

## Directions for ACR Attendees and Panelists

The conference will take place on Ex Ordo ([acr2021.exordo.com/login](http://acr2021.exordo.com/login)). Be sure to log in with the same email address you used to register for the conference on the ACR website. Only registered attendees will be able to access the conference site.

The conference will use Webex for most sessions (e.g. Knowledge Forums & Roundtables, Competitive Paper Roundtables and Special Sessions) and Zoom for the rest. Links for both types of sessions will be provided in the conference schedule in Ex Ordo. If you have signed up for a CONFAB and/or Newcomer Meet & Greet, we will provide those links via email.

For instructions on how to [download](#) and use Webex, please read [this](#). Ex Ordo is optimized for [Firefox](#) and [Google Chrome](#) and may not work with other browsers. It is important to attend the conference from a computer, not a smartphone or tablet. To download [Webex](#), you'll need Windows (Windows 7 or up) or Mac (Mac OSX 10.3 or up\*). Webex cannot run on Linux, ChromeOS, Android or iOS.

*\*If you have macOS Catalina or a newer OS Software Version, you will be prompted to setup Security & Privacy permissions first to full access to get all of Webex Events features. You will need to allow Webex to access your microphone and screen.*

Since we posted the preliminary program to the ACR website in August, we have made changes. If you are involved in a session, please be sure to confirm its timing [using the schedule in Ex Ordo](#). You can learn how to access daily overviews ('at a glance') [here](#) and how to navigate different types of sessions ('content bundles') [here](#). If you know the name of the person, presentation or session you are looking for, you can find it with the search box. We invite you to explore the conference site ahead of time, both to find what sessions you're interested in attending and to become more comfortable with the software.

If you are a panelist (i.e. presenter, chair, discussant), each session will have a host to assist with set-up and technical issues. It is important for panelists to be punctual. For Zoom sessions, you may show up a few minutes prior to the start of the session; for Webex sessions, you'll be admitted at the start of the session. Because many panelists may be unfamiliar with Webex, it might be a good idea to learn how to [access sessions](#), [get set up](#), and [share your screen](#) in Webex (e.g. to project slides). Webex does not have breakout rooms and does not reliably allow presenters to share audio or video files. In rare instances, panelists who are using two or more screens may have their sound cut out in a Webex environment - if this happens, disconnect all but one screen and the audio should work.

If you encounter problems logging into the conference website, ensure you are using the correct URL (i.e. [acr2021.exordo.com/login](http://acr2021.exordo.com/login)) and the correct email (i.e. the one you used to register for the conference at ACR). If you are still having problems, email the conference organizers ([ACRSeattle2021@gmail.com](mailto:ACRSeattle2021@gmail.com)).

Once you are logged in, if you encounter technical issues with either Ex Ordo or Webex, you can access [help via chat](#) during the following hours:

- Friday Oct. 8, 9 am - 4:30 pm EDT
- Friday Oct. 15, 9 am - 4:30 pm EDT
- Friday Oct. 22, 9 am - 4:30 pm EDT
- Thursday, Oct. 28: no technical support available
- Friday, Oct. 29: 7:30 am – 5:00 pm EDT
- Saturday, Oct. 30: 7:30 am – 5:00 pm EDT

If you encounter technical issues with Zoom sessions, email the conference organizers ([ACRSeattle2021@gmail.com](mailto:ACRSeattle2021@gmail.com)). Please do not use the Chat Help for Zoom questions.

### **Reminders about Sessions:**

Working Paper Sessions: Working papers will be presented in a live forum, organized by topic. There is nothing to upload ahead of time. Authors should prepare a poster \*OR\* 5 slides to present during the session as well as prepare a 3-minute talk of the working paper. Most posters will likely be created in PDF or powerpoint (though presenters may opt for whatever format they prefer, so long as it's effectively shared on screen with audiences). Working paper sessions are scheduled for 75 minutes.

Special Sessions: There is nothing to upload ahead of time. If a presenter opts to use slides, they should simply have them available to share with the audience during the session. If you are chairing a Special Session: Each session covers 3-4 papers. In the days before the conference, Chairs should reach out to presenters to organize the session (e.g. determine how long to designate for each presentation, what is the presentation order, when will Q&A occur etc...). Special sessions are scheduled for 75 minutes.

Competitive Papers: At the end of October, competitive paper presentations (recorded) will be released to attendees. During the main conference (Oct. 29-30), competitive paper authors and conference attendees will gather in Competitive Paper Roundtable Discussions and have conversations about the papers and the general topic, facilitated by discussants. There will be no live presentations of the competitive papers themselves so there are no slides etc... to prepare for the roundtables.

Films: At the end of October, films will be released to attendees. During the main conference (Oct. 29-30), film creators and conference attendees will gather in a Film Festival Discussion to have conversations about the films.