



## IEEE Society for Social Implications of Technology (SSIT)

Revised Policies and Procedures for the Distinguished Lecturers Program and other webinars

### Summer 2020 – New procedures for DL Webinars

By Luis Kun, SSIT Distinguished Lecturer Program (DLP) chair

**Process Improvement:** The health and safety of our members is of the utmost importance and especially so in our current environment. Due to Coronavirus (COVID-19), the Distinguished Lecturer Program is being re-tooled to continue virtually. Given the new technologies available, and sometimes the non-familiarity with these tools, the possibility for technological glitches exist. Some new recommended steps are strongly suggested in order to complete successfully these seminars. The recommended steps are to be followed by both the inviting chapter and or institution as well as the Presenter (including DLP members).

**These steps are intended to provide those organizing a meeting as well as those attending a continuity of service without unscheduled interruptions or delays. They will also permit individuals from other parts of the world to participate regardless of where the event takes place. Coordination of times and tools become essential for efficacy and effectiveness purposes.**

**Background:** Many chapters around the world are currently using different technical tools for different reasons. In some cases, for example when a DL speaks at a conference, it relates to the number of people that can concurrently participate. In other case it may be a financial consideration. Regardless of the geographical region, currently, in the summer of 2020 the tools used most frequently are: Zoom, Google Meet and Webex. In addition, many chapters and organizations are using a few Social Media avenues to concurrently stream these presentations, so users have the opportunity to view the material asynchronously at a later time. These include Facebook and You Tube.

The DL Chair will inform the SSIT Chapters Chair so that information about these future webinars can be disseminated via SSIT webpage, Social Media channels and newsletter.

**Organizer of event** (Steps) will send the following information to the DL speaker and the Chair:

1. Confirm: date, local time Greenwich Mean Time (GMT) (please provide Eastern Standard Time (EST) along with your local time).
2. Confirm: Presenter and title of the event.
3. Confirm tool(s) to be used. If the event is streamed provide that tool as well (i.e. Facebook, You Tube, etc.)
4. The day of the event, the tool(s) you choose, need to be available 30 minutes before for testing purposes
5. Provide a secondary tool in case the connection to the 1<sup>st</sup> fails. This will be called the BACKUP address.
6. Provide a name, email and phone/WhatsApp number of the person who will do the technical support for the presentation.
7. The person that provides the technical support will need to be available also 30 minutes before the event starts.
8. If the event will be recorded, request permission from the presenter prior to the event. (Please do not wait to ask the speaker the day of the event if it is OK to record.) Make sure to specify in your request, who will have access to the information, not only while it is being presented, but the one that will be stored as well.
9. Provide the link where the information will be stored.
10. In the event that the original tool does not work (for starting there the Webinar), the organizer shall send a message to all those registered for the event with the correct Backup Address / link to the new tool used.

**DLP Presenter:**

1. **Prior to event:**
  - a. As you are planning a webinar make sure that you are informed by the organizer of all the information requested to the organizer (Steps 1 through 7).
  - b. Make sure that you are informed if there is a plan to record your talk.
  - c. Decide before the event if you will allow this or not.
  - d. Make sure that all the information is conveyed to SSIT's DL Chair.
  - e. The presenter will have in his/her possession the BACKUP address.
2. **Day of the Event:**
  - a. TESTING: You will need to connect 30 minutes prior to your planned event. The purpose is to make sure that everything works: audio, videos, PowerPoint, etc.
  - b. If you have any technical questions please contact the person identified in step 7 above.
  - c. Keep handy the information regarding alternative tools in case you cannot connect to the planned tool.