

# Guidelines & Zoom Instructions (Session Chairs)

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## 1. General Responsibilities of a Session Chair

1. Coordinate, moderate, organise, and manage the session, including Q&A (NAME: Session Chair).
2. Introduce the session, and then each author/paper-title before their presentation.
3. Take chat questions during the Q&A, moderate the discussion, and announce who is next to speak based on participants who "raise hands".
4. Read the questions and comments to the presenting author during the Q&A portion.
5. Ensure that the timing of presentations is strictly adhered to. It should not exceed the allocated time.
6. Conclude and summarise the main takeaways of the session.

## 2. Detailed Zoom Guide for Session Chairs

**Zoom Setup:** Please download and install **Zoom** Client for Meetings onto your device well in advance. We recommend using a computer, laptop or tablet instead of a mobile phone.

### **How to join the session as Session Chair:**

*\*All registered participants (presenters and regular attendees) will receive an email reminder containing the links to access all meetings the day before the scheduled events and on the day itself. Similarly, these links will be available on each session in the Conference agenda posted on the website ([www.ismdar.com](http://www.ismdar.com)).*

1. Be online and arrive 10-15 minutes before your session.
2. There are three ways to join a session and you may choose whatever is most convenient for you:
  - If you already know which session/s you are chairing or moderating, you may simply click on the appropriate link in the email or on the website
  - In case you don't remember which session/s you are chairing or moderating, you may find it on the Conference Schedule. You must first go to the conference website ([www.ismdar.com](http://www.ismdar.com)) and find the session you are moderating at the Conference Schedule' on left-hand side tab. You can click the zoom link with assigned passcode to join the session.
3. If you are joining the session before the host/administrator has started the meeting, kindly standby in the waiting room until he/she starts the session.

### **Before the session:**

1. The pre-recorded videos and presentation files of presenters will be available for all registered participants on a dedicated page on the Congress website.
2. Please make sure to have the presenting authors' details printed somewhere to introduce them timely before each presentation.
3. We will inform you who the host/administrator of your session will be.

4. If you would like to do polls, please send it to the host/administrator the day before the session.
5. Remember to check the settings of your Zoom profile: name/background.
6. Familiarize yourself with the participant controls in the lower corner of the Zoom screen:



Using the icons in the lower corner of the Zoom screen, you can:

- Mute/Unmute your microphone as well as attendees
- Turn on/off camera ("Start/Stop Video")
- View participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand
- Share your screen.

#### **During the Session:**

1. Join the session in advance and test your microphone, audio, and camera once joined so the session can start on time.
2. You will be assigned as "co-host" on Zoom. Find more information regarding Zoom controls for co-hosts [here](#).
3. Please rename yourself in the following manner: "**Your Name (Session Chair)**".
4. Turn on your video to engage the attendees during the session introduction.
5. Guide the discussion by opening and closing each presentation.
6. Be always visible on video when you assume an active role.
7. The host will play the prerecorded video for the presenter and share his/her screen. If the presenter chooses a live presentation, you should allow the presenter to share their own screen. The list of presenters' choices will be ready for you before your session starts.
8. Control the time and stick to the schedule. If necessary, gently but firmly interrupt speakers when they exceed their time limit.
9. For the Q&A rounds, prepare questions/comments in advance to warm up the discussion.
10. From time to time read the chat (encourage the use of it as well), where a lot of interesting comments and questions come in.
11. Coordinate with the session's host/administrator in case you need assistance outside their predefined tasks.

**Sharing your Screen:** The instructions to share your screen when presenting can be found [here](#).

**Sharing Computer Sound During Screen Sharing:** The instructions to share computer sound (when sharing a video or audio clip) can be found [here](#).

**Breaks:** There will be several 20-min breaks between session. You may get a snack, stretch, and come back refreshed. Alternatively, we recommend you stay on line for networking and informal meet-ups.