

# For all session chairs

## **General information**

Each session has one or two chairpersons. In the latter case, contact your co-chair for session handling prior to the commencement of the session. The ISS2021 staff will remotely monitor all sessions and help you if necessarily. For any questions, contact us by email at [helpdesk@iss-secretariat.org](mailto:helpdesk@iss-secretariat.org)

## **Connection test**

An email invitation for a connection test was sent to you on November 9, 2021. From **November 16 to 18, 2021**, you can enter the test meeting room anytime from **6:00 to 21:00 (Japan Standard time)**. The meeting number (access code) and the meeting password will remain the same for three days. If possible, cross-check connection with your co-chair.

## **If a presenter doesn't show up**

Use this time slot as a break and restart the session as scheduled.

Let us know the presentation ID that is not given at the symposium by email at [helpdesk@iss-secretariat.org](mailto:helpdesk@iss-secretariat.org)

## **Duties for session chairs**

- Cooperate with your co-chair to run the session smoothly and on time.
- Use your own alarm clock (or timer) for time keeping.
- Declare the start and the end of the session to all participants.
- Please give your speakers a 5-minute warning: when the speakers have 5 minutes left, please give a cue or signal to wrap up their talk.
- Please have a Q&A session at the end of each presentation for at least 3 minutes.
- Handle questions and comments.
- Close the session on time.

## **Staff members will**

- remotely monitor all sessions and presentations.
- send an alert to the chair if the session does not start/end on time.
- handle the session upon your request as follows.
  1. We will mute the sound of a presenter's voice to forcibly stop the presentation.
  2. We will mute the microphones of all participants.

## **Emergency contact**

Email us at [helpdesk@iss-secretariat.org](mailto:helpdesk@iss-secretariat.org)

We accept both English and Japanese in case of an emergency.

## **Instructions**

<b>15 mins before</b>	Enter the Webex Meeting room. <i>If you cannot, email us at <a href="mailto:helpdesk@iss-secretariat.org">helpdesk@iss-secretariat.org</a></i>
<b>2-3 mins before</b>	Please announce  For all participants <ul style="list-style-type: none"> <li>■ Mute microphones.</li> <li>■ Post questions and comments on the chat board.</li> </ul> For all speakers <ul style="list-style-type: none"> <li>■ Do not share their presentation until their turn.</li> <li>■ You will give a 5-minute warning when they have 5 minutes left.</li> <li>■ Have a at least 3-minute Q&amp;A session at the end of their talk.</li> </ul> <p style="text-align: center;"><i>If you have no time, skip this part.</i></p>
<b>Session started</b>	<ul style="list-style-type: none"> <li>■ Declare the start of the session.</li> <li>■ Introduce yourself to the participants.</li> <li>■ Introduce your co-chair to the participants (optional).</li> </ul>
<b>Presentation started</b>	<ul style="list-style-type: none"> <li>■ Ask the presenter to unmute her/his microphone.</li> <li>■ Ask the presenter to share their presentation.</li> <li>■ Mute your microphone.</li> <li>■ Use your alarm clock (or timer) for time keeping.</li> </ul> <p><i>If a presenter doesn't show up, have a break, and restart the session as scheduled. Please let us know the presentation ID by email at <a href="mailto:helpdesk@iss-secretariat.org">helpdesk@iss-secretariat.org</a></i></p>
<b>During the presentation</b>	<ul style="list-style-type: none"> <li>■ Check questions and comments posted on the chat board.</li> <li>■ If time is running out, ask the presenter to wrap up his/her talk.</li> </ul>
<b>Discussions</b>	<ul style="list-style-type: none"> <li>■ Use at least 2-3 minutes for a Q&amp;A session.</li> <li>■ Choose some questions and comments.</li> <li>■ Wait for the presenter to reply.</li> <li>■ Allow the audience to send questions or comments vocally if you still have time.</li> </ul>
<b>Presentation closed</b>	<ul style="list-style-type: none"> <li>■ Ask the presenter to mute her/his microphone.</li> <li>■ Ask the presenter to stop sharing.</li> <li>■ Move on to the next presentation.</li> </ul>
<b>Break (if necessary)</b>	Announce the restarting time for the session.
<b>Session closed</b>	Declare the end of the session.