

INSTRUCTIONS FOR SESSION CHAIRS (Zoom meeting)

Before the Conference

- Go over the schedule and build your agenda of sessions you are assigned to.
- Please contact the moderator for each session you are assisting in to provide your name and email for contact.
- Download the latest version of Zoom to your laptop/desktop or upgrade to the latest version if you already have the Zoom client downloaded.
- To access your scheduled session, click on the green "**Join session**" button in the session posted on the event platform Grenadine **15 minutes** before the start time of your assigned session.
- Wait to be let into the room by the master control assistant.
- **Once in the room ask the volunteer to assign you as host to the meeting.**
- Once the Moderator and speaker(s) of this session are present, check sound, video, screen sharing etc.
- Assign them as co-hosts, so they have host privileges and can share screen etc.
- 5 min before the session start time, warn the Moderator and speakers you are going to go live and admit all participants in the waiting room.

During Sessions

- Watch the time.
- Send timing warnings directly to speaker(s) through a private chat message in Zoom
 - 5 min before the end of the presentation - "*5 minutes remaining*"
 - 2 min before the end - "*2 minutes remaining*"
 - 1 min before the end- "*1 minute remaining*"
 - Time - "*Time is up*"
 - 1 min after – Interject and mention that "*Unfortunately, we are out of time for this presentation and need to move to the next/close the session.*"
- Monitor the chat box, communicate with the moderator when necessary.

Finishing Sessions - Treat this like a physical space. If you have back-to-back sessions, you must be extra mindful of time.

- At least 15 min before the end of the session, end the presentations, so that the next session can begin preparing.

“Thank you for participating in the session. I encourage you to return to remain here to continue with XX division schedule or return to the schedule of the Conference Platform so you can find the next session you hope to attend.”

- If a moderator who is designated as a co-host remains, the room can remain open even after you leave. **Only choose the End Meeting for All when all your sessions are finished as this closes the room.**

INSTRUCTIONS FOR MODERATORS (Zoom meeting)

Before the Conference

- Go over the schedule and build your agenda of sessions you are assigned to.
- Download the latest version of Zoom to your laptop/desktop or upgrade to the latest version if you already have the Zoom client downloaded.
- To access your scheduled session, click on the "Join session" button in the session posted on the event platform Grenadine **15 minutes** before the start time of your assigned session.

During the Session:

- The Session Chair will give a warning and open the session at the scheduled start time.
- Welcome attendees and name the presentation(s) and presenters in the session so people know they are in the correct Zoom meeting.
- Go over brief housekeeping notes:
 - Mention if people do not want to show their name in the session, they may do the following:
 - Turn off your video camera.
 - Change your name to **Conference participant**. To do so:
 - Click on the **Participants** button at the bottom of the screen.

- The system displays a list of participants on the right side of your screen.
 - Hover over your name on the list
 - Click on "**More**" besides the name
 - Select "**Rename**" from the menu.
 - The system provides a prompt for you to rename yourself.
 - Change your name to something non-identifying like **Conference participant**.
- If you have several speakers in the session, mention that this session has **number** of presentations and to *make sure that everyone has time to speak, you will be watching time closely. You will send private messages to speakers 5 min, 2 min and 1 min before speaker's time runs out.* If speaker does not finish their presentation on time, you may have to interject. Explain you need to do this to make sure that every speaker has the time needed to complete the presentation.
- Then introduce the first speaker by **Name, Institution and Presentation**.

Handling Common Problems

- If a speaker does not show up:
 - Give the other speakers additional time.
 - Notify session chairs and they will notify the organizing committee.
- If a technical problem arises:
 - You are kicked off the system (for example, your internet goes down) - the session chair will take over until you can rejoin and if the session chair is kicked off as long as you are made a co-host, the session should continue without problems. Try rejoining as soon as possible.