Instructions to Session Chairs
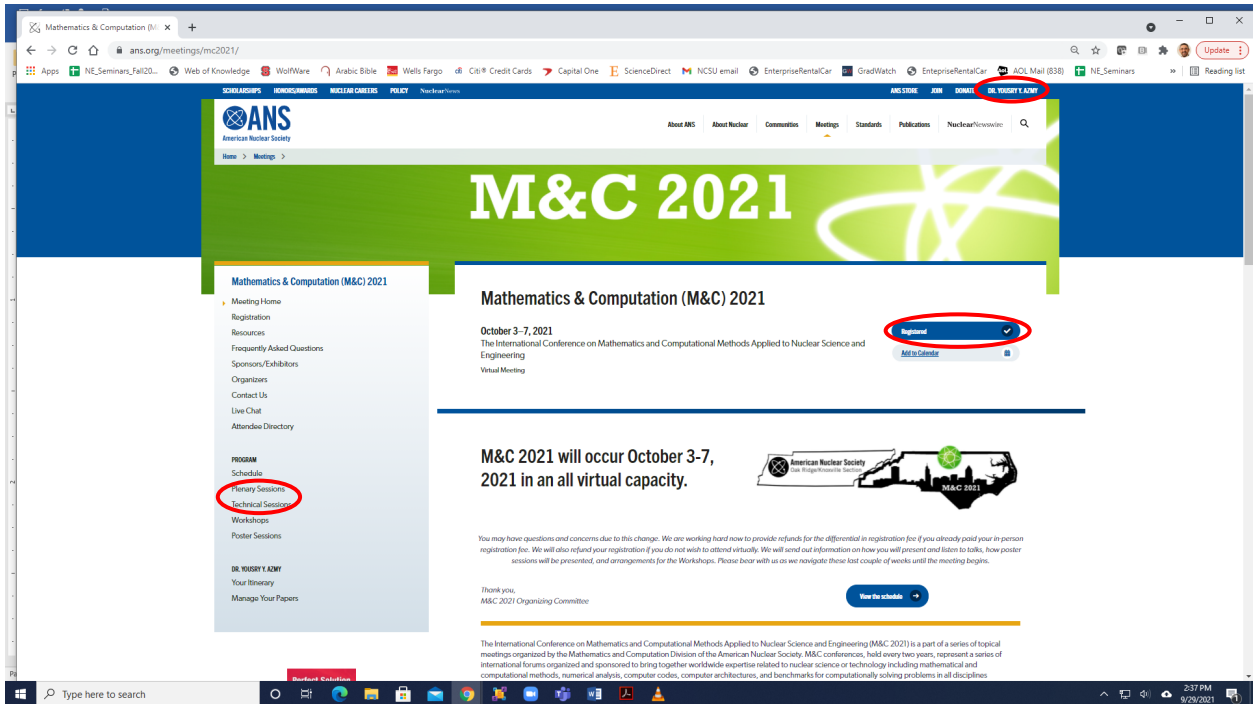
- ❖ Join 15 min before session starts to test mic & camera
  - ➢ To join a session go to Conference website https://www.ans.org/meetings/mc2021/
  - ➢ Verify that you are recognized by the system (your name appears at top-left corner) and that you are registered for M&C 2021 (blue button with checkmark); 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:
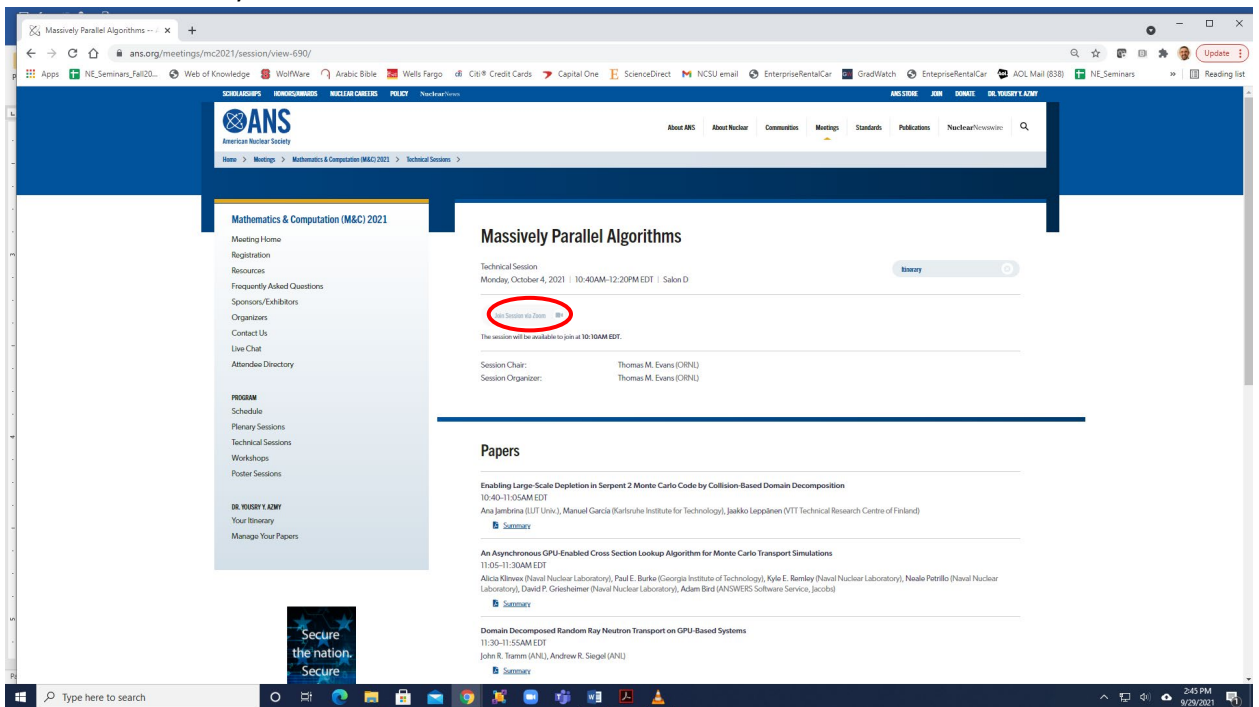
- ➢ 30 minutes before the session starts the grayed out "Join session via Zoom" will turn blue and by clicking it you will join this session
- ❖ Detailed information about your session can be accessed by clicking "My Sessions" under the "Administration" entry in the left sidebar
  - ➢ You will see a list of all sessions you are involved in as Chair, speaker, etc.; select the session you are chairing as shown below (using "Monte Carlo Methods" as example)
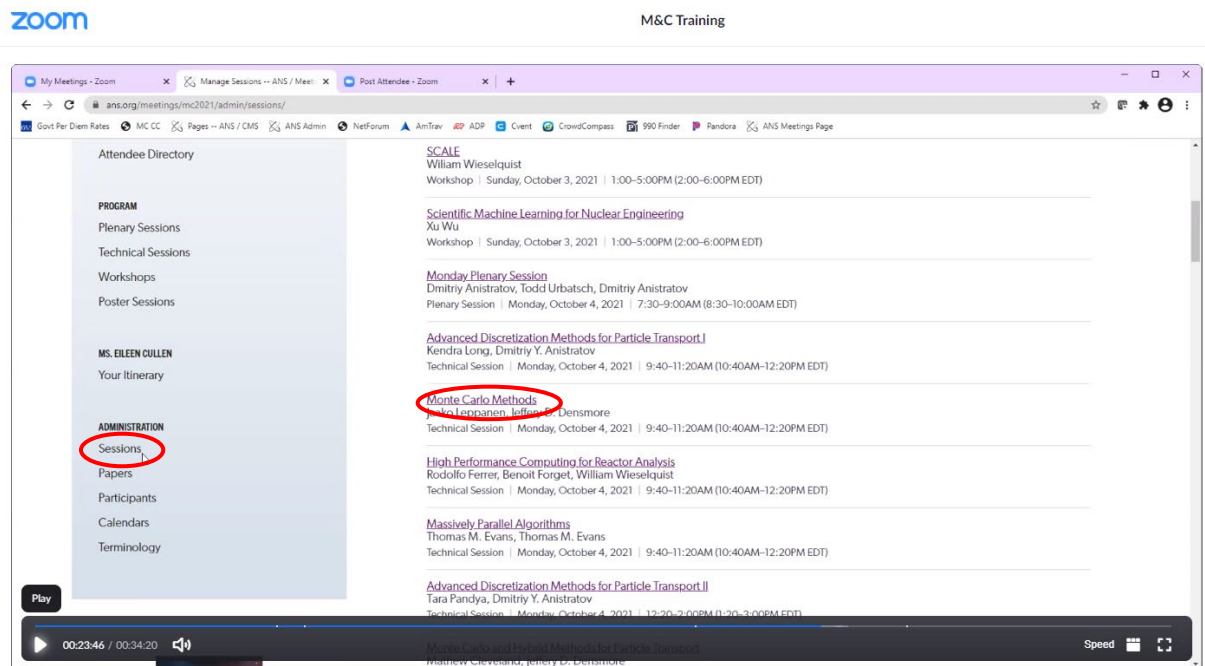
- ➢ You will see a list of this session's "Officials", papers, attachments, and "Reports" (more below)
- ❖ Each session has a student helper who is trained to run Zoom for you, and they will make the Chair Co-Host to enable you to exercise control if you wish
  - ➢ The name & contact of the student helper and speakers in your session are listed in an Excel link appearing under "Reports" described above; in case you need to reach them during the session
  - ➢ The "Attachment" area will contain slides that presenters may have uploaded as backup; you may use these to run their slide show if necessary
  - ➢ However, it is best for the speakers to run their slide show themselves, so the above item must be reserved only for cases where the connection makes it necessary
- ❖ Before your session's day, you may want to reach out to your speakers and ask them for a **brief** bio to use in introducing their presentation
- ❖ In the 15 minutes before your session starts please:
  - ➢ Verify that all your speakers have joined and reach out to those missing (via "Reports" Excel)
  - ➢ Have each speaker try their mic, camera, and screen-sharing to troubleshoot if necessary
- ❖ Once the session starts please:
  - ➢ Read the introductory blurb you received from Dmitriy and remind attendees the session is being recorded and that ANS ethics policies are enforced
  - ➢ Ask all participants to mute their mic & camera until they must/want to speak
  - ➢ Explain how questions will be asked:
    - ✓ A participant may click the "Raise hand" button near the bottom center of Zoom

- ✓ As Chair you will see a list of raised hands (in the order they were raised) on the right side of the Zoom window
- ✓ When you find it appropriate (whether during or after the presentation) you as Chair call on raised hands one by one to ask their questions: they unmute to ask then lower hand & mute
- ✓ If someone forgets to lower their hand the Chair or student-helper can lower it for them by hovering over their name in the list to the right of the Zoom window
- ✓ Another option to ask is to post the question on Chat; as Chair you can read these questions after all oral questions have been asked and answered
- ✓ Control runaway Q/A to ensure each presentation and the full session end on time please
- ❖ During the session please:
  - ➢ Abide by the published schedule strictly because the Zoom session must end on time to enable the next session to start on time
  - ➢ If a presenter does not join and you need to skip their paper, declare a break till the next scheduled paper's time; after the session ends email Eileen to edit-out the gap from the video
- ❖ To remain aware of all participants in your session it is suggested that you keep the "Participants List" open on the right side of the Zoom window
  - ➢ In the highly unlikely event that an ethical infraction occurs, hovering over the person's name in "Participants List" then click "Remove from Session"; let Eileen know to remove from recording

Thank you for chairing a session in M&C 2021