Keynote and Feature Session Presentation Guide

(Opening Ceremony, Online Reception, Keynotes, Featured Sessions, Closing Ceremony)

Responsibilities

Thank you for agreeing to be part of Pacific Graphics 20+21. You are charged with ensuring timeliness and with maintaining a professional and insightful dialog among the participants of your session.

Below are some tips to assist you with your session. Most importantly, please ensure you start and conclude on time.

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 that's already been emailed to you. Attendees can also join the Zoom link through Gathertown (link) via Track A presentation room or Track B presentation room. Either Gather room will take you to the appropriate full presentation session.

The Q&A for each session will occur in Zoom.

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 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").

Please arrive at your session 15 minutes prior to introduce yourself to the 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, if appropriate.

During your Session

Presentation
Every presentation and Q&A will occur on Zoom.

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

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

Q&A

Please remember to unmute yourself (and the corresponding presenter, if applicable) when you're asking a question on behalf of an attendee. The student volunteer will help unmute the attendee if they are asking a question on their own behalf.

After your Session

Conclude the session on time!

Direct everyone to close the Zoom session and return to the Gathertown (link) for socialization and further discussion. If their browser is closed, Gathertown (link) will automatically open when the Zoom session is closed. If Gather town is already open in the browser, they can continue as usual

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