

## EuCAP 2021 virtual conference – **Oral** Session Chairs



You should by now have received your dial in link for the session that you are chairing. Please contact [euca2021@mci-group.com](mailto:euca2021@mci-group.com) if you have not.

Please be sure **to enter the virtual meeting room only via this speaker link** and not via the freely accessible link on the Online Conference Platform, since you have been registered as a speaker/presenter in the respective session and, thus, have certain rights (e.g., turn on and off your microphone and camera) which regular participants of the session do not have.

Please dial into Zoom **at least 20 minutes before** the start of the session bloc. You will enter a virtual waiting room and be joined by the technical team. There will then be another short consultation and technical test with you and the other persons involved in the session.

### Live presentation via Zoom

The sessions of the EuCAP 2021 virtual conference will be held via Zoom.

Audience questions shall be posted via the Q&A function (preferred) or chat function, during or after the talk, and collated by the chairs. The chairs will then pose selected questions to the speakers to be answered orally.

### Support in case of technical difficulties

Each session is supported by a technician. If any technical questions arise during the session, you can always address the technician of the session via chat or by using your microphone.

We would like to summarize the following **Instructions for Oral Session Chairs**

Chairs have the essential task of making sure that the session runs effectively and that technical exchanges are encouraged and facilitated. This entails more than just keeping time, although this is an important aspect of being a chair.

#### **1. Time**

Presenters have **16 minutes** for their presentation and a further **4 minutes** are foreseen for questions.

Talks will take place live, with the author presenting in real-time, wherever possible. In the event that **the author is not available**, or that **technical problems** make an acceptable real-time presentation impossible, then the author's **pre-recorded presentation** will be shown instead. In case a technical problem cannot be resolved within **30 seconds** after the talk should have been started we strongly recommend to play the recorded video. **Please note that this is the decision of the session chair, not the technician, and so you have to make the decision and inform the technician about it.**

- Audience questions shall be posted via a chat function, during or after the talk, and collated by the chairs. The chairs will then pose selected questions to the authors to be answered orally.
- The chair should not allow questions if the speaker takes the full 20 minutes for the presentation. However, the chair can suggest that any further question be addressed after all speakers have finished.

- Please inform the speakers of the time limit before the session begins and warn them during their presentation if time is running out.

## 2. Before the session

- Make sure you know which session you have to chair; check for any scheduling clashes with any other commitments and notify the Technical Program Committee at [tpc@eucap2021.org](mailto:tpc@eucap2021.org) if you cannot serve as session chair.
- Don't forget to check your emails in case there are messages related to your session.
- Arrive at the web conference 20 minutes prior to the start of the session: Make yourself known to the technical assistant.
  - o Greet the speakers and make sure that all speakers are present.
  - o Make sure that the pre-recorded videos for all presentations are available, to be used as a back-up if necessary.
  - o Explain your role to the presenters.
    - o In case of no-show (video presentation not available, presenter not present): Make an announcement at the beginning of the session to confirm that the speaker is indeed not present.
      - Decide how to fill the gap by a combination of extending the time allocated to
      - the previous speakers, additional contribution on the topic by someone in the room or discussion on the topic
      - Bear in mind that in any case the next paper after the no-show **must not** start before its scheduled time, since the **original schedule must be kept**.

## 3. During the session

- Introduce yourself to the audience and give a brief introduction of the speakers and the overall topic.
- Explain the time allocation – each presenter has 16 minutes to present, and 4 minutes for questions. Explain that you will inform the speaker when it is 3 minutes before the end of the presentation time and that after 20 minutes have passed the next presenter will be introduced. Invite the audience to pose questions using the chat function.
- Introduce each speaker. Check the time when the presentation starts.
- Make sure each presenter adheres to the time limit.
- Monitor the chat function for questions.
- After the presentation invite further questions and pose selected questions to the speaker. If questions remain after the time is over, suggest that the discussion resumes after the session. Make sure that more than one person has a chance to ask a question. **As a courtesy it is advisable to have a question prepared that you can ask in case that no questions are volunteered from the audience.**

## 4. After the session

- Thank the speakers and the audience for their attention and conclude the session.
- Please write a short (i.e. one paragraph) report, identifying any no-shows or problems that arose and email this to the TPC at [tpc@eucap2021.org](mailto:tpc@eucap2021.org).

## 5. Technical Information

- The web conferencing tool used for the EUCAP 2021 is Zoom. Depending on the structure of the session, either Zoom Meeting or Zoom Webinar will be used.

- Before the conference you will receive an email with the access link(s) to your session(s). **Please use the link(s) in the email and not the session links in the programme overview** since you will have been registered as a speaker in the respective Zoom session and, thus, you have certain rights (e.g. turn on and off your microphone and camera) which regular participants of the session don't have.
- If any technical questions arise during the session, you can always address the technician of the session via chat or by using your microphone.

**Thank you for your support to the EuCAP 2021 conference!**

We wish you a successful conference!

Kind regards,

EuCAP 2021 Logistic Team  
[Eucap2021@mci-group.com](mailto:Eucap2021@mci-group.com)

## EuCAP 2021 virtual conference – Poster Session Chairs



Thank you for offering to act as a poster session chair. Chairs have the essential task of making sure that the session runs effectively and that technical exchanges are encouraged and facilitated. This year we are hosting the conference online, which poses extra challenges but offers opportunities also. We are working hard with our technical partners to ensure that the online experience mimics a physical conference as much as possible.

As presenters of posters you shall have received instructions from our technical partners about the poster platform. These will take place on the networking platform wonder. Please contact [euca2021@mci-group.com](mailto:euca2021@mci-group.com) if you have not received instructions.

### 1. Before the session

- Make sure you know which session you have to chair; check for any scheduling clashes with any other commitments and notify the Technical Program Committee at [tpc@euca2021.org](mailto:tpc@euca2021.org) if you cannot serve as session chair.
- Don't forget to check your emails in case there are messages related to your session.
- Please make sure to be there on time for the session to be able to assist with questions about the procedure from authors and audience.

### 2. During the session

- Please check which of the posters have been presented during the session and if there are any authors that have not presented their posters and/or an uploaded poster was missing.

### 3. After the session

- Please write a short (i.e. one paragraph) report, identifying any problems or no-shows. This should be emailed to the TPC at [tpc@euca2021.org](mailto:tpc@euca2021.org)

### 4. Technical Information

- If you are contacted by an author having technical problems while presenting their posters in the room, e.g. they cannot find the screen sharing button or their audio is unintelligible, please offer your assistance.
- In case of severe technical problems, please refer the problem to the conference's technical staff. They can be contacted at [euca2021@mci-group.com](mailto:euca2021@mci-group.com)

Thank you for your support of the EuCAP2021 conference!

Kind regards,

EuCAP 2021 Logistic Team  
[Euca2021@mci-group.com](mailto:Euca2021@mci-group.com)