2020 Virtual iConference 2020 Session Chair Guidelines

SCHEDULE

- Your session timeslot is noted in our online program schedule; search on your last name to find it: https://www.conftool.com/iconference2020/sessions.php. The schedule has been adjusted for the virtual conference to take into account the fact that presenters and audience are spread around the world. Make sure you also check the schedule the day before your presentation to verify the details.
- Information about how you will access the various rooms of the iConference will be sent to you before the start of the conference.
- Presenters have been encouraged to contact you directly if they need to cancel their presentation to let you know.
- In case you yourself become prevented to attend at the last minute (these are unpredictable times), please contact the conference organizers at iconf2020@hb.se.

PAPER SESSIONS

- **Full Research Papers** will have *20 minutes for the actual presentation and 5 minutes for Questions & Answers (Q&A)*, for a total of 25 minutes.
- **Short Research Papers** will have *15 minutes for the actual presentation and 5 minutes for Questions & Answers (Q&A)*, for a total of 20 minutes.
- **Visions Papers** will have *20 minutes for the actual presentation and 25 minutes for Questions & Answers (Q&A)/discussion*, for a total of 45 minutes. The Visions papers are intended to spark discussion in the audience.
- Session chairs are asked to strictly enforce these time limits to ensure that all presentations in the sessions have equal time. However if there are technical problems, please be a bit lenient.
- The role of the session chair is to briefly introduce the speakers, facilitate transitions and moderate the Q&A. The author presentations can be kept very short. The name(s) underlined in the schedule is supposed to indicate who will do the presentation, but this is not entirely reliable, especially not with the move to virtual.
- Each session will also have a Zoom host who will help with any Zoom issues and who will help you as session chair keep an eye on the chat. The Zoom host can alert you to questions raised in the chat, so that you can concentrate on the presenters.
- All session chairs and presenters should show up in the Zoom room 15 minutes before their session is scheduled, if there is not another session in progress, to check that they understand how to share presentations in Zoom and to coordinate transitions.
- Zoom allows presenters to share their screen with participants during their presentation, at the same time as their camera view can be visible in a small window. This means that they can show slides or any other program on their computer during the presentation.
- Other people will, of course, be able to see and hear the session. The possibility of recording sessions in Zoom will be disabled, but we advise presenters to remember that there are always possibilities for participants to record sessions using their own software, even if the organizers discourage it.

- We have invited presenters who are concerned about the quality of their bandwidth to pre-record their presentation. The Zoom host will help with showing the pre-recorded presentations.
- Transitions between presentations should be coordinated to keep the session on time. One way to ensure timely transitions is to swap presentations/shared screens during the Q&A period at the end of each presentation, thereby allowing the next presenter to be ready when the preceding Q&A is over. Zoom hosts will assist if needed. In no case will a presentation go beyond its allotted time. Any presenters going over time limits will have Q&A periods curtailed or even eliminated at the end of the affected presentations. You should, however, be a bit flexible if technical problems occur (but not if the presentation itself is too long).
- The conference has an app, *Conference4me*, with a chat connected to each paper/presentation in the schedule and also a chat connected to each session. It would be nice if session chairs remind both presenters and participants that they can use the chat to engage with any comments or questions after the session (participants can of course use it during the session). Of course, session chairs can also join in the chat conversation after the session, if they have further comments.
- For questions/comments that are to be raised during the session itself, it is probably best to use the chat in the Zoom room.

WHAT YOU NEED TO DO TO PREPARE
- Please consult the general instructions and technical specifications for Zoom:
  https://support.zoom.us/hc/en-us/categories/200101697

  Please consult the instructions for using Zoom available here:
  https://support.zoom.us/hc/en-us/categories/201137166
  https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

- All participants who do not commonly work with Zoom are required to log onto Zoom at https://support.zoom.us/hc/en-us/articles/115002262083 to test their equipment. This is to make sure that equipment can be supplemented before the presentation should there be need for it.

TECHNICAL SUPPORT
- You can get technical support at the Lobby/Helpdesk from 11 am to 5 pm CET every day. You can access the Lobby/Helpdesk from the web page conference Zoom rooms, which will be available to you from the beginning of the conference. Remember that you can only be in one Zoom room at a time.
- If technical assistance is needed during the session, please notify the Zoom host; the volunteer will assist you if they can or will alert technical expertise of your need.

QUESTIONS

- Paper presenters should address any session-specific questions to their respective session chair, listed in the online program. General questions can be directed to the Conference team at iConf2020@hb.se