

Authorship 2022: Attendee Guide

Dear attendees,

We are very pleased to welcome you in person and online to this exciting event at the University of Warwick. This document contains information as to how we are running our Questions and Answers sessions (Q&A), and general guidance notes on how Panel Sessions will operate.

To allow both our virtual and in-person audiences to ask questions, we are using a software called Slido to run the Q&A sessions in a virtual space. To access the Q&A of every session, go to www.slido.com in your browser on your mobile phone or other device (laptop, tablet etc.). You will be required to type in an access code and your full name.

Session	Access Code
General Conference Chat	#812219
Keynote Nicholas Thoburn	#005015
Keynote Tom Geue	#522851
S1 "Going Without" - Lost Homer(s)	#828769
S2 Music and Muses: Authenticity, Authorship and Artistry	#169906
S3 Appropriation, Refusal and Collectivity	#443035
S4 Who owns the work? Modern Theatre and Dance	#203436
S5 Sine [auctore]? Pseudoepigraphical Art	#484182
S6 "What matters who is speaking, the philosopher said"	#042279
S7 Traduttore, Traditore, Creatore	#328746
S8 Authorial Fragments	#236201

These spaces will allow both the virtual and in-person audience to ask questions and to see the questions that are being asked. As organisers of this event, we reserve the right to moderate those questions; therefore, not all questions may be considered.

If you are attending online and you wish to ask your question on camera, please indicate this when writing your question.

You will see that there is also a 'General Conference Chat', where you can leave thoughts and comments and where you can get in touch with your peers.

This means that we will not take questions from MS Teams chat in the meeting.

The Teams chat should be used to tell us about technical problems **only** (such as issues with sound, video or accessing speaker materials).

We will also use the Teams Chat to share relevant links.

Read on for additional information on how sessions will run.

General:

- If attending in person, and you wish to print your handouts for distribution, we ask that you bring along your own copies. 30 should be sufficient. Please share these with us in advance so that those attending online can access them (see the instructions given in the next two items for how to do this).
- We have created a Google Drive folder to give Speakers the option to upload materials in advance if they wish to do so. This may include pre-recorded video, slides or handouts. It is organised by day and session number, and some materials may already be present. It can be accessed here: (<https://drive.google.com/drive/folders/1ZEvB6oleo32iECF4RgXG2SvwNsWb3m7X?usp=sharing>). When uploading materials, you may need to sign in.
- Materials can also be uploaded on your behalf. If the filesize is small enough, please share via email. For larger files, share a link to the file-sharing site of your choice e.g., Onedrive, Dropbox or WeTransfer etc. Where a sending email is required, use the address **authorship2022@gmail.com**.
- Links to Session Folders will also be shared in the Teams Chat at the start of a session, along with the relevant Slido access code should you need it.
- If you are active on twitter, and would like to tweet along with the conference, tag us **@authorship2022**. You can also use and the hashtag **#authorship2022** when tweeting.

Session Timings:

- The Teams Meeting will be started **10 mins** before the designated start of each day's proceedings. You can join at any point prior to the first session of the day.
- All speakers should ensure that they are ready to present at **least** five minutes in advance of the start of their session. Any content should be pre-loaded or ready to share.
- If you have any questions or queries, please raise them with the Chair prior to the start of your session.

Online Etiquette:

- When you are not speaking, please ensure your microphone is muted.
- During the session, Delegates are encouraged to turn off their cameras to save bandwidth for attendees with slower connections.
- You are welcome to turn on your camera during the Q&A if you wish to ask questions on camera.

Additional Guidance for Online Speakers/Delegates:

- If you are unfamiliar with the Teams interface, including screen sharing, more information can be found here: (<https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>)
- Further details on how to present slides correctly in Teams can be found either at the link above here on YouTube: (<https://www.youtube.com/watch?v=vFQLanK7Gi4&t=302s>)