Instructions for Session Chairs at QCrypt 2020

Session chairs are asked to register to the conference (https://2020.qcrypt.net/registration) in order to receive all relevant information on accessing the different platforms used during the online conference. As a session chair, you will receive some additional information, e.g., you will receive a separate link to access the Zoom webinar as a "panelist".

Mind the time zones! Make sure that you have the right time for your presentation.
All times on the schedule (https://2020.qcrypt.net/schedule) **are Amsterdam time (CEST).**

Most of us have become familiar with regular *zoom meetings* over the last months. For the conference, we will using *zoom webinars* which have a number of differences as listed here: https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison
As a security feature, regular attendees cannot turn on video, and can only speak when activated by a (co-)host.

The protocol for your session chairing is as follows:
- Visit the Zoom webinar 10 -15 minutes before the start of the session you are chairing.
- Check that the upcoming speaker(s) is/are present and ready. For contributed-talk sessions (who come as double-sessions with 15min break), this also includes the speakers of the next session.
- Once the webinar is live:
  - welcome the audience,
  - quickly explain the procedure, in particular that the audience can ask questions
    - by writing the question into the Q&A
    - By raising the hand and being unmuted by the session chair
  - introduce the (first) speaker and hand over to him/her for the presentation.
  - In case of a contributed-talks session, once the 1st speaker is done, give the word to the 2nd speaker, etc.
- At the end of the session, organize the Q&A:
  - read (relevant) questions from the Q&A
  - check for raised hands and unmute temporarily to let the person ask
    (**NB: this requires the chair to be "co-host"**)
  - check if some of the panelists have questions.
  If necessary, try to get a bit of a discussion going by asking questions yourself.
- Thank the speaker(s) at the end of the session.
- Announce that the speaker(s) will be available for further questions in the Meet-&-Greet Room (if this is indeed the case).