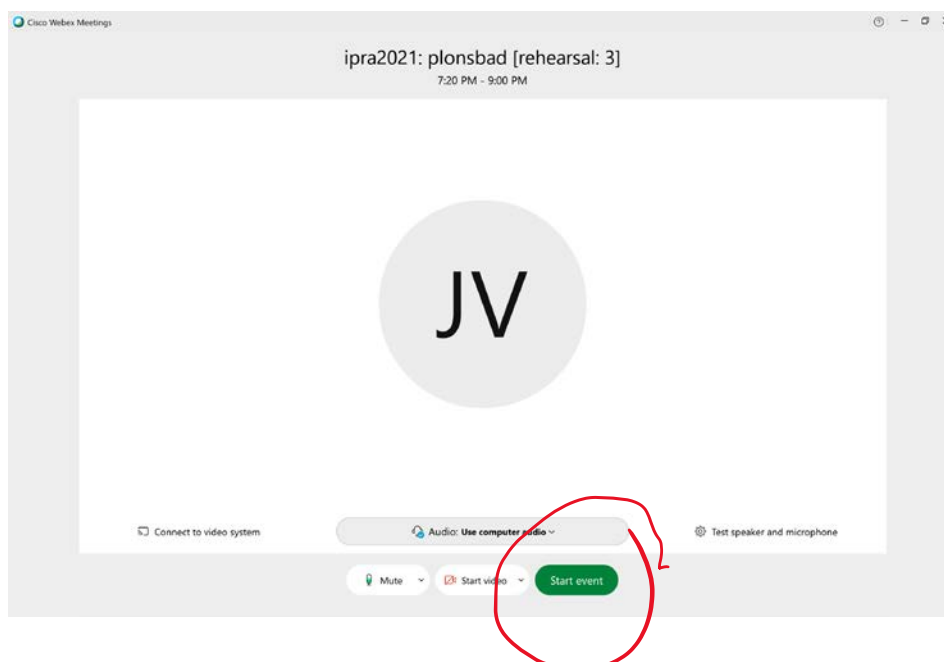
Clicking this button takes you to Cisco Webex and you will see a screen similar to the one below:



Find the correct stage and time on the “Upcoming meetings” list and click “Start”

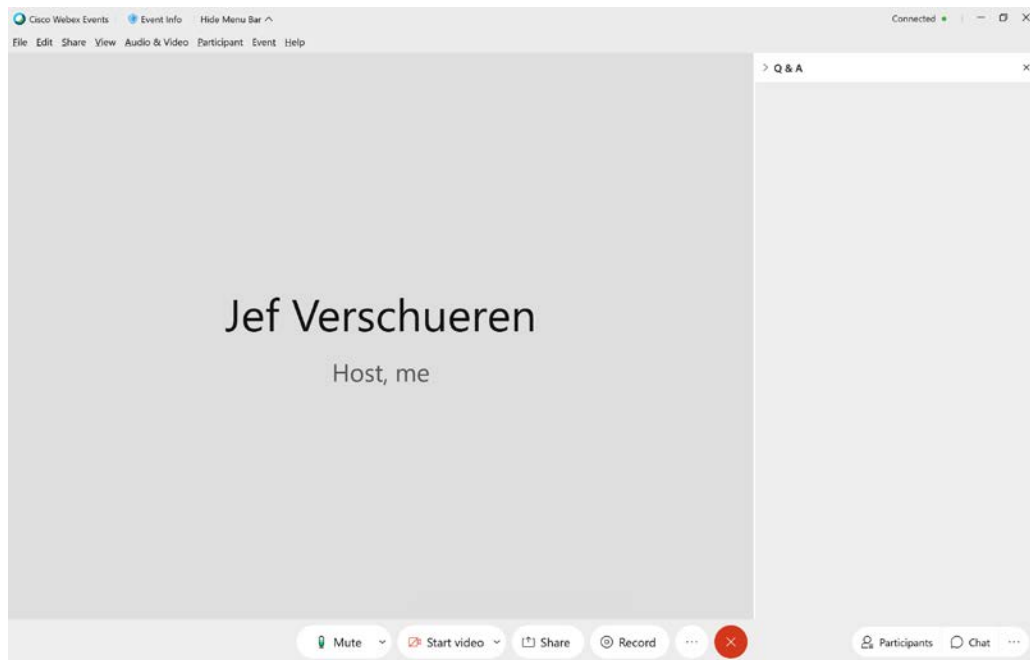
After clicking, you will be prompted to download Cisco Webex Events if you have not yet done so (which, in fact, you should have before).

You will be brought to a screen similar to the one below:



Clicking “Start Event” will allow you to enter the stage as the Stage Manager or ‘Host’.

You will now see a screen similar to the one below (with or without the panels bar on the right hand side [where it now says Q&A] already activated), and you can start Hosting:



#### 4.2.2. Check and manage settings.

Use the menu at the top of your screen, select **View > Panels > Manage Panels**.

The only panels to be enabled are:

- Participants (the list of Attendees)
- Chat
- Q&A

Do **NOT** enable 'Polling' and 'Multimedia Viewer'.

Do **NOT** change the default settings for Participants and Q&A.

#### **DO adjust the 'Chat' function:**

- Panelists can use it to communicate with other Panelists and the Host (this is a default setting that should be kept)
- Attendees can by default communicate only with Host, Presenter, and Panelists. To allow for all possible forms of communication, also communication with other Attendees should be enabled. To bring this about, navigate to **Participant** (in the upper menu bar) > **Assign privileges to > Attendees**. The following options appear on your screen:

Attendee Privileges

Select the privileges that you want to assign to all attendees.

Document	View	Event	Communications
<input type="checkbox"/> Save	<input checked="" type="checkbox"/> Attendee list		<input checked="" type="checkbox"/> Private chat with:
<input type="checkbox"/> Print	<input type="checkbox"/> Any page		<input checked="" type="checkbox"/> Host
<input type="checkbox"/> Annotate	<input type="checkbox"/> Thumbnails		<input checked="" type="checkbox"/> Presenter
	<input type="checkbox"/> Any document		<input checked="" type="checkbox"/> Panelists
	<input checked="" type="checkbox"/> Number of attendees		<input type="checkbox"/> All attendees

Check all | Uncheck all | Reset to default

OK | Apply | Cancel

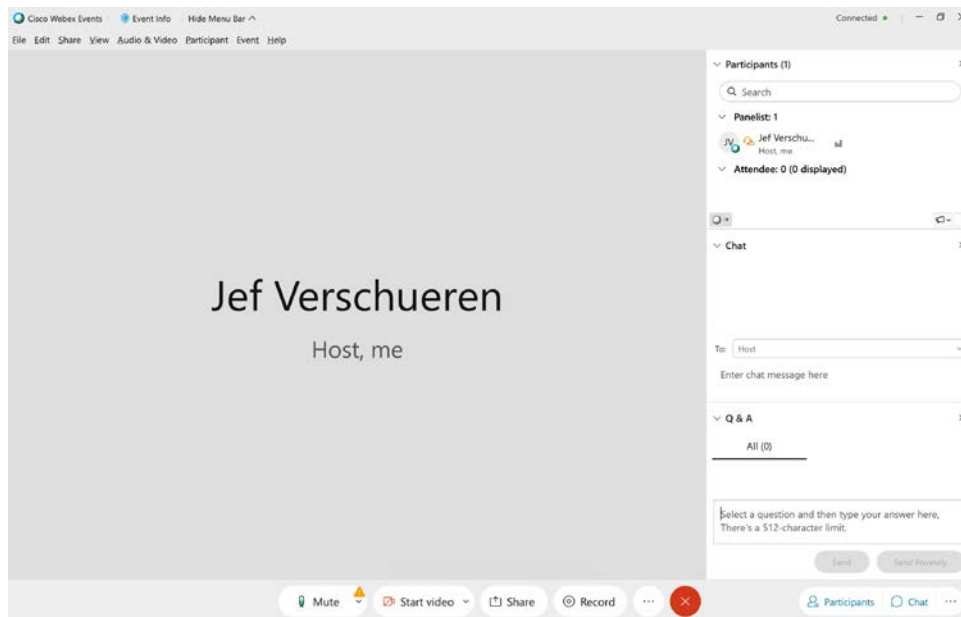
Enter chat

Add “All Attendees” to the selection by clicking the button.

Q&A will by default enable Attendees (but not Panelists – who can use Chat to communicate with each other) to ask questions. Questions will by default be addressed to ‘All Panelists’ (and Attendees will be asked to keep it that way, except for addressing a question to an individual lecturer during lecture sessions), who can all read, answer/defer/dismiss questions.

**Important:** for Chat and Q&A rules of thumb see the end of section 3.

Panels are activated on your screen by clicking, at the bottom right of your screen, ‘Participants,’ ‘Chat’, and (if you need to see this) the three dots that will bring up Q&A. When all three are activated, the screen looks like this:



### 4.2.3. Share holding slide

- Activate a ‘holding slide’ (provided by the conference organizers) to inform Attendees joining the session what the session contains so that they know they are in the right place. [We’re looking into the usefulness and feasibility of making the ‘holding slide’ in fact a timed slide show or replacing it with a video.]
- Make sure you are yourself the Presenter
- Click the “Share” button (bottom menu bar). You will see all available screens open on your computer. Select the one with the holding slide.
- To stop sharing, hover your cursor at the top of your screen; this makes a toolbar appear where you can click “Stop Sharing”.

The ‘holding slide’ template [or whatever will replace it] will also contain the following elementary Attendee instructions, so that no time must be spent at the beginning of each session reminding them of how to operate the system:

- The Chat and Q&A rules of thumb
- Viewing options can be managed with the “Layout” button in the top right corner.
- For Panelists: mute yourself when not actively speaking
- For all Attendees: wearing headphones may prevent feedback/echo when speaking.

### 4.2.4. Monitor Attendees & promote Panelists

Conference Participants will be asked to enter the stages they want to attend within the ten minutes preceding the scheduled session times.

- Monitor the list of people entering your stage (the **Participants** button, bottom right of your screen > **View All Attendees**) to see if those who need to be promoted to Panelist are all coming in.  
(To find people, if you do not easily see them in the list, you can also use the search bar on top of the Participants list.)



- As they are coming in, promote session speakers (panel contributors, lecturers), chairs (panel organizers), and discussants (if any, for panels) from Attendee to Panelist, so that they can mute/unmute themselves, switch their camera on and off, and handle the Q&A. To do so, highlight their name and click the “Make Panelist” button.
- As soon as people have entered the stage, you can already communicate with them through Chat. This is a good time to ask Panelists if they agree to the recording of their session. Just use the Chat function to direct a general question to “All Panelists”: “By default, sessions are recorded. If you object, please let me know.”

#### Preparation checklist:

- Find your stage and write down the Host Key (4.2.1.1. and 4.2.1.2.)
- Start Hosting (4.2.1.3.)
- Check if the Participants list and Q&A are enabled (4.2.2.)
- Adjust the Chat function for Attendees (4.2.2.)
- Share the ‘holding slide’ (4.2.3.)
- Promote scheduled speakers, chairs, discussants to Panelist (4.2.4.)
- Use Chat to ask Panelists if they object to recording (4.2.4.)

## 4.3. Stage goes live

### 4.3.1. Hit Record

If your Panelists have not objected to being recorded:

- click “Record” (bottom menu bar, or in the hidden top menu bar when you’re sharing your screen) and select “Record in cloud”
- Please STOP recording after each session (for panels) or lecture (for lecture sessions) to make sure that each session or lecture is recorded as a separate file (making it easier to share on demand after the event).

### 4.3.2. Manage speakers

#### 4.3.2.1. Passing Presenter roles

- Be prepared to promote Panelists to the Presenter role in the order in which the program lists them (for lectures) or the chair (panel organizer) asks you to.
- To promote a Panelist to Presenter, highlight their name, right click on “Change Role to” and click “Presenter”. Alternatively, drag and drop the blue/green ball from the current Presenter to the Panelist you need to make Presenter.
- Any current Presenter can also pass the role to another Panelist him/herself.

#### 4.3.2.2. Unmuting Attendees

- Monitor your Chat to see whether any Attendee asks to speak
- Clicking an Attendee’s name will allow you to “Unmute” her/him; after her/his intervention you can again mute the Attendee

- Alternatively (some chairs may want this to happen), you can temporarily promote an Attendee to the Panelist role (which allows them to unmute themselves and also use their camera)
  - When there is a small group of Participants it may be useful to simply promote all of them to the Panelist role during discussion time
  - [It is also possible (even for larger audiences) to unmute all Attendees (“Participant” in the upper menu bar > Unmute all), but when doing that, all Attendees must be asked to immediately re-mute themselves to avoid disturbing echo effects (and only to unmute themselves for speaking) – so, this should be done very sparingly when it’s really needed or demanded.]

#### **4.3.2.3. Handling Q&A**

It is **not** the task of the Stage Manager to handle Q&A.

This can be done directly by all Panelists, who will see the questions and who can answer/defer/dismiss them in the Q&A or who can answer them verbally during the session (after reading/reformulating the question, since it cannot be seen by the Attendees).

Chairs are responsible for monitoring/guiding the process.

In the case of lecture sessions, the Stage Manager may want to draw a lecturer’s attention to questions if s/he seems not to have noticed them.

#### **4.3.3. *Managing/running the session***

##### **4.3.3.1. Panel sessions**

For panel sessions, all chairing is done by panel organizers. Thus, the Host/Stage Manager role is restricted to recording (4.3.1.) and managing speakers (4.3.2.).

##### **4.3.3.2. Lecture sessions**

For lecture sessions (but not including the plenaries), the Host/Stage Manager also fulfills a limited chairing role:

- Announcing the next speaker (name, paper title)
- Managing the discussion (unmuting Attendees if asked, allowing the speaker to repeat and answer questions that may have been asked in the Q&A, within the available time limitations)

##### **4.3.3.3. Poster sessions**

For poster sessions, all chairing is done by the appointed chairs. Thus, the Host/Stage Manager role is restricted to recording (4.3.1.) and managing speakers (4.3.2.).

##### **4.3.3.4. Presenting uploaded materials (such as pre-recorded lectures)**

If called upon (either before the event or in case something goes wrong at the Presenter end), share the relevant file. All uploaded files will have been made available by the IPrA2021 conference organizers the day before your stage day (see 4.1.4.).

Simply open the relevant file and “Share” (a button on the bottom menu bar) the screen. (Alternatively, use the **Share > File** option – upper menu bar – but this may take extra time if it’s a heavy file.)

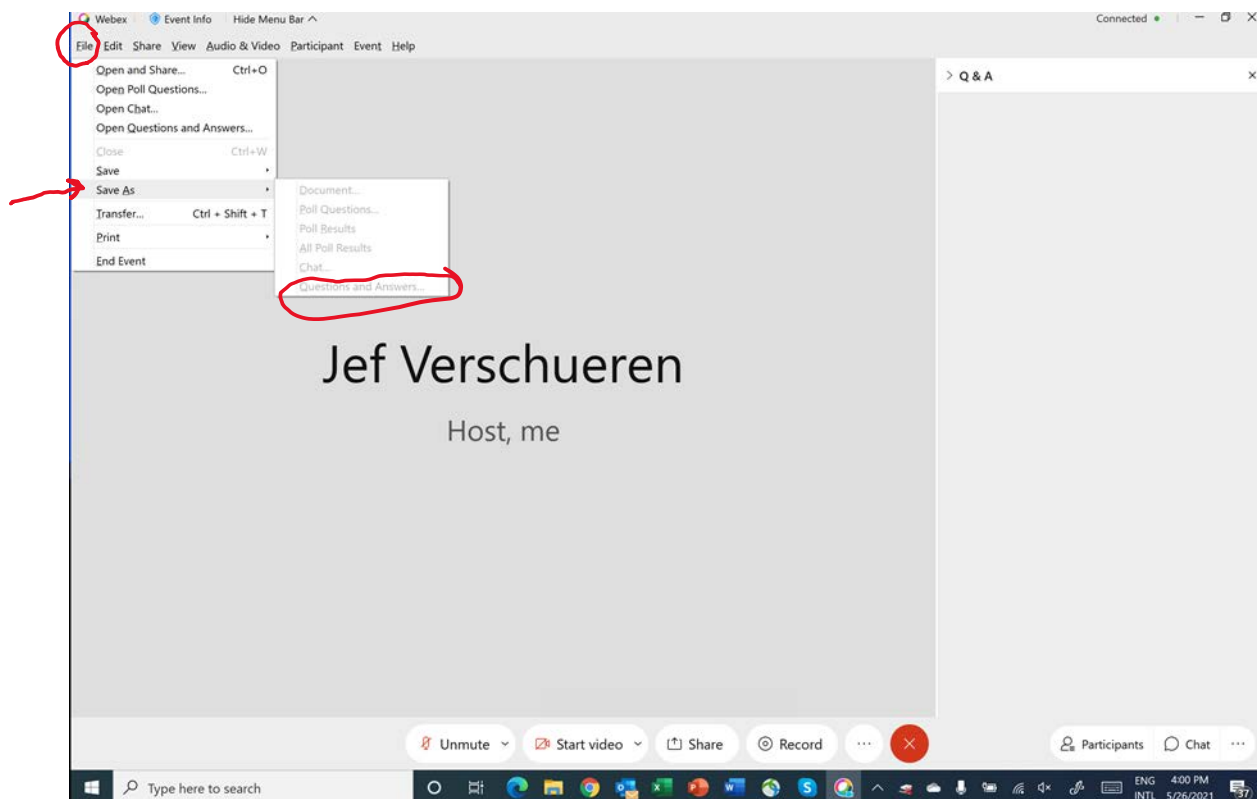
**IMPORTANT:** if the file includes sound, you must play it audibly and *unmuted with headphones unplugged* – that is the only way to make sure all Attendees get sound as well as images (as direct ‘live’ transfer from the file through Webex – though technically possible – often causes problems or may not work at all).

*For uploaded pre-recorded presentations, the best results are obtained by asking Attendees to open a new tab in their browser, to go to the conference events site in that new tab, to find the relevant contribution and to listen to the recording they will find there. This is possible without really ‘leaving’ the session and having to come back in.*

Note that sharing your screen hides your toolbar, which appears again on top of the screen by moving your cursor there. (See section 6 for more screen-sharing issues.)

#### 4.4. Ending a session

Before ending the session: if there has been significant Q&A activity, download the Q&A. To do this, go to “File” in the upper menu bar, move your cursor to “Save As” and select “Questions and Answers”. Choose the “.txt” option to save. Save on your computer with the name of the session (or the first five words if it is too long + the number if there is one), and pass it on later to the conference organizers.

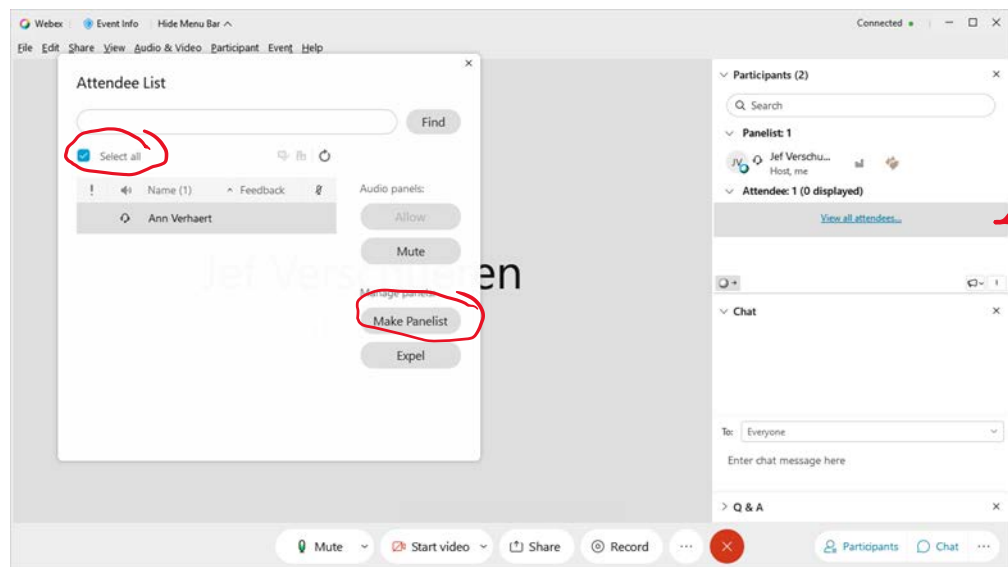


Note that this must be done before you end the session. Chat or Q&A cannot be retrieved afterwards: it is NOT part of the recording.

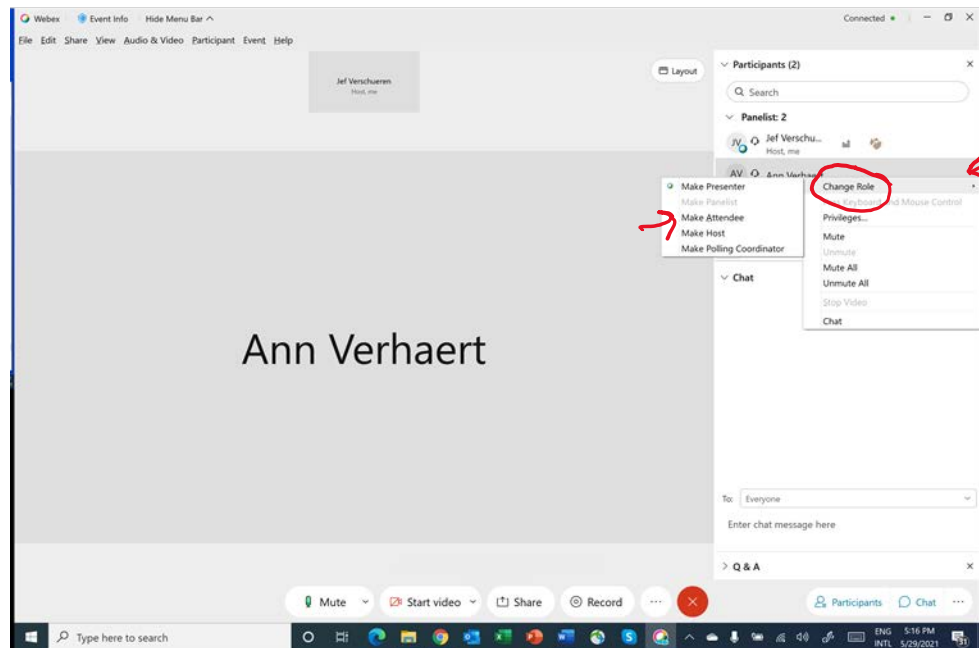
At the end of a session:

- always *STOP the recording*
- turn all Attendees into Panelists (to allow for free Chat – see remarks at the end of section 3); make sure to reconfigure Panelist/Attendee roles *at the start of the next 'Doors open' period.*

You can promote all Attendees at once to Panelists by clicking “**View All Attendees**”, then clicking “**Select all**” and choosing “**Make Panelist**”



Reconfiguring Panelist/Attendee roles for the next session requires demoting Panelists individually to Attendees again (unless they must be Panelists for that next session):



Right-click the name of a panelist, move the cursor to “Change role” and choose “Make Attendee”.

Because this may take a lot of time if there are too many Attendees, Attendees are asked to leave the stage during breaks (even if only briefly) unless they want to engage in informal interaction with someone else (see section 5.3. of the Attendee & Presenter Documentation).

If too many participants are left on the stage floor when the next ‘Doors open’ period starts, so that manually making everyone Attendee again, let everyone know that you are going to Expel them and that they should re-enter if they want to attend the upcoming session. Expelling participants can be done collectively.

- *keep the stage open* if it continues after a break (no matter whether it is a coffee break or a lunch break) and make sure hosting can be taken over smoothly (see 4.2.1.2.) if you do not continue yourself after the break
- make yourself Presenter, and put on the ‘holding slide’ (see 4.2.3.)

At the end of a complete Stage Day: exit by clicking the red button in the bottom menu bar.

Session start checklist:

- Have all speakers, chairs, discussants been made Panelists?
- Start the recording (if there were no objections) (4.3.1.)

Session ending checklist (4.4.):

- Download Q&A if there was significant activity
- STOP recording
- Promote Attendees to Panelist
- Keep the stage open if it continues after the break
- Put on the ‘holding slide’

- Make sure transfer of hosting role has been arranged (if there is a switch)
- Start reconfiguring roles (Attendees, Panelists) at the start of the 'Doors open' period preceding the next conference session.

## 5. REHEARSALS

Once you have your Ex Ordo Webex user account, you can, and **MUST**, create and run rehearsals to become familiar with Hosting a stage.

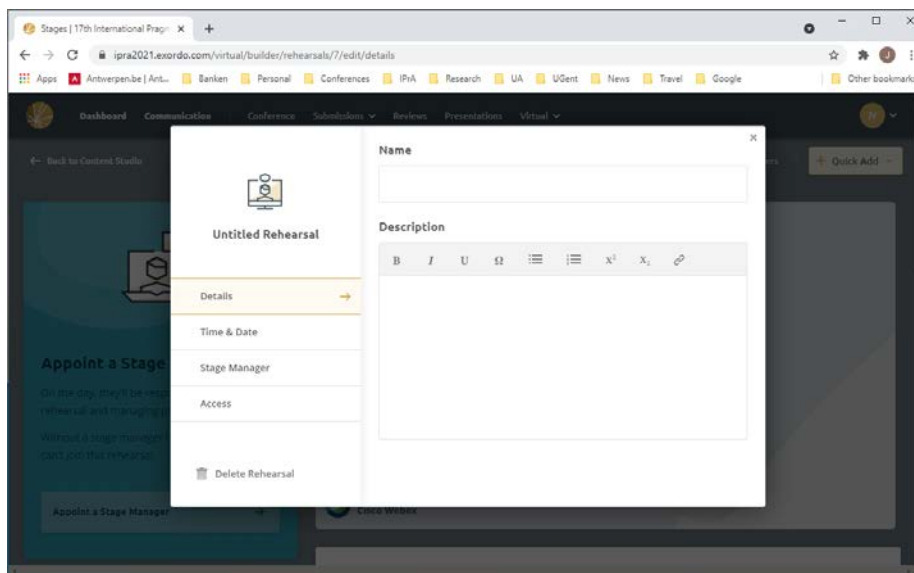
### 5.1. *Navigate to Rehearsals*

In the Ex Ordo system, via the **Virtual > Builder**, go to “**Rehearsals**”.

(If you also are an Administrator, you have to click “**Stages**” before you see the menu bar with “**Rehearsals**”.)

### 5.2. *Create a Rehearsal*

Click the “**Add a Rehearsal**” button, and you will get a screen of the following kind:

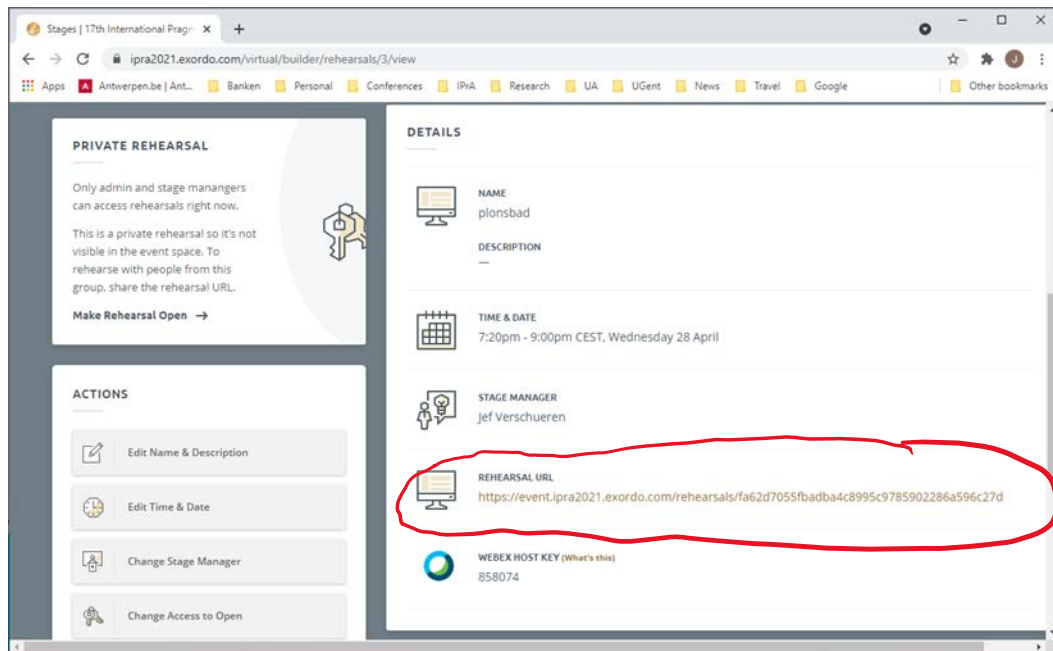


- Give your rehearsal a name
- Select a date and time to run it
- On the “Access” tab, select “Private” (the default option)

Making your rehearsal “Open” is not at all useful (except for familiarizing participants in general with the system). But it is equally important to run your rehearsal with one or more Attendees, otherwise you cannot practice all functionalities.

There are two ways of letting in Attendees:

- After opening your stage (up to one hour before the scheduled rehearsal time), click the **three dots** between “Record” and the red stop button. This gives you “**More options**,” one being to “**Invite**.” Click “Invite,” and write the email address of your invitee in the pop-up that will appear, and send the invitation.
- The second option is to share the Rehearsal URL (as in the screen below)



Note that clicking the rehearsal link will only let in people who are already logged in at the conference site (through the single sign-on that requires login as an IPra member at <https://pragmatics.international> before continuing to the conference site <https://ipra2021.exordo.com>

Before joining your stage, Attendees will be prompted to download the Webex Events app, if it is not yet on their computer.

### 5.3. *Run the Rehearsal*

You will now be able to start Hosting your rehearsal from one hour before the scheduled time, just like you would be running a live stage.

You can now practice everything described in section 4 above.

Here is a checklist of what you must certainly practice:

- Starting a stage
- Unmuting an Attendee
- Promoting an Attendee to Panelist
- Share screen (and present slides)
- Assign the Presenter Role to a Panelist
- Start/stop recording
- Check if Chat and Q&A are enabled (and adjust the Chat settings for Attendees)
- Find your Host Key
- Transfer the Host Role
- Reclaim the Host Role



## 6. STAGE MANAGER FAQs

Stage Managers or Panelists may run into specific issues with screen sharing and access to Webex controls

### ***How does someone know whether they are sharing a screen or which one?***

When sharing a screen, an orange border appears around the edge of the screen, with a text at the top saying “You’re sharing your screen.” (This is only visible for the person sharing.)

If someone uses two screens (e.g., laptop and external monitor) the orange border shows which screen it is that is being shared.

### ***Where are the Webex controls when sharing?***

By hovering your cursor at the top of your screen, a toolbar appears that allows you to stop sharing, to pause, or to bring up the Participant list or chat (without this becoming visible for others).

### ***What is visible for those watching?***

Except for Participant and chat panels that you activate while sharing (see the previous question), everything on the screen you’re sharing is visible: bookmarks, open tabs, notifications that pop up or slide in (including social media and email notifications); make sure to close what you don’t want to be active.

### ***What if the wrong screen is shared in Keynote or Powerpoint?***

When using Keynote or Powerpoint with two screens, it may be that you are sharing the Presenter view (indicating what slides are coming up next) rather than simply the slides you want to show. In Keynote, just click on “Switch displays” (an icon in the upper right corner). In Powerpoint, click “Swap displays” in the left hand corner.

### ***How to avoid going full screen with Powerpoint?***

Powerpoint (used, for instance, for your ‘holding slide’) in full screen mode may prevent you from getting at the Stage Manager Webex controls that you need.

- If you’re using two screens, make sure the slide goes in full screen on only one screen: click Slide Show > Set Up Slide Show and then choose “Browser at a kiosk (full screen)” and choose under “Slide Show Monitor” which screen the slide should appear on
- On one screen, simply prevent Powerpoint from going full screen by choosing “Browsed by an individual (window)” after clicking Slide Show > Set Up Slide Show