



## Session Chair Instructions

### Important things to note:

- All talks should be given LIVE - pre-recorded videos are meant only as a back-up, to be used sparingly in the case of serious technical difficulties.
- For paper presentations: Speakers are allocated 20 minutes for their presentation: 16 minutes for set up and presentation and 4 minutes for questions.
- For Hot Off the Press presentations: The oral presentation slots will be 10 minutes long, with 7 minutes for the presentation and 3 minutes for questions.
- For Student Workshop presentations: The oral presentation slots will be 20 minutes long, with 16 minutes for the presentation and 4 minutes for questions.
- For workshop talks: presentation length may vary; you will receive instructions from the workshop organizers.
- For poster talks (i.e. posters, Late Breaking Abstracts, and Competition Abstracts): the presentation should be 5 minutes long.
- For tutorials, the presentation should be between 60 and 100 minutes.
- For all the above, speakers should adhere to the time allotted to them in order to keep the conference running smoothly.
- During the talk, the audience is allowed to ask questions in the Whova chat; however, the speakers are free to choose to either answer them on the spot, or wait until the end of the talk. In the latter case, if there are other (oral) questions from the audience during discussion, we recommend intertwining them with those from the chat in order to engage the audience.
- Zoom settings: The settings for all Zoom meetings at GECCO have been pre-set and locked at the admin level. These [universal settings](#) can not be modified for individual sessions.
- Zoom interface: We recommend that you use the Zoom desktop client (<https://zoom.us/download>) when presenting from Zoom and that it is up to date.

### Your Assigned Session(s):

- We suggest you place the day and time into your personal online calendar along with a reminder. If you

need assistance converting time zones, please use <https://www.timeanddate.com/> or similar type website. In addition, you can generate reminders from the Whova app by clicking on "add to my calendar" in the Schedule or Tracks-Agenda. You can search for your sessions by going to <https://gecco-2022.sigevo.org/Schedule> or <https://gecco-2002.sigevo.org/Tracks-Agenda> .

- Prior to the session, you should both familiarize yourself with the data on the Production Schedule for the session(s) you are managing:
  - Understand who the session presenters are and the order in which they will present,
  - Understand where to find the correct Zoom link for the session,
  - Understand where to find the link to the pre-recording(s) in the event of technical issues,
  - Understand where to find the session on the conference app - Whova, so you can monitor any online questions coming in.
    - It may prove helpful to have more than one device available during the session to be able to monitor both Zoom and Whova at the same time
- Navigate to the meeting room in which your session will be held at the host hotel - or log into the Zoom meeting for your session - at least 15-minutes prior to the start of the session
- The Waiting Room is set to ON in all Zoom Meetings - You should let Session Chair(s) and speakers into the Zoom meeting. Attendees should not observe the session through Zoom, but rather through Whova.
- 10 to 15 minutes prior to the beginning of the session, the session Volunteer will use the GECCO laptop at the back of the room to open up the Zoom meeting. Do not open the Zoom room yourself!
  - Greet all presenters and the Volunteer.
  - Perform tech checks to ensure all video and audio components are working properly.
  - Log into Whova and find the session.

### Session Logistics

- Onsite sessions in Boston: should a presenter arrive virtually, direct them to log into the Zoom meeting and they will be allowed to present in the same order as if they were onsite.
- Online Only sessions: should a presenter arrive who is in Boston, direct them to log into the Zoom meeting from a quiet spot and they will be allowed to present virtually in the same order as if they were online.
- Begin the session at the time the session is scheduled to begin; do not start early, as participants may be moving between sessions/presentations.
- One of the Session Chair(s) should provide a very short introduction to the session and then introduce each speaker in turn.
- In the unlikely event that a speaker faces serious technical issues, the Session Chair(s) may direct the

Volunteer to play the pre-recorded video of his/her presentation. The recording will be played on the GECCO laptop while screen sharing it to the online audience via Zoom.

- Moderate the Q&A session and manage the Q&A chat. If there are no questions, ask one yourself (time permitting). Do not start the next presentation early (or late).
  - The audience is encouraged to ask questions in the Whova chat. We recommend intertwining these questions with one from the live audience in order to better engage the audience.
- Ensure that the schedule is respected by the speakers and that the session ends on time. Follow the scheduled order of talks, as well as presentation times.
- Once the session is over, invite the audience to convene in the session room in Gather for additional questions and informal discussion.
- Sessions will NOT be recorded.

### Session Logistics

<u>Day-of Session Timeline</u>	<u>Details</u>
15 min – 0 min before session time	<ul style="list-style-type: none"> <li>● Volunteer, Session Chair(s) and in-person presenters arrive at the meeting room.</li> <li>● Remote presenters log into Zoom.</li> <li>● The Volunteer will do a last-minute audio/visual check of presenters and review any last minute details.</li> <li>● The Volunteer will open the Zoom meeting 10 - 15 minutes prior to the beginning of the session.</li> </ul>
At the session start time	<ul style="list-style-type: none"> <li>● The Volunteer will ask all presenters to keep their video off and to mute as the session begins.</li> <li>● Session Chair(s) will offer a short introduction to the session and the first speaker.</li> </ul>

<p>During the session</p>	<ul style="list-style-type: none"> <li>● Each presenter will present their slides in sequence and then take questions from the audience, both onsite and via Whova.</li> <li>● The Session Chair(s) and Volunteer will keep the presentations moving along within the timeframe of the session.</li> <li>● The Session Chair(s) can view any questions from virtual attendees coming in through Whova chat and relay them to the presenter during the Q&amp;A times.</li> <li>● The onsite Session Chair may pass the microphone to those asking questions.</li> <li>● In the unlikely event that a speaker faces serious technical issues, the Session Chair(s) and Volunteer may opt to play the pre-recorded video of his/her presentation. In this case, the pre-recording can be played on the GECCO laptop and screen shared to the audience.</li> </ul>
<p>5 min before the end of the session</p>	<ul style="list-style-type: none"> <li>● The Volunteer will give presenters and Session Chair(s) a 5-minute warning.</li> </ul>
<p>Post-session</p>	<ul style="list-style-type: none"> <li>● The Session Chair(s) will offer thanks and wrap the session up.</li> <li>● Volunteer will close out the Zoom session</li> </ul>

If you have any questions or concerns, please contact Erik Hemberg and his team at [gecco2022boston@gmail.com](mailto:gecco2022boston@gmail.com) or 857.259.5734.