Session Chair Manual

Session chairs are required to attend onsite.

Hybrid Format

Onsite

This laptop' screen is projected to the overhead screen.

Presenter

Presenter will use wireless remote pointer to control their slides.

JSAP Staff①
(Zoom Co-host)

JSAP Staff②
(Zoom Host)

Staff will pass a microphone to questioners.

Audience

Session Chair
(Zoom Co-host)

Session chairs will check questions from online on the laptop.

*All the laptops prepared in the venue are connected to Zoom.
*Voice from microphones (of the presenter, questioner and session chair) will be head on the speaker at the venue and Zoom.
*To prevent acoustic feedback, participants are not allowed to watch a session online on their laptop at the venue.

Online

Audience(online)

Presenter(online)

Responsibilities

JSAP Staff ① (Assisting onsite speakers *Zoom Co-host)
・Sharing presentation materials on behalf of speakers
・Assisting speakers attending onsite

JSAP Staff② (Assisting online speakers *Zoom Host)
・Starting /ending the Zoom meeting
・Time Keeping
・Responding to chats and questions from online speakers and participants

Session Chair (*Zoom Co-host)
・Moderating the session (Announcing the start/end of the session, introducing speakers)
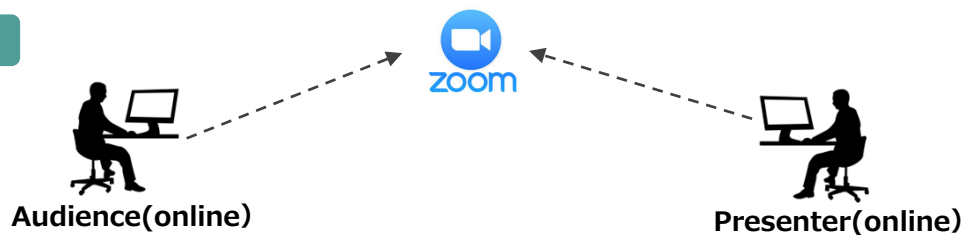・Handling questions

Session Chair Manual

Important Notes

If you are not able to chair the session, please contact us at your earliest convenience.
Email: meeting@jsap.or.jp
TEL: +81-3-3828-7724　*before the meeting
TEL: +81-80-6258-9700　*during the meeting

Operations at the venue

Speakers attending onsite are required to present via Zoom, using the laptop prepared in the session room. The screen on the speaker's laptop will be projected to the overhead screen.

Questions can be received both from online and onsite participants.
We will prepare a laptop for session chairs so that they can check if there are questions from online participants.

Before the session

		To Do
1	15 minutes prior to the starting time	Make sure to arrive at the session room 15 minutes prior to the starting time. If you arrive late, please call us at 080-6258-9700 (Secretariat). Make sure to rename your displayed name as "Session Chair: *name (*affiliation) (eg. John Smith (MIT)). Our staff will inform you if there are absent speakers. Take notes their program number. Check with a student staff how you handle the questions. (eg. Taking questions from online after those from onsite.)
2	a few minutes before the session starts.	Announce below. - Audio/picture recording, filming and capturing a screenshot of the presentations are strictly prohibited. -Turn off cameras and microphones when others are presenting

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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 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
5	Q&A	Handle questions in the following. (Regular Session) From onsite: Session chairs will pick questioners from participants who raise their hand. From online: Session chairs will pick questioners from participants who "raise their hand" and ask them to unmute their microphone. (Symposium) Session chairs will pick questioners from participants who raise their hand. In case of questions from online, our staff (host) will give them control to unmute their microphone. Tell the questioners to unmute their microphone and ask questions. *Online presenters in a symposium cannot use the "Raise Hand" option. Ask them if there are any questions.
6	End of Presentation	Announce the end of the presentation time after the 3rd 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 Zoom meeting/webinar room. ※Our staff will end the zoom.

## 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, our staff will play the video after your introduction.

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Rename

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

Please enter [Session Chair] at first.
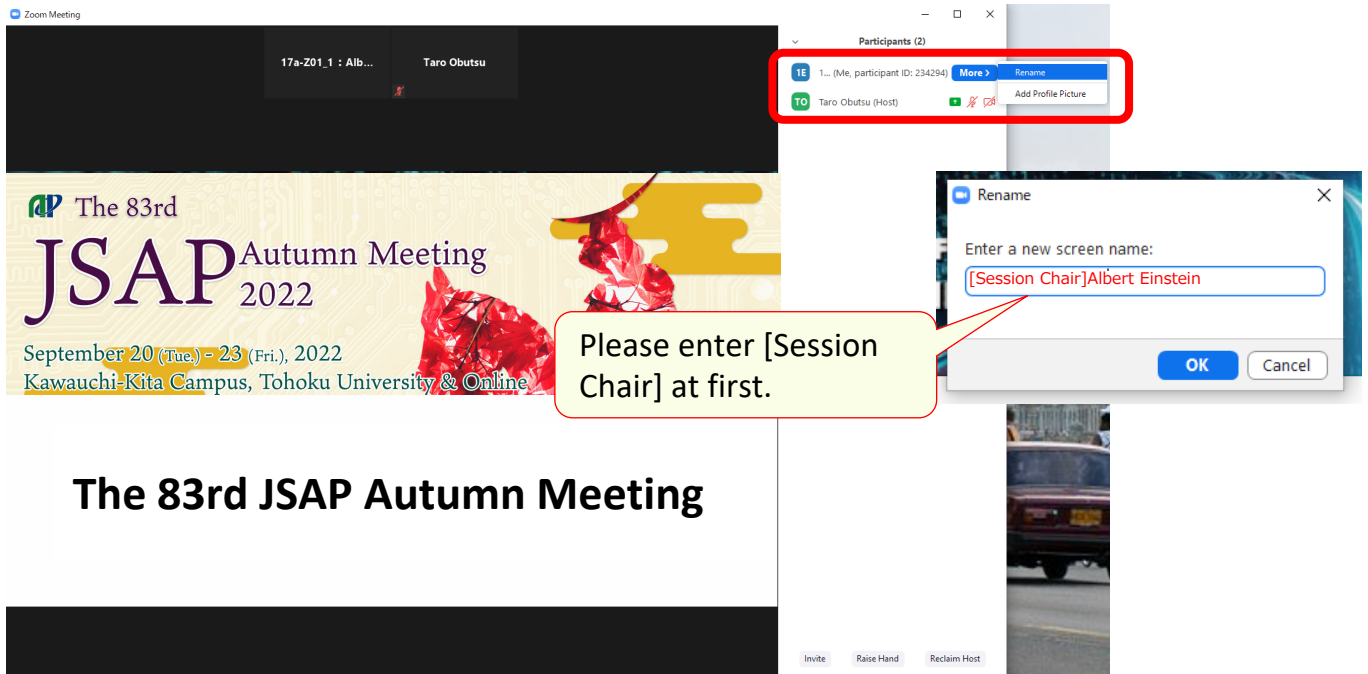
Tuning on/off the microphone

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.

You can turn on/off attendees' microphone here.