

## Attendee Instructions

Big Ten Academic Alliance – Responsible Conduct of Research (BTAA-RCR) Collaborative  
*Inclusivity and Research Integrity: Who is Responsible*  
Virtual Conference, October 13 – 14, 2021

**Virtual Meeting Link:** <https://go.illinois.edu/RCRConference-Meet>

Conference Website: <https://go.illinois.edu/BTAA-RCR-Conference>

Note: The most current version of these instructions is available on the conference website under **Resources** → **Meeting Materials Box Folder** → **Attendee Instructions**. Email any questions to [btaa-rcr@illinois.edu](mailto:btaa-rcr@illinois.edu) or call 217-300-5805.

## Pre-Meeting Logistics

1. The most current meeting agenda is available on the conference website under **Agenda**. All session times are listed as **Central Daylight Time**.
2. This is an interactive conference hosted all online and it requires electronic access. The virtual meeting link is <https://go.illinois.edu/RCRConference-Meet> for all days of the conference.
3. The plenary talks and panel discussions from this conference will be recorded and archived videos will be presented online after the conference as an educational resource. Discussion exercises and break-out sessions will not be recorded, and an announcement will be made at the start of those sessions. By registering for the conference and participating in it, attendees will consent to being recorded. Further, attendees acknowledge that certain conference videos may be redistributed solely for non-commercial educational purposes.
4. If not already available on your computer, download and install the **Zoom Client for Meetings** application from <https://zoom.us/download>. If already installed, ensure that all updates are run prior to the conference.

## In-Meeting Logistics

1. If possible, login to the Zoom meeting session 10 minutes before the start of the meeting (<https://go.illinois.edu/RCRConference-Meet>). We will use Zoom's "Waiting Room" feature to verify registered participants. Please use a recognizable screen name that's similar to that under which you registered. You are also encouraged to include the name of your institution.
2. Conference presentations and other materials will be made available on the conference website, <https://go.illinois.edu/BTAA-RCR-Conference> under **Resources** → **Meeting Materials Box Folder**. There are separate folders for each session, ordered by conference day and time.
3. If you can only attend part of the conference, keep Zoom open so that you can have access to the "chat" window and polls.
4. Keep your microphone and video muted unless participating in the discussions.
5. Zoom chat will be used for moderated questions. We will also be using Google-form based surveys and related forums for some meeting interactions. Instructions will be provided during each session.
6. **If you want to ask sensitive questions confidentially**, you may:
  1. Submit the question directly to a session co-host through Zoom chat
  2. Use the [form posted online here](#) or send email to [btaa-rcr@illinois.edu](mailto:btaa-rcr@illinois.edu)

7. Certain discussion exercises will be done using Zoom breakout rooms. Participants will be randomly assigned in these sessions, and instructions will be provided.
8. A BTAA brief on RCR, [Introduction to Responsible Conduct of Research \(RCR\)](#) is available online.
9. Please review our [Guidance for Conference Behavior and Creating Inclusive Spaces](#).

We are very grateful for your participation! Please do not hesitate to email any questions to [btaa-rcr@illinois.edu](mailto:btaa-rcr@illinois.edu) or contact any of us individually.

*BTAA-RCR Collaborative - 2021 Conference Planning Committee*

- Mariah Bauer, University of Maryland
- Sean Courtney, Purdue University
- Becca Hopson, Indiana University
- Alison Kerr, Purdue University
- Glenn Krell, Rutgers University
- Christopher Lehmann, University of Illinois at Urbana-Champaign
- Heather McFadden, University of Wisconsin–Madison
- James Mohler, Purdue University
- Kristen Pecanac, University of Wisconsin-Madison
- Greg Swain, Michigan State University

Ver. October 11, 2021