

Updated Instructions for Chairs and Co-chairs of Talk Sessions at ECVP2021 (15/08/2021)

Please pay particular attention to the updated Instructions highlighted in RED

Many thanks again for agreeing to act as Chair or Co-chair of a Talk Session at this year's on-line ECVP2021. Your role will be absolutely crucial in making sure that each Session proceeds smoothly and without problems or interruptions. The Instructions below outline how we are setting up the arrangements. Please make a copy of these Instructions and keep them available/handy for the Conference.

1. Please check the particular **Talk Session** you will be chairing. If you don't know that already, check the Programme on the website: <https://ecvp2021.org/programme> Then, click on the particular Session, and click within the Session to see the Presenters and their Abstracts. This will also tell you the order of the talks in your Session.
2. Please make a note of the names (and email addresses) of your Co-chair and of **all** the Speakers in your Session, as you will be introducing them and moderating the questions at the end of their talks.
3. As you will be aware, all Talks will be given **live** via Zoom from the Speakers' locations. If any of your Speakers has a problem with doing an on-line talk, please let us know as soon as possible.
4. Make sure that you have a good internet connection. If you have ever experienced problems with your internet connection in the past, we strongly suggest that you find an alternative location during the time of your Session where the internet is more reliable.
5. Prior to the meeting, you will receive email from ZOOM providing you with a **personal link** to your talk session. The easiest way for you to join your session will be to **click** on this link directly from the email or copy the link to your browser. Following the link will take you directly to your Zoom Channel with the correct "**Panelist**" settings.
6. Please note **the time shown in the ZOOM invitation** will always be the time at which your Zoom room **OPENS** on a given day. This will typically be **11:00 CEST**.
7. **This is NOT the time you are asked to join the channel.** Please refer to the specific time your session is due to start. This will either be **13:00, 15:00 or 17:00 CEST**. Check the online programme to confirm.
8. During the meeting itself (as well as at the Practice Session) we hope that all speakers will arrive at least 15 minutes before the scheduled start time. Please encourage your Speakers to arrive early when you meet with them at the Practice Session.
9. Alternatively, you can join sessions via the online ECVP programme. Next to each session in the programme there will be a large ZOOM button. When you click this link, you will be prompted for the daily ECVP password which will be sent to all ECVP 2021 attendees via Eventbrite. Please note, if you use this method you must connect to ZOOM using your pre-registered credentials. Otherwise, when you join the session, you will not have the necessary privileges.
10. Whichever method you use to join your session, **please enter that Zoom Channel with your microphone and video turned OFF.**
11. You will then be logged into the **Zoom channel** used for your Talk Session. We will be using three different Zoom channels for the regular Talk Sessions. (Think of your Zoom channel as your "Lecture Theatre")
12. If you click on your **Zoom Channel** *earlier* in the day, you might find that a Keynote Lecture or a different Talk Session will be on-going in your Zoom Channel - in other words, it will be using the same Lecture Theatre. If you wish to stay with that Session, **please turn off your microphone and video.** Don't worry, when **your** Session is about to start in that "Lecture Theatre", you will take over as **chair**.
13. During your Talk Session, you and your Speakers will be given Webinar Zoom privileges as "**Panelists**". This will allow you to "**Share Screen**" at the appropriate time and to have your

Microphone and Video **ON**. (All other attendees at your Session will enter with their audio and video turned **OFF**.)

14. As Chair or Co-chair, please join the online session at least **15 minutes** prior to the start of your session and check that all six Speakers are present. After you have introduced each Speaker in turn, that Speaker can give her/his PowerPoint or Keynote presentations using **screen share**.
15. The ZOOM channels will be managed, organised and run by our colleagues from the University of Trieste. *You will **NOT** have to start your own ZOOM session from your computer.* If you need to contact the team in Trieste, you can use the email address: zoom@ecvp2021.org. Fabrizio Sors will be monitoring this address and, if necessary, he can be contacted directly at fsors@units.it.
16. The timing of the talks is very important. Each Speaker will have **12 mins** to present his/her findings and then there will be **3 mins** of questions from the on-line audience. As the Session Chair, you should give the Speaker a warning after **10 mins** to tell her/him that they have 2 minutes left. At **11 mins**, you should interrupt and ask the Speaker to go straight to their **conclusion slide**, to ensure that the presentation does not overrun. All Presenters have been informed of these arrangements.
17. We suggest that the **Chair** (or Co-chair) be responsible for **Hosting** the session: i.e. introducing the Speakers and chairing the questions at the end of the Talk.
18. During the 12 minutes of the Talk and in the remaining 3 minute question period, the **Co-chair** (or Chair) should monitor the **“raised hand”** signals from the audience (which are visible in the attendees window. “Raised hand” signals are automatically sent to the top of the list). The Co-chair can then allow the questioner to **“Unmute”** her/his microphone.
19. **Practice Sessions:** As you know, there will be Practice Sessions to ensure that your Session proceeds smoothly at the meeting and that there are no technical issues. Your Practice Session will be on the *same day* and at the *same time* as your Talk Session at the meeting, but a week beforehand.
20. Before August 16th you will receive email from ZOOM providing you with a personal link to your Zoom Channel. The easiest way for you to join the **Practice Session** will be to click on this link directly from the email or copy the link to your browser. Following the link will take you directly to your Zoom channel with the correct **“Panelist”** settings in exactly the same way as outlined above for your actual Session (points 5-8).
21. If you or your Co-chair have any problems in being present at this time, please let us know immediately.
22. Please be in touch with each of the 6 Speakers in your Session to make sure that they can attend the Practice Session. If any Speaker is NOT able to be present, you may wish to arrange a separate Zoom Session with her/him to make sure that their presentation works and to answer any other questions. You could do this from your own computer or we can set up an alternative Day/Time to do the Practice Session from one of our servers.
23. Please note we intend to record all talk sessions and make them available for downloading afterwards. We have told the Speakers to contact you if they are not happy with this.

If you have any questions, please do not hesitate to ask us using the email address: zoom@ecvp2021.org

Tiziano Agostini, Marco Bertamini, Claus-Christian Carbon, Cristina de la Malla, Dražen Domijan, Mark Greenlee, Michael Herzog, Brian Rogers, Katherine Storrs, Ian Thornton & Sunčica Zdravković

15h00 (CEST) = 09h00 (EDT, New York, Toronto); 14h00 (BST, London); 16h00 (RTZ, Moscow and IST Israel); 22h00 (JST, Tokyo); 23h00 (AEST, Sydney).

17h00 (CEST) = 11h00 (EDT, New York, Toronto); 16h00 (BST, London); 18h00 (RTZ, Moscow and IST Israel); 24h00 (JST, Tokyo); 01h00 (AEST, Sydney).