

## **Instructions for Webex – Chairs**

### **Chair Guidelines**

If you have not already done so, please download the Ex Ordo WebEx app here – <https://exordo.webex.com/ec3300/eventcenter/support/eventManager.do?siteurl=exordo>

The main technical responsibility for running the Q&A sessions will be allocated to the Stage Manager/Host; this will be someone from the conference office, who will open and close the session and help manage the technical aspects of the meeting.

As per a face-to-face conference, your role as Chair will be to engage and monitor attendee questions and ensure that discussion is constant and lively. If you come across any technical issues, please do immediately private message the Stage Manager, via the chat function.

This guide will go through a few of the technical aspects of the role that come with hosting the conference online.

### **In advance of the Q&A session**

You are responsible for watching on demand presentations as part of your session in advance. You should note any questions or comments which have been left by (asynchronous) viewers of the papers (these will appear immediately below the presentation) to pose during the Q&A. You will need to check for questions before the live starts as when a question is posted the notification goes to the Presenter. Please also prepare some general points to lead the discussion, and be ready to chair/coordinate questions from participants to session panel members on the day.

You may find that some presentations in your session have not been uploaded yet, in the majority of cases this is because the presenter has not uploaded their presentation. This does not mean that they are presenting live, you will be told by the Conference Office if there is a live element to your Q&A session.

Do bear in mind that as a rule there will be no formal presentations scheduled as part of the live session itself, which only includes the Q&A/discussion relating to the on demand papers. A small number of fully live sessions have been programmed on the stage entitled 'Live Stage - presentations on this stage are not pre-recorded and are occurring live'. Where a presentation will be delivered live as part of a standard Q&A slot, this has already been arranged with the Chair and that session will appear on the relevant stage for its theme.

## Preparation for going live

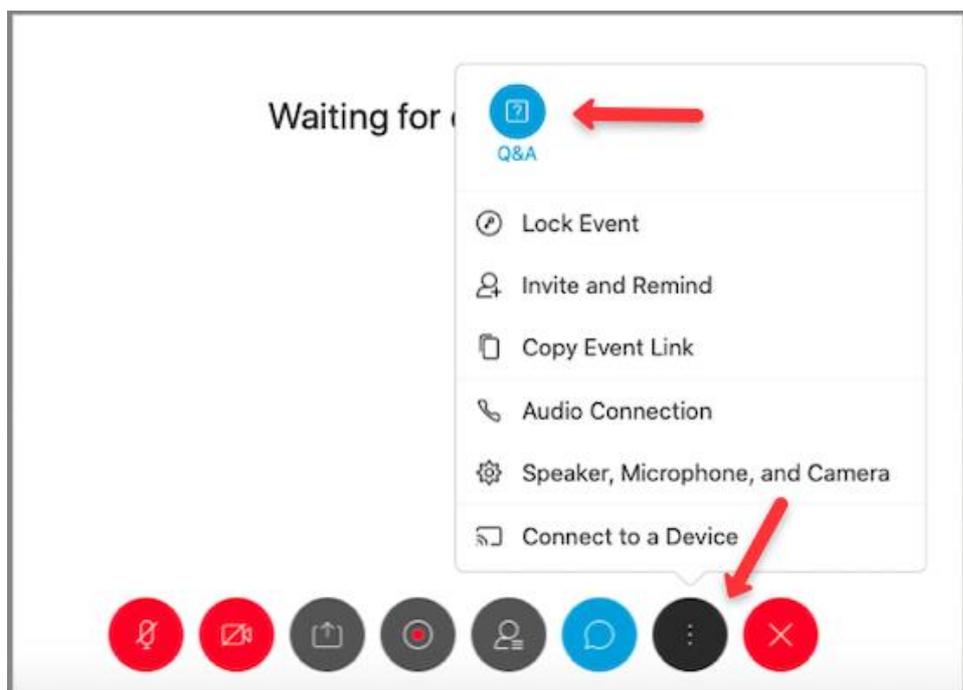
Please ensure you arrive at your Session 15min before it is scheduled to start to allow for the Stage Manager to take you through some of the practicalities of the session. You will enter the session as an attendee; however, your Stage Manager will unmute you and promote you to a panellist so that you can also share your webcam.

The Stage Manager will then take you and your presenters into a 'Practice Session' to discuss practicalities. When you are in this practise session attendees will not be able to hear your microphone but they will be able to see your video. When the Stage Manager takes you and your presenters in and out of the practice session this will cause your microphone to be automatically muted so please unmute yourself once you are returned to the main session. The Stage Manager/Host can also unmute you.

We suggest that you invite presenters to each lay out the main points of their presentation before opening the floor for questions.

## Gathering Questions

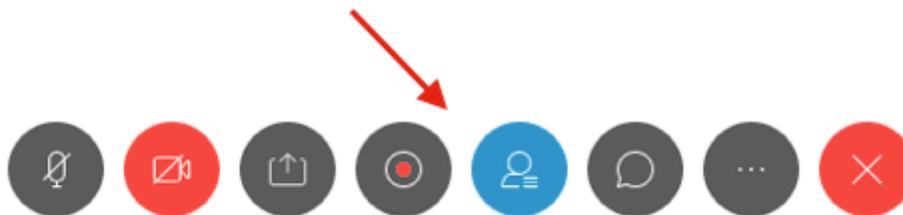
Questions can be asked by attendees by using the Q&A function. To see the questions coming in from the attendees, you need to keep an eye on the Q&A panel. To open the Q&A panel, click on the ellipses button in the panel at the bottom of the screen and click on Q&A. You will be able to see all questions from attendees in the Q&A panel.



These questions will not be visible to attendees. Attendees should be instructed to send the questions to All Panellists. This will ensure questions are not missed. If the question is intended for an individual panellist, attendees should be asked to state which panellist at the start of their question.

We suggest that as Chair you monitor the questions as they arrive and pose them orally to the relevant panellists.

You can view all attendees by clicking on the Participants button.



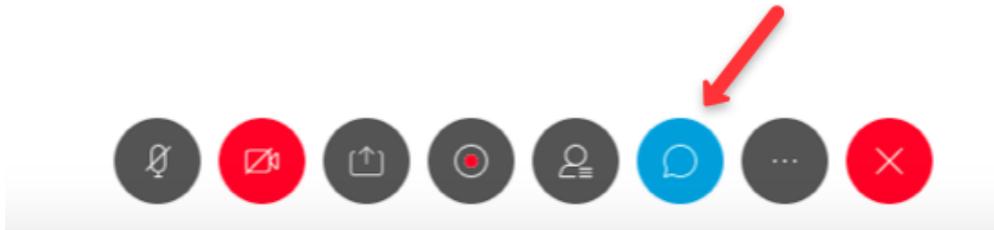
### **Alternative Question Time**

Another option, depending on the size of the group, is to allow attendees to be unmuted and ask the questions directly to the panellist, or be made a panellist themselves to allow for a round table approach to questions. We only advise this if the **group is small enough** as there can be issues with bandwidth and disruption from too many people trying to talk over one another. The 15mins before the session begins is the time to discuss this with your Stage Manager as they will be making this happen on the technical end.

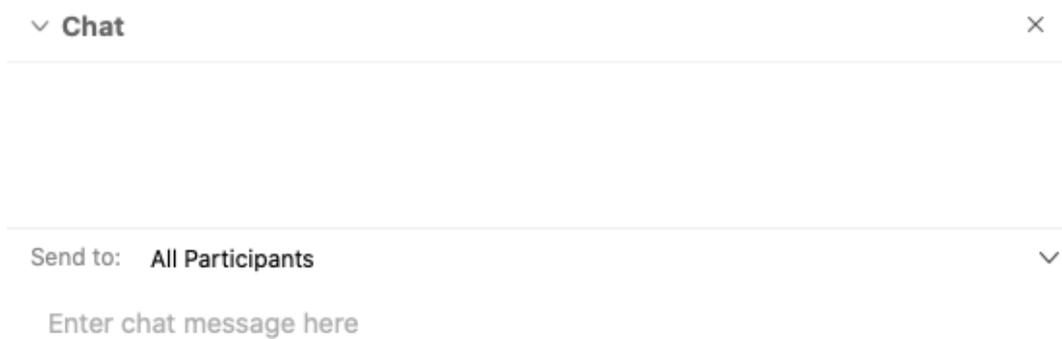
### **Use of Chat**

You may use the chat function as a means of contacting the other panellists or Stage Manager/Host if you come across any technical issues, an emergency pops up, or if something in the background badly disrupts your sound and capability to speak.

To Access the Chat panel, click on the chat icon in the panel at the bottom of your screen:



From here, you will be able to view and respond to all the chats you receive during the event:



## **Viewing options**

You can configure the video layout using the controls in the top right-hand corner:

- Grid View: This will show all speakers on screen at the same time.
- Active Speaker View: This will show one speaker at a time.
- Floating Panel: This will allow you to go full screen with the video.

## **Speaker reminder**

As you will be speaking, please remember

- To wear headphones when speaking to prevent feedback / echo.
- To mute yourself when not actively speaking.