

General instructions for session chairs and speakers during Q&A

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Technical instructions for session chairs and speakers

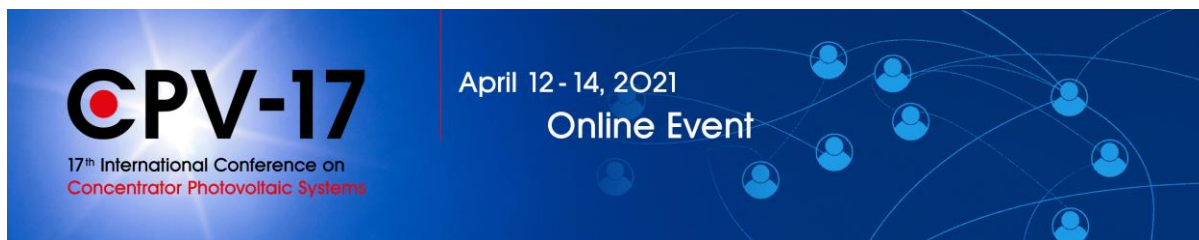
In this document, you will find general instructions for session chairs and speakers, and later on more detailed instructions for both chairs and speakers.

For CPV-17, we will use two different online tools:

PheedLoop – the main event platform where all the presentations will be shown, you'll be able to visit the sponsors booths and to network,
and Zoom, a tool for webinars and meetings, used for all Q&As.

Before we can start the Q&A, please make sure to meet the following technical requirements:

- We highly recommend using Chrome and/or the *new* Edge browser, as other browsers may not work properly.
- In addition, we recommend opening Zoom and PheedLoop in two different browsers or two different browser windows. This way it is easier to switch between them. If you have two screens, best is to have Zoom on one screen, PheedLoop on the other one. Please be sure to open PheedLoop in Chrome!
- Make sure that the WIFI signal is sufficiently strong, or even better, connect your computer to the network by cable.
- For good audio quality, consider using a headset or external microphone.
- Restart your PC 20 minutes before the session you are attending.



- Close all tabs and programs you will not need.
- Please have your PowerPoint presentation open as well so you would be able to share your screen and give an explanation.
(How to share one's screen: At the bottom of your screen, you can see various items, one saying "share screen". When selecting it, you will be asked to "select a window or an application that you want to share". We recommend choosing the whole screen – so all can see what you can see. Select it and click "share".)

What will happen during the Q&A session? – Procedure

In general, the procedure is as follows:

- There will be up to 4-5 presentations in a row,
- Followed by ~20 min Q&A.
- It may then be followed by up to 4 presentations,
- Completed with ~20 min Q&A.

You should be available for Q&A max 40 minutes if your presentation is in the first half of the session.

Please check your respective session to see the exact timing: <https://cms.cpv-17.org/program/>

At the conference day, chairs, speakers (in Zoom they are called panelists) and a technology host will **meet 15 minutes prior to their session** to check audio and camera. The technology host will answer last questions concerning the proceedings. Please be on time.

A few days ago, you were sent a **link** for this **Zoom webinar**. Please follow the link 15 minutes before the start of the session. Now you are in the Zoom video window. **Click join video, and then join audio**. Can you see yourself in the window? That is great, your camera works! Now you should see **yourself and all the other panelists**. **In case you do not see or hear anyone, check if your camera or microphone are accidentally turned off** (at the bottom of your window). If you can see yourself, the others can see you, too.

While the presentations are running, please **stay in the Zoom webinar** so you do not have to join again. Just keep in mind: as long as you are unmuted and your video is on, everyone who is still in the webinar can hear and see you. So think about turning off microphone and camera until the next Q&A starts – and please do not forget to turn them back on.

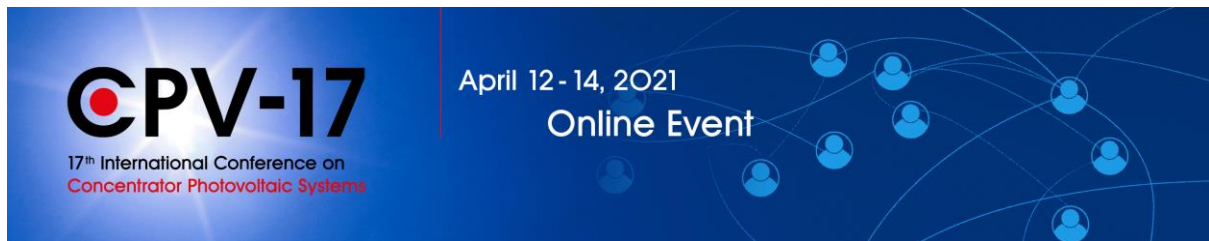
Important:

You may be watching the presentations in PheedLoop in parallel, but please **do NOT enter the Q&A session in PheedLoop!** Otherwise terrible acoustic feedback will occur!

It is best to mute the PheedLoop browser window if the presentations have stopped (right click onto the tab of this window, select "mute tab".)

The person who speaks is visible in the center of the video screen.

Remember: you are always "on stage" and can communicate by chat or voice. So please have your camera and microphone running – but you are of course able to adjust your settings (icons on



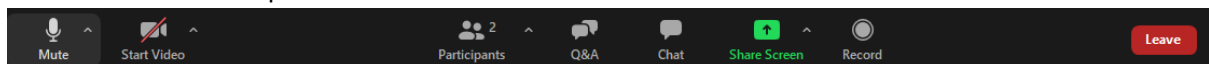
bottom of screen) and temporarily turn them off. (In case of a slow internet connection, it may be preferable to switch off the video; likewise it may be preferable to switch off the microphone if you are NOT speaking. However, remember to switch them on again to speak in the session).

The attendees will enter the room after the last presentation has ended (for first and, if there is one, the second Q&A). Please wait a few seconds until most attendees have changed the virtual room. Then the chair opens the session, **welcomes** the listeners, and **introduces** the speakers. Then he/she should ask the attendees to use the Q&A possibility for questions to the speakers, and the chat possibilities only for private messages.

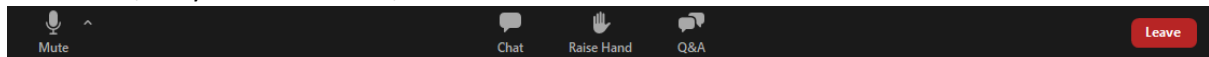
Icons in Zoom

Let us take a look at the **icons at the bottom** of your screen. You can e.g. mute yourself, turn off the camera, follow the Q&A chat, use private chat, and see how many attendees are in the room.

Items that Chairs and panelists will see:



In addition, for your information, items that attendees will see:



The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:

Mute: Allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to "Mute" can be used to select your audio input (e.g., switch from your computer's microphone to a headset).

Start Video: This allows you to turn on your webcam. The up-arrow next to "Start Video" will also give you access to the "virtual background" feature.

Participants: Allows you to see the names of the people watching. You can also use this to allow individual participants to be heard.

Q&A: Here attendees and panelists can post questions. Please see below "Q&A chat".

Share Screen: Allows you to share what is displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display.

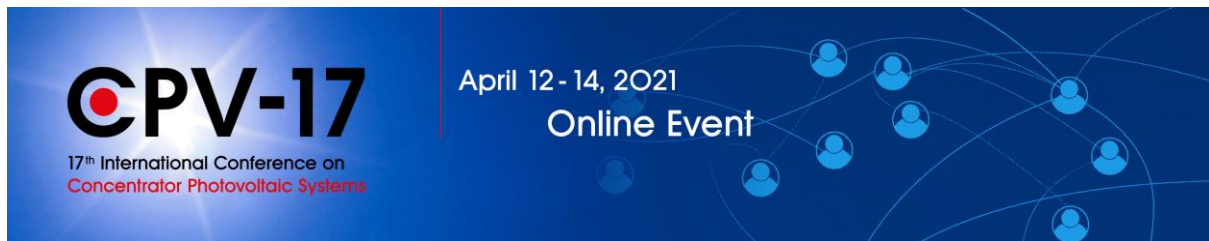
Record: Does not concern you. The organizers will record the Q&A to provide the whole session on demand for those not able to participate live.

Written communication

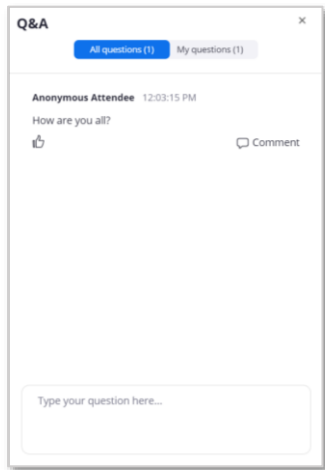
For written communication, there are two options in Zoom: **Q&A chat** and private **chat**.

Q&A chat

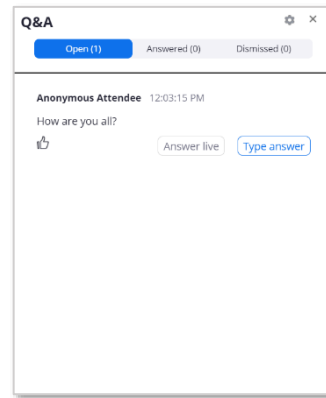
- Attendees and panelists can post questions.
- Visible for everyone. Attendees and panelists can upvote 👍 and comment.



- You can mark question as answered or dismissed.



Speakers' view



Chair's view

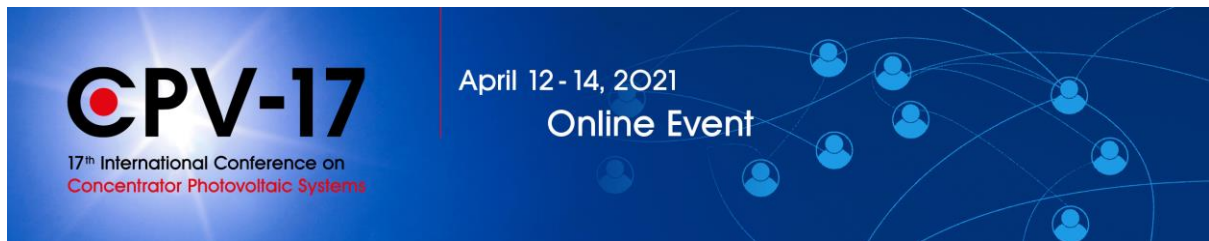
Private Chat

- For **private communication** between chair and speaker (or participants).
- Only those chatting with each other can see this specific chat.

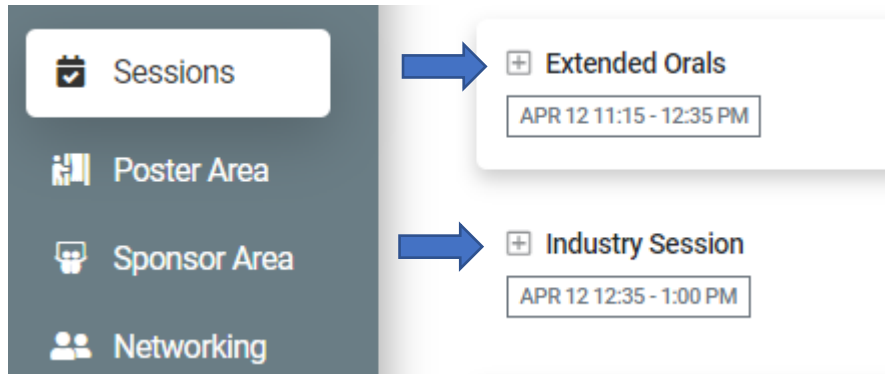
Chairpersons and speakers can **communicate silently** via the private **chat**. Type your message and click “send”. In the private chat, the audience cannot see what is written. Remember **you are always on stage**, and you **can communicate** with the speaker/chair, if required, **by voice**. If you do not want everyone to hear or don't want to interrupt the discussion, send a private message.

Other useful hints and tips

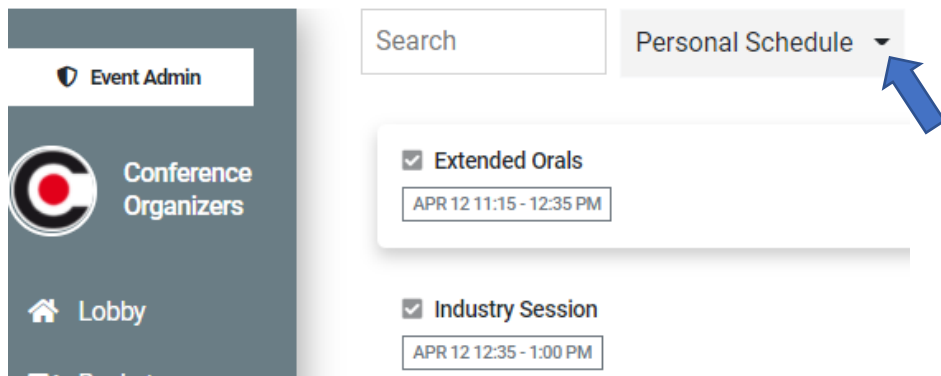
- Avoid background noise (e.g. by muting the landline phone, sitting quietly when audio is on etc.).
- Set mobile phones to vibration/mute and do not place them directly next to the laptop/PC as they can cause interferences.
- Shut down e-mail client and messenger on the computer, so that both acoustic and visual notifications are avoided.
- If you are using a laptop, it should be connected to the power supply (not only via battery).
- Set your camera at eye level. Often, this means propping up a laptop.
- Please make sure that you are well illuminated and do not place yourself in front of a window.
- If possible, avoid jackets/blouses with small print patterns, as these can create a moiré effect (flickering) in the camera image.
- Try to have a plain, light-colored background or use the CPV-17 background (Zoom settings, backgrounds).
- Ensure that you are not competing for bandwidth with others in your household – someone may have to take a break from Xbox gaming.



- Please check the exact day and time of your session once again and set a reminder in your calendar or smartphone!
- Of course, you can attend the sessions as a participant as well.
 - It is also possible to **create a personal schedule**: click on the plus (on the upper left corner of your session details) to add this session to your personal schedule.



- Now you can use the filter feature to get an overview of your personal schedule.



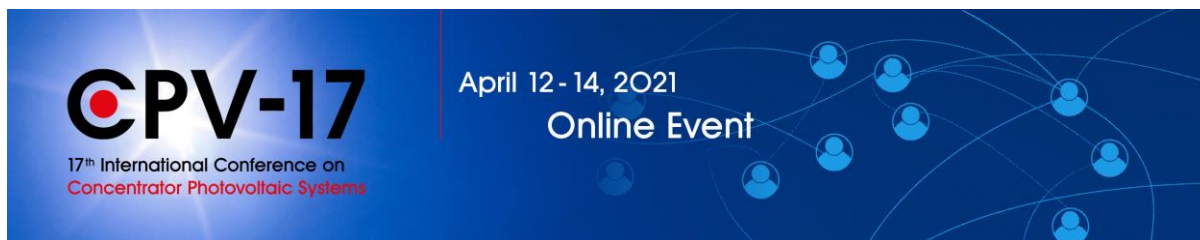
Additional instructions for Chairs

Thank you very much for agreeing to chair the Q&A session during the CPV-17 online conference. We would like to give you some guidelines and information to support you in this important role.

In each session, there are two chairs. Please As chairs, you are responsible for the moderation of the session.

This includes:

- **Starting** and **ending** the Q&A webinar.
 - If you wish to do so, shortly introduce the speakers.
 - Assessing the questions from the audience and pass relevant ones to the speakers.
- For this, please also follow the chat posted in PheedLoop during the presentations.



- It is best if the two chairs take turns: the first chair chooses a question and passes it on to the speaker. While the speaker is answering, the other chair chooses the next question and will then ask it, while the first chair selects the next question, and so forth.
- Keeping an eye on the **time**: time slot for Q&A is about 20 minutes, or ~5 minutes per presentation, respectively.
- **Ensuring** the general **smooth running** of the Q&A.

To be able to moderate smoothly, you are a co-host in Zoom. Your **rights as a co-host** include:

- See all the questions of participants in the **Q&A chat**, you can **answer, dismiss, and delete** questions.
- Use the private chat for silent communication with a panelist.
- Mute/unmute participants.
- Promote participants so they become panelists themselves.

What exactly will the chairs have to do during the Q&A session?

See the instructions above on how to log in to Zoom and get going. (In short: 15 min before the session starts, click on the link you receive by email before the conference start. Join with video and audio.)

Important:

Participants may post questions in PheedLoop (on the right hand side of the screen) and (during Q&A) in Zoom!

Please announce at the beginning of the Zoom session that **all questions should be posted in the (then running) chat!**

Also important:

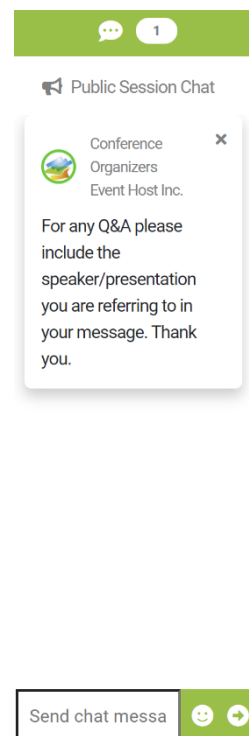
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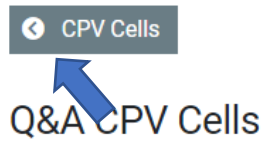
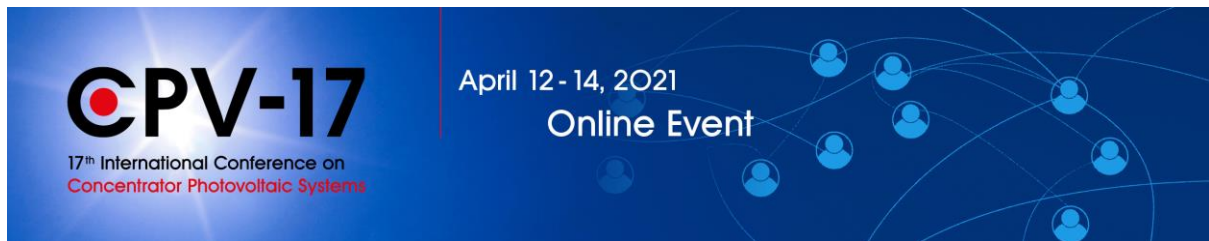
do NOT enter the Q&A session in PheedLoop! Otherwise terrible acoustic feedback will occur!

It is best to mute the PheedLoop browser window if the presentations have stopped (right click onto the tab of this window, select “mute tab”).

When the Q&A session starts, please wait a couple of minutes until most of the participants have dropped in. After your introductory words, you can start with the questions. For a good understanding, it is important that only one person is speaking at a time. Click on the icon saying “Q&A”, select an interesting question and ask the respective speaker the question.

In the Zoom Q&A chat, participants can upvote 👍 and comment questions. If you see a much-liked question, consider choosing this one first.





You as Chair end the Q&A and explain to the participants that they can now go back to the previous sessions. To do this, they have to **click on the field in the upper left corner above the window**, where you can see the title of the **session**.

Please stay in the Zoom webinar so you do not have to join again. Just keep in mind: as long as you are unmuted and your video is on, everyone who is still in the webinar can hear and see you. So think about turning off microphone and camera until the next Q&A starts – and please do not forget to turn them back on.

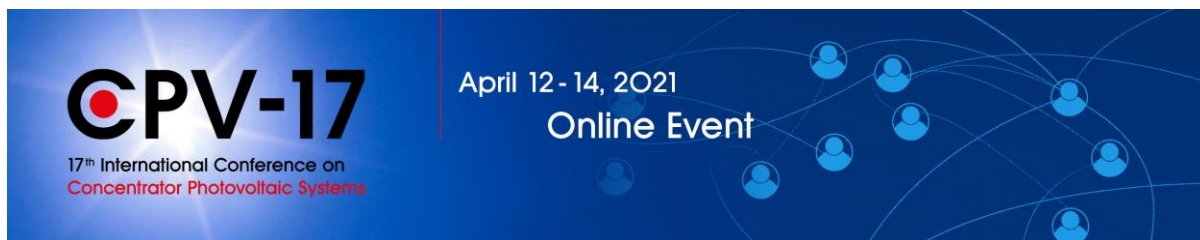
After the last presentation, the Q&A starts again. It is exactly same procedure.

After the second Q&A session, please thank the sponsors and motivate the participants to virtually visit the sponsor booths.

Then you're done for the moment. Thank you!

If you are a speaker or chair for other sessions, please log out and follow the link you received for the session. If your task as chairperson has finished you can enjoy the conference platform now, where you can watch other presentations, visit the sponsor booths, etc.

Thank you very much.



Additional instructions for speakers

Thank you very much for participating as a speaker at the CPV-17 online conference. We would like to give you some guidelines and information to support you in course of event.

As a speaker, you will be able to answer questions from your audience during the Q&A.

What will happen?

- The chair will pass questions from the audience to you.
- Make sure your camera and microphone are running while you are talking.
- For a good understanding, it is important that only one person is speaking at a time.

What exactly will a speaker have to do during the Q&A session?

See the instructions above on how to log in to Zoom and get going. (In short: 15 min before the session starts, click on the link you receive by email before the conference start. Join with video and audio.)

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The Chair will open the Q&A session and at some point, pass a question to you. The person speaking will automatically be in the focus of the video screen. **Please make sure your camera and microphone are running.** Via private chat, the Chair may give you a hint to prepare for the next question but also be prepared to be asked directly to answer a question.

The Chair will end the session and tell the attendees how to go back to their presentation session. We recommend you to stay in the webinar, so you will not have to join again. Just keep in mind that as long as your video and audio are on (icons on bottom of screen), you are visible and audible for everyone logged in. **Please do not forget to turn on camera and microphone (or browser tab) again when the Q&A starts.** After the second Q&A session, you're done for the moment. Thank you!

If you are a speaker or Chair for other sessions as well, please log out and follow the link you received for the respective session. If your task as a speaker has finished you can enjoy the event platform now, where you can watch other presentations, visit the sponsor booths, etc.

Thank you very much.