

Oral Session Co-Chair Checklist

Prior to March 22

- contact your co-chair to decide how to share/divide duties, including handling session introduction, presenter introductions, question period, and timing
- ensure good audio and a clean background (setting a virtual background is an option)
- download and review the program; note the time and number of your session

At the Symposium

5 minutes before the start of your session

- change your participant name by adding your session number before your name and “Co-Chair” after your name
- the zoom host will make you a co-host
- share your screen while showing the ‘reminder’ slide for participants (regarding muting, asking questions, not recording)
- open the <Manage Participants> and <Chat> panels
- ensure that all your session speakers are online
- set up a timer for timing your speakers

1 minute prior to your session

- start your video to get participants attention
- <Mute All> participants to avoid inadvertent disruptions
- send out a message on the Chat board announcing your session is about to start

During your session

- start with introducing yourselves as co-chairs
- remind speakers that they have 10 minutes for their talks (with a 1-minute verbal warning), plus 4.5 minutes for questions, and remind the audience to use <Raise Hand> button to queue up for question period
- if speakers have an internet connection issue, they have been instructed to join zoom on their phone to let you know and you can adjust the order of presentations as required while they attempt to solve the issue
- ask the first/next speaker to unmute themselves, and invite them to share their screen if they haven’t already
- if any speakers are missing, proceed to the next speaker
- if there are no questions from symposium participants, co-chairs should be prepared to ask at least 1 question for each speaker before moving on

At the end of your session

- indicate the start time and title of the next session
- <Mute All> participants before leaving the session
- <Clear All> flags / emoticons
- remove your session number from your participant name

Pitch Session Co-Chair Checklist

Prior to March 22

- contact your co-chair to decide how to share/divide duties, including handling session introduction, presenter introductions, and timing
- ensure good audio and a clean background (setting a virtual background is an option)
- download and review the program; note the time and number of your session

At the Symposium

5 minutes before the start of your session

- change your participant name by adding your session number before your name and “Co-Chair” after your name
- the zoom host will make you a co-host
- share your screen while showing the ‘reminder’ slide for participants (regarding muting, asking questions, not recording)
- open the <Manage Participants> and <Chat> panels
- ensure that all your session speakers are online
- set up a timer for timing your speakers

1 minute prior to your session

- start your video to get participants attention
- <Mute All> participants to avoid inadvertent disruptions
- send out a message on the Chat board announcing your session is about to start

During your session

- start with introducing yourselves as co-chairs
- remind everyone of 3 minutes for talks (with a 30-second verbal warning) and that the session presenters will be in Gathertown immediately after the session at their ‘poster’ to answer questions and discuss their work
- if speakers have an internet connection issue, they have been instructed to join zoom on their phone to let you know and you can adjust the order of presentations as required while they attempt to solve the issue
- ask the first/next speaker to unmute themselves, and invite them to share their screen if they haven’t already
- if any speakers are missing, proceed to the next speaker

At the end of your session

- remind participants that they can ask questions by joining the session presenters in the poster room in Gathertown
- indicate the start time and title of the next session in Zoom
- <Mute All> participants before leaving the session
- <Clear All> flags / emoticons
- remove your session number from your participant name