Instructions for Oral Session Chairs

Thank you for offering to act as a session chair. 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. 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 as much as possible a physical conference. Each session will have a dedicated technical assistant to oversee the smooth running of the session, so the chair can focus on the technical aspects.

1. **Time**

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

- 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 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.
  - Greet the speakers and make sure that all speakers are present.
  - Make sure that the pre-recorded videos for all presentations are available, to be used as a back-up if necessary.
  - Explain your role to the presenters.
  - 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 15 minutes to present, and 5 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 complete the session report, and mark clearly the presented articles and the **no-shows**.

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!