

ImNO 2022

Keynote 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 "1" 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 the speaker that 1 minute before the end of their talk time, you will give them a verbal 1-minute warning, and remind the audience to use the <Raise Hand> button to queue up for question period
- if there are no questions from symposium participants, co-chairs should be prepared to ask the speakers questions

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 and "Co-Chair" from your participant name