

ANV2020 VIRTUAL CONFERENCE

GUIDELINE FOR SESSION CHAIRS

A. INSTRUCTIONS FOR SESSION CHAIRS:

- General responsibility of a moderator or session chair:
 1. Introduce the session, explain the structure of the session, Q&A, and then introduce each speaker or presenter/paper-title before the video playback.
 2. Take questions from chat panel or take notes of raising hand attendee`s names during the presentation playback.
 3. Read the questions to the presenting speaker or author during the Q&A period or by unmuting the attendees to with absolutely no delay on the allocated Q&A slots.
 4. Conclude the session and check attendance.
 5. Make sure the time is not violated.
- Organizer will send you an invitation link via email. Just click on the link to join the meeting.
- Please join the session at least 10 minutes in advance, please test your microphone once joined so that the session can start on time.
- We recommend that you turn on your video to engage the attendees during the sessional introduction.
- After introducing the session and the presenter, we recommend you to turn off the video so that the attendees can focus on the talk video.
- As organizers, we would like to ensure a smooth and productive virtual conference.
- During the playback of presentation video, please keep track of the questions on the Q&A and chat panel.
- After the video playback, unmute yourself and share your webcam. The host will also unmute and shares corresponding speaker`s or presenter`s webcam.
- Please make sure to ask orally the questions and according to the FIFO time they were first submitted. If there are not many questions, feel free ask some of your own.
- Sometimes the audience may need to clarify their question. In that case, it is upon the discretion of the Session Chair to unmute the attendee who placed the question to make clarifications.
- Please be mindful of the Q&A time limits! We cannot introduce delays on the predetermined slots of each session, it will push other sessions behind.
- After the presenter addressed a question, please indicate it is answered verbally.

B. BREAKS

Conferencing, online and in-person can be exhausting! We need to take breaks. We will take breaks. Breaks are built-in to the schedule!

- Stand up and stretch, get a snack, come back refreshed!
- If you leave Zoom meeting on, make sure that your microphone is muted during the break.