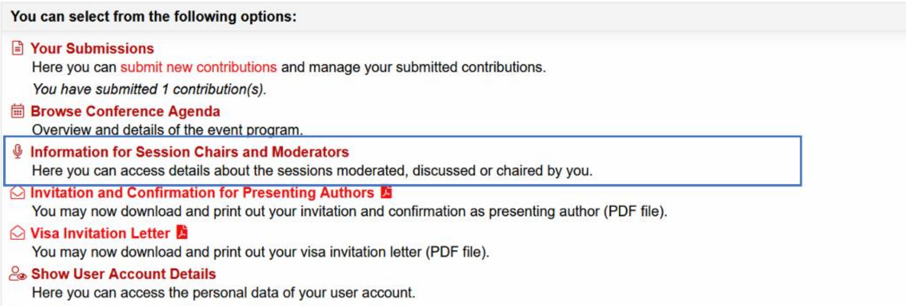
Instruction Guide for sessions chairs

Session Chair Role

The main role of a chair is to ensure that the session runs smoothly. It means make sure all the presentations have been done during the session time slot and make sure there are questions for each presentation.

Before the Session

Before the conference, you have access to the papers that are part of your sessions as illustrated by the figure below. This allow you to prepare the session.



During the Session

Time Management

During the session, you must pay attention to the respect of speaking time. The main constraint is 15 min for the presentation of the article and 5 min for questions. Up to you to manage the session according the time slot and the number of articles. Another solution is doing all the presentation in a row and then start the Q&A section. You are free to make a session conclusion.

Technical Aspect of the Session

For technical aspects, one person will be affected to each session room in order to provide technical assistance if necessary. As the session will be shared through Teams, one computer will be setup in each room to project the presentation and share it to remote participants. Before the session start, a slide that recall the session name and the papers presented will be displayed. This slide and the presentation materials will be available on Google Drive (https://drive.google.com/drive/folders/1DU17Lk8MTbft0FJyLM_Ds8zA5PKnfZJe?usp=sharing). It will be asked to the presenters to drop their presentation and backup video of the presentation for remote presenters on Google Drive. By default, participants to the online meeting on Teams have their camera and microphone disabled as shown by Figure 1. It means their right to activate camera and microphone has to be enabled by the chair for online presenters. To do so, you have to select the participant, click on the three dots and then click on the presenter icon to give him/ger the right to speak and share the screen (Figure 2).

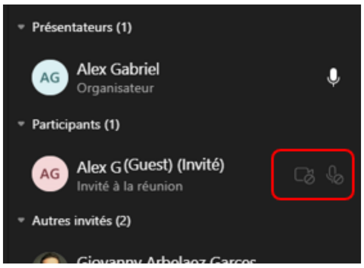


Figure 1. Indicators of disabled mic and camera

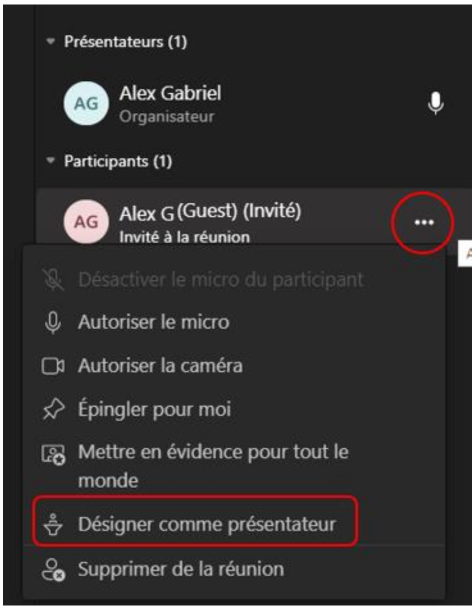


Figure 2. Enable the presenter mode for a participant

Summary

Before the conference

- Access to the articles of your session on ConfTool and prepare some questions in case no question arises from the audience.

During the conference

- Go to the Room 15 min before the beginning of the session.
- Start the session on Teams and share the screen with the session recall (session name and presentations' name).
- Check all the slide are available in the session folder in Google Drive. Download it locally if necessary. If some presentations are missing, ask them to load on Google Drive during the first presentation.
- Check if presenters are connected and enable their microphones and camera
- Ensure that speaking time for presentations is equitable.