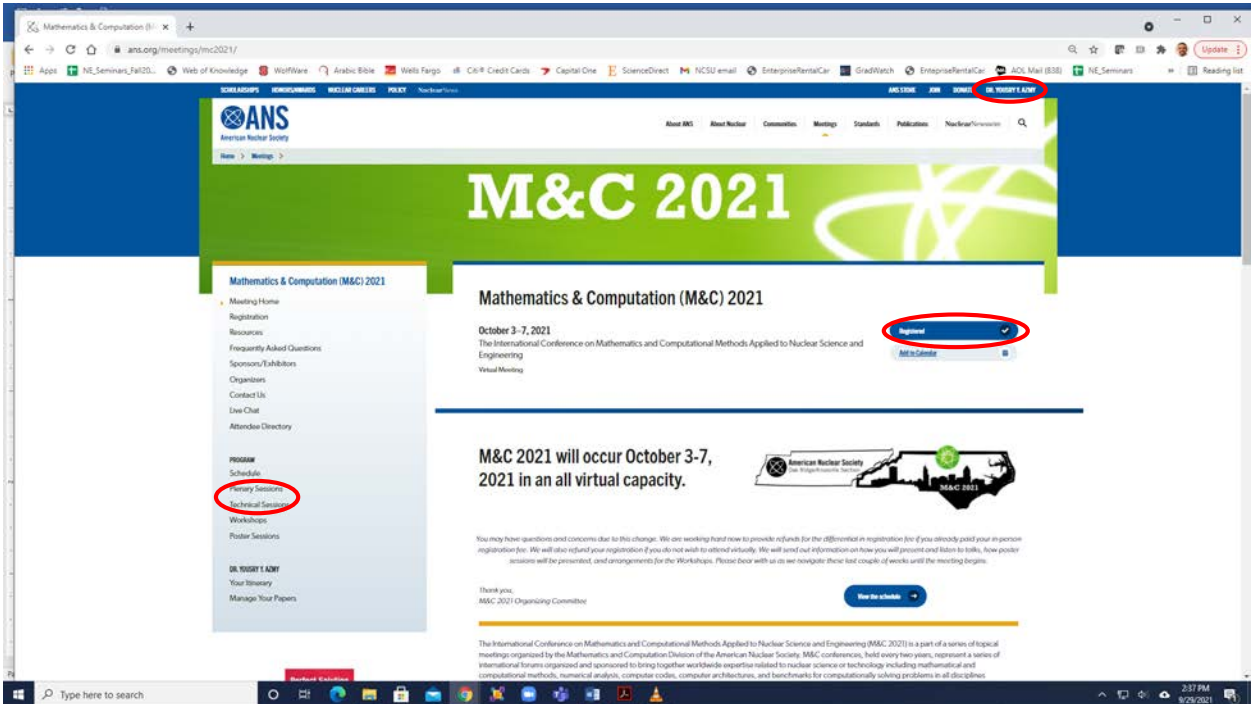# Instructions to Speakers

1. The session chair and student helper expect you to join 15 min before session starts:
   - ➢ To join a session go to Conference website https://www.ans.org/meetings/mc2021/
   - ➢ Verify that you are recognized by the system (your name appears at top-right corner) and that you are registered for M&C 2021 (blue button with checkmark); see screenshot below

   - ➢ In the sidebar to the left click the type of session you need to join (see above screenshot) and from the list select your session to arrive at a screen similar to the screenshot below:
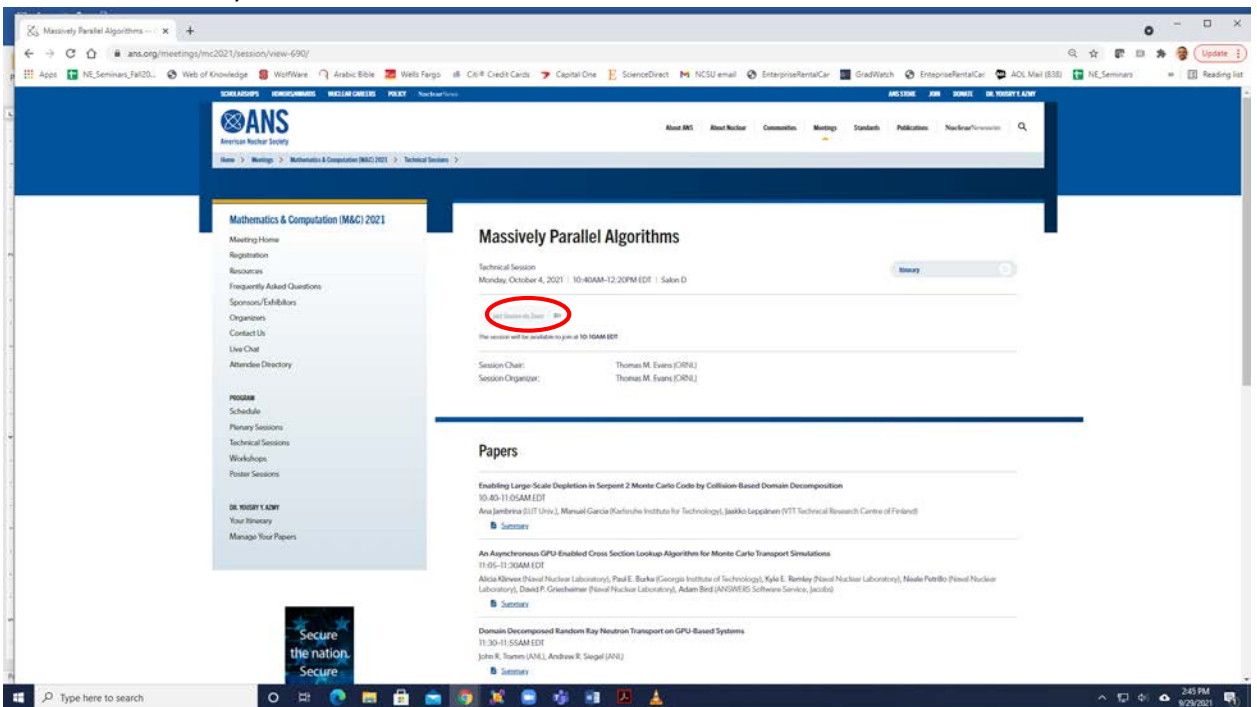
- ➢ 30 minutes before the session starts the grayed out "Join session via Zoom" will turn blue and by clicking it you will join this session
2. In the 15 minutes before your session starts work with the Chair and student-helper to try your mic, camera, and screen-sharing and troubleshoot problems if any
3. Once the session starts please:
   - ➢ Mute your mic & camera until it is your turn to present or you wish to ask a question
   - ➢ It is best for you as speaker to run your slide show yourself, so item 4 below must be reserved only for cases where the connection makes it necessary
   - ➢ Please finish your presentation in 20 minutes (plenaries are longer) and finish answering questions in 5 minutes to remain within the published schedule
   - ➢ Session Chairs are authorized to cutoff a presentation that exceeds their total 25 minutes because the Zoom session must end on time to enable the next session to start on time
   - ➢ To ask a question click the "Raise hand" button near the bottom center of Zoom and wait for the Chair to call on you, then unmute, ask, then lower hand and mute again
   - ➢ Alternatively, you can ask a question by typing it in the Chat box for the Chair to read it aloud after all oral questions have been answered
4. If you wish to upload your slides as backup for the Chair to run them in case of connection problems
   - ➢ Navigate to the session you are presenting in by clicking "My Sessions" under the "Administration" entry in the left sidebar of the sign-in page of the conference
   - ➢ You will see a list of all sessions you are involved in as Chair, speaker, *etc*.; select the session of your presentation as shown below (using "Monte Carlo Methods" as example)
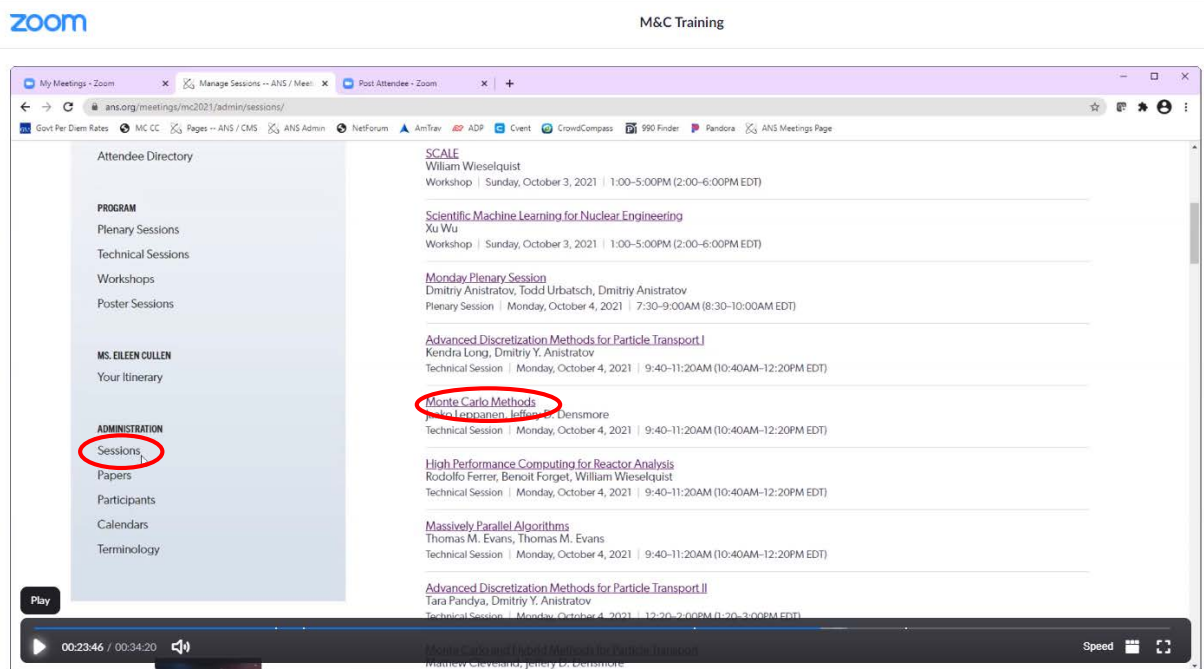
   - ➢ Scroll down to the bottom of the page and click "Add a New Attachment" as shown below
   - ➢ Select file type and give it a name (e.g. your last name) then click "Add Attachment"
   - ➢ Inform the session Chair if you are asking help running your slides only if you run into connection problems, otherwise it is best that you run your own slides

Thank you for presenting a paper in M&C 2021