MANUAL FOR SESSION CHAIRS

Thank you for generously agreeing to be a session chair at the VfS 2021 Annual Conference. In this role you have the great opportunity to bring out the best from the speakers and their interaction with the audience. This is a very important contribution to the overall experience of every attendee. You are assigned with ensuring presenters stay on time and maintaining a professional and insightful dialog among the participants of the session.

Before the Session

- *Please check the online program to re-confirm the day and time of the session/s you have been allocated.*
- *Please log into the virtual session 15 minutes prior to the commencement of your session.*

During the Session

A member of our support team will provide you with technical support during the session.

We recommend the following default settings:

- *Do not record the session.*
- *Mute all participants except the presenter.*
- *Restrict all participants from sharing their webcam except the presenters and the session chair.*
- *Introduce each presentation with the title, the presenter, the presenter's affiliations.*
- *Each presenter gets 23 minutes for presentation, leaving 7 minutes for general discussion at the end.*

Each presenter should use the "share your screen" function to start the presentation.
Each presentation runs for 30 minutes including Q&A. Participants are allowed to unmute themselves to ask questions. They can also use the public or private chat. It would be great if you could ask a first question after the presentation, in case no other audience member starts.

In smaller sessions with a maximum of 15 people, please encourage participants to leave their cameras on, in order to facilitate an interactive environment. In larger sessions (or if you encounter technical problems), please encourage participants to switch cameras off (or even switch them off centrally) to reduce bandwidth usage.

After the Session

The session is followed by a 15 minutes chat room time in the same virtual meeting room (except sessions in blocks D and F). You can pick out some questions from the public chat and discuss them. You can also allow participants to join the discussion by webcam. If there is demand, you can create breakout rooms e.g. "Paper 1", "Paper 2", "Paper 3" and allow participants to choose a breakout room to join. Please close the session and the chat room on time.