**Conference and proceedings’ publication:**

Sample assignment directions sent to students: this assignment is a discussion where students volunteer to do the tasks at hand. They have a week to respond. They mainly do this task asynchronously; they work collaboratively and rely on each other for the conference and proceedings successful completion.

**Our conference will take place during the final exam period (add date)**

A professional conference gets prepared well ahead of time. As soon as the abstracts sent are accepted by the organizer(s)/president(s), they are added to themed sessions. Here are the steps taken to prepare a *conference (we will only do the steps that are italicized)*:

**Ahead of the conference (we will proceed a month before the conference day):**

* *Organizers send call for paper, or CFP.*
* *Organizers receive abstracts, and accept/reject according to the respect of the conference theme, the validity of research, etc.*
* *Organizers send acceptance/rejections emails*.
* Organizers create sessions that will group abstracts together.
* Organizers search for/select session chairs.
* Session chairs will collect authors’ biography, final title of presentation, at least a week in advance of the conference.
* Panelists will prepare their presentation, and a PPT if necessary.

**On the conference day (this will happen on final exam day):**

* Session chairs present their panelists one by one
* Panelists present their research, one by one
* Session chairs make sure that panelist are not running late with presentations
* Session chairs open session for Q&A at the end of all presentations and animate the debate.

In between sessions, there usually is a coffee break of 10 minutes, and the next session starts. We will use the time to organize the next panel on Zoom.

**After the conference is over (in our case, we will start preparing 2 weeks before the end of classes):**

* Conferences may come with conference proceedings, a volume of the presentations from the conference (formats vary according to societies or organizers).
* *Conference organizers find a publisher.* We will use Pressbooks.
* They send a reminder to panelists to publish their proceedings.
* They set up deadlines for articles, peer-reviewers (if any), editing, and final proof.

**For the organization of our conference and proceedings, volunteers are needed. Please select a task that is most convenient to you. First come first served. Make sure you do not select a task that has been already selected by your classmates.**

* One conference president/organizer
* 3-4 session chairs responsible for:
* presenting the bio of their panelists and the title of their presentation,
* making sure panelists respect their allotted time,
* moderating the Q&A, including preparing questions for each panelist in case the Q&A runs short.
* One conference proceedings editor who will delegate and supervise the following tasks (one student per task):
* Find a relevant title for the volume.
* Create table of content.
* Supervise the editing of all papers to make sure the format is coherent throughout.
* Create an illustration for the front cover.
* Write an introduction for the volume, outlining the volume’s articles.