Session Chair Guide

Responsibilities

Thank you for agreeing to be a Session Chair for Pacific Graphics 20+21. You are charged with ensuring speakers stay on time and with maintaining a professional and insightful dialog among the participants of your session.

Below are some tips to assist you with the chairing process. Most importantly, please ensure you start and finish all presentations on time and keep to the order in the program.

Please refer to the Attendee Guide about Gathertown (link).

Link to all guides https://www.pg2021. org/participate/templates-guides/

Format Overview

All presentations and Q&A will be given over Zoom with a unique code for each session. Attendees can also join the Zoom link through Gathertown (link) via Track A presentation room or Track B presentation room, as appropriate.

Each speaker has been asked to present live, in real-time. There will also be an available pre-recorded video in case of technical difficulties or if the author has pre-arranged for this.

- Arrangement of pre-recorded video will be confirmed by Friday 15th October and emailed to you by End of Business.
- Student Volunteers will manage broadcasting pre-recordings

There will not be Q&A after **each** individual presentation; there will be a **joint** Q&A for each session in Zoom directly after the last speaker in the session

Each session will have two student volunteers assigned to help run the session.

- The volunteers will be in charge of helping you with all technical considerations (i.e., moderating Q&A, sticking to time, screen sharing allocations, muting participants, etc.). This will allow you and the speakers to focus on the content of the session.

Applicable Guides
- See this Zoom Information (link) for Meeting and Webinar Best Practices.
- See this Zoom Information (link) for Managing Attendees and Panelists.
- See this Zoom Information (link) for Managing Zoom Chat.
- See this Zoom Information (link) for managing Q&A.

Before your Session

Please check the online program (link) to re-confirm the day, time, and Zoom link of your allocated session/s. The information will be sent to you via email, be available on the main conference website under programme overview, and be available through Gathertown (link).

Please have Zoom installed and tested before you attend your session.

Please ensure your microphone and video are working properly (remember to "Join Audio"). Help to check that the other speakers' microphones and videos are also working properly.

Please familiarize yourself with the papers in your session beforehand. This can include preparing one or two questions for each author.

Please arrive at your session 15 minutes prior to introduce yourself to the presenters and student volunteers.

Student volunteers will help you manage a shared document that will be used to collect questions during the session. You can refer to these during the Q&A.

Please advise the authors how you will signal to them that time is running out (i.e. aurally or visually). Time allowances:

Full Papers – 15 minutes
Short Papers – 12 minutes
Works in Progress – 10 minutes
Poster Presentations – 5 minutes
Question & Answers period – 15 minutes

During your Session

Presentation

Every presentation and Q&A will occur on Zoom in the order of appearance on the schedule.

Please start the session on time! We do not wait for latecomers, because that will cause problems for the next session.

Please briefly introduce yourself and affiliation, as well as the Session title.

Please announce to attendees to type their questions into the chat, tagging the appropriate author, if they want you to read the question on their behalf. These questions will be addressed after the last presentation (see Q&A).

Please quickly introduce each speaker (name and affiliation only) along with their paper title.

After introducing the session and the first presenter, we recommend you turn off your video so that the attendees can focus on the presentation.

Help keep track of questions via the shared document.

Please keep everyone to the time limits of your session. Interrupt the speaker if they are going to go over time and ask them to quickly conclude their presentation.

Q&A

After all speakers have presented, there will be a 15-minute **joint** Q&A session.

Please ensure each author is given the opportunity to answer at least one question. If no attendee asks a question of an author, you should be prepared to ask one yourself.

Please remember to unmute yourself and the corresponding presenter when you're asking a question on behalf of an attendee. Unmute the attendee if they are asking a question on their own behalf.

Please read questions aloud in the order they were received. If there are not many questions, feel free ask some of your own.

After your Session

Conclude the session on time!

Thank the presenters, attendees, and student volunteers.

Inform the attendees that there are numbered private spaces for each author in the order of appearance in the breakout rooms. Every author **must** go to their dedicated table in the breakout rooms for further discussions. The table assignment is based on the ordering in the session (i.e. first presenter goes to Table 1, second presenter goes to Table 2, etc).

Direct everyone to close the Zoom session and return to the Gathertown (link) breakout rooms next to each presentation room. If their browser is closed, Gathertown (link) will automatically open when the Zoom session is closed, then they are to go to the breakout room. If Gather town is already open in the browser, they are to go to the breakout room. **Please see the Attendee's Guide for more information about Gathertown.**

Track A's breakout room is to the left of the presentation room.
Track B's breakout room is to the right of the presentation room.

There are scheduled breaks between each session to encourage further discussions with the presenters and to help mitigate "Zoom fatigue".