

With thanks to Elizabeth Robson for providing us with their notes from the first Chair Training session.

Timing:

- Chairs and presenters need to **log-in 15 mins ahead of the session** starting.
- Sessions can end early but cannot run over by more than 5 mins.

Roles:

- Each session will have a **Host**, who will be a member of the organising team. They will take speakers and Chairs through the set up immediately ahead of the session and agree any specific protocols. They will then brief attendees on the various functions of the platform at the start of the session.
- Speakers and Chairs will all be **Panellists**. Panellists can turn their own mics and cameras on and off.
- The Host can pass the 'Presenter ball' to any Panellist, who can then upload a ppt or share their screen using the buttons at the bottom of the screen or the menu bar at the top.
- Those not Chairing or speaking are **Attendees**. Attendees cannot unmute their own mics. In very small sessions, all Attendee mics could be unmuted for discussion or they could all be made Panellists. Otherwise the Host will unmute specific people at the Chair's request, i.e. so they can ask a question.

WebEx has both a **Chat** and a **Q&A** function (viewable in a side panel to the right of the main screen):

- The Host will monitor the Chat function, which should be used for admin issues rather than general discussion or questions.
- **Questions should be raised via the Q&A** and posted to 'All Panellists', so the Chair can see them, indicating in writing if they are directed to a particular speaker. There is an option to post questions to individual panellists, but then only that person can see them, so they may get missed.
- The expectation is that questions from the Q&A will be raised and responded to verbally, not answered in writing. However, if a Panellist wants to respond in writing, you have to left click on the Question to highlight it and then write in the text box. You can also right click once a question is highlighted and select the auto-response 'answered verbally', once a question has been dealt with.
- **Only Attendees can ask Questions** via the Q&A. If a Panellist wants to make a comment or ask a question they can 'raise a hand' (but we were discouraged from using that function) or the Chair can allow space in the facilitation for Panellists to respond to one another.
- Asynchronous questions (posted below the presentations in ExOrdo) should be collated by the Chair in advance and posed verbally in the live session.

Other points:

- It is recommended that presenters give a short summary of the main points from their paper before opening for Q&A.
- Sessions may be recorded. This is still TBC. If they are not, presenters may also wish to provide written responses to asynchronous questions.