

LASA2020 Virtual Sessions Basic Guidelines

LASA2020 will be held on the ZOOM video conferencing system. **We recommend you download and use the [ZOOM desktop client to participate](#).** However, if you prefer to use the web version, please use [Google Chrome](#) as it functions best with ZOOM.

This guide contains basic information for participants at the LASA2020 Virtual Congress by answering five main questions:

1. How can I enter the virtual session where I am actively participating?
2. How can I enter any other virtual session as an attendee/audience?
3. Who will be available to help me if something unexpected happens during my presentation?
4. Which interactive features are available for participants and which ones for the audience?
5. Who will be in charge of coordinating the Q&A during my session?

All the LASA2020 virtual sessions will happen in the video conferencing system ZOOM. For detailed instructions on how to use the video conferencing platform ZOOM click [here](#).

LASA will create a link/URL for each session. It can be a panel, a workshop, a roundtable, a symposium, a book presentation, or a meeting. Each session will have its unique link/URL. When you click on the link, the video for the respective session will appear live.

1. How can I enter the virtual session where I am participating actively?

To enter your session, meaning the session where you are actively participating as organizer, chair, discussant, paper presenter, or presenter without a paper, **press the ZOOM link that you will receive in your email.**

As an active participant in a LASA2020 virtual session, you will receive two emails with the direct link to your session or sessions. The first email will be sent one day before your session and the second one hour before. **Please keep the link in a safe and accessible place. You will need it when you want to login to your session.**

Please note:

- These are automatic emails sent by ZOOM, not by LASA. Therefore, don't expect a LASA email. Expect a ZOOM invitation email.
- If you have more than one email address, note that these ZOOM emails will arrive to the address you provided to LASA when becoming a member, not to any other email address you may have.

2. How can I enter any other virtual session as an attendee/audience?

To enter any session as an attendee/audience, please visit the LASA2020 Virtual Hub, click on Program at the top, then press the name of the session when it appears in the Live Session area. Details of the session will be displayed along with links to any papers uploaded via the [Paper Management application](#). Here you will also find the button to attend the session.

To visit the LASA2020 Virtual Hub press [here](#).

The LASA2020 Virtual Hub is in Spanish and English.

Most LASA2020 virtual sessions are restricted to registered people. Therefore, after pressing the name of the session you would like to attend, the system will ask your LASA username and password to confirm your registration. Your registration allows you to attend all the sessions you want during the four days of the Congress, including more than 30 screenings of the Film Festival and the Book Exhibit.

The Welcome Ceremony, the 9 Presidential sessions and the LASA2020 Award sessions are open to the public and will be broadcast live on the LASA Facebook page, and then posted on YouTube and the Association's website.

3. Who will be available to help me if something unexpected happens during my presentation?

LASA2020 sessions will be hosted by a LASA designated host. The first task of the LASA designated host will be to start the session on time.

At the beginning of each session, the LASA host will welcome the panelists and other participants and give the role of co-host to the chair of the session. If the chair is not present, the role of co-host may be assigned to the organizer, followed by the discussant, and lastly, to another panelist. For more information about the ZOOM co-host role press [here](#).

Note: Co-hosts cannot be assigned ahead of time. This is why the LASA designated host will assign the co-host during the first minutes of the session.

The LASA host will remain connected during the session in order to help all participants with any technical issue they may encounter. After the session time has elapsed, one hour and 45 minutes, the LASA host will close the session and start the next one.

4. Which interactive features are available for participants and which ones for the audience?

WEBINARS AND MEETINGS

ZOOM allows two types of virtual environments: webinars and meetings. LASA2020 panels, workshops, roundtables, symposiums, and book presentations are set up as “webinars,” while Section business meetings, the LASA business meeting and any other meeting during the LASA Virtual Congress are set up as “meetings.”

WEBINARS

Webinars are ideal for virtual lectures or events that are open to the public.

- **Active Participants/Panelists:** In webinars, LASA active participants (organizer, chair, discussant, paper presenter or presenter without a paper) can share their video, audio, and their screens. If you will actively participate in a session **you must enter your session by pressing the link that will arrive in a ZOOM invitation in your email one day and one hour before your session starts. By entering to your session through your email** the system will recognize you as an active participant and the controls/interactive features for sharing your video, audio, and presentation with the other panelists and the audience will be activated.
- **Attendees/Audience:** In a webinar, attendees have the ability to watch, listen and interact via Q&A and the chat. If an attendee would like to participate with his/her voice to make a question or comment, the co-host of the session (already assigned to the chair) can unmute the attendees. Attendees can also make use of the raise hand feature to indicate that they need something from the co-host or panelists. For more information about the raise hand feature in a webinar press [here](#).

MEETINGS

Meetings are designed to be collaborative and interactive events. In meetings, all participants can share their screen, turn on their video and audio, and see who else is in attendance. All participants can mute/unmute their own audio.

5. Who will be in charge of coordinating the Q&A during my session?

CHAIR

The chair is responsible for ensuring that all the presenters and the discussant respect agreed time limits, and he or she **coordinates the question-and-answer session with the audience after session members have concluded their presentations**. To do so, as mentioned above, the chair will be promoted to co-host at the beginning of each session.

It is suggested that the chair let the panelists and attendees know at the beginning of his/her participation, when there will be space to make comments or ask questions.

As co-hosts of a session, and in order to moderate the Q&A, chairs will be able to mute or unmute attendees to allow attendees to talk. Chairs as well as active participants are able to manage the raise hand feature, view all Q&A and respond. For more information about the Question & Answer (Q&A) feature for webinars press [here](#).

If the chair of the session assumes the role of co-host, the discussant's and organizer's tasks are the same as in a face-to-face Congress. Please find below descriptions of the LASA discussant and organizer roles.

DISCUSSANT

The discussant should summarize key conclusions and identify issues for further discussion in the various papers presented by the session members. He or she might wish to situate the participants' work within larger academic debates, but should not use the occasion to present a separate paper of her or his own.

ORGANIZER

Please note that the organizer's tasks occur primarily before the Congress begins. The organizer was responsible for assembling the session and confirming the participation of all, including the chair, the discussant and the paper presenters or presenters without papers. The organizer should advise the LASA Secretariat promptly of any changes in the composition of the session. The organizer should have communicated with session participants in advance of the Congress date to ensure that paper presenters delivered their written work to the designated discussant in a timely fashion.

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