



Annual Convention 2020

Digital Discussant Role Asynchronous Sessions

Thank you for agreeing to serve as digital discussant for the 2020 UCEA Annual Convention! We are excited to have you join us and thankful to have your expertise in leading the sessions. Please review the Planning Committee's expectations of digital discussants below.

BEFORE THE CONVENTION

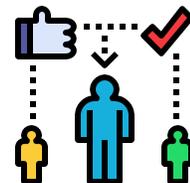
1. **Coordinate:** Please reach out to the authors of the 4 papers and schedule a mutually agreeable time between October 26–November 6 for recording the discussion of the papers. Participants names and email addresses will be in your Dropbox folder.
2. **Prepare for commentary & questions:** Read the papers and watch the presenters' 5 minute videos (available October 19–23) in your session in advance, then come prepared to comment on them as a whole. As you read the papers and watch the videos in preparation for your comments and questions for the group, consider focusing on common threads and contributions across all presentations.



RECORDING THE DISCUSSION

(October 26–November 6)

1. Send a reminder to authors, and let them know what they should expect.
2. Log in to the session 5–10 minutes before the session begins.
3. During the session:
 - BRIEFLY introduce yourself, announce the session title, and introduce their respective authors. Then, synthesize the key points in the papers and the connections between them. Pose a question or two to begin the conversation. (5 min MAX)
 - Facilitate conversation between authors and ensure that all are equally engaged in the dialogue. (25 min MAX)





Remember the Academic Golden Rule!

Give the type of feedback you would want to receive, and with the tone in which you would want to receive it.

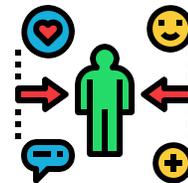
Importantly, the bulk of your time as discussant should be spent facilitating a thoughtful discussion among the authors.

1. **Assume the role of “thought catalyst”.**
Provoke discussion among the session’s presenters.



2. **Avoid giving a one-way presentation about the papers.**
We encourage you to use the bulk of your time to highlight contrasting or provocative ideas that will stimulate a dialogue among the authors.

3. **Incorporate the thoughts from your preparation in advance of the convention and from the discussion as you facilitate.**
Preparation in advance and attentiveness during the session are two keys to serving successfully as a facilitator.



4. **Conduct the session in a collegial manner.**
Use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.

Please help make the program sessions meaningful by fulfilling this role effectively!

In All Academic you can confirm which sessions you are facilitating and read the papers for each session. We strongly encourage you to reach out to the authors of the papers and review the above guidelines with them as well as establish talking points for the session. This will help us ensure that the Convention is a high-quality experience for all.



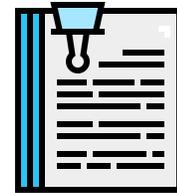
Annual Convention 2020

Digital Discussant Role Synchronous Sessions

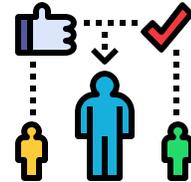
Thank you for agreeing to serve as digital discussant for the 2020 UCEA Annual Convention! We are excited to have you join us and thankful to have your expertise in leading the sessions. Please review the Planning Committee's expectations of digital discussants below.

BEFORE THE CONVENTION

3. **Prepare for commentary & questions:** Read the paper presentations (available after October 30) in your session in advance, then come prepared to comment on them as a whole. As you read the papers in preparation for your comments and questions for the group, consider focusing on common threads and contributions across all presentations.

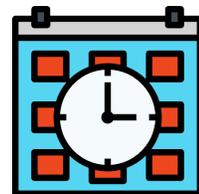


4. **Contact participants:** Send a reminder to authors, and let them know what they should expect. Remind presenters that the 5 minute presentation limit will be strictly enforced by the audiovisual team. Participants names and email addresses will be in your Dropbox folder.



DURING THE CONVENTION

1. **Log in to the session 5-10 minutes before the session begins.** Remind each presenter of the time limits that apply (5 min), and describe the method you will use to alert them of time limits during the actual presentation. (Slides are timed and will move to the next presenter after 5 min).



2. **At the start of the session, introduce yourself to the audience and announce the session title.**

- Briefly introduce the speakers at the beginning.

3. **Facilitate a dialogue after all presentations are completed.**

- Provide 5 minutes of commentary on common threads and contributions.
- Pose a question to get the conversation started.
- Monitor the chat to "curate" questions
- Ensure that no author monopolizes the conversation.

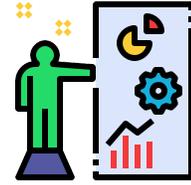


Remember the Academic Golden Rule!

Give the type of feedback you would want to receive, and with the tone in which you would want to receive it.

1. Assume the role of “thought catalyst”.

Provoke discussion among the session’s presenters and between the presenters and the audience.

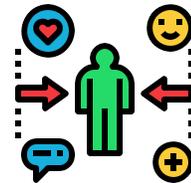


2. Avoid giving a one-way presentation about the papers.

We encourage you to use the bulk of your time to highlight contrasting or provocative ideas that will stimulate interest among those in attendance.

3. Incorporate the thoughts from the session participants that you discussed in advance of the convention.

Preparation in advance and attentiveness during the session are two keys to serving successfully as a facilitator.



4. Field questions from the audience.

Once presentations are complete (and you have made your comments) the remainder of the time can be used for discussion with the audience and session participants.

5. Conduct the session in a collegial manner.

Use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.



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