

Chair Guidelines

To ensure your session runs smoothly, please take the time to read these guidelines.

QUERIES

- All queries relating to chairing (not virtual platform related) should be sent to **Marcel Batten** marcel.batten@sydney.edu.au
- All queries relating to the virtual platform should be sent to **Gemma Weltman** SCC2021@arinex.com.au

CHAIRPERSON CHECKLIST

1. Login to the platform earlier than your allocated session.
2. Familiarise yourself with the presenter names and affiliations within the program (all biographies are in the portal).
3. You will need: a PC/laptop, webcam, microphone, stable internet with 5-10Mbps bandwidth.
4. Login and join the Green Room **20 minutes prior to your session**.

LOGGING IN TO THE VIRTUAL PLATFORM

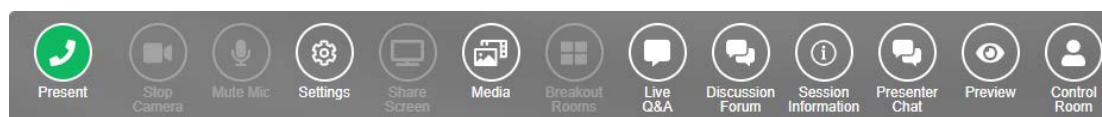
You may use the virtual platform to present on a **desktop** computer. We highly recommend using the latest version of **Google Chrome** to access the platform. [Download Google Chrome here](#). Please close all other applications on your desktop, laptop or tablet so all bandwidth available can be used by the virtual Symposium platform.

You will be provided with your login details in due course.

Step 1: After logging in, please review your details and privacy within the platform in the Event Check-in pop-up. Update your profile and select your time zone for your program to automatically update.

Step 2: Once set, please navigate to the session you are presenting in.

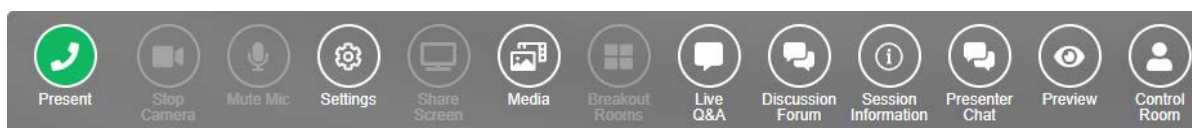
Step 3: You will then be able to see a control panel at the bottom of your screen like the image below. Please click on the green **“Present”** phone button and reconfirm your microphone and camera settings before clicking on the green **“Okay”** button before the Green Room will accept you.



The Green Room is where you will be able to talk to the other presenters in your session, the Chair and the virtual platform managers. Attendees will not hear or see you in this area.

CONTROL PANEL

This is the presenter control panel which you will see when you login to your rehearsal or session:



Green phone ‘Present’: Join the session as a presenter or Chair. You will be taken to the Green Room.

Red phone ‘End Presentation’: Leave Main Stage, Preview or Green Room (do not click until the end of the session).

Stop Camera: Turns your camera on and off.

Mute Mic / Unmute Mic: Turns your microphone on and off.

Settings: Change the camera and microphone you are using i.d. built in, headset or plugged in set.

Share Screen: This will only be useable when you are on In the Preview area (virtual operator to control your movements in the session).

Live Q&A: View the Q&A. Chairs will moderate this.

Session Information: View the session's Chair, presenter and presentation details.

Presenter Chat: Shows a window with messages to and from other presenters within the session, the chair and the virtual operators (platform managers – Arinex team).

Preview: Allows you to change your view to see what the attendees see; leave presenter view on so you can see what is going on in the Green Room as well as on the Main Stage.

Control Room: Not required.

CHAIRING INFORMATION

Join the session you are chairing **20 minutes prior** to the start time. You will be briefed by the virtual operator who will take you through the control panel including moderating the Q&A. This will also be a chance to touch base with the presenters in your session.

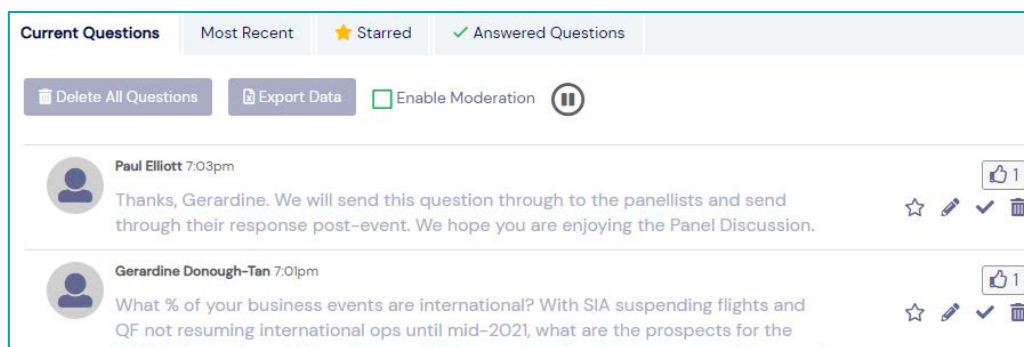
As the Chair you will be required to introduce the presenters, manage the time of the presenters in the session, moderate the questions that come in for the presenters and facilitate question time

Keeping to time

- Provide a verbal warning to the presenter at **two minute remaining and one minute remaining**.
- Have a timer near you to assist with keeping presenters to time.
- Allocated time for each allocated presentation slot:
 - Keynote Speakers are 35 minutes in length (30 minutes + 5 minutes for Q&A).
 - Invited Speakers are 20 minutes in length (17 minutes + 3 minutes for Q&A).
 - Abstract Speakers are 15 minutes in length (10 minutes + 5 minutes for Q&A – question time here is intentionally here to allow for changeover time).

Moderating and facilitating the Q&A

- Attendees will be able to submit questions via the Live Q&A that as a Chair, you will be required to moderate them prior to the questions being visible to attendees.
- To view the questions, click Live Q&A button on your control panel.
- To add the question to the feed, click the green box next to the words 'enable moderation' (a tick will appear). The question will now be visible to delegates.
- Questions can be ranked higher by other delegates liking the question.
- During each presentation, make notes of possible questions for each presenter in case the discussion needs a change in direction or there aren't many questions coming through.
- Star the questions you want to put to the presenter. You can access the questions you've starred by clicking the 'Starred' tab at the top.
- Once a question has been answered, you can tick it and it will move to Answered Questions for yourself and delegates.



If a presenter is missing

- If a presenter is absent, then there will need to be a break in the session for the time period allocated to that presenter. **DO NOT** change the timing or the order of subsequent sessions.
- Use the available time to promote discussion or to ask questions of earlier presenters.
- Alternatively, invite the attendees to take a break or view a poster or virtual exhibition until the next scheduled presenter is due to commence.

Discussion Forum

- Live discussion is enabled for attendees to chat.
- To view, select **Discussion Forum** on the Presenter Control Panel.
- Direct attendees to submit questions via Q&A and **NOT** the Discussion Forum.



TECHNICAL SUPPORT

- The virtual operators will be on hand to assist during the session.
- Any problems will be fixed as quickly as possible, presenters need to continue with their presentation as additional time will not be allocated.
- Use the **Presenter Chat** to contact a virtual operator within the session you are chairing.

CHAIRING: ON THE DAY TIPS

- Make sure your computer is connected to power.
- A wired internet connection is preferred over Wi-Fi.
- If you are presenting from home, ensure that the device you are using is the only device connected to your home broadband so there is no interference.
- Close ALL unnecessary files and applications.
- Join the session in a quiet location.
- Make sure you won't be interrupted by pets, children, partners or colleagues.
- Ensure your background is tidy to limit viewer distraction. The virtual platform **DOES NOT** utilise virtual backgrounds.
- **TURN OFF ALL NOTIFICATIONS** (turn your phone, watch, computer, landline, doorbell, etc).
- Have water nearby that can't be spilled over.