



## Volunteer 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
- 10 to 15 minutes prior to the beginning of the session, you will use the GECCO laptop in the session room to open up the Zoom meeting. If you are volunteering remotely, you will use your own laptop.
  - Greet all presenters and Session Chairs.
  - Perform tech checks to ensure all video and audio components are working properly.
  - Log into Whova and find 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.
- Greet all presenters and Session Chairs, both onsite and online. Perform tech checks to ensure all video and audio components are working properly and the internet speed is at least 5 mbps ([www.speedtest.net](http://www.speedtest.net)).

### 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 on time; do not start early, as participants may be moving between sessions/presentations.
- The Session Chair should provide a very short introduction to the session and then introduce each

speaker in turn.

- Volunteer: during the session, make sure that attendees are muted, and that only speakers can share their screen and use annotations.
- 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.
  - The Volunteer will refer to the Vimeo link in the Production Schedule for the session.
  - Access the pre-recording in Vimeo. The link can be found in the session information in Whova.
  - Play the recording on the GECCO laptop while screen sharing it to the online audience via Zoom.
  - Onsite participants should be directed to watch the video, via Whova, from one of their own devices.
- Session Chairs will moderate all session Q&A.
- Ensure that the schedule is respected by the speakers and that the session ends on time. Help the Session Chair(s) follow the scheduled order of talks, as well as presentation times.
- Sessions will NOT be recorded. Do not begin Zoom recording!
- Let the conference organizers know of any problems or if adjustments are needed. Prevent accidental unmuting, disruptive screen sharing, or offensive behavior from the audience. Report serious cases of any such behavior to the organizers.

Streaming from Zoom into Whova

### 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>● Presenters, Volunteer and Session Chair(s) arrive at the meeting room.</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 and ensure it is streaming into Whova.</li></ul>

<p>At the session start time</p>	<ul style="list-style-type: none"> <li>● The Volunteer will ask for anyone on Zoom who is not presenting to turn the video off and to mute as they start the session.</li> <li>● As the session begins, the Session Chair 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 and then take questions from the audience.</li> <li>● The Session Chair / Volunteer will keep the presentations moving along within the timeframe of the session.</li> <li>● TROUBLESHOOTING: In the unlikely event that a speaker faces serious technical issues, the Session Chair(s) can opt to play the pre-recorded video of his/her presentation.</li> <li>● The Session Chair / Volunteer will keep the presentations moving along within the timeframe of the session.</li> <li>● Should the microphone fail, there is a spare room in the session room.</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>● The 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.