GECCO 2023 - Session Chair Instructions

Important things to note:

- All talks should be given LIVE - pre-recorded videos are meant only as a back-up, to be used sparingly in the case of serious technical difficulties.

- For full paper presentations: Speakers are allocated 20 minutes for their presentation: 16 minutes for set up and presentation and 4 minutes for questions.

- For Hot Off the Press presentations: The oral presentation slots will be 10 minutes long, with 7 minutes for the presentation and 3 minutes for questions.

- For Student Workshop presentations: The oral presentation slots will be 25 minutes long, with 20 minutes for the presentation and 5 minutes for questions.

- For workshop talks: presentation length may vary; you will receive instructions from the workshop organizers.

- For the Competitions talks: The oral presentation slots will be 15 minutes long according to the program, but flexibility is allowed according to the decision of the organizers.

- For tutorials, the presentation should be between 60 and 110 minutes.

- For all the above, speakers should adhere to the time allotted to them in order to keep the conference running smoothly.

- During the talk, the audience is allowed to ask questions in the Whova chat; however, the speakers are free to choose to either answer them on the spot, or wait until the end of the talk. In the latter case, if there are other (oral) questions from the audience during discussion, we recommend intertwining them with those from the chat in order to engage the audience.

- Zoom settings: The settings for all Zoom meetings at GECCO have been pre-set and locked at the admin level. They can not be modified for individual sessions.

- Zoom interface: We recommend that you use the Zoom desktop client (https://zoom.us/download) when presenting from Zoom and that it is up to date.

Your Assigned Session(s):

- We suggest you place the day and time into your personal online calendar along with a reminder. If you need assistance converting time zones, please use https://www.timeanddate.com/ or similar type website. In addition, you can generate reminders from the Whova app by clicking on "add to my calendar" in the Schedule or Tracks-Agenda. You can search for your sessions by going to https://gecco-2023.sigevo.org/Schedule or https://gecco-2023.sigevo.org/Tracks-Agenda.

- Prior to the session, you should both familiarize yourself with the data on the Production Schedule for the session(s) you are managing:

  - Understand who the session presenters are and the order in which they will present,

  - Understand where to find the correct Zoom link for the session,

○ Understand where to find the link to the pre-recording(s) in the event of technical issues,

○ Understand where to find the session on the conference app - Whova, so you can monitor any online questions coming in.

■ It may prove helpful to have more than one device available during the session to be able to monitor both Zoom and Whova at the same time

- Go to the meeting room in which your session will be held at the host hotel **at least 15-minutes prior to the start of the session**. This is crucial, because, given that the event is hybrid, the operations of preparation of the rooms will require time. Many of these operations will be performed by the student Volunteers, but they will need the session Chair(s) assistance.

- The Waiting Room is set to ON in all Zoom Meetings - You should let Session Chair(s) and speakers only (and in some specific cases, also some organizers) into the Zoom meeting. Attendees should not observe the session through Zoom, but rather through Whova.

- 10 to 15 minutes prior to the beginning of the session, the session Volunteer will use the GECCO laptop at the back of the room to open up the Zoom meeting. You can help the Volunteer or supervise his work, but please do not open the Zoom room yourself, without the Volunteer.

  ○ Greet all presenters and the Volunteer.

  ○ Perform tech checks to ensure all video and audio components are working properly.

  ○ Log into Whova and find the session.

Session Logistics

- Onsite sessions in Lisbon: should a presenter arrive virtually, direct them to log into the Zoom meeting and they will be allowed to present in the same order as if they were onsite.

- Online Only sessions: should a presenter arrive in Lisbon, direct them to log into the Zoom meeting from a quiet spot and they will be allowed to present virtually in the same order as if they were online.

- Begin the session at the time the session is scheduled to begin; do not start early, as participants may be moving between sessions/presentations.

- One of the Session Chair(s) should provide a very short introduction to the session and then introduce each speaker in turn.

- In the unlikely event that a speaker faces serious technical issues, or a speaker does not show up, the Session Chair(s) may direct the Volunteer to play the pre-recorded video of his/her presentation. The recording will be played on the GECCO laptop while screen sharing it to the online audience via Zoom.

- Moderate the Q&A session and manage the Q&A chat. If there are no questions, ask one yourself (time permitting). Do not start the next presentation early (or late).

  ○ The audience is encouraged to ask questions in the Whova chat. We recommend intertwining these questions with one from the live audience in order to better engage the audience.

- Ensure that the schedule is respected by the speakers and that the session ends on time. Follow the scheduled order of talks, as well as presentation times. Give the speaker a time warning 5 minutes before the expected termination of their presentation.

- Once the session is over, invite the audience to convene in the session room in Gather for additional questions and informal discussion.

- Sessions will NOT be recorded. Please, double check that there is no recording going on in the Zoom session.

Session Logistics

Day-of Session Timeline	Details
15 min – 0 min before session time	● Volunteer, Session Chair(s) and in-person presenters arrive at the meeting room. ● Remote presenters log into Zoom. ● The Volunteer will do a last-minute audio/visual check of presenters and review any last minute details. ● The Volunteer will open the Zoom meeting 10 - 15 minutes prior to the beginning of the session.
At the session start time	● The Volunteer will ask all presenters to keep their video off and to mute as the session begins. ● Session Chair(s) will offer a short introduction to the session and the first speaker.
During the session	● Each presenter will present their slides in sequence and then take questions from the audience, both onsite and via Whova. ● The Session Chair(s) and Volunteer will keep the presentations moving along within the timeframe of the session. ● The Session Chair(s) can view any questions from virtual attendees coming in through Whova chat and relay them to the presenter during the Q&A times. ● The Session Chair(s) and/or Volunteer(s) may pass the microphone to those asking questions. Remark: even if the room is small, if no microphone will be used, people attending remotely will not hear the question. ● In the unlikely event that a speaker faces serious technical issues, or the speaker does not show up, the Session Chair(s) and Volunteer may opt to play the pre-recorded video of his/her presentation. In this case, the pre-recording can be played on the GECCO laptop and screen shared to the audience.
5 min before the end of the session	● The Session Chair(s) will give presenters a 5-minute warning.
Post-session	● The Session Chair(s) will offer thanks and wrap the session up. ● Volunteer will close out the Zoom session. Volunteers should not logout neither from Whova, nor from Zoom.