

WGC - The Process for the Live Virtual Sessions

Briefing Notes to the Session Chair and Presenters:

Live Q&A session at the end of each technical session

Each technical session consists of six pre-recorded presentations and will be streamed one after the other for 90 minutes (some sessions have fewer than six). Following the streaming of the pre-recorded presentations all presenters and a session chair will attend a live Zoom meeting that will be broadcast live. There the session chair will moderate discussion on the content of the technical session and pose question to presenters, including questions viewers will write in the Slido chat platform.

All Session chairs and presenters will receive a meeting invitation with a link to the Zoom meeting and are requested to enter the meeting 30 minutes **after** the main session starts (while the videos are playing). This will be before the live Q&A part of the session is scheduled to start. If you do not receive your Zoom invitation, or are unable connect, send email to tech@harpa.is .

You do not need a license for Zoom -- if you click on the link in the email the session will begin (it may install a small program on your computer if you don't already have one).

If for any reason the chair is not present, or loses their internet connection, the first presenter of the session will become the chair and take over the handling of the Q&A part of the session.

1: How each live session will begin:

1. Chairs and presenters will enter a “lobby” in Zoom prior to the start of the live Q&A part of the session. The technician will greet them and explain how the live Q&A session will work.
2. When the last pre-recorded video of the technical session ends a slide introducing the Q&A session appears on the broadcast.
3. The technician will cue the session chair to begin. Take the cue from the technician, not from the videos (which run 5-10 seconds behind the live Zoom session).
4. This is the chair's cue to start speaking immediately and say, ‘Welcome everyone....’
5. The chair should keep two windows open – the Zoom window where the interaction takes place, and the Slido window to see the questions. It is important to mute the audio on the Slido window to avoid feedback – the Slido window is also on a “tape delay” and runs 5-10 seconds behind the live Zoom window.
6. In 2 minutes or less, the chair will introduce themselves and the title of the session, and encourage attendees to use the Slido chat-box on the right hand side to enter their questions.
7. It is good to ask the speakers to introduce themselves briefly before beginning the questions.
8. The technician will run the videos during the earlier part of the session. The chair and the speakers do not need to do this.

How does Slido work?

During the streaming session viewers can pose questions through a “chat box” platform called Slido. This platform is built into the congress platform and there is no set up necessary. Session Chairs are encouraged to follow closely the questions posed in the Slido box and it is a good idea to start the Q&A session by introducing the Slido and encourage viewers to use it and like to the questions they think are most relevant.

In this video there are few tips on how to best utilise the Slido platform and how to engage viewer to use it <https://youtu.be/RRMgCMJd9N4>

In addition to Slido, there may be written questions below each paper that may have been added by attendees who watched the video offline.

2: It's very important that the session is run exactly to the agreed time.

The total streaming broadcast lasts for 18 hours straight and there are no breaks, therefore we cannot allow for any delays and the Q&A session will be faded out when the time is up. The technician will warn you when 1 min is left to closing.

If there are fewer than six presentations in the session, the Q&A will be immediately after the last video. You do not need to wait. The Q&A part of the session can be longer if there are fewer than six papers, but must not go beyond the closing time of the session.

Please keep a look out for the time, a total of 30 minutes Q&A (assuming six presentations), and wind up the session in due time, the session Chair should then thank the other speakers before the time is up. Please do not ask another question at this time.

3: What happens if we lose a speaker or chair during a live Q&A session?

If one of the presenters loses their internet connections during the call our technical operator will let you know. You'll also notice because they will no longer be in their video window on the screen in front of you.

If this happens, the Session Chair should just acknowledge this to the online viewers by simply saying something like: **“We seem to have lost ____, we'll try to get them back on the call. Meanwhile let's continue with our discussion.”**

If this happens, please just continue with the discussion with the remaining presenters.

If the Chair loses their internet connection and disappears from the Zoom session, the remaining speakers should continue the discussion. The first presenter takes over the role as Chair.

4: What happens at the end of the session?

Once the session draws to a close, the session chair will thank the presenters.

Please continue to look to screen until our technician tells you, you are 'clear'.

Once the session is over all guests should **please click the 'Leave meeting' button on the**

bottom right hand side of your screen to leave the call.

Because you are in a breakout room we need you to do this manually please.