

Session Chair Guidelines for the SRA 2020 Annual Meeting

Recorded moderator training: <https://youtu.be/Dfp2o30hH-g>

The meeting will be 100% virtual and the sessions conducted live through the Pathable platform. Chrome, Edge, Firefox, and Safari all work well with the virtual platform, but Internet Explorer does not work. The platform will display your schedule in your local time zone, but all emails and website notifications are using the EST time zone. Also, Pathable uses Zoom embedded in the platform as the host, **and all chairs or moderators must have Zoom downloaded on their computer.** Finally, the system will also allow you to sign in through multiple workstations if that is your local set-up.

We will be conducting dress rehearsals to test the system on Monday, December 7th, and Tuesday, December 8th, from 10 to 11:30 and 3 to 4 EST. You can join a dress rehearsal that is convenient for you to test your audio and screen sharing functions in advance of the meeting. All sessions will also have a green room available to the presenters and chair 20 minutes prior to the session start where everyone can test the system as a group. **The green room is the best option to meet as a group and test the system together.**

Your presenters will be receiving their own speaker guidance with all of the necessary information, so there is no need to communicate in advance with your presenters unless you are running a roundtable or symposia (see “Running Symposia or Roundtables” below).

While the sessions will be conducted live, speakers do have the option to pre-record their presentation if they are concerned about connectivity issues or the timing of their talk given their local time zone. As the chair, you will know in advance if any of your presenters submitted a pre-recorded presentation. You will then have access to them through the cloud, and you will be asked to download them to your local desktop and run them from your laptop. You will be sent an email with a link to their downloadable presentation if someone in your session uploads a pre-recorded presentation.

While sessions will be conducted live, they will also be recorded and will be available through the end of January 2021 in the Pathable platform for registered attendees. Presenters can access the Q&A through the chat function through the end of January as well to converse with attendees. The system will not alert speakers or chairs if there are new comments, rather each individual attendee must check their session or poster regularly to see if new comments have been added to the chat.

Setting up your Profile

Our virtual meeting platform will go live on November 30th. **You will receive an email from Pathable to create your meeting profile on Wednesday, December 2nd.** Go into the email and click on *Edit Your Speaker Profile*. Here you will set up your account, everyone must have an account to fully utilize the benefits of the platform. Once you are in the platform, click on *Schedule*, then *My Schedule* and you will see any sessions with which you are affiliated as the chair or moderator. If you click on your session as a chair, and click *Manage*, click on *Files*, then you can add files or polls in advance that you may want to share with all attendees. Uploading documents or using the polls are simply optional features that you are welcome to use. The presenters will have access to these features as well. All polls set up in advance will launch when the session begins, but you can also add polls living during the session if you prefer.

Running Regular Oral Sessions

If you are chairing a regular oral session, you should have 5 presenters, and they will all be told to plan on 10 minutes for their presentation and 5 minutes for Q&A with the attendees. Regular oral sessions will be run as webinars where the attendees can only interact through the Pathable chat.

Running Symposia or Roundtables

If you are the chair of a roundtable or symposia, it is up to you to communicate with your presenters as to how they should prepare and how the session will be managed. If your symposia has 5 presenters, we suggest the 10 + 5 format, if you only have 4 presenters then the presentations can be 15 + 5. Symposia will be run as webinars where the attendees can only interact through the Pathable chat. Roundtables will be run as zoom meetings to allow the chair to manage more engaged discussion, you will want to ensure that your attendees are on mute in the meeting format, and that you use the “raise hand” or other built-in zoom functions (e.g., breakout rooms) to manage discussion.

Running a Lightning Session

Given each lightning session has a minimum of 10 talks, **all lightning presenters must pre-record and submit their 5 minute presentation by December 7th.** The files will be compiled in advance so that the chairs of lightning sessions can just run the presentations from their desktop. You will be contacted with a link when all of the presentations in your session have been uploaded. You can then download these presentations. You will then simply share your screen and run the pre-recorded presentations, introducing each speaker in between. This will also allow each presenter to live chat with attendees during their pre-recorded presentation. The session chair will monitor the questions posted by attendees in the chat, and

then moderate a Q&A session “panel style” with all presenters in view after the presentations are complete. The lightning sessions will be run as webinars where the attendees can only interact through the Pathable chat.

Running a Career Panel or Discussion Forum

The informal discussion forums (Monday AM, Tuesday/Wednesday PM) will be run as zoom meetings with access to breakout rooms. For the Monday AM career panels, it is suggested that the two discussion leaders each give a 5 to 10 minute overview of their career path and current position, then allow the attendees to engage you in live Q&A for the remaining 20 to 30 minutes. For the Tuesday and Wednesday afternoon discussion forums, it will be important to coordinate with your co-chair as to how you may want to manage the discussion (e.g., who will kick off the session, who will manage the discussion, etc). You may both want to give opening remarks, and have a few discussion prompts ready to facilitate discussion. The goal is simply to create some informal opportunities for people to engage and connect around topics of shared interest. If the attendance in your room is high (e.g., more than 10 people), you will want to use the breakout rooms to allow smaller groups (e.g. 3 to 5 people) to discuss the prompts and perhaps report back to the whole. You can purposefully or randomly assign attendees to breakout rooms, but they cannot opt into a particular room.

Joining for Your Live Session

On the day of your session, go into your account and click *Manage*. A Zoom Green Room will be available to all the speakers and chairs 20 minutes before each session, **please enter the Zoom Green Room 20 minutes before your session begins to rename yourself in the webinar and converse with your presenters.**

As the session chair, you will be responsible for 1) launching the session at the appointed time (it will automatically record), 2) introducing each presenter and directing them to share their Powerpoint (or sharing any pre-recorded presentations from your own desktop as needed), 3) moderating any attendee questions submitted through the Pathable chat during the Q&A portion (either after each speaker, or at the end depending on the format and time), and 4) reminding attendees to complete the poll evaluating the quality of the session that will already be set up for each session. **Given the virtual setting, we suggest that you give verbal time warnings to your speakers (e.g., 3 minutes left, 1 minute left).**

The Pathable chat should be used to engage attendees, the Zoom chat should only be used for private conversations among the presenters and chair. Please ensure that your presenters remain on mute with their video off when they are not presenting. If you lose connectivity during your session, simply rejoin as the session will remain open. If there are any other

technical issues during your session, just let staff know through the help button on the side of the screen. There will be technical staff in the background of all sessions. The session will remain open for 10 minutes after the allocated time, then it will automatically close.

Setting up my personal schedule for the conference

To access the conference schedule click “Schedule” and then “Schedule” in the top menu. You can scroll all the way down through the days or click on a day on the top to skip to a specific day. You can also choose to view the schedule via a “Calendar View”. Items on the schedule are color coded and labeled by type and include a time (the time zone should change to your own time zone). You can search for specific schedule items via the search window in the top right. **Please note that in order to join a session or talk live, you must add the full session to your schedule by clicking on the plus sign in the main conference schedule or by clicking “Reserve Spot” within the session item.**

Individual talks with a session may also be added to your schedule by first clicking on that session, and then clicking the plus sign for an individual talk. However, adding individual talks to your schedule will not allow you to join that talk live, it will only keep it in your schedule for recorded access at a later date. It may take several minutes for an item to show up in your “My Schedule”. There are also opportunities to take notes within each schedule item, simply click “Notes” and you can download them later via the Schedule main page under “Export” and then “Download Notes”. You can click on a schedule item to find more information as well as a list of attendees.

Presentation Pro Tips and Best Practices

- Dr. Keri Stephens provided two short videos giving tips for conducting virtual presentations without a live audience (<https://youtu.be/WKf-GiflLOE>) and looking your best when on video versus in person (<https://youtu.be/8H3aYWeMmXA>).
- **Set your camera at eye level:** Often, this means propping up a laptop.
- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window behind you**, as this may create a "witness protection program" effect.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required, but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Click the up-arrow next to the "Start Video" button

on your Zoom toolbar to access the virtual background feature. Choose from the images provided or upload your own. We recommend nature photos from unsplash.com, but remember, keep it simple! You are the star, not your background.

- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from Xbox gaming.
- **Silence the interruptions:** Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) *Note that an iPhone, particularly, will ring on a Mac that's attached to a phone, even when muted.* If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.
- **Consider dual-screens or split-screen display.** See this link on Camp Pathable for advice and instructions.

Additional Tips and Tricks

- The Virtual Conference platform from Pathable can be used in Chrome, Edge and FireFox. It does not work well in Safari or Internet Explorer.
- Updates can take a few minutes, such as adding agenda items to your "My Agenda", so give the system a few minutes and check back and refresh the page if needed
- Once you have signed in for the first time bookmark the page for easy access
- If the platform seems to freeze, refresh the page.
- The conference platform uses Zoom, so please [download Zoom](#) and test before the conference. Most of the schedule items will have Zoom embedded and do not require Zoom downloaded, but the following will require you to have Zoom downloaded on your device: one-on-one meetings with other attendees, the meetings and discussion forums, exhibitor booth meetings, and some workshops. The schedule items mentioned will utilize the chat feature of the conference platform (instead of in the Zoom program) so you may want to make sure you do not have your Zoom screen set to full-screen to take part in the chat discussions.
- If you use the search function and filter it will stay filtered until you change it back or use the "x" to clear it. If you fail to change it back it may look like items are missing.