

# CHAIRS TECHNICAL GUIDELINES

Dear chair,

Thank you for being part of the AIC2021 congress.

As you know, the congress will be held online through Zoom platform together with a professional streaming service. As a very first step, please check you have installed the latest version of [Zoom](#).

## **Joining the congress**

To [Join the Congress](#) you have to go to login the [Access Page](#) using your username (or email), password and passing the bot control (executing the proposed sum). After this step you can join the conference as a speaker (or chair) or as an attendee.

Please, join the conference as a speaker (or chair) about **10-15 minutes** before the beginning of your session. When you don't have to chair a session or speak, please login as an attendee.

Entering as a speaker (or chair), you'll be redirected in a Zoom room. Upon entering the Zoom room, please keep the microphone and the webcam turned off and write your name and surname. When your session will begin or when will be your turn to talk, you will open your microphone and your webcam.

## **During the session**

For each session there are generally two chairs, which will always be visible together (see Figure 1). Thus, we suggest you to contact your chair colleague and define in advance your speaking turns.

In general, the chair role involves the tasks of:

- A. Introduce the speakers
- B. Monitor the clock and warn the speakers who risk to run out of time.
- C. Check the chat for questions

## **A. Speakers introduction**

At the beginning of the session the chairs will be the first to talk. The chairs will always be visible together (see Figure 1). After the introduction of each speaker, the chairs will be no more visible (our direction will show close up to the speaker, see Figure 2 - you do not have to turn off your camera), and the speaker will start the presentation sharing the screen. At the end of the presentation the chairs will be visible again (Figure 1), they will proceed with questions and with the introduction of the next speaker.

## **B. Timing**

Since AIC2021 will be an online congress, you may be asked to support the speakers when they share their video or their presentation, telling them if everything is correctly shared and displayed.

Please, note that, as a chair you have to monitor the clock and warn the speakers who risk to run out of time. We remind you that oral presentations should last 12 minutes (+ 3 minutes of questions) and short presentations should last 5 minutes (no questions). It is of fundamental importance to (gently) INTERRUPT the speakers if they are more than 5 minutes out of the timeslot.

If there is time for questions the chairs can read the questions from the chat and pose them to the speaker. If there is no more time, questions will be omitted, and the chairs will move to the next speaker or to end of the session.



Figure 1 Example of how the chairs will appear on the screen during the congress.



Figure 2 Example of how the speaker's presentation will appear on the screen during the congress.

### C. Questions

The audience will follow the congress through a streaming platform, which do not allow to turn on microphones or webcams. As a consequence, questions will be asked just through the [chat](#). As a chair you will receive all the written questions and you are free to pose them to the speaker. Time for questions is allowed just for oral long presentations (12 minutes + 3 minutes of questions). Short presentations do not include time for questions.

If the session will run out of time, we suggest you to skip the time for questions, and we will ask attendees to pose the questions in the chat directly to the speaker's email. In this case, you can suggest to the audience to contact directly the speaker.

### End of the session

At the end of the session, you have to leave the Zoom room to the next chairs and speakers. Now you can relax and join the conference as attendee.

### Useful recommendations

As explained in the guidelines, the conference chairs will always be visible together on the screen, thus we suggest you to contact your chair colleague, to organize your session speaking turns.

We strongly suggest you to become familiar with Zoom before the congress, because we will not have the time to test all the chairs and speakers systems.

If you encounter some technical problem, you can login as a speaker (or chair) during the conference long breaks and we will provide you assistance.

### Further information

- Instructions to join the congress: <https://www.aic2021.org/access-instruction/>
- Instructions for the speakers: <https://www.aic2021.org/access-instruction/>
- Program at a glance: <https://www.aic2021.org/program-at-a-glance/>
- Detailed program: <https://www.aic2021.org/detailed-program/>