

Instructions for session chairs

IMPORTANT: Please be sure to read the guide for attendees and presenters before!

Preliminary and mandatory steps:

Join your channel at least 5 minutes before the session starts. If you are following the session before yours and it is delaying, join your channel as soon as that session ends.

When you enter your channel, share the slide that you have received separately.

Check the microphone slider, if microphone is muted please unmute it and enable your webcam clicking on the camera slider (Fig. 1). Please keep your webcam active every time you talk.

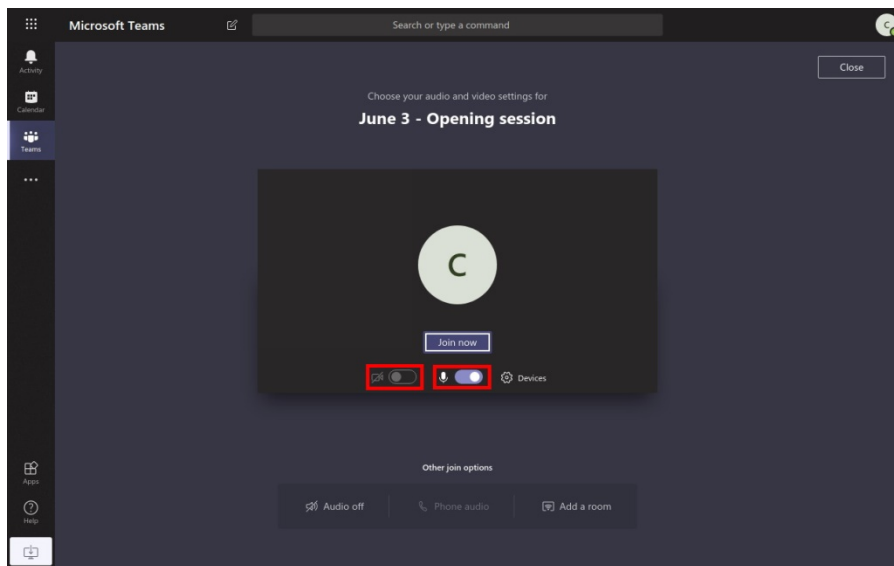


Fig. 1

Click on the icon for the list of attendees connected, and click on “Mute all” link on top of the list, highlighted in red in Fig. 2.

Session management:

Please be sure to wait the end of previous session before starting your.

To make an attendee a presenter, please hover on the name of the selected user, click on the “three dots” icon on the right, and finally click on “Make a presenter” (Fig. 2).

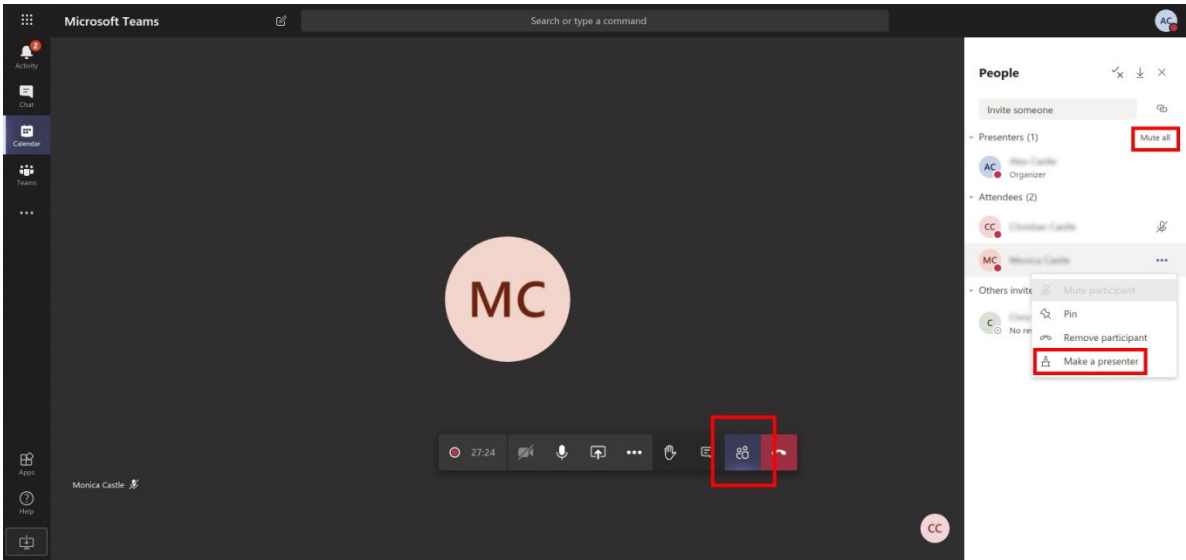


Fig. 2

Confirm the change of role of the attendee.

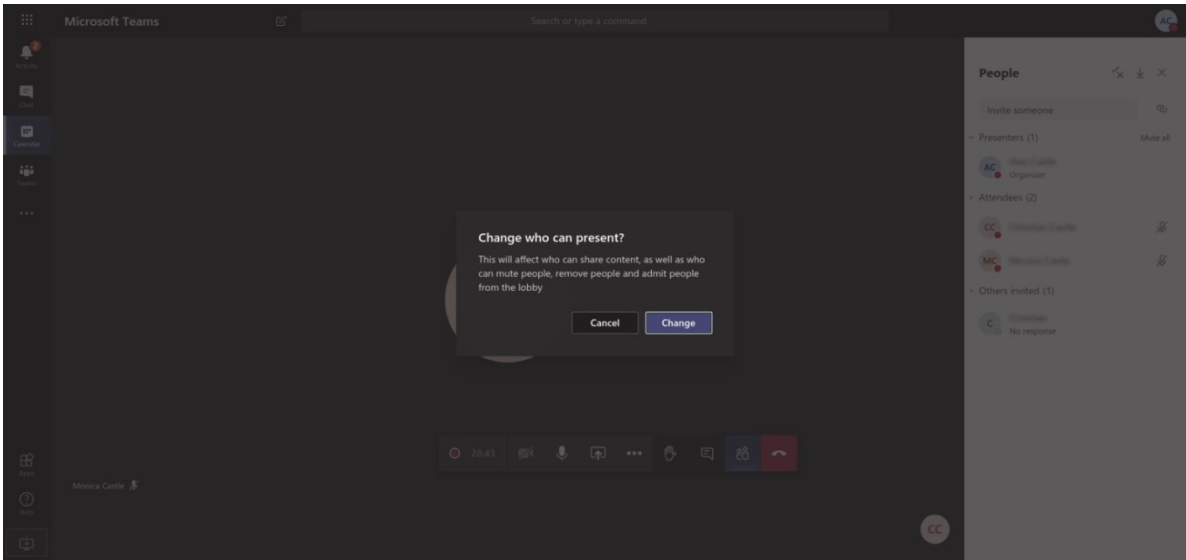


Fig. 3

During the presentation please occasionally monitor the chat box for any questions and remember to keep muted all attendees microphones. At the end of presentation please select the questions for the presenter, based on relevance and remaining time; at the end of questions make again the presenter an attendee (Fig. 4), and confirm again the change of the role.

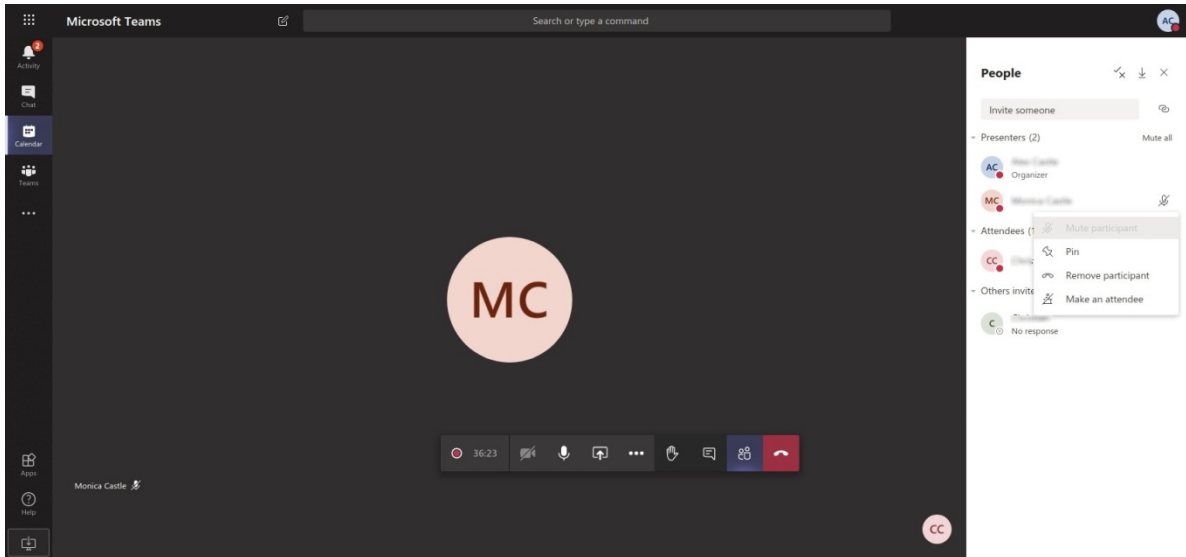


Fig. 4

Repeat above steps for all the presenters.

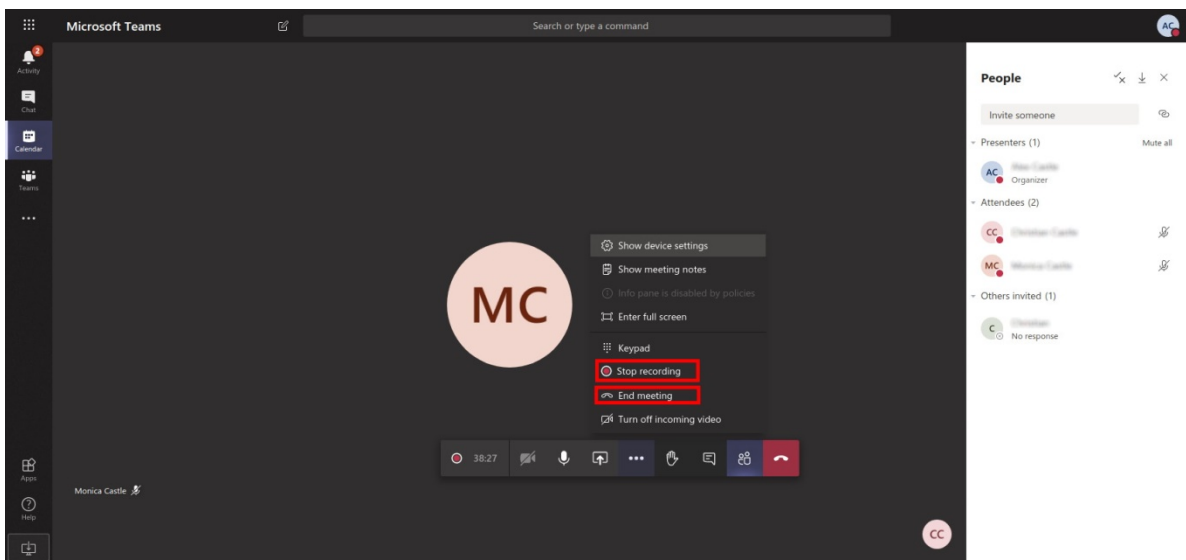


Fig. 5

Finally click on “End meeting” (see Fig. 5) and confirm (Fig. 6).

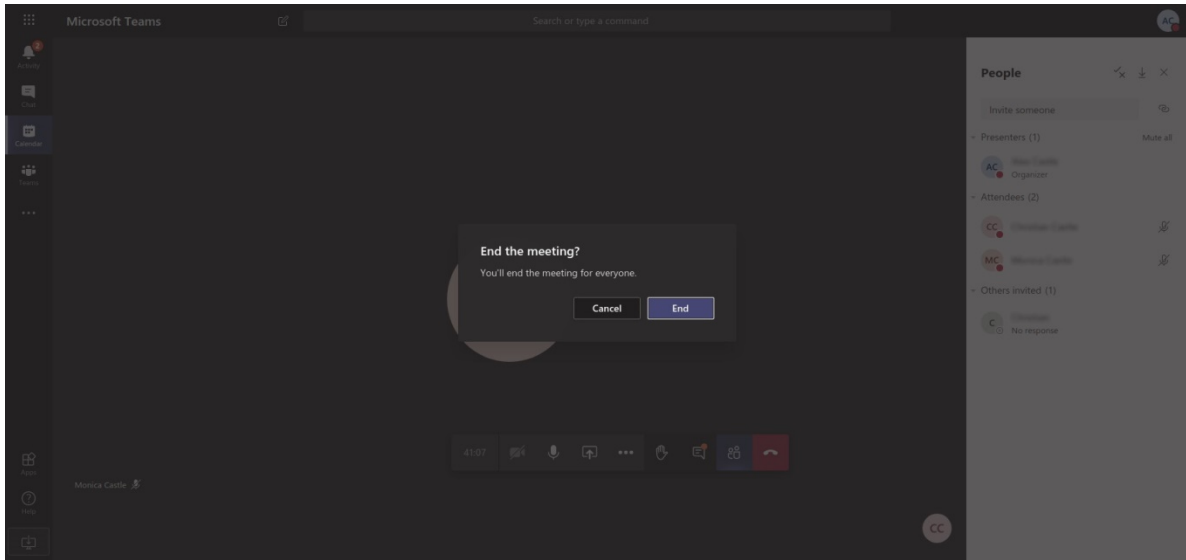


Fig. 6