



Guidance for Audience Members

- **Aims of COVIB sessions**
 - Feedback on early work. The focus of the presentation is on questions / problems, not on findings. Accordingly, the focus of your responses should be on helpful comments, answers, and questions that help the presenter push this project forward.
 - Professional exchange: Get to know your colleagues and make some connections, in particular if you work in similar subfields.
- **Structure**
 - 10min Presentation (hold your comments)
 - 15min Comments (get in line, see below)
 - 5min Social Activity (we'll tell you what to do)
- **Zoom Etiquette**
 - Please make sure that your full name shows in your zoom profile
 - Please mute yourself, but we would appreciate you being on camera so we can 'meet' each other
 - Once the presentation begins you can get in line to comment using the Zoom chat function. Simply send a chat to everyone containing "!" and the moderator will call on you in the order in which the chats were received when the comments portion begins after the presentation (alternatively, you can write out your comment and the moderator will read it out loud, if you are more comfortable with that option).
- We will be recording the session and will make the recording (alongside a contact list of participants) available to the presenters so they can review the comments and, if useful, follow up with commenters. If you are interested in receiving a copy of the recording, too, please email Melissa (syapinme@umich.edu).
- Since we are presenting early work, we ask you not to cite or distribute the presented materials without permission and attribution.