Instructions for Chairs of Contributed Talk/Panel Sessions

SIAM ACDA'21, July 19-21, 2021

Thank you again for agreeing to chair a panel session of contributed papers at ACDA21 week after next! We're writing with some details of how these will go, and to ask you to do some specific preparation work in advance.

Each contributed-paper session will run for half an hour with 3 papers (one has 2 and one has 4). The authors each give a 5-minute blitz talk, back-to-back with no interruption for questions. The remaining 15 minutes is discussion, so the session chair plays a critical role.

The speakers have all recorded 20-minute full talks that will be available throughout the conference (not played in the sessions). ***Please watch the full talks for your session in advance,*** and think about possible questions and directions to lead the discussion. The goal is to generate interaction among speakers and audience, especially concerning cross-cutting issues and questions. Be ready to manage a spirited discussion, to cut things off so more people can be heard, or to open new questions and topics if participants are shy to get started.

Some logistical details:

- Each session will be a Zoom meeting (not a webinar), so all participants can see who's there, chat, and control their own video.
- As session chair you will have host privileges. A vFairs tech support host will also be on the Zoom.
- We think the Engagement Committee will give us an intro slide to show at the beginning of each session, possibly including a quick Zoom poll / icebreaker question / etc.
- There's a GatherTown space for ACDA where discussion can continue after the session. Please encourage participants to go there after the session or during the next break, and go there yourself if you can.
- Be strict about session start and end times, and the 5-minute limit on blitz talks.
- During the blitz talks, encourage questions in chat, mute everyone but the speakers, and don't stop between talks for questions.
- The session chair and speakers should all leave their video on during discussion.
- Encourage video by all participants (who are comfortable with it), especially during discussion.
- During discussion a participant can either raise a zoom hand or put a question in zoom chat, but either way (if there's time) call on them and encourage them to make their comment orally.
- We recommend that you recruit a colleague or student to help watch the Zoom chat during the session.
- Again, use your skills to keep the discussion flowing in interesting directions!

Questions for you about all this:

- Should we have a Slack channel for all 11 panel chairs (plus organizers) to talk / share tips during ACDA?
- Should we decide in advance whether discussants should raise hands, put questions in chat, or use the vFairs chat platform?
- What else should we be thinking about?
- What questions do you have?

More details to come:

- How Gather will be organized (preset table per session / one big room for all / ???).
- Details of vFairs platform and optional advance tech runthrough.
- Details of what to expect from intro slide.
- Instructions for Zoom poll (during intro slide, I think).

Appended:

- Full schedule of ACDA talks and events.
- Links to 20-minute full talks for panel sessions.