Session Chair Guide

We thank you for accepting to chair a session at Middleware this year. Here are some information about the event:

1- The Zoom link is: **https://acm-org.zoom.us/j/95755932855?pwd=WEJDc3hSU3BjWG81ZUlIN2ZSckVmdz09**

2- Please join our Slack to participate in the discussion and receive the latest news about the conference: **https://join.slack.com/t/middleware-2021/shared_invite/zt-zbjh4hg6-pmOQU1hPX9zWk1umz8L5uw**

3- Please visit this document: https://docs.google.com/document/d/1RyAuKyGDXinhnZ7f7TYR-64oyoCYyMVHrx7GfMZ3xn0/edit?usp=sharing.

In the linked document you will find: the bio of each presenter and a link to their video. Feel free to use this information to introduce each presenter. The articles are available on the full program page: https://middleware-conf.github.io/2021/full-program/

4- The meeting link will be open prior to the event. You are free to join ahead of time to prepare if needed. We will grant you co-host powers, for more details see: https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting

5- A student volunteer will be on-site to assist you. They will perform the following tasks: sharing the screen to broadcast a video if necessary, questions gathering in Slack and Zoom, managing the Zoom waiting room, un-muting audience participants that want to ask questions, moderating undesirable attendees, etc.

6- Each presenter is expected to present live. However, in the *extremely unlikely event* that a presenter cannot present live, you may be asked to broadcast the videos yourself if the volunteer is unable to do it. For screen sharing, we recommend sharing the browser application (instead of the desktop), and to select the options "Share computer sound" and "Optimize for video clips".

☑ Share computer sound   ☑ Optimize Screen Sharing for Video Clip

7- Your primary role is introducing the presenters and to moderate the Q&A session following each presentation. We anticipate 3 methods of asking questions:

1. Via the Slack channel (the volunteers will re-transcribe the questions to Zoom)

2. Via the Zoom chat (the volunteers will compile the questions in a list if the chat activity is high)
3. By raising their hand (Zoom feature), in which case the attendee will be asked to open their mic (and camera) to speak.
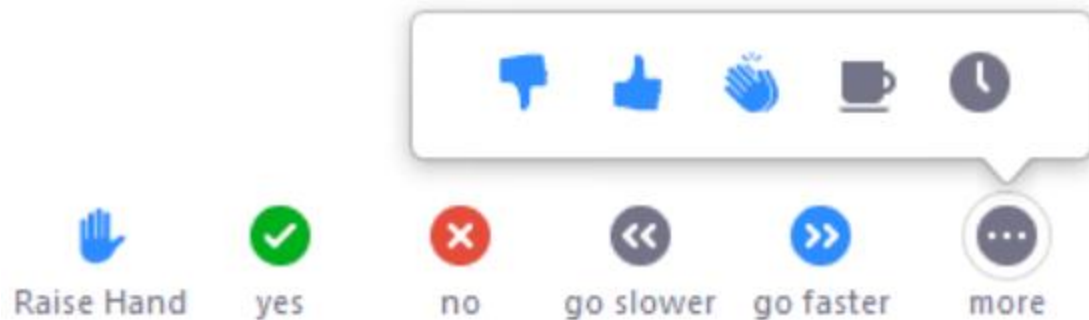
For methods 1 and 2, please relay the question orally to the presenter. In all 3 methods, the presenter should respond out loud.

5- Please keep track of time: each presentation is allowed 15 minutes (10 minutes video + 5 minutes questions). **If a video is broadcasted, it must be cut-off at the 10 minutes mark.**

6- To facilitate discussion and engage the audience, we asked each presenter to include some discussion points in their final slide. Feel free to use these discussion points as you see fit.

7- If you wish to test the Zoom platform ahead of time, we can certainly schedule a time to try it out.

8- For more information about attending the conference, please browse our conference guide: https://middleware-conf.github.io/2021/pdf/mw-conference-guide.pdf

If you have any questions, do not hesitate to ask. Thank you for helping us run the event!

Regards,