

## **IPC2021: Information and Instructions for Session Chairs**

IPC2021 is a full virtual conference where sessions take place in a Zoom meeting or Zoom webinar room. The Chair plays a key role orchestrating the session and serves as the point person for the technical person in the room and the speakers in the session as well as moderating the discussion and giving the microphone to the audience for questions and comments. The role requires some familiarity with Zoom.

Each session is 90 minutes in length and includes a mix of pre-recorded formal presentations with live introductions and discussion, followed by a meet-the-author meeting to allow for more informal conversation between presenters and the audience. For IPC 2021, all sessions will take place in Zoom with a technician present to assist with playing pre-recorded video presentations and providing any other assistance, such as letting attendees into the room. Chairs may be made co-hosts to manage the discussion.

The 90-minute session will be recorded and the recording made available for replay afterwards for conference attendees to view.

The length of each speaker's presentation will depend on the number of speakers. For "Flash sessions with 6-8 presentations we recommend 8-10 minutes, for sessions with 4-5 speakers 12-minutes, and sessions with 3, speakers can have up to 15 minutes to speak.

**The information provided below applies for most of the conference sessions, though some "invited" sessions may not fit this general model, including speaking time to be allotted to presenters.**

### **Before the Conference**

You were likely already copied on an email to authors presenting in this Session. They now have your contact information to send you a copy of their pre-recorded video presentation. The videos should be uploaded by 20 November and the full/final paper by 22 November. Please reach out to any authors who have not sent a presentation to find out when the presentation will be sent or other contingency plans.

One of your responsibilities as chair is to view those videos in advance to make sure they are within the time limit set and do not have any major technical issues (such as inaudible or no sound, blank, etc.) that would require the presenter to do a new recording). The video does not have to be stellar, but it should be comprehensible and time runovers should not exceed 1-2 minutes.

In addition to catching technical issues, viewing the videos will help you prepare a few questions and comments for each of the speakers to stimulate the discussion portion of the session. You can also read the long abstract or full paper which should be uploaded to <https://ipc2021.popconf.org/>. Please prioritize questions from the audience to speakers and reserve your questions as a backup, if there are no or few questions for speakers from the audience.

Also if you have any authors who plan to speak in French, let us know, as we can offer simultaneous interpretation between French and English to a limited number of sessions.

### **Preparing the live discussion portion of the Session**

IPC2021 regular sessions have no discussants. **One of the chairs' roles is to facilitate and moderate the discussion in the chat or Q & A including giving the microphone to attendees who raise their hand to speak.**

*One additional option to consider is asking the presenters if they would like to discuss a fellow presenter's paper in the session. They should be allotted no more than 2-3 minutes to provide a few comments and at least one question to the author. We did this for a previous online conference and it made for a lively discussion. The decision to do this is up to you and requires that you coordinate with the authors in advance and all of them agree to read and comment on a fellow author's paper in the session.*

### **During the Session**

Sessions will all take place in Zoom - either in a Zoom meeting room or in a few cases a Zoom webinar. You will be sent a speaker link to join the session. You and the authors should plan on joining 15 minutes in advance of the session start time (you can verify the start time in your time zone on the [ipc2021.popconf.org](http://ipc2021.popconf.org) website as well as the conference website).

Each room will have a technician who will be responsible for playing each presenter's video. The chair is responsible for introducing the speakers and welcoming the audience as well as thanking any sponsors for the session (you will be notified in advance if the session has a specific sponsor).

The first hour is devoted to the presentations - you should introduce each presenter and then signal to the technician to play the recorded presentation. If you wish to change the order of presentations from what is listed on the program, please let the technician know in advance.

If one of the presenters fails to submit a pre-recorded video, they can still present but they should go last. If they have technical issues, you may have to cut them off. Sufficient time should be allowed for discussion and questions from the audience. We avidly, adamantly recommend pre-recording of all formal presentations, as even the most experienced Zoom user can have a problem with their internet or their computer, which can disrupt the best prepared presentation. So please strongly encourage pre-recording even though we recognize that not all will follow these recommendations.

The 90 minutes of presentation and discussion will be recorded and made available shortly after the session as an on-demand video for conference attendees who were not able to attend the live session. The technician will stop the recording at that time. If for some reason, you believe the session has come to an end earlier (fewer speakers, or all questions answered) you can request the technician to end the recording.

Once you have received confirmation that the recording has stopped, please invite the audience and speakers who would like to continue the discussion in the room to remain - the next session in the "room" will not be scheduled for another 2 hours. People are welcome to remain and discuss whatever they would like. We hope this will stimulate the more informal discussion and meetings that take place in the halls between sessions at a live conference - we just won't be able to offer coffee and cookies.