Guidelines for Live Discussion

- Contributors and Dialogues Editor should be available for a sound and video check 15 minutes before the live event.
- The event **will be recorded.** Recordings will be available on the Dialogues website soon after the event.
- **[5 minutes maximum]** Editor-in-Chief or one of the Co-Chairs will welcome people to the Dialogue to maintain a sense of continuity across events. This will include a brief introduction to the digital publishing platform and its relation to the Landecker Digital Memory Lab. They will then introduce the Dialogue Editor, who will chair the event. This involves:
  - **[15 minutes maximum]** Providing an overview introduction linking back to their provocation but not being too repetitive. (Assume some of the audience have read it in full and others haven't). Including house-keeping rules for the session – e.g., questions can come in the chat as the event unfolds, or be asked directly over microphone after all speakers have spoken by raising hand. Please keep microphones off unless requested to turn on. We are recording, so turn camera off if you wish when presenters are speaking. Give overview of the event structure.
  - Introduce each of the speakers.
  - Manage timings.
  - Field questions appropriately (trying to ensure a balance of questions per speaker). Taking Chair's prerogative to interject with questions for speakers who have not received many questions.
- Each contributor:
  - **[10 minutes]** Summarise their position but reflecting on the dialogue that has already taken place through peer-review – the questions already asked of their work that they answered. Be transparent that dialogue between contributors has already happened. What was their original perspective? How has the peer-review so far encouraged them to re-evaluate their position in anyway? Were there any comments that they fundamentally disagreed with, why? Contributors are encouraged to bounce off each other's statements in the live dialogue rather than be too heavily scripted.
- **[5 minute comfort break and time to think about questions]**
- **[45 minutes] Open Q&A**
- **[10 minutes]** Leave time at the end for Dialogues Editor to wrap things up.