

# Session Chair Guidelines

One student staff will be assigned to a session room and participate as a host. Student staff will be assisting a session chair with running the session; time keeping, checking if the next speaker has entered the session room, and so on.

## Responsibilities of the Session Chair

- Moderating the session  
Announces the start and the end of the session to all participants.
- Handling questions  
Questions are posted via Q&A board during a presentation.  
You can choose either way of the following.
  - Select and ask the questions from the Q&A board.
  - Select the questions from the Q&A board and let the questioners ask the questions.
- Review the presentation by the applicants of JSAP Young Scientist Presentation Award. (in case you are asked to serve as a award reviewer)  
The evaluation sheets should be scanned, converted to a PDF, and sent to the secretariat office (meeting@jsap.or.jp).

## Responsibilities of the Student Assistant

Managing the session time

1. Alert the session chair of the start of the session
2. Uses Chat to contact the speaker whose turn comes next and asks them to get ready before the Q&A session of the preceding speaker ends.
3. Alerts a speaker when their turn comes and asks them to begin
4. Alerts a speaker in the middle of a presentation five minutes before their time runs out
5. Alerts a speaker when the time runs out and asks them to end their talk  
Repeats 2 through 5
6. Alerts the session chair of the end of the session

# Session Chair Guidelines

## Before the session

Please make sure to enter the webinar room 30 minutes prior to the starting time. If you have connection troubles and cannot enter 30 minutes before the session starts, please call us at 080-6258-9700 (Secretariat).

(How to enter the webinar room)

1. Click the Webinar URL provided by the host (JSAP Secretariat).

Dear Mr./Ms. XXXX

We are looking forward to your participation in the 81st JSAP Autumn Meeting.

Session : 4.6 Terahertz Photonics

Session Date/Hour : 2020年7月3日 04:00 PM 大阪、札幌、東京

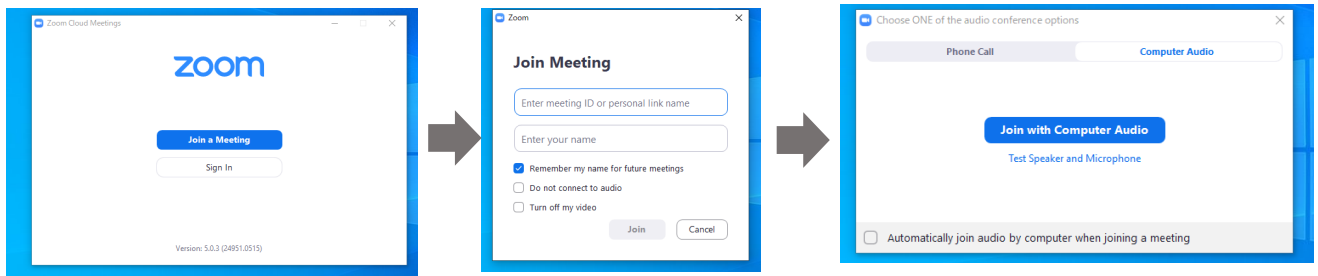
※Please make sure to enter the session room during the break time before your presentation.

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

2. Follow the prompts to download and install the Zoom desktop application.



## To Do

- | To Do |  |  |
|-------|--|--|
| 1     | 30 minutes prior to the starting time    | Enter the webinar room.<br>Student staff will inform you if there are absent speakers. Please take notes their program number.   |
| 2     | a few minutes before the session starts. | Please announce below.<br>- Audio/picture recording, filming and capturing a screenshot of the presentations are strictly prohibited.<br>- Turn off cameras and microphones except when they are giving presentations.<br>- Use Q&A board or questions regarding presentations and use chat function for administrative questions. |

# Session Chair Guidelines

## During the session

		To Do
3	At the beginning	Start the session by giving a few remarks and introducing your self.
4	During Presentation	Time keeping is handled by our student staff. (Presentation Time) 1st Bell : 10 min. remaining (including 5 min. for Q&A) 2nd Bell : 5 min. remaining (end of presentation, Q&A starts) 3rd Bell : End of presentation time  Please make sure to check the Q&A board before Q&A starts.
5	Q&A	Handle questions in either way of the following. - Session Chairs will select and ask the questions from the Q&A board. - Session Chairs will select the questions from the Q&A board and let the questioners ask the questions. *Please find the questioner on the participants list and turn on their microphone. If it's difficult to find them, ask the them to raise their hand.
6	End of Presentation	Announce the end of the presentation time after the 3 <sup>rd</sup> bell.
		Repeat 3~6
7	Break	Announce the start of a break and the restart of the session.
8	End of Session	Announce the end of the session by giving a few remarks.
9		Leave the webinar room. ※Student staff will end the webinar.

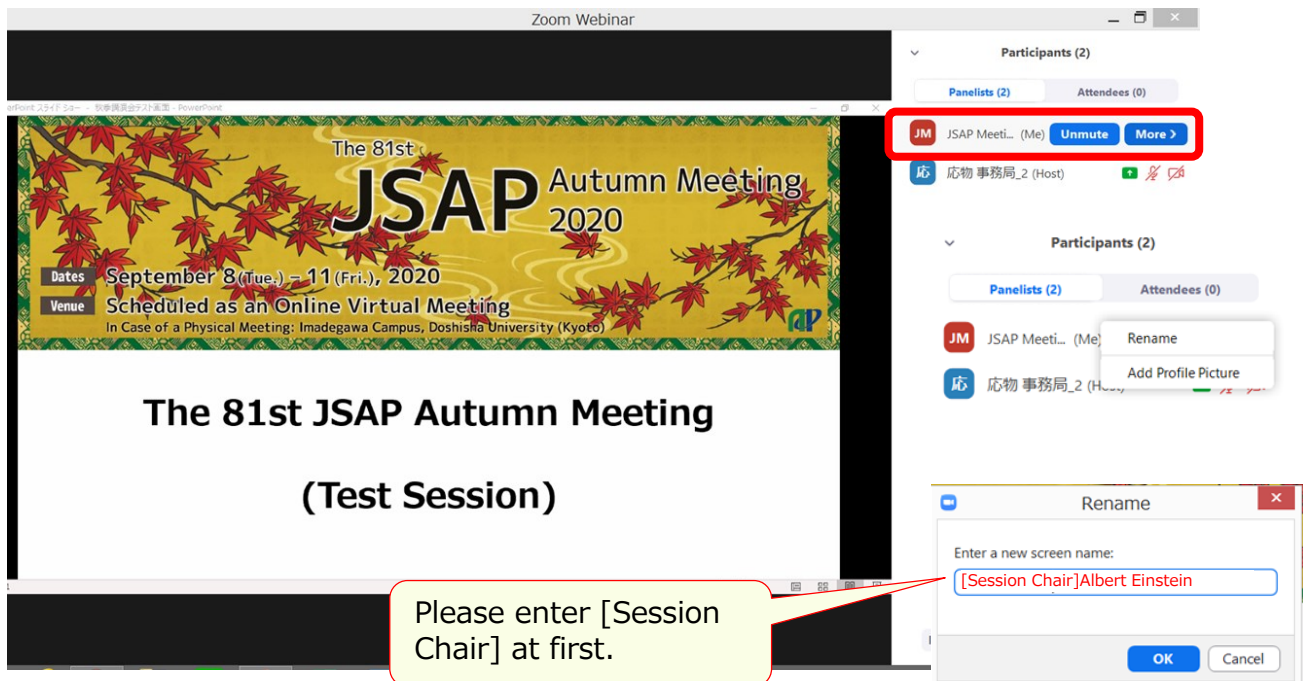
## Notes

- Turn off your camera and microphone during the presentation.
- Make sure to check your chat box for any messages from student staff.
- If you have a "no-show", do not rearrange the schedule. Use the open time slot for discussion, review or a break.
- In case we have received recorded presentations from invited speakers from abroad, student staff will play the video after your introduction.

# Session Chair Guidelines

## Rename

If you click on “Participants,” you will see the list of participants, with your name at the top on the “Panelists” column. Move your cursor to your name, and click on “More ,” “Rename ” will appear. This will let you change your name.

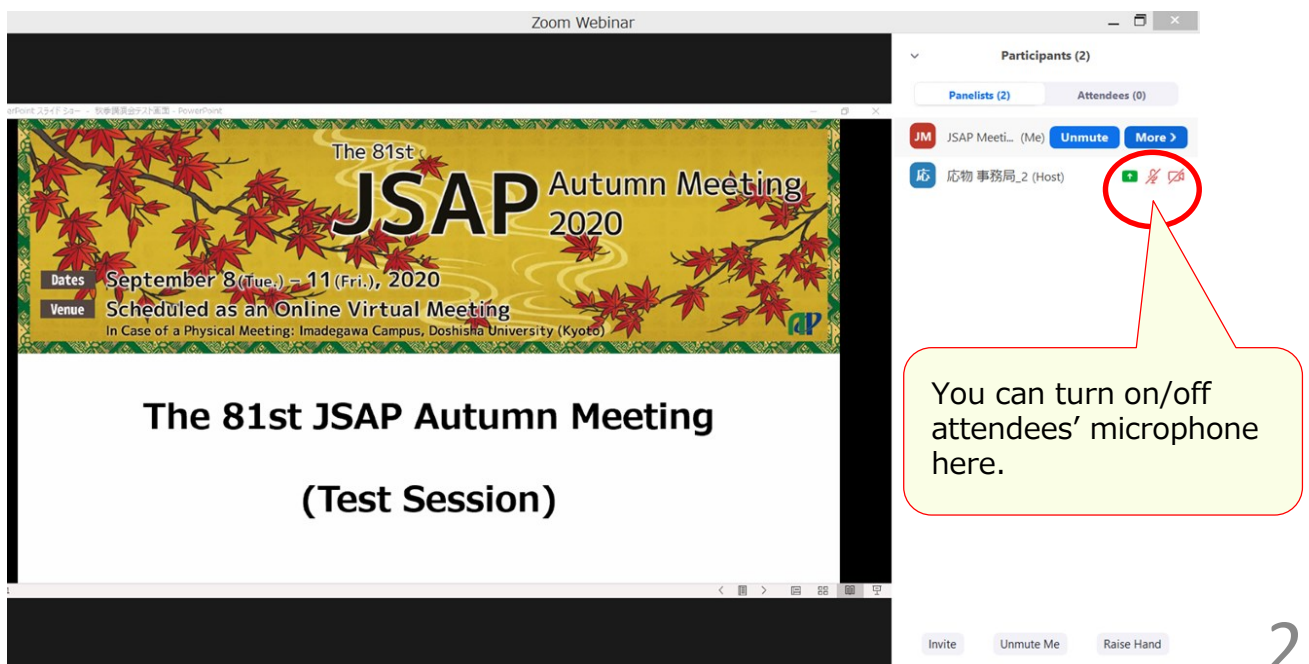


The screenshot shows a Zoom Webinar window with a presentation slide titled "The 81st JSAP Autumn Meeting (Test Session)". The slide includes details: "The 81st JSAP Autumn Meeting 2020", "Dates: September 8 (Tue.) - 11 (Fri.), 2020", and "Venue: Scheduled as an Online Virtual Meeting". The "Participants" panel on the right shows two participants: "JM JSAP Meet... (Me)" and "応物 事務局\_2 (Host)". The "More" button for the host is circled in red. A "Rename" dialog box is open, showing the text "[Session Chair]Albert Einstein" in the input field. A callout box points to the input field with the text: "Please enter [Session Chair] at first."

## Tuning on/off the microphone

If you let the questioners ask their questions, find the questioner on the participants list and turn on their microphone.

If you cannot find them on the list, ask them to raise their hand. If they “raise hand, a hand icon will appear on the right of their name.



The screenshot shows the same Zoom Webinar window as above. The "Participants" panel shows the host "応物 事務局\_2 (Host)" with a hand icon next to their name, which is circled in red. A callout box points to the hand icon with the text: "You can turn on/off attendees' microphone here."

# Session Chair Guidelines

## How to submit evaluation sheets

(\*In case that you will also serve as a award reviewer of the Young Scientist Oral Presentation Award)

Submit the evaluation sheets by attaching scanned copies in an email to JSAP secretariat ([meeting@jsap.or.jp](mailto:meeting@jsap.or.jp)).

**Submission Due : September 18 (Fri.)**

For basic operations, please refer to the speakers' manual.

Session chairs will be requested to participate as co-hosts. Their privileges are as follows.

Co-hosts are given all the privileges necessary to manage participants.

However, they cannot vote, begin live streams, or end the webinar.

	host	co-host	panelist	participant
Join during practice session	✓	✗	✓	✗
Start the broadcast	✓	✓	✗	✗
Mute/unmute themselves	✓	✓	✓	✗
Start/stop their own video	✓	✓	✓*	✗
View attendee list	✓	✓	✓	✗
Share screen	✓	✓	✓	✗
Chat	✓	✓	✓	✓*
Save chat	✓	✓	✓	✗
Ask questions in Q&A	✗	✗	✗	✓
View All Q&A and respond	✓	✓	✓	✗
Start polling	✓	✓	✗	✗
Answer polls	✗	✗	✓*	✓
Assign someone to enter closed captions	✓	✗	✗	✗
Enter closed captions	✓	✓*	✓*	✗
Raise hand	✗	✗	✓	✓
End webinar	✓	✗	✗	✗

Features with an asterisk (\*) can be disabled by the host.