

Zoom Session Chairing Instructions

Preparation

The team at Easy Conferences will do all the necessary meeting set up so no involvement on your part will be required for that.

Meeting Overview

Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio and see who else is in attendance.

Each Session which will be held in Meeting mode will have the following features.

- 1) The meeting will be open 15 min before the programmed time.
- 2) **All talks will need to be 30 minutes long including questions and answers.**
- 3) The meeting will have a dedicated member of the organizing team present to help at all times.
- 4) The “Chat” function will be used for “person to person” and “person to all” exchange of messages.
- 5) Chairs will be assigned as “Co-host”.
- 6) All attendees will have their mic muted upon entering the room.

Instructions to Chairs

- Make sure your internet connection is strong and stable. You can test your equipment (connection, microphone etc) using one of the demo rooms
- You will need to be online at least 10 minutes before your session starts.
- You will be required to start their session at the programmed time.
- You can give a short welcome and description of the session,
- Please activate your video during the session.
- Mute/unmute your microphone as needed.
- The support team member will check that each presenter in the session is present and if one is not will inform you accordingly.
- The session chair will moderate the making of the questions that can be done by two channels:
 1. Live – participants may raise their virtual hand and address the question once the chairs gives them the floor
 2. Live – participants may post their questions on the chat function of Zoom. The session chair will address the question on their behalf