

## GUIDELINES FOR SESSION CHAIRS

Thank you for agreeing to act as a Session Chair at the JEMS2022. Session chairs have the opportunity to bring out the best from the speakers and their interaction with the audience. This is an important contribution to the overall experience of every attendee. We would like to ask you to take a few minutes to read the following guidelines.

### Chairing the oral sessions

All oral sessions will be organized in a hybrid mode as a ZOOM MEETING with the audience at the conference venue as well as participants on-line connecting via ZOOM platform. The conference room on-site will be one of the ZOOM clients.

The session chairs are responsible for leading the session, keeping the time of the presentations according to the conference program and moderating live Q&A discussions. It is **essential** for the multi-parallel-session conference that each presentation starts and ends as originally scheduled times, to allow the participants to switch among the parallel sessions according to their interests. Time allocated to invited presentations is 30 minutes (25 minutes for the presentation and 5 minutes for the Q&A) and to regular oral presentations is 15 minutes (12 minutes for the presentation and 3 minutes for the Q&A). The exact times to observe are given in the program.



### Before the Conference, you are kindly asked to:

1. Check the date and time of the session in the conference programme at [jems2022.pl](http://jems2022.pl).
2. Arrive at the designated conference room at the beginning of the break preceding your session for the short technical training, to familiarize yourself with the audio-visual equipment and to meet the speakers, also those connected virtually.
3. Check that all speakers in your session are present and make sure that their presentations are loaded to the presenter computer. Importantly, the on-site presenters cannot use their own laptops – they are aware of this fact. In the case a speaker does not show up for her/his presentation, leave the slot open and start the next talk at its scheduled time. You will see the on-line speakers in ZOOM app at the chair table.
4. The conference room will be equipped with a projector, screen, laptop computer and microphones for your use. Technical support will be provided. Alert AV staff of any problems.

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### **During session:**

1. Briefly introduce the session topic at the beginning.
2. Introduce the speakers and their presentations briefly; The session schedule will be provided for you in a printed form.
3. Keep the time, according to the program schedule! Make a clear sign to the speaker 5/3 min before the invited/oral presentation ends, and disrupt the presentation when the allocated time is up. Do not hesitate to ask the speaker to conclude, if they ignore the second sign. You are expected to be mean. Please inform the presenters about these procedures before the session begins.
4. Ask for the questions from the audience at the end of the presentation. Please note, that questions may come from the audience at the conference room, as well as from those connected virtually via ZOOM. You will have a ZOOM client computer at the chair table. Ensure that those on-site use microphones for questions and answers so that the online audience can hear.
5. Acknowledge all the presenters and the audience for their attention and close the session.

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### **Chairing the poster sessions**

Poster sessions will run exclusively in the on-line form on ZOOM using a breakout rooms feature. A few days before the event all participants will be provided with a link to the event platform with access to all sessions.

Each conference poster session is divided into 4-5 sub-sessions of up to 9 presenters (posters) in each. You are the chair of one of these sub-sessions. This means, that there are 4-5 poster session chairs each day the poster session is held.

In order to increase the visibility of the posters in the on-line form each 60 minutes long poster sub-session comprises an up to 20 minutes long introductory part followed by the main part.

The introductory part aims at providing the authors some extra time to show/advertise their work. For this purpose the authors are requested to prepare a short, two slides only teaser - a resume of their poster to attract the audience. All resumes from one sub-section (6 to 9) will be aggregated into one PDF file containing slides from all presenters in the sub-session you are chairing. This file will be provided for you by the organizers.

To keep the time schedule during the introductory part these files will be displayed by you, the chairperson, but presented/narrated live by the authors. Each will be invited by you, one by one, according to the program list and have 2 minutes (sharp!) to describe the contents of these two slides. You are responsible for switching to the second slide of each teaser once asked by the presenter and to switch between the presenters once the two minutes are up.

After completing the introductory part please invite the audience to move to their selected / chosen breakout rooms to see the posters of their interest. Breakout rooms will be identified after the presenter's name. Presenters will have about 40 minutes to present and discuss

their main posters with attending participants in their separate on-line ZOOM breakout rooms, each dedicated to one poster only. The posters will be presented in ZOOM using the share screen option. This will allow the presenters to navigate across their whole posters according to the wish of the attending audience. During the whole poster session the audience can switch, according to their interest, between all the breakout rooms open within all the 4 or 5 poster sub-sessions.

Your role is changing now. Apart from your own interest in visiting some of the posters, you are asked to visit all the posters presented by young participants on that day (in all sub-sessions) to make your ranking towards the Best Poster Award. Only posters presented by young presenters are eligible in this contest, i.e. the posters submitted and presented by undergraduate and PhD students (between 15 and 25, depending on the day). The list of eligible posters will be provided to you. Please rank every one of them using the scale from 1 to 3 (i.e. 3 is the best quality), taking into account both the scientific and technical merits of the study, as well as the communicativeness and the style of the presentation. Rankings of all sub-session chairs as well as of some other appointed members of the Program Committee will be aggregated to determine the two Best Posters of that day. Please provide your rankings to the conference organizers at the Reception desk after the session or via e-mail communication. The award will consist of a Diploma and 100 Euro in cash.

Even though the poster session is organized completely on-line, **we encourage all the poster session chairs being on-site, to chair this event from the conference venue** and with the equipment available there. A technical staff person will also be there to assist with any technical issues.

## **If chairing from the conference venue, before the session you are**

### **kindly asked to:**

1. Check the date and time of the session in the conference programme at [jems2022.pl](http://jems2022.pl).
2. Arrive at the designated conference room at least 20 minutes before your session starts for the short technical training and to familiarize yourself with the audiovisual equipment.
3. The relevant venue will be equipped for you with a laptop computer and microphones for your use. Technical support will be provided. Alert AV staff of any problems.

## **If chairing from another location:**

### **1. before the conference you are kindly asked to:**

- Check the date and time of the session in the conference programme at [jems2022.pl](http://jems2022.pl).
- Take part in the test connection and a short ZOOM training for poster sessions organized by our technical staff. Our technical staff will be available according to the below given schedule:

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**18–21 July (Mon – Thu) from 1.00 pm to 2.00 pm CEST (Warsaw time)**

To attend a practice session please enter the following link:

<https://jems2022.pl/training-sessions>

**IMPORTANT NOTE!** It is important that for this test connection you connect using the equipment (computer, headphones, camera) that you will use during the conference session.

**2. before the session**

PLEASE NOTE, to connect to the session approx. 30 minutes before the session starts. Once in the virtual room, the session chair will be given the “co-host” role by the session technical host before the session begins, so that the chair will be able to activate a microphone and a camera. We kindly ask session chairs to keep their cameras on throughout the session for a more interactive experience.

There will be a designated space with a WIFI access at the conference venue for the on-site participants’ convenience.

**Technical requirements**

- Computer with Internet access, camera and microphone.
- ZOOM software installed – latest version. For ZOOM download, click [HERE](#).
- Internet access of minimum 1 Mbps, broadband connection is recommended.
- External USB headphones with a microphone are highly recommended. In case you use wireless headphones (e.g., with a Bluetooth connection), please make sure the battery is fully charged.
- Your computer or audio equipment may have its own mute or disable settings – make sure to check that everything is ‘on’.
- We recommend closing all windows or applications that are not needed (especially those using a camera and / or microphone, e.g., Skype, MS Teams, Webex) to ensure the best performance of the platform.

Shall you need further assistance or for any individual queries, please contact the JEMS2022 Conference Secretariat at [info@jems2022.pl](mailto:info@jems2022.pl)