Chair Information for Oral Sessions

Where do I go to join the session I am chairing?
We would like all session chairs to join Zoom sessions through Whova where you have access to the session you are going to chair along with the Q&A and chat features, see screen shot below.

All session chairs are requested to join through Whova the session 15 minutes prior to the session start time to prepare for the session in the green room. Please use your full name as it appears in the technical program so the technicians know to let you into the green room when signing in. Please note that Google Chrome is the preferred browser for this conference.

What will happen in the green room?
- The session technicians will confirm everyone’s microphone is working and cameras are on.
- The technician will let the session chairs know which presentations are videos and which will be given live.
- The session chairs will also decide individual session responsibilities such as speaker introductions/announcements, upkeep of session times, and handling the Whova Q&A. You may want to reach out to your co-chair via Whova messages in advance to discuss. The messages section can be found in the upper right corner of the Whova web app, see screen shot below.

How will the session be run?
- Once everyone is admitted from the waiting room, the session chair is responsible for welcoming everyone to the session and provide any necessary housekeeping items (if applicable). Housekeeping items would be provided to the session chairs by the conference organizers.
A session chair checks with the technicians to ensure that video recording has commenced before presentations.

You will announce the first presentation, and the technician will play the video, or the presenter will speak live. In the case of a live presentation, the presenter can share his or her screen.

Once the presentation is completed, Q&A will start. Note that Zoom chat function is disabled as and Q&A will be conducted through Whova.

Session chairs are asked to keep track of the questions in the Q&A and chat area, and it is recommended you write down the questions so you do not lose track in case of a multitude of questions.

Q&A will be conducted at the end of each talk. Session chairs will first ask the questions sent via Q&A or chat, and if time allows, ask attendees to raise their hands and verbally ask their questions. When the time is up, the session chair will announce the next presenter, continuing the process. If a presenter’s presentation was the length of the designated presentation time slot, Q&A will need to be deferred to the end of the session to allow other speakers in the session to start on time.

If a presentation recording runs long, please move the Q&A to the end of the session for that speaker.

Once the session is finished, the technicians will stop the local recording and unmute all microphones for attendees who wish to keep talking to the presenters.

What happens if the session runs longer than the allotted time?
The technician will make the session chair the meeting host to continue while they go to start the next session.

- Once the last Q&A is complete, the session chair is asked to stop the recording and allow attendees to ask the presenters additional questions if necessary.
- If the session chair forgets to stop the recording, it is not an issue as the technician can edit the recording later.

What happens if a presenter or presentation is not available for the session?
- The session chair can either call for a break or can allow more time for attendees to ask questions of the previous presenters.
- Each speaker’s presentation time will remain the same as the schedule throughout instead of moving presenters up a time slot.
- If the presenters join the session after their allotted time, it is up to the session chair if they would like to allow them to present at the end of the session.

Where can I find additional instructions?
- Review the chair instructions and conference duties found here: https://www.cec-icmc.org/conference-program/session-chairs/.