Guidance for Session Chairs - IAGLR 2021

Overview of the sessions:

The technical host will start the Zoom meeting approximately ½ hour prior to the official start. The technical host will queue the pre-recorded presentation files so that they are ready to play. The session chair will introduce the session, and then introduce the first speaker. After each (<12-minute) presentation, there will be 2-3 minutes for questions from attendees, keeping the total time for each presentation slot to 15 minutes. Attendees should either type questions into Chat or raise their Zoom hands to indicate that they want to ask a question; the chair will ask one attendee at a time to unmute and ask his/her question and to mute themselves after the question. Chairs are advised to also have 1-2 questions prepared for each speaker in the event that no attendee questions are asked. A central role of the session chair is to **keep the session moving on schedule**.

During conference session:
- Please log on at least 5 minutes before the start of your session;
- When you log into the Zoom session, the technical host will make you a co-host;
- Let the technical host know if co-chairs or others should also be co-hosts - generally only 1 co-chair is needed during the meeting;
- If you do not know how already, ask the technical host to show you how to use the mute, request to unmute, and remove guest functions[*];
- Technical host will inform the chair if any scheduled talks are canceled; the chair will announce canceled talks at the beginning of the session as well as at that scheduled time; any *slots of canceled presentations will remain empty* in order to maintain the session presentations at their scheduled times;
- At the start of the session, the chair will
    - introduce themselves and the session
    - describe how Q&A will work and where attendees can find the raise hand feature in Zoom
    - Remind attendees to remain muted with video off unless asking a question in Q&A session
    - Remind speakers to turn on their video during presentation and leave on for Q&A session
    - introduce the first presenter;
- After each pre-recorded talk ends, the session chair will solicit questions from the audience by asking attendees with questions to raise their hand in Zoom; the chair will

ask one person with a raised hand at a time to unmute, ask his/her question, and re-mute her-/him-self. The chair can also read questions from the chat. It is helpful if the session chair is prepared with a question or two in case the audience has none.

- At the end of the session, the Zoom meeting will be left running to enable extended discussion.

Responsibilities of technical hosts:

- Queue all presentation files for a session so that they are ready to run;
- Make the chair (and any co-chairs, as specified by a session chair) co-hosts of Zoom meetings;
- Instruct the chair on how to perform Zoom functions (mute, unmute, remove guests);
- Start presentation recordings after the chair introduces a talk;
- Stop each presentation recording and close it when it is finished;
- Spotlight the speaker and chair during each Q&A (In Zoom, the spotlight function causes the video of the spotlighted individual to show on the meeting attendees' screens.)

Help Sessions

Help Sessions by zoom have been scheduled (5/11, 5/13) to answer any questions you may have.
Tuesday, 3-4 p.m. Zoom link - https://michigantech.zoom.us/j/85945332327
Thursday, 11-12 a.m. Zoom link - https://michigantech.zoom.us/j/82918301469

* Removing an attendee might be required in case of zoom bombing (deliberate disruption of zoom session), or rude or inappropriate questions.

All attendees (and session chairs) are advised to update their zoom client to the latest version prior to the start of the meeting. Instructions for updating will be provided in a subsequent message to all attendees.