Session Chair Guidelines for the SRA 2021 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 which is free at https://zoom.us/.** Finally, the system will also allow you to sign in through multiple workstations if that is your local set-up.

We will be conducting mandatory session chair rehearsals to get you comfortable with the platform on the following dates (you must attend one session chair rehearsal):

Nov. 19: 9-9:30am EST
Nov. 22: 10:30-11am EST
Nov. 23: 3-3:30pm EST
Nov. 30: 1:30-2pm EST

To join a Session Chair Rehearsal
You should have received an email from Society for Risk Analysis Annual Meeting (no-reply@pathable.com) with the subject of: Session Chair information. Click on schedule to find a rehearsal that is convenient for you and join that session.

During the Annual Meeting
All sessions will 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.

Running Regular Oral Sessions

If you are chairing a regular oral session, you will have 4-5 presenters, and they will all be told to plan on 15 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 4th.** The files will be compiled in advance so that as chair of a lightning session you can run the presentations from your desktop. SRA will contact you with a link when all of the presentations in your session have been uploaded. You then download these presentations. For the session you will 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.

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.