Zoom Session Chairing Instructions

Preparation

The EasyConferences team will do all the necessary meeting set up so no involvement on your part will be required for that.

Meeting Overview

Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio and see who else is in attendance.

Each Session which will be held in Meeting mode will have the following features:

- The meeting will be open 15 min before the programmed time.
- **Each paper has been allocated an 8 minutes slot for its presentation and 2 minutes for discussion.**
- In each session, all papers will be presented first (i.e. first 48 minutes) and the last 12 minutes of each session will be allocated for discussion.
- The "Chat" function will be used for "person to person" and "person to all" exchange of messages.
- Chairs will be assigned as "Co-host".
- All attendees will have their mic muted upon entering the room.

Instructions to Chairs

- Make sure your internet connection is strong and stable. You can test your equipment (connection, microphone etc.) using the demo room.
- You will need to be online at least 10 minutes before your session starts.
- You will be required to start the session at the programmed time.
- You can give a short welcome and description of the session.
- Please activate your video during the session.
- Mute/unmute your microphone as needed.
- An EasyConferences team member will check that all presenter are present in the meeting room and if someone is not will inform you accordingly.
- The session chair will moderate the Q&A that can be done by two channels:
    - Live – participants may raise their virtual hand and address the question once the chair gives them the floor
    - Chat– participants may post their questions on the chat function of Zoom. The session chair will address the question on their behalf