

Session Presider Directions for Virtual Meetings

At Least 3 Days before the Conference – Session Planning

1. Confirm your acceptance of the assignment via the link in the email you received from CLEO Management Staff.
2. Review your session before the meeting via the Online Program Planner. Please note the speaker order and time as these will assist you in running an effective session.
3. Read the entirety of these instructions to familiarize yourself with the Session Presider Directions for Virtual Meetings.
4. If you would like to contact the presenters before the meeting, contact CLEO Management staff at cstech@osa.org for a list of presenter emails. By contacting presenters you may be able to obtain seed questions and encourage live participation.

At Least 3 Days before the Conference – Zoom Planning

Perform these steps below to prepare both your computer and yourself for using Zoom. We recommend using a headset if possible to get the best quality audio for your presentation. If you do not have a headset, you can also call in from your mobile phone to Zoom.

1. Download Zoom to the computer you will be presenting from prior to the webinar [here](#).
2. Go to <https://zoom.us/test> and make sure your audio and video are working.
3. You should plan to appear on camera while presiding over your session, and you can find information on sharing your video on Zoom [here](#).

Helpful Zoom Hints

1. Make sure you are in a quiet space for your session.
2. Test your zoom connection ahead of time, especially your audio and video, with either a colleague or the CLEO Room Monitor you are working with. [Learn More](#)
3. Ensure your headset, microphone or speakerphone is near you. [Learn More](#).
4. Mute your zoom session or phone when not speaking.
5. Close other applications on your desktop or mute notifications (including your cell phone).
6. As presider, you will be expected to use video during your session. For the best video, avoid bright lights and windows behind you. Good light in front of you (on your face) will provide for a better image.
7. Consider creating a “virtual” background to use if you don’t want to have your home or workplace behind you. [Learn More](#)

At Least 15 Minutes before the Session Begins

Presiders will be focused on conducting the session, introducing the speakers, and handling the Q&A by reading written questions. There will be a designated CLEO Management Room Monitor who will assist with getting the Zoom session running, assist with any pre-session questions, and help confirm everything is working.

1. Log in to Zoom at least 15 minutes before the session starts. Use the ‘Click Here to Join’ link contained in the email to join online.
2. Have the speaker order and time readily available, as it will assist you in running an effective session. You can access it either through the Online Program Planner or through the mobile app.
3. Check in with the CLEO Management Room Monitor and speakers to ensure that you understand whether the presentations will be given live and/or whether there will be a live Q&A segment.

4. If you have a question about pronouncing the names of any of the live presenters, the title of the talk, or the name of their institutional affiliation, ask prior to the start of the session. It can be quite embarrassing for both you and the speaker if you pronounce something wrong.
5. Assure the speakers that you and the room monitor will pay attention to the “Q&A” box and note questions. However, you will provide a reminder to the presenter (using the “chat” function) two minutes prior to the end of the presentation time that he should start to wrap up. They should be conscious of the time and start to wrap up when they see this notice. Suggest they might want to use a timer on their computers if they wish to ignore the chat box.
6. Alert the speakers that you would like them to remain for the entire session as you may go back to them, if time allows between talks, to ask questions that may not have been addressed earlier due to lack of time.

Starting the Session and Introducing Speakers

1. The CLEO Management Room Monitor will start the broadcast at the scheduled time and will begin with some very quick housekeeping information for attendees, including explaining how they can ask questions, before handing the session over to you.
2. You may kick off the session by saying a few remarks at the beginning of the session. Introduce yourself and your affiliation, along with the theme of the session.
3. Introduce speakers and provide basic information about their talks. For each presentation, announce the speaker's name, affiliation, and the title of the talk, and remind the audience to enter any questions into the “Q&A” function.
4. If a speaker has not joined in the Zoom session and did not send a prerecording, either allow a continuation of the discussion of any of the previous presentations or announce an intermission until the next scheduled paper. The OSA Room Monitor will show a slide letting attendees know when the session will resume.

Session Timing

1. The total amount of time allotted for each paper is listed in the session on the Online Program Planner or on the mobile app. Generally, presentation types follow this schedule:

Presentation Type	Presentation Time	Discussion
Invited Talks	25 minutes	5 minutes
Contributed Talks	12 minutes	3 minutes
Plenary and Keynotes	55 minutes	5 minutes
Tutorials	55 minutes	5 minutes

Please note the time, and provide a reminder to the presenter (using the “chat” function) two minutes prior to the end of the presentation time that he should start to wrap up. Notify the authors of this warning system.

2. Maintaining the scheduled timing of presentations is very important. In cases where the paper is withdrawn or the speaker does not show, use the time for an extended question period for authors of previously presented papers or call a break. PLEASE DO NOT START TALKS EARLIER THAN THEY ARE SCHEDULED.
3. Many conference attendees try to move between sessions, and they become annoyed when a talk is not held at the scheduled time. Cutting off a longwinded speaker can be sensitive, but try to be as firm as possible. You may need to interrupt the talk if they have continued in the discussion and used up all their Q&A time. Warn all the speakers that you will interrupt and will skip the Q&A portion until the end of the session if they extend their talk time.

Facilitate the discussion if time allows.

1. Monitor the “Q&A” box and note the upvoted questions as they come in. Attendees can see all submitted questions, and can vote on questions they deem most important.
2. If there is time for questions, announce that this paper is open for discussion and remind the audience to enter questions in the “Q&A” box, and to upvote an existing question they would like to have answered.
3. Be prepared to ask the first question, if no questions have been added to the “Q&A” box. Have questions prepared in case the audience doesn’t contribute any.
4. Read the question to the speaker and mark the question as “Answer Live” in the “Q&A” box. After the speaker has answered the question, proceed to the next question, all coming from the “Q&A” box. Once a question has been answered, mark it off as “Answered.”
5. When you finish the question period, thank the speaker, and announce the next speaker. If there is time after a talk and there are no further questions, feel free to address any unanswered questions from previous talks within the session to the respective presenter.
6. At the end of the session, wrap up the session and thank the speakers and the audience.
7. The CLEO Management Staff Room Monitor will end the event, which will close the Zoom session. Unfortunately, there will be no time for the presider and speakers to converse after the room is closed, everyone is immediately removed from the event.