

IADR/AADR/CADR General Session Oral Session Chair Guidelines

All sessions will take place on the IADR Virtual Experience Platform: <https://iadr2021.secure-platform.com>

All Chairs should closely review the **USER GUIDES** for Speaker/Chairs: <https://iadr2021.secure-platform.com/a/page/guides/spearguides>

Before the Session:

Become familiar with the abstracts in your assigned session(s):

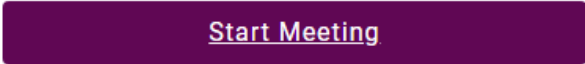
After login to the IADR Virtual Experience Platform, click the Schedule link to view the full session schedule. In the Search field to the right, search on the session title and click “See Results for All Days.”

Once you locate your session in the search results, click the star icon to add the session to your custom schedule and then click the underlined session title to view the whole session. **Tip:** You can also use the provided links to add the session to your Outlook, Google or iCalendar.

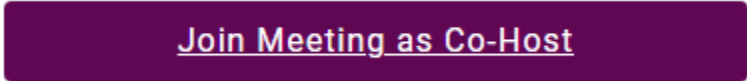
Click View Abstract to view each abstract in full and accompanying PDFs or audio/video files the presenter uploaded for the Abstract Gallery.

Starting the Session:

- Arrive for your session(s) 15 minutes early.
 - If you are the first person: Click the Start Meeting button:

A purple rectangular button with the text "Start Meeting" in white, underlined.

If you are not the first person, you will click the “Join Meeting as Co-Host” button. All chairs and presenters should join this way.

A purple rectangular button with the text "Join Meeting as Co-Host" in white, underlined.

- The first organizer, chair or presenter to join the session will become the host, the other speakers/chairs will join as a co-host. Attendees will be placed in a waiting room.
- **Pause the recording** when you start the session and test the equipment of all the presenters. The chair should ensure all speakers test cameras, mics and sharing a screen in the 15 minutes before the session starts.
 - **Do not stop the recording.**
- The host (first person to join) should click the **Live Transcript** button and select **Enable Auto-Transcription** to ensure the session is accessible with captioning.
- When you are ready to start the session (once all technology has been tested and it is about 5 minutes before the session start time) click **Admit all** in the **Participants** panel

- In the **Security** tab uncheck **Enable Waiting Room** this will allow others to join the meeting after you start.
- Click the **Play** icon to resume the recording

During the session:

- Follow the order of presentations as outlined in the session.
- Keep presenters to their 14 minutes of presentation (10 minutes for presentation, 4 for questions), 1 minute for transition to the next speaker.
- If a presenter is not in attendance for their live presentation time or is encountering technical difficulties and is unable to present, hold the presentation time. Do not advance to the next presentation.
- If a presenter joins as an attendee and is not a co-host, the primary host should right click their image in the Zoom gallery and select **Make Co-Host** so they are able to share slides.
- Open the floor for discussion at the conclusion of live presentations. Attendees can ask questions of all presenters. If there are no questions, please be prepared to have one or two questions of any of the presenters to spark conversation.
- **Make note of any "no shows".**

After the session:

Promptly fill out the post-session evaluation form at <https://www.surveymonkey.com/r/21Chairs>:

- For this form you will need to have the final presentation #'s of any "no shows" (presenters who did not upload a PDF file for the Abstract Gallery) or presenters who did not attend and present during the live presentation time.