General Instructions for Session Chairs

Thank you very much for chairing a session of the PVinMotion 2021 online conference! In the following, we would like to give you some guidelines and information to support you in this important role.

Content

Technical Instructions for Session Chairs

For PVinMotion 2021, we are using two different online tools:

- <u>SCOOCS</u> – The online conference platform through which all presentations will be accessed and on which you will be able to network and visit the poster and sponsor booths;
- <u>Zoom</u> – A tool for webinars and meetings, used for all presentations and Q&As and accessed by attendees via SCOOCS.

Before any webinar, please make sure to meet the following technical requirements:

- We highly recommend using Chrome or Firefox as your browser, as other browsers may not work properly.
- In addition, we recommend opening Zoom and SCOOCS in two different browsers or two different browser windows. That way it is generally easier to switch between them if needed. If you are using two screens, it is best to have Zoom on one screen and SCOOCS on the other one.
- Make sure that your WIFI signal is sufficiently strong, or even better, connect your computer to the network by cable.
- For good audio quality, consider using a headset or an external microphone.

Procedure: What Happens during a Session?

As session chair, you are responsible for the moderation of the session.

In general, the procedure of a session is as follows:

1) Technology check:
   On the conference day, chairs and speakers (in Zoom they are called panelists) and a technical assistant will **meet 30 minutes prior to the start of their session** in the Zoom webinar to test audio and camera feeds as well as screen sharing (only needed for speakers). **Please be on time.** The technical assistant will be available to answer last questions concerning the proceedings and will start the live webinar on the dot.

For more information on Zoom, please see below.

2) Once the webinar is live, you will immediately be visible and audible to the attendees. Please welcome everyone and let them know that you are waiting ca. 20 seconds until everyone had a chance to arrive in the webinar (check the number of participants and wait for it to settle at a number). It is helpful for new attendees joining if you repeat your welcoming remarks in regular intervals so that the silence confuses none of the attendees.

- **Opening remarks**:
  Once you are confident that most of the attendees have arrive, please welcome all participants once more, shortly introduce yourself, ask all attendees to ask their questions via the Q&A function, and then hand over to the first speaker to begin the first presentation.

- You can turn off microphone and camera during all presentations – but please do not forget to turn them back on for the Q&A.

- **Keep an eye on the time**: Each regular presentation is expected to be no longer than 12 minutes, followed by at least 3 minutes Q&A for a total of 15 minutes per presentation.

- **Moderating the Q&A**:
  - Invite all attendees to ask their questions via the Zoom Q&A function; questions posted in the Zoom chat or the event chat on SCOOCS cannot be considered!
  - During the Q&A, click on the "Q&A" icon in your Zoom controls, select a question and read it to the speaker. In order to ensure a clear audio feed for the audience, it is important that only one person is speaking at any given time.
  - In the Zoom Q&A chat, participants can upvote (👍) and comment on questions. Please note that live votes from the audience will directly affect the order in which the questions are listed in Zoom; that is why questions may appear to jump up and down in the list. At the top of the list, you will find the most popular questions - consider choosing those first.
  - If time allows, you are free to hold an additional, open Q&A session with questions for all speakers on the panel at the end of the session.

- Please note that speakers are expected to be present for the entirety of their session's Zoom webinar and must also be available for questions from the audience during the Q&A section of their talk.
- **Closing remarks**:
  At the end, please close the session and make the audience aware of the next session in the schedule; kindly thank the sponsors and motivate the participants to visit the virtual sponsor booths and invite everyone to join the open discussion session that will take place during the break after your session.
- **Open discussions:** Please note that this year's format includes open discussion sessions during the break right after your session. In these discussions, speakers, chairs and attendees can discuss the presentations in an open forum. The discussion will take place in a separate Zoom meeting immediately after your session, and the link will be provided on the conference platform SCOOCS as well as in the webinar chat at the end of the session.
  After you invited everyone to join, the technical assistant will end the session. Thank you!
- If you are a speaker or chair for additional session(s), please follow the individualized link(s) you received for the respective session(s) at the time specified in your invitation(s). If your task as chairperson has finished, you can now enjoy the conference platform, where you can watch other presentations, network or visit the sponsor booths.

Please check your respective session to see the exact schedule:
https://www.pvinmotion-conference.com/daily-program

Zoom: Access & Functions

Accessing a session: A few days before the conference start, you will receive a **link** for your **Zoom webinar**, as well as regular reminders one day and one hour before the session starts. Please follow the link 30 minutes before the scheduled start of the session. Now you are in the Zoom webinar. **Click join video, and then join audio.** Can you see yourself in the window? Great, your camera works! Now you should be able to see yourself and all the other panelists. **In case you do not see or hear anyone, check if your camera or microphone are turned off** in the Zoom controls at the bottom of your window. If you can see yourself, the others can see you, too.

Please keep in mind: As long as you are unmuted and your video is on, everyone who is in the webinar can hear and see you. The person who speaks is visible in the center of the video screen and, when sharing their screen, minimized in the attendees window. Please remember to turn off microphone and camera during other presentations and Q&A and turn them back on just before your own presentation starts.
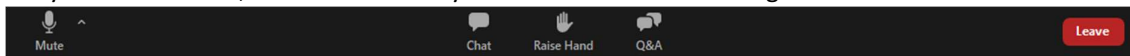
Icons in Zoom

Let us take a brief look at the **icons in the Zoom controls at the bottom** of your screen. Among other things, you can use them to mute yourself, turn off the camera, follow the Q&A chat, use private chat, and see how many attendees are in the room.

Items that chairs and panelists will see:
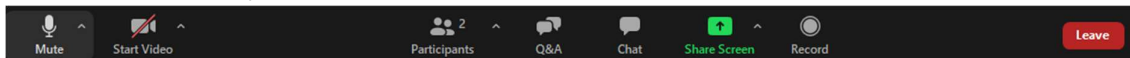
For your information, attendees will only be able to see the following items:

The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:

Mute: This allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to "Mute" can be used to select your audio input (e.g. switch from your computer's microphone to a headset).

Start Video: This allows you to turn on your webcam. The up-arrow next to "Start Video" will also give you access to the "virtual background" feature.

Participants: This allows you to see the names of the people watching.

Q&A: Here attendees and panelists can post questions. Please see "Q&A chat" below for further details.

Share Screen: This allows you to share what is currently being displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display.

Record: This does not concern you as a participant. The organizers will record the whole session for on demand view for those not able to participate live.

Written Communication

For written communication, there are two options in Zoom: the private **chat** and the **Q&A** chat**.**

Private chat
- For **private communication** between chairs and speakers (or the technical support).
- Only those chatting with each other can see this specific chat, meaning that chairpersons and speakers can **communicate silently** via the private **chat**.
  How: Choose who you want to receive your message, type your message and click "send". Remember that **you are always on stage**, and you **can always communicate** with the speaker **by voice, if required**. If you do not want everyone to hear or do not want to interrupt the discussion, please send a private message.

Chair's view of the Q&A chat
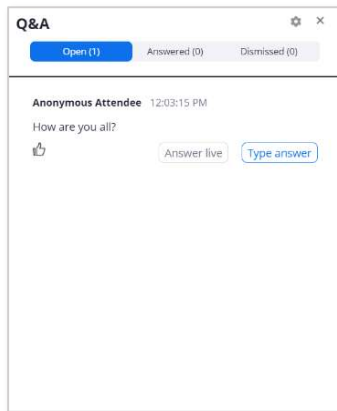
Q&A chat

- Here, attendees and panelists can post questions.
- This chat is public and visible for everyone. Attendees and panelists can upvote (👍) and comment.
- Chairs can mark questions as answered or dismiss them if they are not relevant.

Other Useful Hints and Tips

- Avoid background noise (e.g. by muting the landline phone, sitting quietly when audio is on etc.).
- Set mobile phones to vibrate /mute and do not place them directly next to the laptop/PC, as that can cause interferences.
- Shut down e-mail clients and messengers on the computer, so that both acoustic and visual notifications can be avoided.
- If you are using a laptop, it should ideally be connected to the power supply (as opposed to running on battery).
- Set your camera at eye level. Often, this means propping up your laptop.
- Please make sure that you are well illuminated; do not place yourself in front of a window.
- If possible, avoid jackets/blouses with small print patterns, as these can create a moiré effect (flickering) in the camera image.
- Try to have a plain, light-colored background or use the virtual PVinMotion 2021 background (which you can download [here](#)). In order to manage your background, click on the tiny arrow in the upper right corner of the camera icon in your Zoom controls and then click "Choose virtual background".
- Ensure that you are not competing for bandwidth with others in your household – someone may have to take a break from gaming or video streaming.
- **Please check the exact day and time of your session once again and set a reminder in your calendar or smartphone!**
- Of course you can attend the other sessions as a participant as well using the SCOOCS platform. There, you will see all sessions in the time zone of your device.

- o In SCOOCS, it is possible to ***create a personal schedule*** in addition to the overview and agenda in the Conference Lobby. Simply click on the star symbol in the upper right corner of your session details to add this session to your personal schedule:
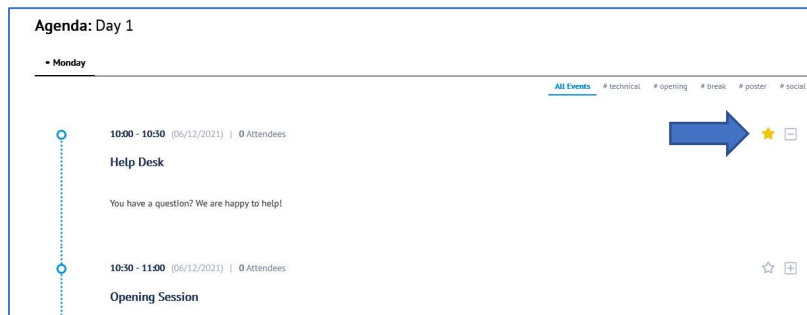
- o To access your personal schedule, click on "My Program" in the navigation bar on the left-hand side:

General Information

The program overview and the detailed daily program can be found on our conference website: https://www.pvinmotion-conference.com/program

If you have any questions, check out the "Help" section on the website (https://www.pvinmotion-conference.com/help), enter the Help Desk on SCOOCS at the times specified in the program, or send an email to info@pvinmotion-conference.com.

Thank you very much! We wish you a great conference!

Your PVinMotion Organizing Team