Guidance for chairpersons of workshops/seminars/symposia

Firstly, thank you for volunteering to act as chairperson at this conference**!**
Your support will contribute to make this a rewarding and enriching experience for all**!**

Training sessions for chairpersons

- The Secretariat will invite you one of our chairperson training sessions on Zoom during the last fortnight before the conference. This is to check your sound quality, practice basic Zoom functions, and dry-run though routines. It is important that both chairs and co-chairs attend one of these.

- The conference's Zoom-rooms are available for practicing until 30 minutes before the first session each day, and will be "live" all day long during the conference.

Zoom-functionality for workshops/seminars/symposia

- The Zoom rooms for workshops/seminars/symposia (coloured *blue* in the online programme), are Zoom ***MEETING*** rooms: This enables best social interaction; all attendees can share their webcam/screen and mic, and can use a whiteboard, and view the name-list. Chairpersons will be given "Co-host" status, giving you more features, such as overriding screen-sharing, polls, and break-out rooms.

- As a chairperson, you should have installed the ZOOM CLIENT FOR MEETINGS from Zoom's Download Center (https://zoom.us/download) before the conference.
  Note: One can join Zoom without installing this client (a web-browser app starts automatically instead when you join Zoom) but this web-app is functionally inferior (for example you cannot stop another participant's screen-share, share a whiteboard, polls, send files etc.).

- Workshop organizers/chairs are encouraged to plan the workshop in order to make it as socially interactive as possible, and to "think out of the box" in order to achieve this. It is possible to use platforms other than basic Zoom. For example, Miro, [Padlet](), Mentimeter, [Kahoot](), Wonder, and special Zoom features like polls, whiteboard, mouse-sharing, and break-out rooms. Please contact the Secretariat if the Technical Assistant should be involved.

3 main roles

Each session at the conference (plenaries, paper sessions, and workshops/seminars) has three main roles:

- *Chair:* Must have a webcam and good mic. Normally has 5 main responsibilities:
  - Introduces the session.
  - Introduces each presenter.
  - Keeps strict timing!
  - Round off the session by inviting everyone to chit-chat in the conference's "mingling lounge" on Wonder (it has topic-specific areas). All presenters are also expected to attend.
  - Will also be asked by the Programme Committee (Guangyu Cao, who is Scientific Com. Chair) to report back on highlights from your session.

- *Co-chair*: Must have a webcam and a good mic. Normally has 3 main responsibilities:
  - Back-up if the Chair is absent or late.
  - Overall responsibility for Q&A and discussions (In case of symposia with submitted papers):
    - Keeps an eye on any questions in the Conftool Q&A-forum (see below) and Zoom chat during the session. Selects and reads out the most interesting questions to presenters.
    - If the discussion goes quiet, the co-chair can try to reinvigorate it by asking prepared questions of their own. We therefore recommend that co-chairs prepare a list of questions beforehand.
  - Join Wonder straight after the session to join in mingling.

- *Technical Assistants*: These are OsloMet volunteers with Zoom "Host" superuser privileges:
  - Keeps a low profile during the session. Webcam is normally switched off.

- Presents an "intro screen" with the name of the session before the start of the session, and a "looping info-slides" at the end.
- Checks that the chairpersons and presenters are in the attendee list in the start of the session, and promotes them to Zoom "co-host" privileges (able to share webcam and talk).
- Plays pre-recorded videos (if any).
- General technical assistance to the chairpersons.

No-shows: If either the chair or co-chair are prevented from attending, then the Technical Assistant will contact the Programme Committee immediately, who are on call as back-ups.

Timing

- Please open Zoom at least 30 minutes before the start of your session if possible. If there are last-minute connection problems, SMS/phone the Secretariat (Heidi Liavåg +47 93243750) or President (Peter Schild +47 41511285).
- As organizers of the workshops/seminars/symposium, you have full control over the timing of presentations and other activities in the decide the length of presentations must be agreed between the workshop organizer and the speakers before the session.
- Please keep to the 90-minute maximum length of the workshop!

How Q&A works (applies only to symposia with paper presentations)

- Written questions can be submitted by either Zoom chat or the cool Q&A/Discussion Forum function in our online "clickable" conference-programme (ConfTool.com). We ask the co-chair to keep an eye on these.
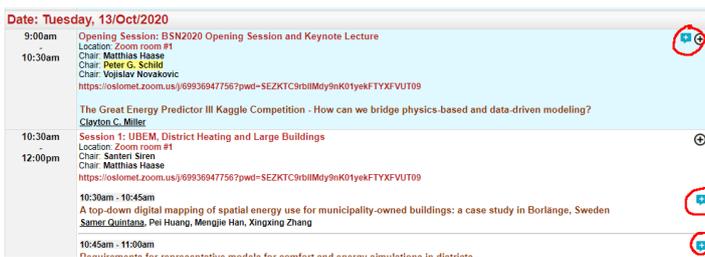
… and is also visible in the detailed page for each session:
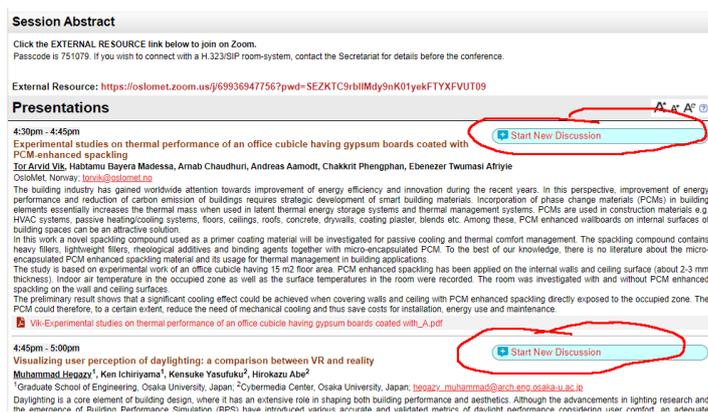
Tips

- Put your mobile phone in silent mode.
- Deactivate popups (e.g. Outlook) on your PC.
- **Headset**: We strongly recommend that you use a headset with a microphone boom. If you use earbuds, then ensure that the mic is near your mouth. Avoid using the in-built microphone on laptops, as they have inferior muffled sound quality. Keep your mic muted unless you speak.
- **Room acoustics**: Present from a room that doesn't have echo (hard surfaces) or background noise.
- **WiFi**: Preferably connect your PC to internet with a LAN-cable. Alternatively, join from a location with stable WiFi signal.