IPSERA ONLINE CONFERENCE 2021

<u>**Instructions for the Session Chairs**</u>

Before the event:
- Anyone using a Mac will need to adjust their Setting. Settings > Security > Privacy > Check WebEx Events for camera, microphone, and screen recording
- Please make sure you are ready to enter the stage 15 minutes prior to the session
- If you cannot make it to the session for any reason, please get in touch with <u>ipsera2021@ipsera.com</u>

During the event:
- As chair, you will be in charge of performing two activities: to keep focus on the timing and to manage the discussion during Q&A
- Please pay attention to the timetable. Each session has 75 minutes, and the majority of the sessions have three presentations while some sessions will have four. Regardless of the number of papers to be presented in the session, each presenter is given the same amount of time. Each presentation (12 minutes) will be followed by an open discussion (6 minutes). Those sessions with three presentations will use this extra time to have an open discussion at the end
- To ask questions, people have two different options: they can either unmute themselves to raise the question verbally, or they can type in the chat box. Please take a close look at the chat box

*At the end of the session***:**
- Hopefully, you will have a memorable experience

Notes:
- Further technical instructions regarding the ExOrdo platform can be found <u>here</u>.
- The stage manager will provide you with the <u>"**host key**"</u>. This password will allow you to modify some settings. This is just a contingency, and you are not expected to do anything unless there is an emergency*

* In case the stage manager does not turn up or is having problems, you will need to use your password to become the host in order to: (i) assign the presenter role from one speaker to another, and (ii) upgrade incoming attendees to panellists till a new stage manager comes in