

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 use *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 all upcoming speaker(s) of the session is/are present and ready.
- 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).