

Instructions for Chairs

Chairs and Co-Chairs -

Thank you again for your service to ISSMO and your role in making WCSMO-14 a successful event. With this email we would like to prepare you and provide logistics of chairing a session in the virtual platform, which will be quite different than in conventional conferences. Thus, please, read this email carefully. Also, please, note the summary slides attached to this email.

Although the Chair is mentioned below, Co-Chairs should perform the following preparations and be ready to step in and perform any of the below tasks during the session in the event that technical issues arise for the Chair.

Session Formats

As a reminder, full conference presentations are available on-demand and will NOT be delivered live. Instead, each presenter will deliver a 2 minute summary of their work at the beginning of the live session you will be chairing. Presenters will then move to their own break-out rooms, where discussions and questions can occur between the speaker and attendees.

The below information explains how this will be done.

Before your session, and as soon as possible

1. The attachment of this email contains a pdf file with the summary slides of the presenters in the session. Please, note that the summary slides for each presentation may consist of multiple pages. The Chair will be in control of these slides during the session, and therefore please familiarize yourself with this set of slides. Please, note that some participants use animations that in some cases are achieved with multiple versions of the same slide. Therefore, some presenters may require you to advance multiple slides for this effect. Please take a look at the pdf and be prepared for that possibility.
2. We suggest you take advantage of the "Add to My Schedule" feature of the conference platform and add the sessions that you are chairing to your schedule. This will make it easier to join the correct session quickly.
3. We strongly recommend that you watch the video presentations on demand before your session, such that you can ask questions to the presenters in the break-out rooms.

Sunday Evening, before the Conference

4. Please check the conference program available on the conference website for any last minute changes in chairing assignments. You may search this pdf for your name, or check the Session Chair Index.

For your Session:

5. Join the Session: Meeting rooms will open, and the session will launch promptly at the session starting time. Please join the session a few minutes early - you will be placed in a virtual waiting room but will join the session as soon as it is open. On your computer, open the pdf of summary slides in Adobe Reader (or similar pdf reader) such that it is ready to be shared.
6. Share the pdf: Once the session opens, select the "Share Screen" button on the zoom interface and select the pdf viewer displaying the 1-slide summaries. Change your pdf-viewer to full screen mode. The first two slides are the session information.
7. Welcome: Briefly introduce yourself and co-chair, and welcome participants to the session. Remind the speakers that they will have 2 minutes each to discuss their 1-slide summary.
8. Speakers Present: Invite the first speaker to present and advance the slide to their summary slide. Please strictly limit them to 2 minutes, and then advance the slide and introduce the next speaker.
9. Break-out Discussion Rooms: Once all speakers have presented their summary slides, display the last slide which shows the break-out rooms where each speaker will reside. Tell the speakers to go to their break-out rooms using the "Breakout Rooms" button in zoom. Invite the session attendees to visit the breakout rooms to ask questions and engage in discussions. Breakout rooms will be labeled by the abstract number.
10. Chair and Co-chair Roles in Discussions: We kindly ask you to visit the break-out room of each speaker. We feel this is especially important in a virtual environment, where less well known authors may receive less attention and discussion about their work. We would like every participant to have the opportunity to engage with leaders such as you, so please take this opportunity to support our colleagues, and especially students. As mentioned above, watching the videos in advance of the session will facilitate these discussions.
11. Conclusion: The session will conclude after 50 minutes automatically.

If You Need Assistance During the Session:

There will be technical staff from ImageAV (the vendor) and a graduate student volunteer in each session room. These staff will have the ability to rapidly contact the LOC in the event additional assistance is needed. The graduate student volunteer will also have the pdf of summary slides and can share their screen in the event the Chair and Co-chair are having difficulty.

Again, thank you very much for your service, and we look forward to a fun, engaging event next week.

Jamie Guest, Julian Norato, and Kurt Maute