

IAEG-ARC13 VIRTUAL

Chairing Guide

You are charged with ensuring presenters stay on time and maintaining a professional and insightful dialog among the participants of the **session**. You will introduce each presenter (name, affiliation, maybe an additional piece of insight, co-authors) along with their abstract. A session assistant will be assigned to support you as necessary.

Please connect to your session room in Zoom at least 15 minutes before the start of your session

Session Assistant Roles

- Oversee presenter check-in
- Keep track of no-shows & report it to session chairs
- Provide live technical support during the conference
- Handling of presentation materials
- Click on the attendance link to make a record of who has presented at the session

Session Chair Roles

- Introduce presenters in your session
- Ask questions to the presenter based on their presentation
- Keep track of time allocated for each presenter

Before the Session

1. Before chairing the session you should test your set-up.
2. If you have not presented or moderated via Zoom, we strongly recommend doing a rehearsal. Details on the rehearsal are as shown below.
3. The [virtual meeting program](#) (to be updated at a later date) includes session information, links to presentation materials and, presenter attendance register etc.

Chairing the Session

1. Audio Mute/Unmute - Participants will be muted when they join the meeting.
2. Remind presenters to unmute themselves to speak when called on in the queue; and then mute themselves when done.
3. Zoom 'Chat' – Remind participants to send you questions using this feature. Be sure to check the 'Chat' regularly.
4. Introduce yourself, the presentation and authors; mute yourself when done. Unmute yourself. Ask questions to the presenter if there is still time left after the presentation.
5. Session assistant will present the pre-recorded materials.
For Oral:
 - 15-min live presentation and Q&A**OR**
 - 10-min pre-recorded video of the presentation and a 5-min live Q&AFor Poster:
 - Each poster presentation will be scheduled a 5-min live Q&A for attendees to meet virtually with presenters and ask questions or give feedback
6. Unmute yourself. Ask questions to the presenter if there is still time left after the presentation.

*Cont to page 2 for **Rehearsal Details..***

Rehearsal

Purpose is for Presenters and Session Chairs to familiarize themselves with the virtual platform and its features. Please confirm which of these time slots works best for you:

ARC13 Session Chair Briefing: Click on the link below to select your preferred Time Slot Note: Program Uses Singapore Standard Time and is 8 hours ahead of GMT (GMT+08:00)		
Thu, 11 Nov	09:00am – 10:00am	https://zoom.us/meeting/register/tJwgc-6ggDguGteRVENQj4etuh4ecW0K4nLP
	10:00am – 11:00am	
	11:00am – 12:00pm	
	03:00pm – 04:00pm	
	04:00pm – 05:00pm	
	05:00pm – 06:00pm	