

Dear session chairs,

This virtual conference will be a little different compared to our traditional CEIDP sessions, thus this email to answer a few questions you might have about the practicalities.

Each session is assigned two chairs, and I would encourage you to contact your respective co-chairs prior to the conference to discuss how you wish to handle your session. These will be slightly different for plenary and poster sessions. When you log into ConfTool, you should be able to see all papers that are assigned to your sessions. You should also be able to see a download option for PDF or PPT versions of talks respectively posters in your sessions.

For plenary sessions, our recommendation is that one chairperson is tasked with briefly introducing the presenters and presentation topic, keeping track of the time of presentations, and be ready with a question to the author, in case there is not an immediate question from the audience. The second chairperson should monitor the Zoom chat and see if participants ask questions directly, or post the intent to ask a question. The second chairperson can then un-mute participants to allow the question to be asked (similar how you would hand over a microphone during an in-person session). In case questions are asked directly in the chat, the second chairperson can read them out for the benefit of the audience. This is to enable participants who might not have a working microphone to participate in the Q&A.

For poster sessions, our recommendation is that one chairperson is sharing the combined posters of their session on the screen, and remind participants of the time limit in case they appear to talk for longer than 5 minutes. The second chairperson should, as above, monitor the chat for questions.

In both cases there are a few key functions you have as a host or co-host of a Zoom call that are important. The first is to allow participants to enter. We are working on setting up the sessions as straightforward as possible, but you might need to allow a number of participants to enter the call for security reasons. We have assistants that will help you with this task (more on that below).

By default, the plenary and poster sessions are set up such that participants are mute when they join and do not show video. You can mute and un-mute participants by click or tap on their name and select **mute** respectively unmute. As host/co-host you also have one button that says "mute all". The effect should be self-explanatory and this is the nuclear option, in case a large number of participants unfortunately forget to mute themselves after asking a question.

The other important function is the "Spotlight" function. In a regular Zoom call, the person talking is automatically on screen, but with Spotlight you can decide which Participants video will be shown to all other participants. You can click or tap the Host or Participant's name > click or tap Pin or **Spotlight** Video. This is very important for the Poster sessions, since otherwise the poster the host is sharing will not be visible to users.

You can also remove/kick individuals that cause disruptions if needed.

How you become host/co-host of the session: we have two volunteers who act as assistants in setting up the individual sessions. Either Jarutas Andritsch or Ruairidh Macpherson will be starting the meeting as a host and then wait for you to join the call, in order to assign host and co-host privileges for your respective session. They will also assist you in accepting participants when entering the sessions.

There is also a Zoom "test session" on Saturday and Sunday the 17th and 18th, from 12:00 to 15:00 UTC, where you can test if your Zoom clients are configured correctly before the virtual conference

starts. The Sunday is also open to participants, but the Saturday is reserved for chairs and co-chairs to familiarise themselves before users arrive in large numbers. The link for both days is:

<https://us02web.zoom.us/j/84807396198?pwd=SHIRZ1Z1UWY4SkRaUFNGUGM3RGpGQT09>

I hope this helps you a little in preparing yourself for the sessions. Thank you once again for volunteering to act as chairs for this virtual CEIDP.

On behalf of the CEIDP Board,

Thomas Andritsch, Technical Program Chair