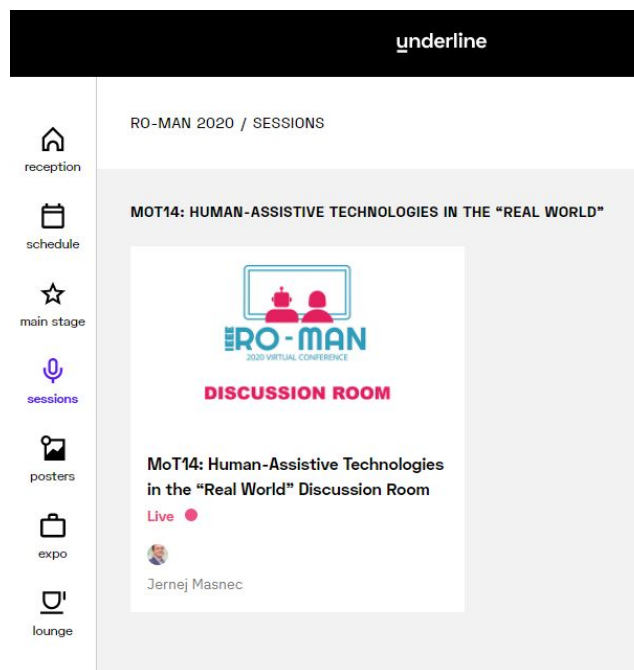# Session Chair Tips for Technical Sessions

Before starting your session:

- All sessions are accessible from the main conference schedule. We recommend that you practice going through the schedule and finding your session.
- Direct links to the sessions will be available on Aug 26th.
- Within your session, you will see a DISCUSSION ROOM tile – this is where your session is happening

- When you enter the discussion room you will see a central panel for video content and chat to the right.
- For the sessions presenters are expected to show up 5 minutes before the beginning of the session and to answer any questions that arise during the pre-recorded presentation. Questions can be asked in a text form during the presentation or in a verbal/video form for a few minutes after each talk.
- Please remember to the audience that they can provide questions in a text form also during the presentations and that they can vote for questions.
- Each video presentation is 7 minutes. After the presentation, each author has 3 minutes for Q&A. In the case the session has less than 6 papers, you can use more time for Q&A.

- It is your responsibility to keep time.
- **IMPORTANT**: IEEE conferences have a "no show" policy for papers to be included in the proceedings. In case none of the authors are available for QaA, please report it to the PC-chairs.

During the live session:

- There will be a technical moderator in the room that will play the pre-recorded videos of the accepted papers in predesignated order. However, you will also be provided with the links to the video just in case.
- As a moderator, you are managing the conversation and making sure questions are addressed.
- Participants and speakers will join the video chat and you as a moderator can make this portion as formal or informal as you wish in how those speak and answer questions.
- The video centered on the screen is the person currently talking. Others will appear smaller in a ribbon on the bottom, similar to zoom.
- Participants are able to upvote questions in the chat to show their importance in getting answered. The chat does not order by the number of likes, but by time only. As a moderator keep an eye out for questions with lots of likes.
  - o Participants and speakers alike can also respond to others questions/comments directly in threaded replies.
- To END the session for everyone, you as a moderator have the power to click "End session" in the bottom right of the video section.

Other tips/notes:

- The conference goes LIVE midnight Sunday morning. You will be able to test out your Q&A rooms then.
- There is no break out room feature.
- Posters do not have moderators, participants go to the poster and live chat during the presenter time. Presenters will be in their own poster tile during the designated time.