

Suggested Guideline To Session Chairs

for COCOA 2020 Webex sessions

COCOA 2020 Virtual Conference Brief Review

- COCOA 2020 Virtual Conference use Cisco Webex Meeting
 - All registered attendees have access
 - All paper tracks are hosted here.
 - The pre-recorded videos will be played at the scheduled time of the paper
 - The session schedule is posted on the webpage
<https://theory.utdallas.edu/COCOA2020/program.html>
- **Session Chairs are extremely important to make COCOA 2020 successful!**

Tasks

- Enter Webex meeting as host at least 15 minutes before the session
- You will be set as co-host
- Introduce yourself as session chair
- Check if all the presenters are in the room
- Lead the presenters to test their device before starting the session
- Follow the order to ask the presenters to do live presentation or run pre-recorded video

Pre-recorded Videos

- If your session contains a pre-recorded presentation, you will be informed
- Please download the video to your local device
- Option 1 (Recommended)
 - Share the pre-corded video
 - See video instruction: <https://theory.utdallas.edu/COCOA2020/sharerecordedvedio.mp4>
- Option 2
 - play it on your local device
 - Make sure your mic **unmuted**
 - Make sure the video voice can be captured by your mic (we recommend you do not use earphones or headphones, let the voice come out from your device)
 - Then Share your screen and play the video
- Ask our web chair Mr. Xiao Li 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 **ON** and **unmuted** at the beginning. (Note: By default, your microphone is muted normally when you enter the webex meeting.)
 - During each presentation, or when the video of a paper is played or the author is 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 Webex 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 Webex Chatroom to send a message to “public” (or “everyone”)
 - 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.”
- After all test finished, start the session

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 your checking,
 - their microphones should be muted
 - their webcams should be OFF (except for the first speaker)
 - they should not share any screen

Check for Speakers

- Webcam
 - We recommend that only the speakers should turn on their webcams when their videos are played.
 - We also recommend that they should turn off their webcams when the videos of other papers are played.
- Microphone
 - We recommend that the speakers should mute themselves after their Q&A sessions.

During the Session

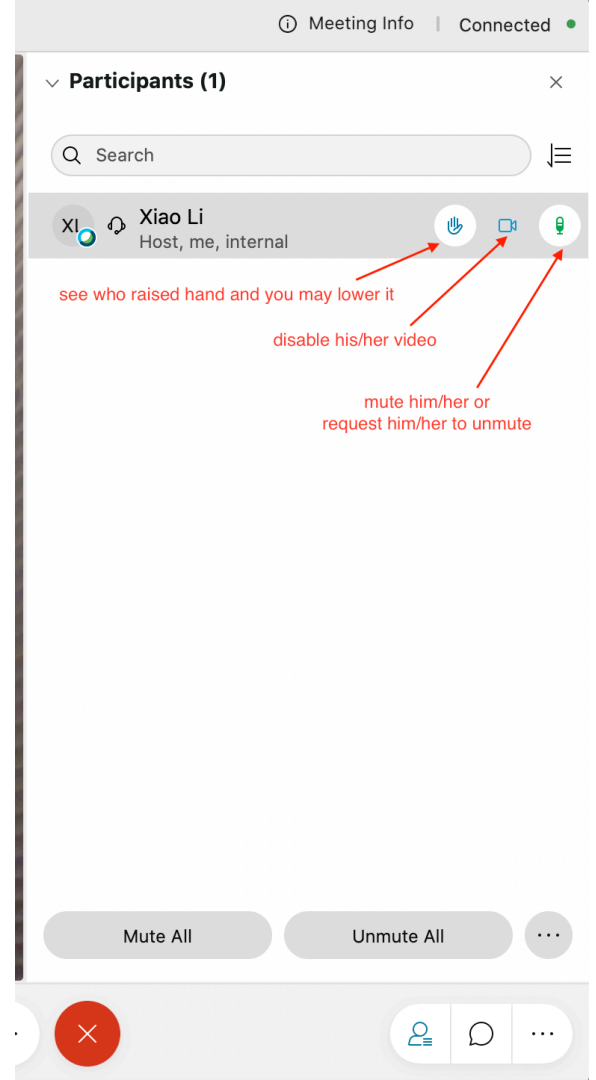
- At the start of the session,
 - Please introduce the whole session
 - Please describe that participants are encouraged to ask questions orally in the Q&A session.
 - The Chatroom could be used for asking questions when the Q&A session is insufficient.
- For each paper presentation,
 - Just before the 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 speak in Webex to ask all participants whether there are any questions.
- Please emphasize that participants should click the button “Raise Hand” in Webex if they want to ask questions
- You could choose some participants with button “Raise Hands” or button “Yes” clicked (in “Participants” or other interfaces)
- For each chosen participant,
 - Speak out his/her name clearly
 - Let him/her Unmute
 - Ask him/her to ask questions orally
 - Then, let the author answer the questions
 - After that, remind them to mute him/her, or you mute them
- 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 Webex Chatroom to give comments and ask questions
- But, we suggest that participants should use Webex 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 conference room link and will join the meeting 15 minutes before the session. They will also be set as co-host.