



## GUIDELINES FOR SESSION CO-CHAIRS

The **SESSION CO-CHAIRS** are kindly requested to follow the guidelines below to connect to their session. The full symposium programme is available at <https://www.conftool.pro/2022DragonSymp/sessions.php>

**1. Join the WebEx platform using the link you have received as a registered participant.**

If not done yet, please register [HERE](#).

**IMPORTANT:** If it is the first time you use WebEx you will be prompted to download the desktop version (it is recommended to do it in advance). Please, note that LINUX system is not fully compatible with WebEx Events. You are kindly advised to use Windows or Mac operating system. Additional WebEx technical instruction are available [here](#).

**2. On the day of the session, the co-chairs should join the WebEx link 15 minutes prior to the actual start time.** From the main WebEx session (same link as above), please access the Breakout Room corresponding to your session, which will be appearing on the right panel of the screen. The technical host will promote you to the role of panelist. You will be able to test your audio/video connection and make the final checks to ensure that everything works properly. You will also have the opportunity to liaise with your co-chair in order to decide how to organise the session flow.

**3. As responsible for the session flow:**

- please check that all the presenters have joined the session
- at the starting time, welcome the presenters and the audience and introduce briefly the session
- announce that the session is recorded
- notify the audience that you will be taking questions via the chat panel (questions should be addressed @name-of-presenter)
- announce the first presenter and title of the presentation according to the programme
- ask the technical host to launch the relevant pre-recorded presentation
- check the chat panel for questions, select one/two questions and, following the broadcast of the video presentation, direct them to the presenter. Ask the presenter to unmute himself/herself in order to answer the question
- if there are no questions from the audience please refer to your back up questions
- due to the number of presentations please ensure the time allocated for questions is adhered to
- go to the next presenter
- at the close of the session, thank presenters and participants, and ask all to leave.