Chair and presenters guide – Zoom WEBINAR

Main rules

The third presenter of each session is assigned the role of Chair of that session.

When the third presenter is set to talk, the second presenter becomes the Chair.

All presentations in contributed sessions should be in English. The chair can give presenters the option to present in Spanish only if all in the audience speak Spanish.

The main role of the Chair is to take care of time, collect questions from the audience, and transmit them to the presenter.

The time allocated to each presenter is maximum 30 minutes, including questions and answers.

Instructions for all presenters

Please join the webinar 10 minutes prior to the starting time of the session. You will receive your personal Zoom invitation by email.

Participants visible as "BCDE Staff" will assist you with any questions before and during the webinar.

Rehearse screen sharing and test your audio and video. If you are using a headset with a built-in microphone, please be sure to test this well in advance of the seminar.

Please turn off your microphone when you are not speaking.

Familiarize yourself with the *Q&A* and *Chat* features in Zoom.

Chat will be available for all presenters to send messages to other presenters, staff, or the audience. Please verify to whom are you sending the message beforehand.

We recommend that the presenter should have their camera on during the presentation and the Q&A. Please also leave your slide presentation on the screen until you have finished answering questions.

Please avoid animations, videos, or sound in your slides, as they are not compatible with streaming webinars.

Specific instructions for Chairs

Upon arrival, BCDE Staff members will identify you using the *Chat*, and will make you a Co-Host of the webinar.

The BCDE Staff will share a Session Title Slide on the screen until the session begins.

The BCDE Staff will allow attendees to enter the session 3 minutes prior to the start time.

The Chair should start the meeting at its scheduled time with welcoming remarks, housekeeping notes and very short introductions.

The Chair should turn on their camera and microphone whenever they are speaking and remember to turn them off when they are not speaking.

The Chair should explain to the audience how Q&A will be handled and give brief instructions.

The Chair should select the most relevant questions from the Q&A module and read them out loud when the time for questions arrives.

BCDE Staff will remove any irrelevant or inappropriate questions.