International Association
of Music Libraries, Archives
and Documentation Centres

IAML 2021 Online Congress Guidelines

Accessing the Congress

- A different Zoom link will be used for each day of the Congress. We will send them to registered delegates one day in advance.

- You do not need to have a Zoom account in order to access the links.

- You can access the links via your web browser or via the Zoom app, which works on computers, tablets such as iPad, and smartphones. For a guide to joining Zoom using a web browser, please see https://www.easytweaks.com/join-zoom-web-browser/

- If you are not familiar with Zoom we would kindly ask you to read the following guidelines before the conference starts: https://support.zoom.us/hc/en-us

- If you have any problems accessing the Congress please email iaml2021@iaml.info.

During the Congress

- When you enter the main conference room, your microphone and camera will be turned off. Please keep your microphone off, but feel free to turn on your camera if you like.

- Pose questions in writing in the chat according to the chair's instructions. Only switch your microphone on when prompted to do so by the chair. You will then have the opportunity to ask your question on camera.

- Breakout rooms will be available for social interaction during the coffee breaks.

Instructions for speakers

- Parallel sessions will take place in separate breakout rooms. You can access them via the Zoom link that will be sent via email a day in advance.

- We are expecting you to show your slides using the "Share screen" function and talk live.

- Please enter the room 20 minutes before your session starts to test your slides and audio.

- You can alternatively choose to share a pre-recorded video/audio. Please test this in the room before your session. Remember to click "Share computer sound" when you choose "Share screen" in Zoom if you want to show a pre-recorded presentation.

- We plan to record selected sessions and make them available via the private IAML YouTube channel or Vimeo channel. Please let us know in advance if you do not wish to be recorded. We will also ask for your consent to be recorded at the beginning of your session.

- Your presentation should not exceed 20 minutes to allow time for questions and discussion.

- Remember to speak slowly and to pause regularly to help non-native speakers to understand you.

Instructions for session chairs

- Your main tasks are introducing the speakers, being strict with timekeeping, and managing the questions and the chat during the talks.

- A technical assistant will be attending each session to record them and help you in case there are problems.

- Introduce the speaker, giving their name, affiliation, a very brief biography, and title of the presentation.
- Each presentation should be no more than 20 minutes in length, to allow for up to 10 minutes for questions and discussion.
- Explain at the beginning that questions should be posed in writing in the chat, but spoken questions and discussion are also invited. Delegates may also use the 'raise hand' facility to indicate that they wish to speak.
- Remind the audience that the sessions are being recorded.