ENHR 2021

Guidelines for Chairs and Presenters

All conference sessions will be held on Zoom platform in Meeting Mode where chairs and participants can access through the conference platform.

Each session, either plenary or workshop has different timings and you are advised to view the detailed programme or contact your working group coordinators for more information if needed.

Each chair/presenter will be required to join their session and meeting room 10 minutes prior to the start of the session so they can be prepared for the session and eliminate any problems that might occur. In each session, there will be a member of Easy Conferences to support, with the technical part of the conference.

Chairs will be responsible to introduce the speakers/presenters and their presentations, monitor time and inform the presenter that his or her allocated time is ending. In addition, he/she will be responsible to convey the questions posted on the "Chat" and keep an eye on the "Raise Hand" function of the meeting. In case any of the speakers/presenter of the sessions is missing you will be informed by a member of Easy Conferences.

Presenters will need to be present in the room of their presentation 10 min before the start of the session. All presentations will be conducted live and each presenter is responsible to share their screen and presentation. You are strongly advised to have your presentation open and ready to share before you are asked to do so.

All participants and especially keynote speakers, chair and presenter are strongly advised to join the demo room on **Friday 27/ from 12:30 CEST to 15:30 CEST** in order to familiarize themselves with Zoom and test their equipment/presentation.