Suggested Guideline To Session Chairs

for AAIM2026 MS Teams sessions

AAIM 2026 Virtual Conference Brief Review

- AAIM 2026 Virtual Conference use MS Teams
  - All registered attendees have access
  - All paper tracks are hosted here.
  - The pre-recorded videos can be played at the scheduled time of the paper
  - The session schedule is posted on the webpage https://theory.utdallas.edu/AAIM2026/program.html

- **Session Chairs are extremely important to make AAIM 2026 successful!**

Tasks

- Enter MS Teams meeting at least 15 minutes before the session
- Introduce yourself as session chair
- Check if all the presenters are in the room
- Lead the presenters to test their devices before starting the session
- Follow the order to ask the presenters to do live presentation or run the pre-recorded video

Pre-recorded Videos

- If your session contains pre-recorded presentations, you will receive emails from the authors or our web chair, Mr. Ke Su
- Please download the video to your local device and make sure it can be played
- You then play the video follows the steps in “MS Teams Introduction” on the webpage: https://theory.utdallas.edu/AAIM2026/program.html
- Ask our web chair if there’s any issue, he will be there all the time

Check Device

- Just After Your Log-in
  - Webcam
    - Check that your Webcam is turned **ON** (so that participants could see the face of the session chair)
  - Microphone
    - Check that your microphone is **connected** but should be **muted** at the beginning. (Note: By default, your microphone is muted normally when you enter the meeting.)
    - When the video of a paper is played or the author is presenting or answering questions, please **mute** yourself (to avoid your background noise). You could **unmute** yourself when you need to speak.

Speaker Identification

- Check whether all speakers are in the MS Teams meeting before the session starts
- Lead the speakers to test their devices (audio, webcam, powerpoint sharing)
- You may want to inform the authors to
  - Use Chatroom to send a message
  - Ask the presenters in the session if they are ready for the device test
  - The presenter may reply “I am the 2nd Talker in Session 3. I am ready.”

Check Speakers Device

- Speaker Side: Microphone, Webcam and Shared Screen
  - Check with the speaker whether their microphones and webcams work or not
  - Check with the speakers whether they could share their screens smoothly
  - After all speakers' checking,
    - their microphones should be muted
    - their webcams should be OFF (except for the first speaker)
    - they should not share any screen
  - When scheduled session time starts, start the session

Check for Speakers

- Webcam
  - We recommend that only the speakers should turn on their webcams.
  - We also recommend that attendees should turn off their webcams when the videos of other papers are played.
- Microphone
  - We recommend that the attendees should mute themselves until each paper’s Q&A sessions.

During the Session

- At the start of the session,
  - Please introduce the whole session (the title, how many papers in this session)
  - Please describe that participants are encouraged to ask questions orally in the Q&A session.
  - The Chatroom could be used for asking questions when the Q&A session is insufficient.
- For each paper presentation,
  - Just before the presentation or video is played,
    - Please introduce the speaker and the paper
  - Just after your introduction about the speaker and the paper,
    - Please ask the speaker to start or you play the recorded video.

After the Presentation

- You could unmute yourself and ask all participants whether there are any questions.
- Please emphasize that participants should click the button “Raise Hand” if they want to ask questions
- You could choose some participants with button “Raise Hands”
- For each chosen participant,
  - Speak out his/her name clearly
  - Ask him/her to unmute
  - Ask him/her to ask questions orally
  - Then, let the author answer the questions
  - After that, mute him/her or ask them to mute
- Repeat the above process until the Q&A session (with allocated time limit) ends

After the Q&A

- You may want to mute the speaker
- You may also want to turn off the webcam of the speaker

During the Whole Session

- Participants are allowed to use MS Teams Chatroom to give comments and ask questions
- But, we suggest that participants should use Chatroom for this purpose when the Q&A time is insufficient and participants would like to follow up with the authors by asking more questions and clarifications
- You could remove any participants when you see any inappropriate action from the participant.
- For each session, we assign at least one volunteer to help as backup, who also has the meeting link and will join the meeting 15 minutes before the session. You may also find their name at https://theory.utdallas.edu/AAIM2026/program.html