VIRTUAL

SPRING21 + 17TH GCPS

A Joint AIChE and CCPS Meeting

Session Chair Training Guide

Thank you for your help to make this conference a success. This guide contains important tips, tricks, and best practices on running your session.

Still have questions? You can contact us at programming@aiche.org.

How to use this guide:

Ensure you know the type of oral session that you are chairing. Are you responsible for a live or pre-recorded session?

Brief information on all of these is on the next page.

Detailed information for the each of the types can be found on the following pages:

- Live Sessions Pages 3-4
- Pre-Recorded Page 5

The detailed pages will go over your role as chair, how to navigate to the presentations, how the presentations will look, and how people will chat.

Logging in to Your Account

As a registered attendee, you will have access to the virtual platform to attend talks, join networking sessions, and learn from our exhibitors. To log in, you will need your **AIChE username and password** (the same one you used to register for the meeting online).

If you can't remember your login information, don't worry — your username will be sent to you the week before the meeting along with instructions on resetting your password should that be necessary.
If you registered over the phone, you'll get instructions on how to set up your account. Look out for emails from customerservice@aiche.org.

Who do I Contact if I Need Help during the Conference?

For Technical Help within the Platform:

- Use the Help Desk / Technical Help Chat in the Live Chat Rooms or click on the Info Desk in the lobby.
- You can also send an email to aiche-spr2021@getvfairs.io for any technical assistance.

For Issues Logging in:
Please email customerservice@aiche.org

For Any Questions on the Conference Program:
Please email programming@aiche.org

If your speakers have any questions on their recordings:

- Please email meetings@aiche.org

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Live Sessions – Panels & Plenaries

Here is a brief summary of your role before, during, and after your session. **Detailed information is listed on page 3 & 4.**

- **Before the session:** Collect speaker bios ahead of time. Sign into the platform at least 30 minutes ahead of the start time. All chairs, panelists and staff will be asked to join ~30 minutes early to go through audio, video, and sharing issues ahead of the session. We'll send you the link to the Zoom session ahead of time. Attendees will only be able to join ~5 minutes before the official start time of the session.

- **During the session:** Introduce yourself and each speaker/panelist, and moderate Q&A at the end of each presentation.

- **After the session:** You're done! The session room will close automatically at the scheduled end time. To continue the conversation, we encourage you to join one of the meeting's chat rooms, and encourage other attendees and participants to do the same.

Pre-Recorded Sessions

Here is a brief summary of your role before, during, and after your session. **Detailed information is listed on page 5.**

- **Before the session:** Collect speaker bios ahead of time. Sign into the platform ahead of the start time so that you are able to join once it starts. **Note:** The session and presentations will begin automatically. You do not need to join any presentations prior to the start time.

- **During the session:** Paste introductory and concluding remarks in the text-based chats for each speaker and monitor the chat to ensure that everyone follows AIChE's Code of Conduct.

    - Each paper will start automatically at its scheduled start time. You do not need to do anything to move the session along. As there is **no live** video component to these sessions, chairs do not need to host or record introductions to the session or talks.

- **After the session:** You're done! The session room will close automatically at the scheduled end time. To continue the conversation, we encourage you to join one of the meeting's chat rooms.

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Chairing and Moderating Live Sessions

All chairs, panelists and staff will be asked to join 30 minutes early to go through audio, video, and screen sharing ahead of the session. You will be sent a direct URL to the session, and a meeting invitation for run-throughs from your staff contacts.

How will these sessions be hosted and set up?

These will be hosted as Zoom Webinars where attendees join in "Listen & View only" mode with microphones and cameras disabled. AIChE staff will be added as "hosts" and moderators, speakers and panelists will be added as "panelists."

We will enable a **Practice Session** that will allow us to schedule rehearsal sessions and open up the webinar in advance without broadcasting to all attendees. ***Note:*** **Once "Broadcast" is clicked, we cannot take it back. This should only be clicked when we are ready to go live.**

- Hosts and Co-Hosts will see the Participants list as a mix of Panelists and Attendees while attendees will not see a full list of who is in the webinar. This menu also includes mute and unmute all panelists buttons. Hosts and Co-Hosts will be able to change panelists and attendees if needed.

Introductory Remarks

Please be sure to include the following points in your introductory remarks for the session.

- General welcome to attendees
- Session Chair Introduction – Who are you and why are you chairing this session/panel?
- Session Introduction – Why is this session/panel important/relevant?
- **Instruct attendees to use the Q&A function** to send questions in to the panelists, as opposed to the chat.
  - The following script will be pasted into the chat at the start of the session by the staff:
    - Welcome to **[name of panel/session]**! We are thrilled you have joined us and are looking forward to lively discussion later on in the session. We welcome you to post your questions in the Q&A function that you will see at the bottom of your screen. Try to keep all questions in the Q&A function and keep the chat for comments to other attendees. Thank you!
- Let people know where they can **continue the conversation** after the session/panel:
  - Encourage them to join Chat Rooms on the topics that they are interested in. Let attendees know that they can schedule one-on-one text, video, and voice meetings with other attendees in the Chat Rooms.
  - The following script will be pasted into the chat at the end of the session by the staff:
    - Thank you for attending **[name of panel/session]**! If you'd like to keep the conversation going, be sure to join chat rooms on your topics of interest. Once you find someone you'd like to chat with, you can message them one-on-one, or invite them to do voice or video calls.

How will people continue the conversation after the session?

We encourage you to keep the conversation going outside of these sessions!

The networking lounge is designed to help you connect with your peers to continue exploring topics that surfaced during the technical sessions. There will be have chat rooms broken down by topic.

- **IMPORTANT NOTE** – you need to join the chat rooms! We respect your privacy and don't want to put you in a room you don't want to be in, so you will need to actively join chat rooms to engage with other attendees.
- Once in a chat room you can participate in the **group text chat**, or find someone to chat with **one on one**. For one-to-one chats, you'll be able to choose from text, audio, or video calls.
- There is potential to join a significant number of chat rooms. Your active chat rooms will be listed down the left side of the chat interface in alphabetical order.

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Managing your Live Session on Zoom

As chair or moderator of a live session, Zoom will enable you to manage key aspects of your session to ensure a dynamic and organized event. A few of these capabilities are highlighted below.

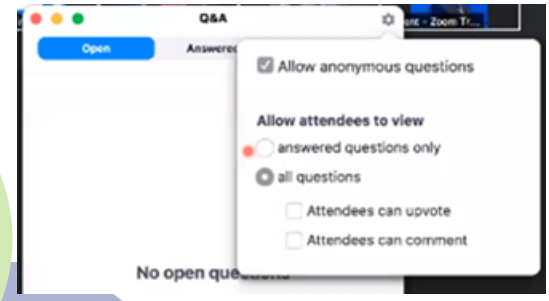
Managing Q&A

- Questions can be answered two ways:
  a. **Verbal response:** click on "Answer Live" when a question is being asked.
  b. **Text response:** click on "Type Answer" to write and send an answer. Note: If an answer is sent privately, all hosts, co-hosts and panelists will still be able to see the answer.

- **"Dismiss"** allows moderators to clear the questions out of the way in case of comments, repeat questions or inappropriate questions. If dismissed on accident, they can be brought back by clicking on "Reopen."

- If you would like to invite an attendee to speak their question out loud, hover your cursor over the attendee's name and click "Allow Talking." You will then be able to mute them or revoke their ability to talk.

- Edit Q&A settings during the webinar by clicking on the Settings gear in the top right of the Q&A window.
  - You can allow all attendees to view all questions, vote questions up, and comment on questions.



Webinar Chat

- Should be used for comments, not Q&A. Please encourage attendees to submit their questions to the Q&A box.
  - Panelists always have access to the chat and we can chat just between panelists and hosts.

Polling Attendees

- Polls can be added, launched and re-launched. If relaunched, the results from the first instance will be lost.
  - **Setup of polling must be done ahead of time** in the web portal. If you need polls, please contact your assigned staff contact or programming@aiche.org to get the polls set up.

Sharing Screens

- Sharing screens should be tested in practice mode before the webinar begins.
- Make sure to click "Share Computer Sound" in case of videos.
- If you must share a video, click "Optimize for full-screen video clip."
  - Annotation tools can be used to show mouse, select, spotlight, etc. if needed.

Interested in an in-depth Zoom training on these webinar functions?

Check out this great video from Zoom. The full video is approximately one hour in length; however you can skip forward to 34:30 and focus on section 34:30 – 54:40.
Click here to watch.

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Chairing a Pre-Recorded Session

- Ensure that you are available at the time of the presentations in your sessions. **Note:** The session and presentations will begin automatically. You do not need to join the presentations prior to the start time.
- Paste introductory remarks in the text-based chat at the start of each paper. As there is no live video component to these sessions, chairs do not need to host or record introductions to the session or talks.
  - **Tip:** Collect bios from your speakers ahead of time, and once you are in the presentation, introduce the speaker and presentation with this easy script:
    - Welcome to the **[first/second/third]** talk in the **[session title]** session. My name is **[your name]** and I am the chair of this session. **[Insert a sentence on why this session was developed. Why is the topic important?]** Speaking now is **[author's name]**, **[author's title]**. **[Insert 1-2 sentences of bio introducing speaker]**. As you listen to this presentation, we encourage you to submit any questions you may have to this chat. **[Author's name]** is present and can answer during the presentation. If you have any further questions, the chat box will remain open for a few minutes after the recorded presentation ends and you can always connect with the author through one-on-one meetings during the conference. Thank you.
- Please monitor the text Q&A chat to help us ensure that everyone follows AIChE's Code of Conduct. Should you see or read anything not abiding by the Code, please email us at meetings@aiche.org.
- Paste concluding remarks in the text-based chat at the end of each presentation.
  - Thank you for attending **[title of presentation]**! If you'd like to keep the conversation going, be sure to join chat rooms on your topics of interest. Once you find someone you'd like to chat with, you can message them one-on-one, or invite them to do voice or video calls.

How do we navigate to the recorded presentations?

- All pre-recorded presentations will be listed in the under a link "Technical Program" so attendees and chairs of recorded presentations alike will navigate to the auditorium.
- Once there, click on the screen to access the list of presentations. That list of presentations will be broken down by Division, Forum, or Topical Conference to allow everyone to find their desired presentations faster.
  - Recorded presentations will start playing at their scheduled time. Prior to this time, you'll see a countdown to the recording's start. Once a presentation starts, you'll see a "Join" button to view it.

What will the recorded presentations look like?

All pre-recorded presentations are hosted in vFairs and will not need to open a new Zoom window. The recording will play at its set time, alongside a text-based Q&A chat which will be used to (1) introduce speakers, (2) ask questions, and (3) have the presenter answer questions in real time while the recording plays. Once the presentation concludes, presenters and attendees are free to close out the window and navigate to another presentation or networking event.

How will attendees transition from presentation to presentation?

Once you close out of a presentation, you will return to the presentations listing and wait or join another presentation as it starts playing.

How will people continue the conversation after the presentation?

If the presentation or discussion finishes prior to the end of its time slot, Q&A will be able to continue in the chat; however, once the time slot concludes, the chat will shut down. We encourage you to keep the conversation going!
The networking lounge is designed to help you connect with your peers to continue exploring topics that surfaced during the technical sessions. There will be a networking lounge as well as chat rooms broken down by topic.

- **IMPORTANT NOTE** – you need to join the chat rooms! We respect your privacy and don't want to put you in a room you don't want to be in, so you will need to actively join chat rooms to engage with other attendees.
- Once in a chat room you can participate in the group text chat, or find someone to chat with one on one. For one-to-one chats, you'll be able to choose from text, audio, or video calls.
- There is potential to join a significant number of chat rooms. Your active chat rooms will be listed down the left side of the chat interface in alphabetical order.