

## **ImNO 2022**

### **Patient Partnership 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 speakers that 1 minute before the end of their talk time, you will give them with verbal 1-minute verbal warning, and remind the audience to use the <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

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