

Guidance on how to chair in-person and/or virtually

Dear Colleagues in the last one and half year we made some practice of virtual synchronous conferences, however hybrid in-person/virtual synchronous meeting may be less familiar for many of us. In the following we give you some guidance on ON-SITE procedures and suggestions on how the Sessions can be chaired in-person and/or virtually.

1. You can count on at least one Staff trained volunteer who will manage all the devices and the Zoom related video calls.
2. Please be present at your Session 10 minutes before the scheduled starting time.
3. If you are an ONLINE Chair, follow the same procedures set for ONLINE Speakers from point 1 to point 5 (where you need to qualify as Chairperson) and check with the Staff that all the presentations have been uploaded in the Session folder.
4. If you are an ON-SITE Chair, please introduce yourself to the Staff Session Manager and check with her/him that all the presentations have been uploaded in the Session folder. In order to meet COVID-19 prevention measures the microphone you can use will be fixed to a stand in a convenient location in the room.
5. Identify, with the help of the Staff Session Manager, which speakers of the Session will participate in-person or virtually.
6. Follow the program of your Session trying to respect the timetable as usual, making use of the fixed microphone.
7. If the speaker is ON-SITE take care to verify that the COVID-19 prevention measures are met (point 4 and 5 of Instructions for ON-SITE speakers).
8. If the speaker is ONLINE she/he should have been already upgraded to the status of “speaker”, therefore you can simply introduce her/him and let her/him share the screen. In case you evaluate that the speaker has a detrimental network problem, please inform her/him and ask the Staff Session Manager to launch the prerecorded presentation.
9. After the end of the presentation, you can open the Q&A on the paper
 - If the questions are ON-SITE, attendees must be requested to form a line keeping the distance of at least 1 m, in order to ask their questions at the fixed microphone. During the questions please make sure that the microphone of the speaker is switched OFF.
 - If the questions are ONLINE, please tell to the Staff Session Manager which attendee you want to unmute in order to let her/him make the question.
10. Please note that all the ON-SITE speakers are required to wear the mask for the whole duration of the talk and Q&A