

Article E

Guidelines for Session Chairs/Assistants

You are charged with ensuring presenters stay on time and maintaining a professional and insightful dialog among the participants of the **session**. You will introduce each presenter (name, affiliation, maybe an additional piece of insight, co-authors) along with their paper. A session assistant will be assigned to support you as necessary.

Please connect to your session room in Zoom at least 15 minutes before the start of your session

Session Assistant Roles

1. Oversee presenter check-in
2. Keep track of no-shows & report it to session chairs
3. Provide live technical support during the conference
4. Handling of presentation materials
5. Click on the attendance link to make a record of who has presented at the session

Session Chair Roles

- Introduce presenters in your session
- Ask questions to the presenter based on their presentation
- Keep track of time allocated for each presenter

Before the Session

- Set up Zoom using [the guide](#) given to all participants.
- Before chairing the session you should test your set-up.
- If you have not presented or moderated via Zoom, we strongly recommend doing a rehearsal. Details on the rehearsal will be sent later.
- The [virtual meeting program](#) includes session information, links to presentation materials and, presenter attendance register etc.

Chairing the Session

1. Audio Mute/Unmute - Participants will be muted when they join the meeting.
2. Remind presenters to unmute themselves to speak when called on in the queue; and then mute themselves when done.
3. Zoom 'Chat' – Remind participants to send you questions using this feature.
Be sure to check the 'Chat' regularly.
4. Introduce yourself, the presentation and authors; mute yourself when done.
5. Session assistant will present the pre-recorded materials. Each presenter has to make their presentation in 15 minutes, including 5 minutes of Q & A.
6. Unmute yourself. Ask questions to the presenter if there is still time left after the presentation.

Rehearsal

Purpose is for Presenters and Session Chairs to familiarize themselves with the virtual platform and its features. Secretariat will be in touch to arrange a rehearsal. Please confirm which of these time slots works best for you:

| YR 2020 | SGT Time | SGT Time |
|----------|----------|----------|
| 09 – Dec | 9 – 11AM | 3 – 5 PM |
| 10 – Dec | 9 – 11AM | 3 – 5 PM |
| 11 – Dec | 9 – 11AM | 3 – 5 PM |