AOGS2021 VIRTUAL

Chairing Guide

You are charged with ensuring presenters stay on time and maintaining a professional and insightful dialog among the participants of the **session**. You will introduce each presenter (name, affiliation, maybe an additional piece of insight, co-authors) along with their abstract. A session assistant will be assigned to support you as necessary.

Please connect to your session room in Zoom at least **15 minutes before the start of your session**.

**Session Assistant Roles**

1. Oversee presenter check-in
2. Keep track of no-shows & report it to session chairs
3. Provide live technical support during the conference
4. Handling of presentation materials
5. Click on the attendance link to make a record of who has presented at the session

**Session Chair Roles**

- Introduce presenters in your session
- Ask questions to the presenter based on their presentation
- Keep track of time allocated for each presenter

**Before the Session**

- Set up Zoom using the **guide** given to all participants.
- Before chairing the session you should test your set-up.
- If you have not presented or moderated via Zoom, we strongly recommend doing a rehearsal. Details on the rehearsal will be sent later.
- The **virtual meeting program** includes session information, links to presentation materials and, presenter attendance register etc.

**Chairing the Session**

1. Audio Mute/Unmute - Participants will be muted when they join the meeting.
2. Remind presenters to unmute themselves to speak when called on in the queue; and then mute themselves when done.
3. Zoom ‘Chat’ – Remind participants to send you questions using this feature. Be sure to check the ‘Chat’ regularly.
4. Introduce yourself, the presentation and authors; mute yourself when done.
5. Session assistant will present the pre-recorded materials.
   - For Oral: Each presenter has to make their presentation in 15 min, including 5 min of Q & A
   - For Poster: Summary introduction and Q &A is 10 min total
6. Unmute yourself. Ask questions to the presenter if there is still time left after the presentation.

**Rehearsal**

Purpose is for Presenters and Session Chairs to familiarize themselves with the virtual platform and its features. Secretariat will be in touch to arrange a rehearsal. Please confirm which of these time slots works best for you:

<table>
<thead>
<tr>
<th>Day</th>
<th>YR 2021</th>
<th>SGT Time (GMT+08)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>19 - Jul</td>
<td>9AM–1PM 2–6PM</td>
</tr>
<tr>
<td>Wed</td>
<td>21 - Jul</td>
<td>9AM–1PM 2–6PM</td>
</tr>
<tr>
<td>Thu</td>
<td>22 - Jul</td>
<td>9AM–1PM 2–6PM</td>
</tr>
<tr>
<td>Fri</td>
<td>23 - Jul</td>
<td>9AM–1PM 2–6PM</td>
</tr>
</tbody>
</table>

INFORMATION & SUPPORT—Visit: [www.asiaoceania.org/aogs2021](http://www.asiaoceania.org/aogs2021) Email: [info@asiaoceania.org](mailto:info@asiaoceania.org) Tel: (65) 6472 3108