



Instructions for Session Chairpersons

Chairpersons of sessions may contribute substantially to the success of a session. In this leaflet the most important duties of a chairperson are collected. Although they may be well known to you, however, it may be useful to have them together. Please, kindly use the checklist below in order to do your job in a "perfect" way.

Checklist

1. Study the papers.
2. Prepare some questions to start the discussion, or invite knowledgeable colleagues to prepare discussion for the papers.
3. Try to compose a brief opening statement for the session in which the papers to be presented are put in proper perspective and are related to each other.
4. Presenting author(s) are requested to be present at least 5 minutes earlier in the session room. Try to avoid papers being read word by word.
5. Stress the time limitation.
6. Stick to the time-table:
 - introduce yourself (and the Co-chairperson, if applicable) as well as the subject and give the opening statement of how the papers fit into the overall picture;
 - state that each lecture as oral presentation will last 10 to 15 minutes and that the discussion will be at the end of the presentation.
Some of the papers will be presented using a pre-recorded video; others will be presented by live presentation.
 - introduce the speakers by mentioning name, affiliation and other important personal characteristics;
 - if it seems desirable (and there is time for it), after all the presentations are delivered, invite discussions of some length;
 - close the meeting by summarizing and evaluating the highlights of the different presentations and discussions.
7. A live Q&A Session will follow each talk, moderated by the Session Chair (You).
8. Participants will be muted and they will need submit questions during the video presentation (aka, before the Q&A Session).
9. The Session Chair will select and ask the questions during the Q&A session. We understand that there maybe not time to ask all the questions. The Chair will make sure to ask complementary questions and hopefully according to the time they were first submitted.

10. The Session Chair or the Host will have the ability to unmute participants (enable their audio/video) if this is needed to elaborate on their questions.

General Responsibility of a Host (provided by the SMAGRIMET Organizing Committee):

- Start the session;
- Give Session Chairs and Presenters privilege of the specific session;
- Monitor the public chat;
- Monitor the sessions and report to Technical Support allocated for the session if any technical problem encounters.

General Responsibility of a Session Chair (selected by the SMAGRIMET Organizing Committee):

- Introduce the session, and each presenter before their presentation;
- Take chat questions from Q&A panel during the presentations;
- Read the questions to the presenter during the Q&A period;
- Conclude the session.

Thank you for your kind cooperation.

SMAGRIMET 2020 Organizers

Technical instructions to Session Chairs

Requirements that must be met:

- 2 GHz dual-core processor or better (4-core preferable);
- 2 GB of RAM (4 GB or more recommended);
- an operating system such as Windows 8 (Windows 10 recommended), Mac OS 10.13 (the newest version recommended), Linux, Chrome OS. Windows 7 is officially not supported, but it should still work without any issues;
- stable Internet connections (min. upload speed 5 Mb/s), please try to use wired connection or ensure strong wireless signal.

As this conferencing platform is a browser-based platform, it is required to use the latest official versions of Google Chrome, Mozilla Firefox, Safari, Edge (Chromium), Yandex, or Opera.

Before the session:

1. Please login to the portal <https://program.smagrimet.org> with the email address that you used to register to this event and the provided password.
2. Before the conference, presentations and/or presentation videos along with presenter vita will be made available on this portal.
3. Please make sure to have the presenters' vitas printed somewhere to introduce them timely before each presentation.

During the session:

- Please join the session at least 5 minutes in advance, please test your microphone once joined so that the session can start on time.
- We recommend that you turn on your video when appropriate to engage the attendees during the sessional introduction. This can be done by selecting video connection when joining a virtual room (technical instructions follow at the end of this document).
- After introducing the session and the first presenter, we recommend you to turn off the video so that the attendees can focus on the presenter talk video.
- All presenters will control their own presentations, host will control pre-recorded videos.
- Before handing off the control to the presenter, please make sure to mute all.

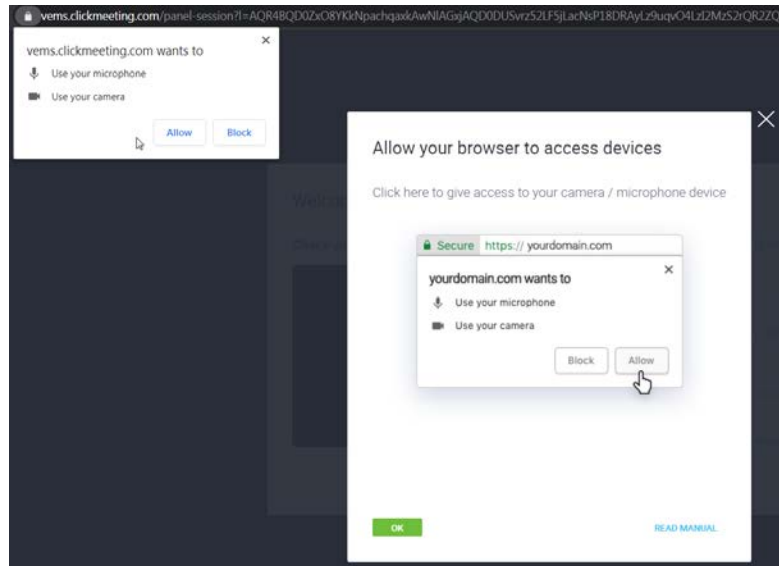
Session Chair Responsibility Q&A:

- As organizers, we would like to ensure a smooth and productive virtual conference.
- During the presentations, please keep track of the questions on the Q&A panel on the side-panel on the right of the WebEx window. If not shown, one can click on the icon shown below to enable the Q&A panel.

- After the presentation, unmute yourself and the corresponding presenter only. Please make sure to ask orally the questions in the order they were first submitted. If there are not many questions, feel free ask some of your own.
- Sometimes the audience may need to clarify their question. In that case, it is upon the discretion of the Session Chair to unmute the attendee who placed the question to make clarifications.
- After the presenter addressed a question, please indicate it is answered verbally.
- Please collect the unanswered questions to the follow-up via email.

How to join a session:

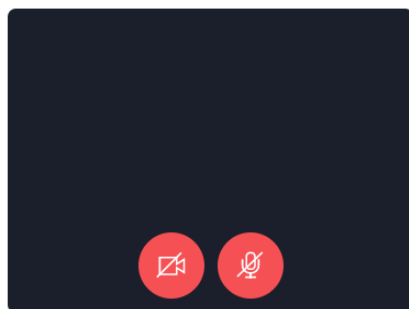
1. In the online program you will find the **Join online** button for each of the sessions you are designated Session Chair. Use it to enter the session.
2. Since you are required to use webcam and microphone, please allow your browser to access them.



3. In the following step it is needed to select video devices you will use. If there are multiple devices (more than one camera, more than one microphone or speaker output), none of them will be pre-selected. In that case please select them manually from the drop-down menu **Video devices**, **Audio devices**.

Welcome to the event room!

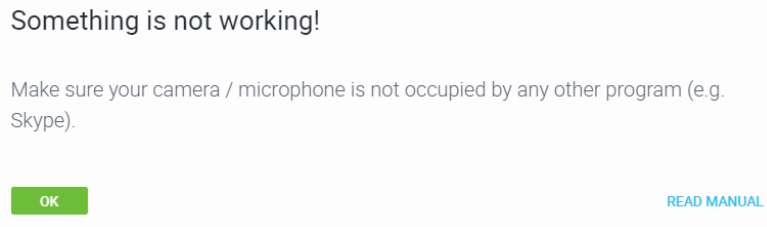
Check your audio and video devices



[APPLY SETTINGS AND START YOUR STREAM](#)

[JOIN THE EVENT](#)

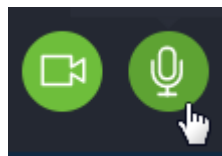
If at this point you receive following error:



please check have you selected the appropriate audio and/or video device.

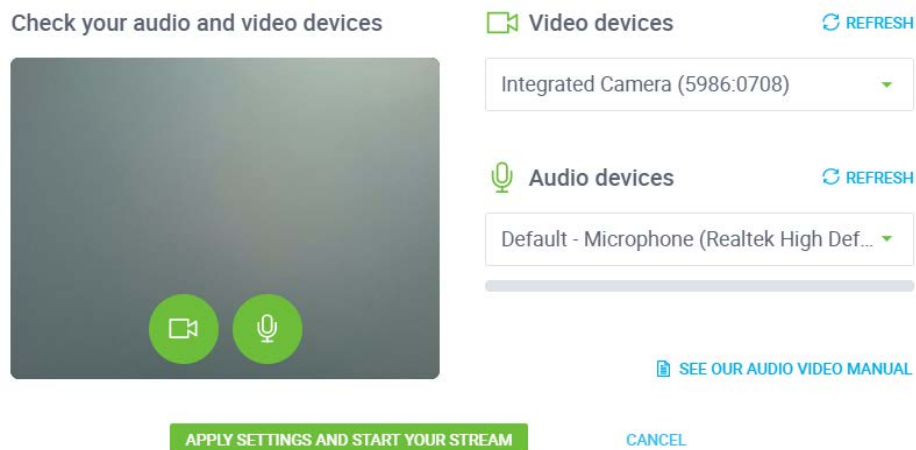
If yes, this message should be ignored and please continue to the next step where an audio/video test is made.

4. For the test purpose please turn on the camera and the microphone using two red buttons that will become green if everything works ok.



At this point it is advisable to check camera view and microphone audio levels.

AV tester

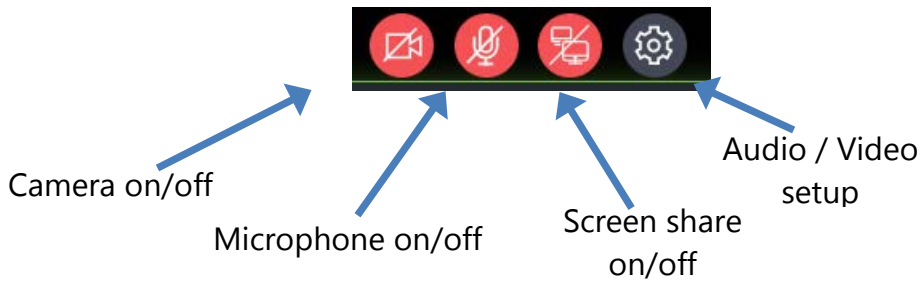


If you do not plan to present/speak immediately after this point, please turn off the microphone and camera prior to entering the room.

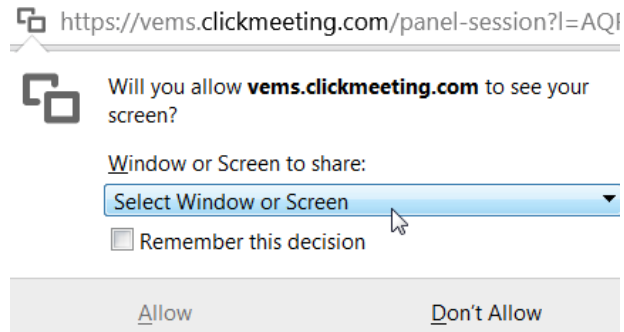
If everything seems fine, press the **APPLY SETTINGS AND START YOUR STREAM.**

You will now enter the session room.

5. In the session room there are audio and video controls used to control what other attendees can see.

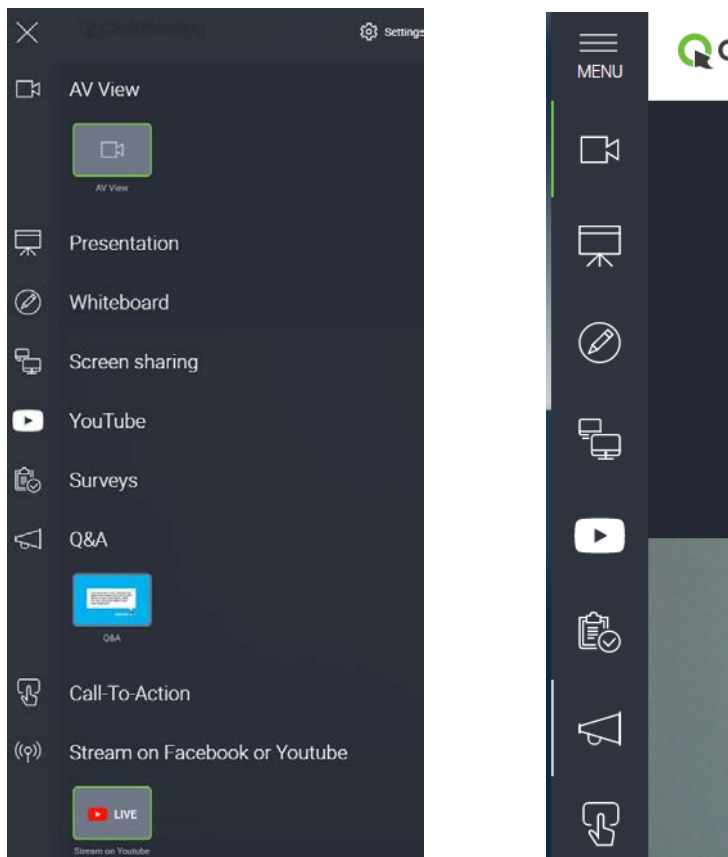


When needed, it is possible to turn camera and microphone on and off. Screen sharing is done using a separate "Screen share" button. When pressed, Internet browser will ask to choose what is needed to be shared.



Whole screen or a specific application window can be selected from a dropdown menu. By pressing Allow, screen share will start.

6. On the left side of the screen there is a menu used to control the presentation contents. Following picture provides view on the expanded and minimized menu.



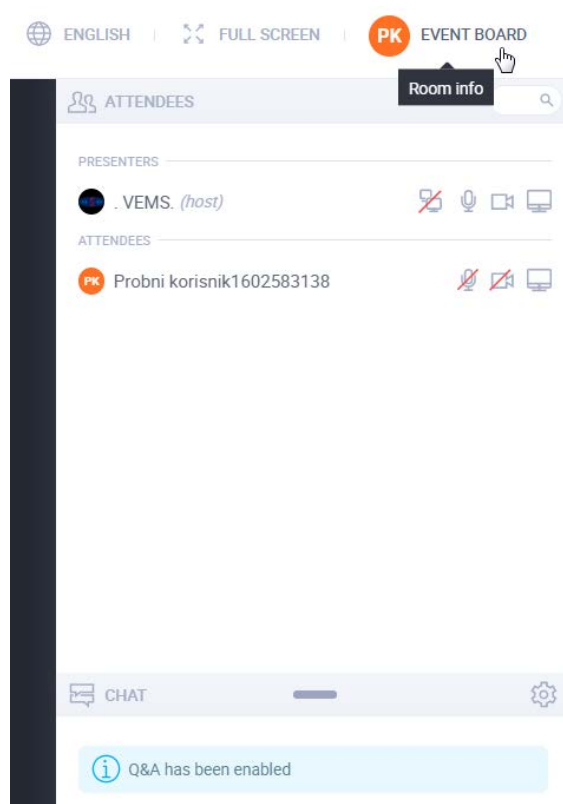
The AV View menu is used to control placement of video feeds.

Video feeds can be placed maximized at the centre of the screen or minimized at the top of the screen if some other content is shown (for example, a presentation or screen share).

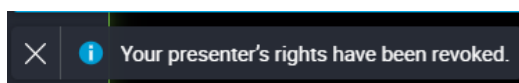
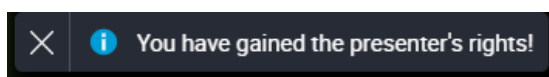
7. On the right side there is a list of attendees.

As a chair, you can click on the each of the attendees and change their status:

- allow attendees to temporarily use microphone/camera to join discussion if needed. Please do not forget to retract this right after the discussion is over.
- change attendee to presenter. Please do not forget to change presenter back to attendee after the presentation is over.

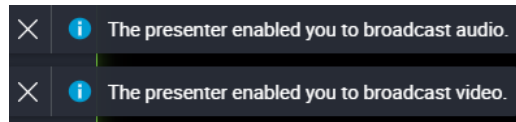


8. Main event Host can also change rights to each of the users (from attendee to presenter or chair). This is indicated by the following messages.

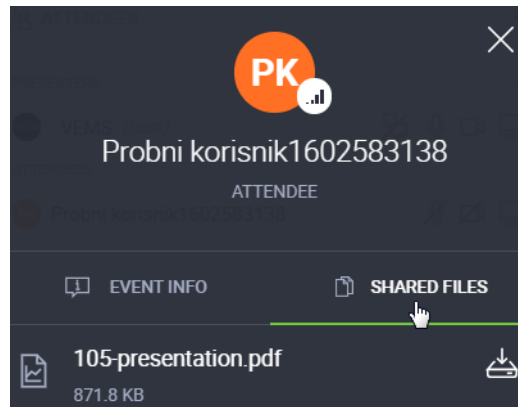
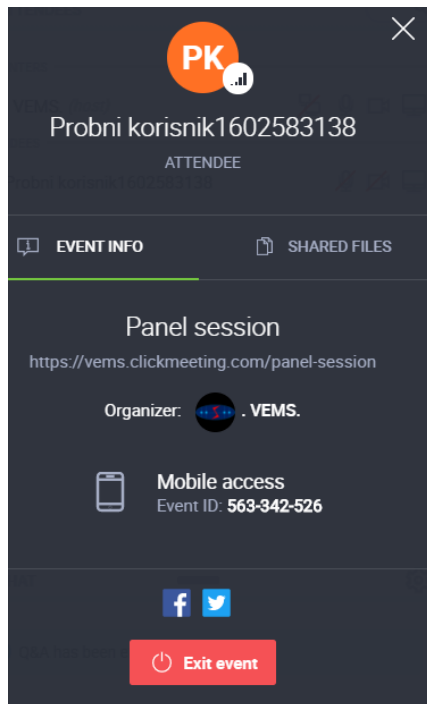


9. The chair has the permission enable or disable each of the attendee rights to turn on the video and audio if needed. In this way an attendee can be seen and heard.

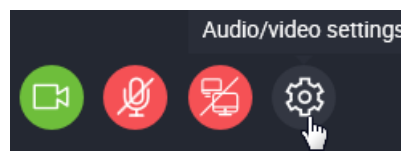
This is shown by one of the following pop-up messages at the top left part of the screen:



10. EVENT BOARD menu gives you possibility to exit from the session or to view shared files.




11. In a case of problems with audio or video, please check the settings (use the audio/video settings button)



Here it is possible to (re-)select audio and video hardware or run the AV Tester (if needed).

AUDIO SETTINGS



 Use microphone

- Default - Microphone (Realtek High Definition Audio)
- Communications - Microphone (Realtek High Definition Audio)

 Voice auto-detection

VIDEO SETTINGS

 Use camera Quality HD ▾

- Integrated Camera (5986:0708)