# Session Chair Guidelines (Online)

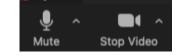


- X You have a co-chair who will be in charge of on-site session management.
- Please join the Zoom meeting no later than 15 minutes prior to the starting time of the session.

#### □ Before the session

- There will be co-chair and Zoom operation staff at the on-site session room to work with you. Communicate with them and confirm that all speakers are connected either online or on-site.
- Confirm that all the remote speakers can unmute microphone (and video) and share the presentation slides.

### During the presentation



- Please keep your video on.
- Please switch mute/unmute at your own timing.

#### □ Q&A

- Communicate with the on-site co-chair to accept questions from the onsite participants.
- Use chat or reaction ("Raise Hand") to receive questions from the remote participants. You can let them turn on their microphone (and video) when they ask questions.

# □ In case of speaker's absence

- Announce the cancellation of the presentation.
- Display a slide of cancellation on the screen (done by the Zoom operation staff), then announce the time to resume.
- Start the next presentation on time as scheduled in the program.
- If there is a technical problem with the online/remote connection, try to recover the connection, but no extension is allowed for the speaker's time slot.
- \*All presentations including discussions will be recorded so that the participants in different time zones can watch later.

  Recorded videos are open to registered participants only.

### **Time Keeping**

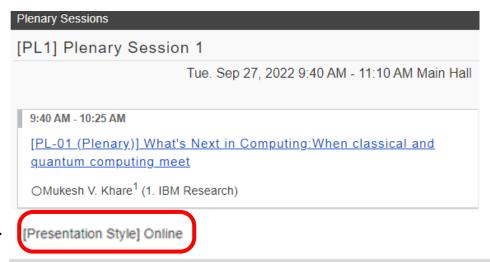


	Total session time	Presentation time	Discussion time
Invited	30 min.	25 min.	5 min.
Regular	15 min.	10 min.	5 min.
Late News	15 min.	10 min.	5 min.

BELL --- First: Warning / Second: End of speech / Third: End of the discussion

# How to know which talk will be delivered live-virtual or in-person

• The information is available on the online program.





### How to know the attendance of online speakers(s)

