



# Information and Advice for Presiders (Hybrid)

A session's presider is responsible for the running of the session. Duties usually include:

- acting as master of ceremonies and time-keeper
- introducing session participants and announcing their social media preferences
- helping in-person speakers with AV equipment and the distribution of handouts
- moderating discussion

## Time Keeping

All Congress sessions are 90 minutes long.

In a session of papers, 60 minutes should be taken up by the papers themselves, and 30 minutes by introductions, distribution of in-person handouts, final AV and screen-sharing preparations, and discussion. (Sessions in other formats may be structured more loosely than sessions of papers.)

- In a session of 2 papers, each paper should be limited to 30 minutes.
- In a session of 3 papers, each paper should be limited to 20 minutes.
- In a session of 4 papers, each paper should be limited to 15 minutes.
- In a session of 5 papers, each paper should be limited to 12 minutes.

We encourage presiders to be assertive in enforcing time limits; a well-run session with papers delivered within the time limit will be appreciated by participants and audience alike. The most common practice at the Congress is to reserve discussion until after the papers, but there is no hard-and-fast rule about this.

## Introductions

Introductions in Congress sessions are generally short, but we encourage you to contact the speakers in advance in order to learn about them and their work. Contacting the speakers in advance also affords an opportunity to ask about slideshows, handouts, social media preferences, and other logistical concerns.

## Social Media

Session presiders are expected to inform audiences of speakers' preferences concerning the sharing of their presentations through social media. This means conveying restrictions and may mean announcing a speaker's Twitter handle. See the Social Media Guidelines sheet for more information.

## Technical Assistance and AV Equipment

The presider is expected to help ensure the smooth running of the session. Hybrid rooms each have a designated laptop and a tech facilitator present in the room to manage the webcam and microphone so that remote attendees can participate fully.

The presider should coordinate with the tech facilitator to make sure all presenters have loaded their slideshows onto the laptop in advance and know where to stand so that they can be seen and heard by the virtual audience. Confex tech support personnel will monitor all hybrid sessions. They will be able to help troubleshoot issues like having problems logging on to the meeting site or sharing slides over Zoom.

If AV equipment needs troubleshooting, presiders should be prepared to seek help from the AV staff in the building in which the session is scheduled.

## The Virtual Experience

All Congress hybrid sessions will be held as Zoom meetings linked directly from the meeting site.

- For an optimal experience, virtual participants should download the Zoom client to their device(s), or, if already downloaded, update the app.
- The Join Now link for each event goes live on the meeting site 20 minutes ahead of the scheduled start time. Presiders are encouraged to arrive promptly at that time.
- Clicking the Join Now link sends you to the Zoom waiting room for your session. Make sure your Zoom name allows the Confex tech host to recognize you so they can admit you from the waiting room. For hybrid sessions, the podium laptop will be admitted to the room as co-host, which will allow the presider to interact with presenters and virtual audience members.
- The Confex tech host will admit the first person who is listed as a session participant from the waiting room and make them co-host of the session in addition to the podium laptop. That person or the presider can then admit other session participants from the waiting room.
- Session participants may prepare for the session, test screen sharing, etc., before the session begins and virtual audience members are admitted from the waiting room.
- Those not actively involved in the session can be admitted from the waiting room at the start time or shortly before: the exact time will be up to session organizers and presiders.
- Chat is enabled for all events, and attendees may chat with everyone or in private conversations with other individuals attending the session.
- Screen sharing of the specific application (e.g., PowerPoint) should be used when speakers display slides or other presentation materials.
- The in-person audience will be able to follow virtual presenters and audience members on a large screen at the front of the room and will be able to hear and be heard by them.

## Recommended Procedures

It is the prerogative of session organizers and presiders to determine how sessions will run. We do, however, have some recommendations:

- Presiders should ask all virtual attendees to remain muted unless they are actively participating.
- Presiders should ask those attending in person not to talk over virtual participants or questioners, so that all can be heard.
- Virtual contributors should be cognizant of microphone placement (e.g., shuffling papers near a microphone will diminish the experience for auditors); using a headset with a microphone will improve sound quality.
- Save comments and questions for after all scheduled contributions have been made.
- Have virtual attendees signal a desire to contribute by using the Raise Hand feature or typing a question into the chat box.
- Presiders may want to designate a colleague to help in monitoring the chat and raised hands. The tech facilitator can also assist with this.