

MANUAL FOR MODERATORS OR PANEL CHAIRS

Thank you for generously agreeing to be moderator or panel chair at the VfS 2020 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 panel/workshop/networking

- *Please check the online program to re-confirm the day and time of the session/s you have been allocated.*
- *Please schedule a training session. A member of our support team will contact you to set up a virtual meeting.*
- *Please log into the virtual session 15 minutes prior to the commencement of your session.*

During the panel/workshop/networking

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

For each session, the following pre-sets are chosen as default:

- *Sessions are not recorded.*
- *All participants in the panel discussion and workshop except the moderator/presenter/panelists are muted.*
- *All participants except the moderator, the presenters and panelists are restricted from sharing their webcam.*

In case there are presentations: Please, introduce each presentation with the title, the presenter, the presenter's affiliations.

Each presenter should use the “share your screen” function to start the presentation. During the panel discussion, all panelists share their webcam and can unmute themselves. Other participants are not allowed to unmute themselves or to share their webcam. They can use the public chat to ask questions. It is the role of the moderator to have an eye on these questions and read them out to the panelists.

Please close the panel on time.