

# 第六屆漢語作為第二語言研究國際研討會

6th International Conference on Chinese as a Second Language Research

July 30 - August 1, 2021 Washington DC

Department of  
East Asian Languages  
and Literatures  
THE GEORGE WASHINGTON UNIVERSITY

East Asia National  
Resource Center  
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## CASLAR-6国际研讨会: Presenter Info 报告人须知

Dear presenters,

We are very much looking forward to having each of you share your expertise with an audience of hundreds of scholars and instructors from all over the world. Please read BOTH the Attendee Guide/ 参会说明 AND this Presenter Info/ 报告人须知 documents prior to joining us for the CASLAR-6 conference starting on July 30, 2021.

**First, please follow the instructions in the [Accessing Sched](#) (click to jump there) section in the CASLAR-6国际研讨会: Attendee Guide 参会指南 to join and access Sched, the online event platform being used for the entire CASLAR-6 conference. Then return to this document to read more about how to present your session at the conference.**

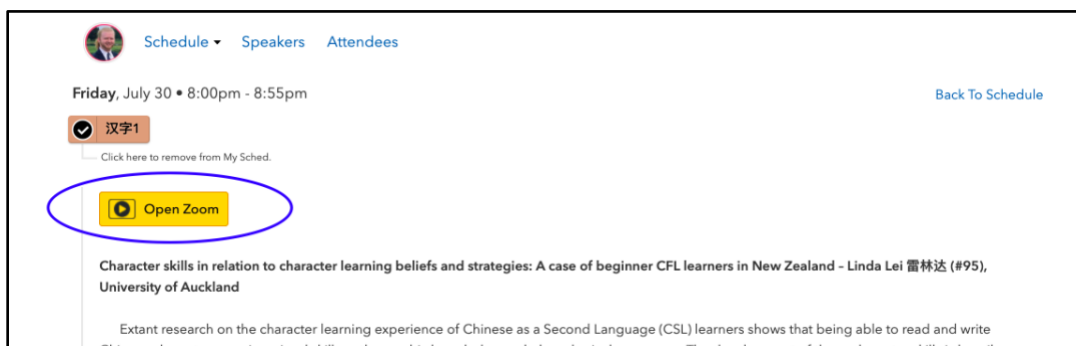
### Presenter Quick Navigation:

Click on any of the following links to access specific content in the presenter info document.

1. [Accessing Your Zoom Room](#)
2. [How to Maximize the Effectiveness of your Presentation](#)
3. [Managing Your Session \(optional\)](#)
4. [Uploading materials \(optional\)](#)
5. [Panel Session Moderator Duties](#)
6. [Panel Session Timing](#)
7. [Important notes for presenters and moderators](#)

### **Accessing Your Zoom Room**

To access your session's Zoom room, click on the session title (from the home screen conference schedule on Sched) and then click on the yellow **Open Zoom** button, pictured below.



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Alternatively, you can hover your mouse over a session from the home screen (pictured below) and click “”, and then click the orange ‘Zoom’ button (pictured above).



**We ask that presenters access their rooms as early as possible** so that there is time to ensure that you can share your screen, your audio is working, etc. so that each panelist’s presentation can begin and end on time.

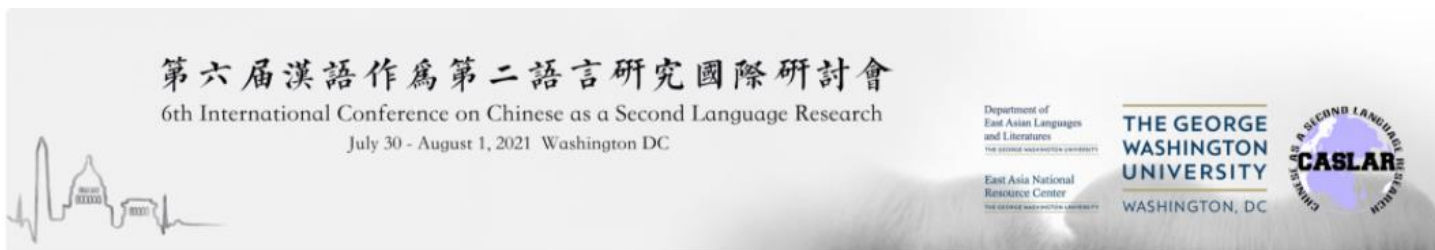
If you need anything, a CASLAR conference event team member will be in each presentation room (clearly named CASLAR-6 Staff) and can answer your questions. The CASLAR staff member will make you a co-host of the Zoom meeting room so that you are able to share your screen during your own presentation.

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## Maximize the Effectiveness of your Presentation by doing the following:

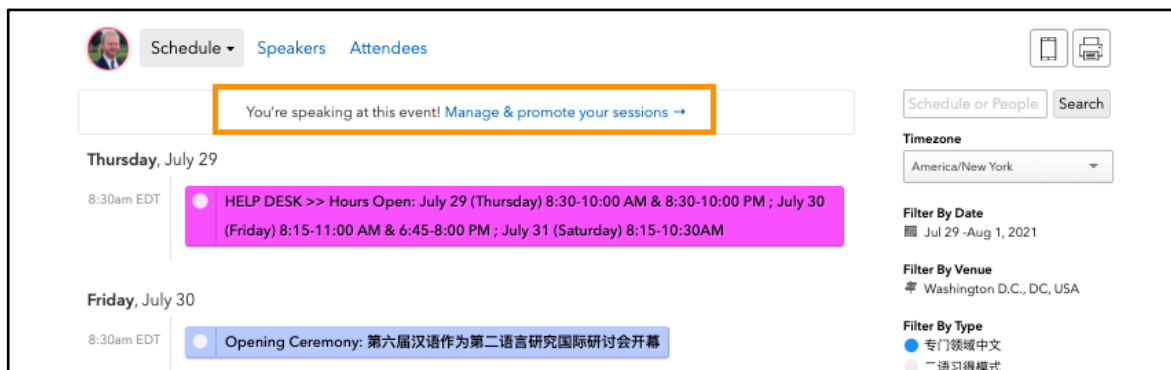
- Use earphones with a microphone
- Sit in a quiet place
- If you are using PPT, keep the wording on slides to a minimum (do not write paragraphs of text)
- Do not read large chunks of text directly from your slides
- Make sure to put your PPT in presentation mode to ensure that your content is as large and as visible/legible as possible.
- Provide your contact information at the end of your presentation so attendees can get in touch with you for follow-up conversations.
- Practice your presentation in advance to make sure it can be completed within the time limit.

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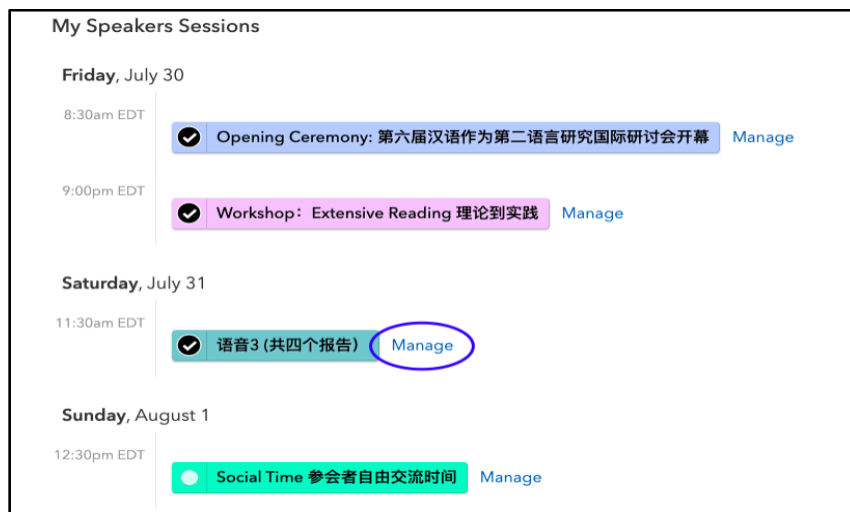


### Managing Your Session (optional)

As a presenter at the conference, you will see the following text displayed on your Sched home screen:



At your earliest convenience, please click 'Manage & Promote your Session' and **prepare your profile** (if you did not do so already using the information in the Attendee Guide/ 参会说明) and upload any materials you plan to share with attendees of your session(s). **You may choose to share materials or not--the CASLAR-6 Team leaves this choice up to each individual presenter.**



To **upload materials (optional)**, click 'Add Presentation' and add your file(s) one at a time. Please note that there is a 50MB limit on individual files, so you may need to split large files up into multiple smaller files to share with attendees.

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Saturday, July 31 • 11:30am - 12:45pm

语音3 (共四个报告)

Your Attendees Edit Profile Add Presentation View Feedback

Upload your presentation files to share with attendees. Make the file names short and descriptive.

Full Abstracts Of Presentations In This Session PDF X

Select a file 50MB Size Limit

Upload

Upload your materials one at a time. You will see a blue confirmation (pictured below) when each document is successfully uploaded.

Your Attendees Edit Profile Add Presentation View Feedback

Your file was successfully uploaded.

Upload your presentation files to share with attendees. Make the file names short and descriptive.

CASLAR 6 Presentation PDF X

Select a file 50MB Size Limit

Upload

Once your materials have been successfully uploaded, they will be accessible on the session description page, pictured below.

Speakers

**Matt Coss 高正远**  
Lecturer in Chinese, George Washington University  
Matt Coss is a Lecturer in Chinese at George Washington University (Washington, Language Studies program at Michigan State University. Matt has also worked as a developing professional development and world... [Read More](#) →

CASLAR 6 Presentation PDF

**Note: Please be very careful NOT to accidentally delete anyone else's materials as you upload your own.**

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## Panel Session Moderators Duties:

The moderator for each panel session is the last (either the third or the fourth) presentation in the group. It is the responsibility of the moderator to:

1. Begin each session and start each presentation by reading presenters' names and presentation titles.
2. Keep track of time, and (if necessary) cut off presenters when their time limit has been reached.
3. Facilitate the Q&A for the remaining time left after each presentation (up to 18 minutes, see below).

## Panel Session Timing:

Each panelist (individual or group) will have 15 minutes to deliver their oral presentation and 3 minutes for Q&A, **for a total of 18 minutes per panelist**. If the presenter exceeds the 15 minutes and uses their final 3 minutes to finish presenting (instead of Q&A), they will not be given additional Q&A time (but are welcome to interact with audience members via the chat). This is to ensure that all presenters on each panel are treated fairly and given equal time to present.

3-person/group panel sessions should run for **a total of 55 minutes**. Once the total time of 18 minutes per person is used up, the moderator will signal the end of the presentation and immediately transition to the next presentation. **If a presenter does not show up, or is unable to present for any reason, the schedule of presentations (presentation order, assigned times for each presentation, length of time for each presentation) will not be adjusted for any reason.** The conference staff will assist presenters by reminding them at the 13th, 15th, and 18th minutes of the presentation.

All sessions should end **5 minutes** before the next scheduled session to facilitate a smooth transition between panels and to give attendees a few moments to transition to their next sessions.

## **Important notes for presenters and moderators:**

- Individual panel sessions will NOT be recorded (they are only available live on the day and time they are listed in the conference schedule).
- Presenters must be on time for their sessions. The CASLAR-6 Organizing Committee will not rearrange the conference program for presenters who miss their assigned time slot.
- Presenters will be able to use (or request that the audience uses) the following Zoom tools/features during their presentations:
  - Share screen (to share PPT, show videos, etc.)
  - Chatbox
  - Annotations
  - Reactions (thumbs up, thumbs down)
- Individual/small group presenters will NOT be able to use breakout rooms for small group discussion during their presentations.

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If you need assistance at any time, please contact the CASLAR-6 team at [caslar2020gwu@gmail.com](mailto:caslar2020gwu@gmail.com).

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