DSAA'2020 Webinar Guide: Session chairs, speakers, panelists and attendees

For DSAA'2020 Only

DSAA'2020 Webinar Guide
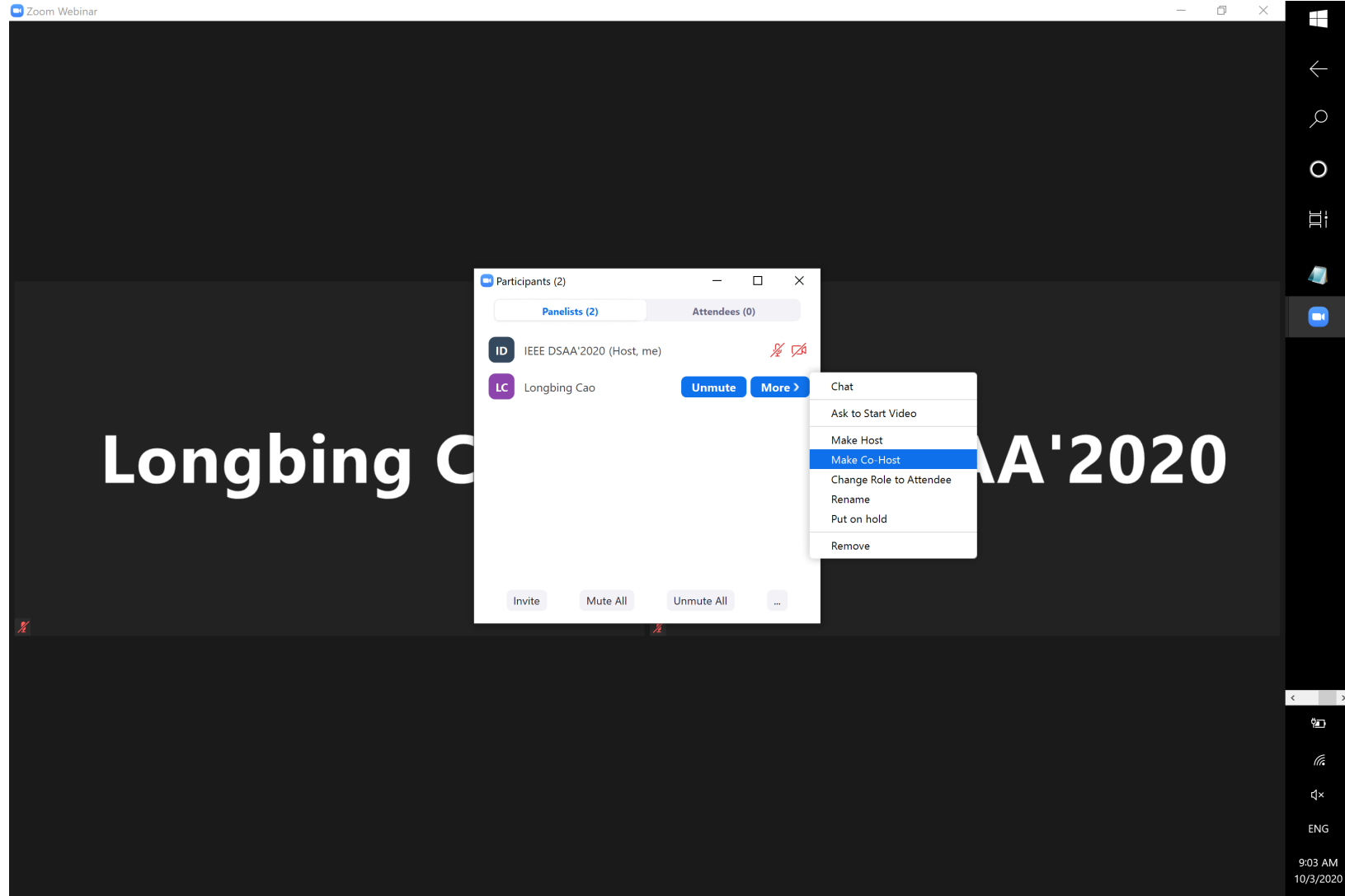# for Session Chairs – Papers/Posters

Session rules

- **Keynote speaker**: speech will be live streamed with live Q/A.
- **Panel**: panel presentation and discussions will be live streamed with live Q/A.
- **Paper**: The session chair will play a 15-minute pre-recorded video of each paper, followed by five minutes live Q/A by the paper authors.
- **Poster**: The session chair will play two-minute video of each poster, after playing all poster videos, all poster authors will take live Q/A.
- **Roles**: Session chairs are webinar co-hosts, speakers/panel members are webinar panelists.
- **Attendees** can ask questions by raising hands, Chat, or Q&A.
- For no-show authors for Q/A, move forward to the next paper/poster.
- All participants are encouraged to use your real names in webinars.

Prior to session start

- Session chairs should be with a stable Internet network, a stable computer with audio/video on, the software to present videos, and installed the latest Zoom app

- Join the DSAA'2020 webinars by Zoom app at least half hour before the session start time (no registration and passcode required)

- Practice the webinar including sharing screen, audio/video, Q/A if possible and the webinar is in **practice mode** before the session start

- Test playing the paper videos in your session, report problems to PC chairs/host if any before the session start

Make co-host to start a session

- Before a session starts, host promotes session chairs (panelists) to 'Make co-host' in webinar

- Session chairs start the session by sharing screen, self-introduction, introducing session rules, playing videos, etc.

Share screen for presentation

- Session chairs share screen & play the paper/poster videos

Q/A

- Session chair asks attendees for questions by 'Chat', 'Q/A' or 'Raise hand'

Q/A by Raise Hand

- Attendees and panelists can raise and lower hands

- Speakers/session chairs allow the raised-hand attendees to ask question (unmute askers)

Q/A

- Answer live or type answer in Q/A
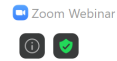
Q/A by Chat

- Attendees and panelists can make questions or comments in Chat
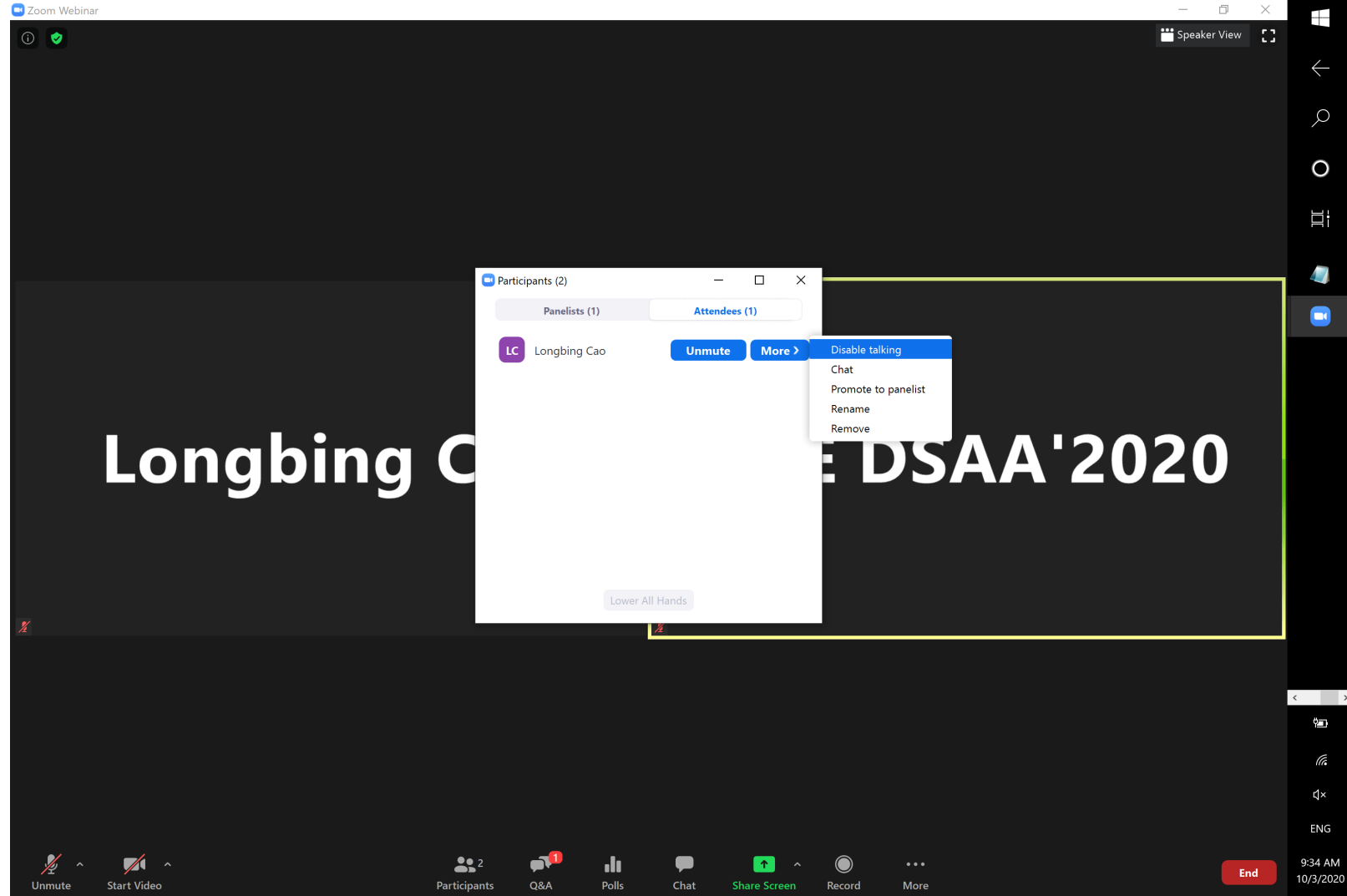- Questions can be sent to panelists or panelists and attendees

Author attendee to answer questions

- Session chair finds the author (attendee) & 'allow to talk' or 'unmute' the author to answer/ask question, the author (attendee) can then answer/ask the question orally
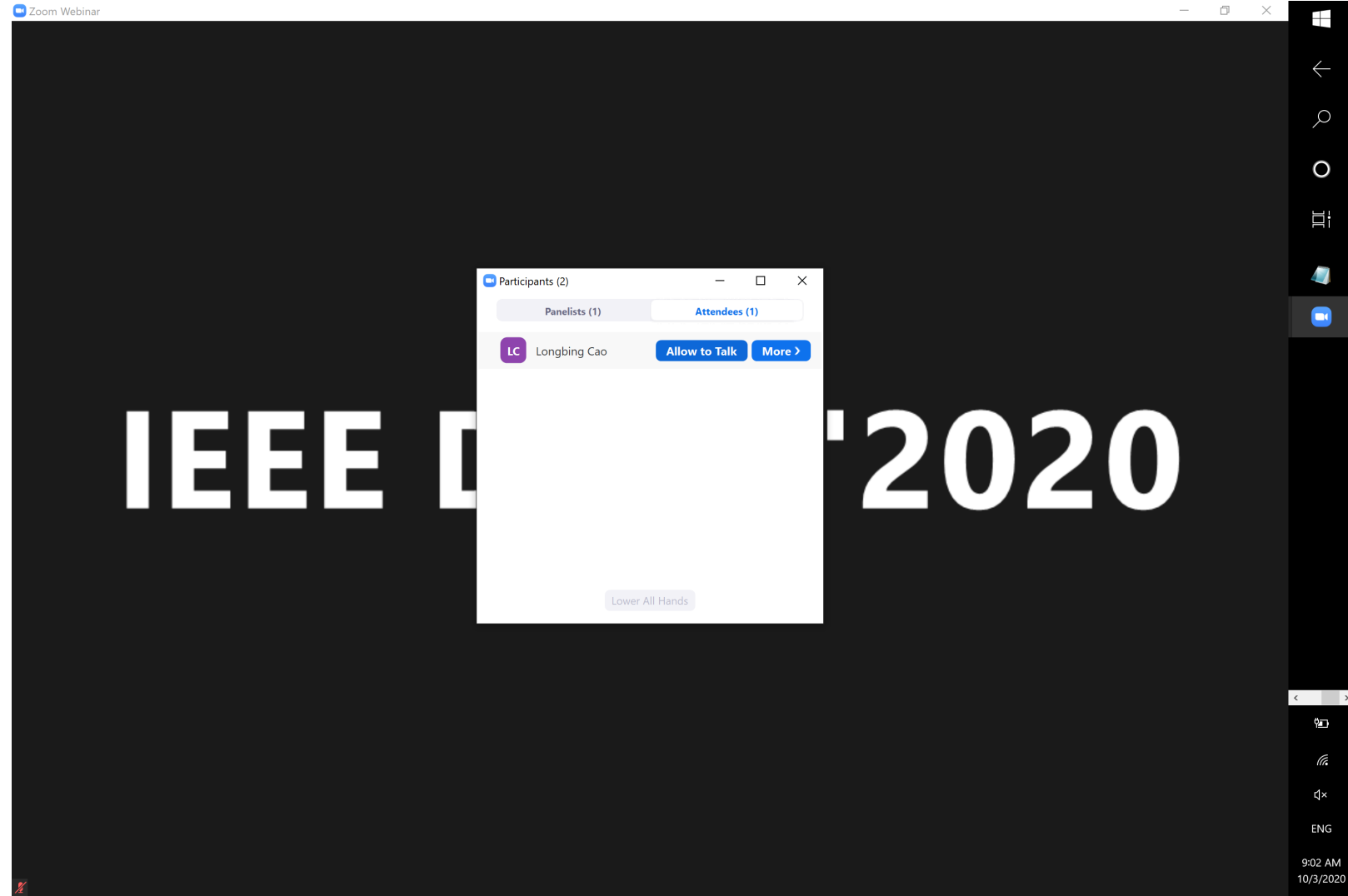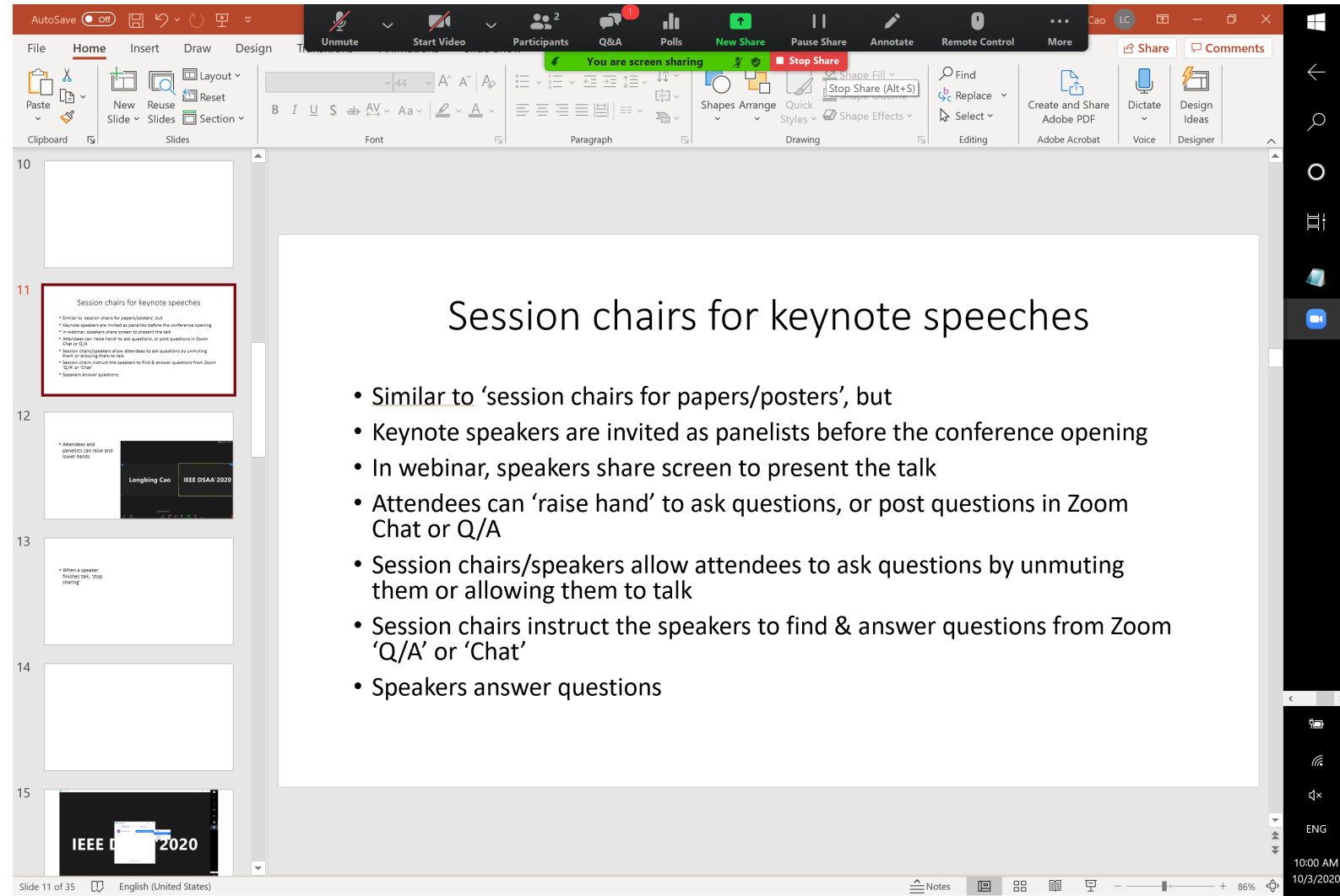
Author attendee to answer questions

- After Q/A, session chair 'disable talking' by the author

Finish a session

- Session chair 'stop sharing' to stop the session
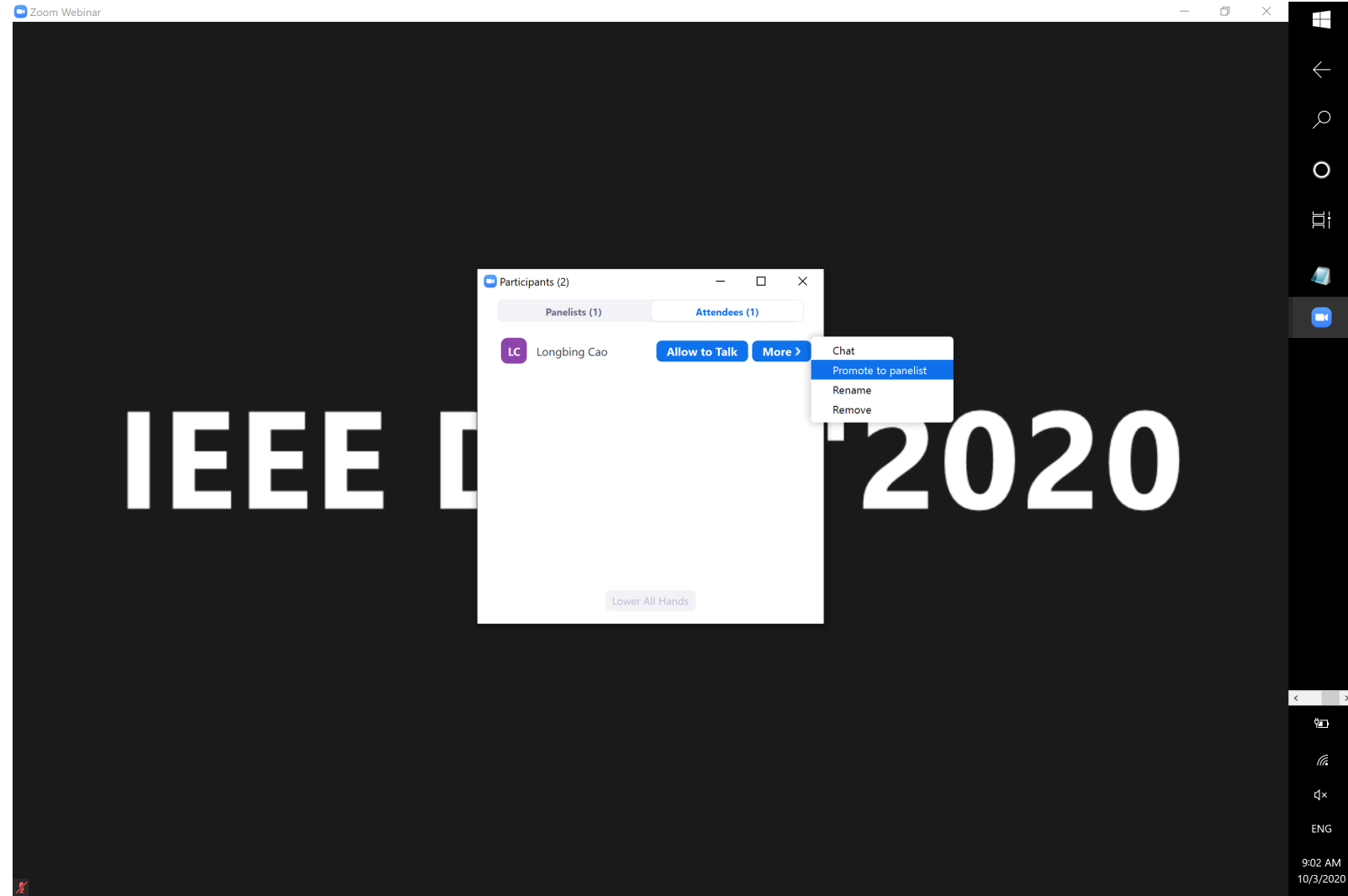
Start another session

- After finishing chairing the session, host 'withdraw co-host permission' for the session chairs

- Host transfers the co-host to the chair of another session

DSAA'2020 Webinar Guide
for Session Chairs – Keynotes

Speaker as panelist to share screen

- Session chair promotes a speaker to panelist if s/he is an attendee

Keynote speaker as Zoom panelist

- The speaker will rejoin as a panelist

- Then the speaker can share screen etc.

Speaker to present talk & Q/A

- Similar to 'session chairs for papers/posters', please refer to the slides
- Keynote speakers are invited as panelists before the conference opening
- In webinar, speakers share screen to present the talk
- Attendees can 'raise hand' to ask questions, or post questions in Zoom Chat or Q/A
- Session chairs/speakers allow attendees to ask questions by unmuting them or allowing them to talk
- Session chairs instruct the speakers to find & answer questions from Zoom 'Q/A' or 'Chat'
- Speakers answer questions

Finish a talk

- Once a speaker finishes presentation, s/he stops sharing to stop the talk
- Session chair (or host) can also find the speaker name in participants to 'stop video' and finish the presentation

DSAA'2020 Webinar Guide
for Session Chairs - Panel

Chair a panel

- Similar to that for the session chairs for keynote speeches
- Invite all panelists in zoom portal before the conference opening
- Promote a panel member from attendee to panelist if s/he is not a panelist yet
- Request all panelists to start video
- The presenting panelist shares screen
- Ask attendees for questions by 'raise hand'/unmute/allow to talk, Q/A, or chat

DSAA'2020 Webinar Guide
for Attendees

Join DSAA'2020 webinars

- DSAA'2020 uses Zoom webinars to broadcast the conference presentations

- You need to download Zoom app (https://zoom.us/download) to join the webinars

- You do not need to register to Zoom

- The DSAA'2020 webinars are passcode free, just enter the webinar IDs to join the DSAA'2020 sessions

Q/A

- You are welcome to ask questions
- You can Raise Hand to ask questions orally, session chairs will allow you to talk and unmute you
- You can enter your questions in Zoom Chat
- You can also enter questions in Zoom Q/A

Polling/survey

- Please attend the DSAA'2020 webinar polling/survey to share your opinions
- You can also send us your feedback to DSAA2020@dsaa.co

Webinar support

- Webinar training: https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions