Online Session Chair Instructions

The links to all sessions will be distributed by email in a pdf document. All registered attendees and participants will have access to the links to all sessions for participation.

Each session has a **Session Manager** for the administrative work and support.

1) The **Session Manager** opens the session **15 minutes in advance**. Participants and presenters can join the session once opened. Presenters are expected to join the session before it begins.

2) When you (**the chair**) click on the link (session name in the pdf document), the browser will bring up (or install and bring up) the Zoom app. on the device. Check that the microphone and speaker are working correctly.

3) When you (the chair) join the session, the Session Manager makes you the host. You can now manage the presenters. You must allow multiple screen sharing (the arrow next to the screen sharing icon (only hosts can do that)). If one of the presenters is absent or has technical problems you can change the order of the presentations.

   a) You must introduce each presenter and the title of their paper. The presenter shares their screen with the presentation in the Zoom session. The presenter will have allowed **15 minutes for their presentation and 5 minutes for questions.** You are responsible for timing and must warn the presenter when the time is up.

   b) During the presentation, participants must mute their microphones (as host, you can force the mute) Participants can ask questions via chat (which will be answered at the end of the presentation) or at the end of the session if the session ended earlier.

   c) During the Q&A time, you must turn on your microphone, read out the questions received via the chat and allow participants to ask questions during the designated time. If there are not many questions, feel free to ask some yourself.

4) Proceed in the same way with each presenter.

5) At the end of the session, remember to invite participants to a Virtual Coffee Break or "Lunch Time". Links to these social events are included in the distributed pdf document and are open to all registered or unregistered authors.

6) Before leaving the session, write a chat to notify the Session Manager of any presenter absence.

7) The Session Manager will claim the host.

8) At the end of the session, you and all registered authors and co-authors are invited to a virtual coffee break to meet friends and colleagues, or you can relax during "Lunch Time" or participate in an interesting online activity to which we will specially invite you. Links to all *virtual social sessions* are included in the distributed pdf document and are open to all registered or non-registered participants. We will inform you about the news by email.