

WELCOME TO THE 36TH ANNUAL IMP CONFERENCE AND DOCTORAL COLLOQUIUM 2-4 SEPTEMBER 2020

GUIDELINES FOR SESSION CHAIRS, PRESENTERS AND TECH SUPPORT

Before reading this, we recommend you to read the overall instructions and guidelines for the virtual conference.

Roles

The *Chair* and the tech support need to work as a team, sharing in advance how they intend to run the session and how they will support each other.

The *Chair* is the academic host of the session, responsible for keeping track of the time and leading the discussion. We need to ensure that all views and thoughts are recognized and shared in a collegiate and supportive manner. This means constant management of the session from start to finish. The main task is to create a good experience for the participants, support the presenters and be familiar with the content of the session.

The *tech support* is the formal host of the meeting (in the technical sense, the host of the Zoom-meeting). Their role is to help the Chair, so that the Chair does not need to worry about the technology.

Tech support and settings

Your Zoom Session settings will be pre-configured for you. **Do not change any settings under any circumstances!**

The tech support will admit the chair into the session.

There will be a back-end tech support function – *Live Assistant* - for the whole conference. The Live Assistant ensures secure and reliable access to all rooms and expert tech support, etc. He can be contacted at any time by the tech support in each session to help solving technical issues that they cannot handle. The platform for this communication will be Microsoft Teams. Hence, the communication link between the session chair, session tech support and Live Assistant is what ensures a smooth and reliable experience for the participants.

Session Chair

Pre-Event Preparation

- Please read all the papers in your session and prepare some questions for each paper
- It is important that you have been in contact with all the presenters in advance. Some people might feel uncomfortable about the technology, others will have been using Zoom for a whole semester. Run through the basics of online presenting and how the session will work under your guidance
- Do ask for a back-up copy of their slides, just in case



Session Set-up and Start

- Be ready to enter the Zoom session you are chairing 10 minutes before the session is due to start
- Tech support will let you in as a participant
- Please update your zoom name with “<your name>, Chair” (e.g. John/Jane Doe, Chair. This is your conference badge!)
- As people arrive, welcome them and make people feel comfortable. Remind them of keeping their cameras on and microphones muted when not speaking. As the session starts, the chair introduces her/himself, and welcomes everyone to the session. Please mention the session number and name to ensure participants and audience have come to the right room. Introduce the papers, the time frame of the session and the interactive functions, e.g. chat.
- Inform participants that they should contact tech support for technical matters and the chair for questions concerning the papers, using the chat function in Zoom. The tech support can contact the back-end tech support – Live Assistant – for expert aid.
- After each paper is presented, start the dialogue and involve as many participants as possible, that is; chair the session! For example, invite questions in the chat function, or/and using the digital ‘raise hand’ button, and then ask the persons wishing to ask a question to unmute themselves and join the discussion.

Timings

- The presentations are limited to 30 minutes per paper, including questions and discussion.
- **A session must never run over time.** Therefore, it is imperative to keep the session timing and structure. Tech support will notify you as the Chair when 5 minutes and 3 minutes remain

Closing

- Close the meeting and thank all participants, especially the presenters, and refer participants back to the next segment of the program

Tech check

We will contact you to arrange a session where we will check the technology in zoom. Please note that participation is mandatory in this tech check, and we thank you for your understanding about this!

Technical support

- Every session will have a tech support to assist with the technology. If you experience any technical problems during the meeting, contact tech support if necessary by using the Zoom chat (privately to the tech support) or contacting the Live Assistant via Microsoft Teams.



Tech support (Zoom Host)

Pre-Event Preparation

- As a student you have a zoom account. Instructions can be found [here](#)
- Familiarize yourself with the functions of the program

Session Set-up and Start

- Enter the session 10 minutes before the session is due to start. The tech support is the host of the session (pre-configured)
- Please update your zoom name with “<your name>, Tech Support” (e.g. John/Jane Doe, Tech Support)
- Make sure the presentations work and that the presenter can share their screen
- Manage access for the participants to join the session. When you are using Zoom Meeting, all delegates will enter into a Waiting Room. This is true even for late-comers once the session has started. Successively admit people in the waiting room into the session. When you are using Zoom Webinar there is no Waiting Room

Questions and Discussion

- Participants pose questions live using the camera and microphone. A participant can ask for the floor by using either the digital ‘raise hand’-function in the Participants-side panel in Zoom, , or by contacting the chair by the chat function in Zoom.
- Participants may also use the Zoom chat to type questions regarding technical issues by contacting the tech support (i.e., the host).

Timing

- The presentations are limited to 30 minutes per paper, including questions and discussions
- **A session must never run over time.** Therefore, it is imperative to keep the session timing and structure. **Technical support**
- Participants will use the chat for technical support by contacting the tech support in the chat in Zoom.
- If you experience any technical problems during the meeting, you can contact the Live Assistant if necessary via Microsoft Teams.

Closing

- Closing the session in the right way is important. A session must never run over time and the tech support must close the Zoom session on-time.
- Before ending the meeting, remember to *save the chat*. At the bottom of the chat window, Click on Save Chat. This will save your chat to your local recording location. The default is your Documents folder > Zoom > Folder with meeting name, date and time. This is for post-conference analysis and trouble-shooting.

Tech check

We will contact you to arrange a session where we will check the technology in zoom. Participation is mandatory, and we thank you for your understanding in this!

GUIDELINES FOR PRESENTERS

In our virtual conference setting, the quality of the presentations is even more important than usual, in order to keep participants interested! We understand that it is a bit strange not to be in the same physical location as the people you are talking to. In order to create engaging presentations, we have set up the following guidelines:

Your slides

- Presentations will be delivered live; all presenters will be required to share their screens and run their own presentations
- Presentations will be held in English
- Presentations are limited to 20 minutes per paper, and 10 minutes for questions and discussions. Session timing and structure will be enforced by the session chair and tech support
- Text should be typed in a large font, 18 pts or more and clearly laid out in a simple font. Do not include too much information on each slide – six points is the recommended maximum. The slide aspect should be 16:9.

Session Set-up and Start

- Enter the session 10 minutes before the session is due to start. The tech support will let you in
- The Session Chair will run you through the basics of online presenting
- Make sure that all presentation slides are running in PowerPoint and use the presentation mode whenever possible

Timing

- As always, but even more so in a virtual conference format, it is imperative that you start the session on time and do not exceed the time limit
- When 5 and 3 minutes remain, the tech support will notify you.

Tech check

We will contact you to arrange a session where we will check the technology in zoom. Participation is mandatory, and we thank you for your understanding in this!.

Support

Every session will have a tech support to assist with the technology. If you experience any technical problems during the meeting, contact the tech support of the session via a private message in the Zoom chat.

