

Specific instructions for Chairs

Time slots

- Keynotes: 45 minutes, with 30 minutes presentation and 15 minutes for questions
- Parallel sessions: 30 minutes, with 15 minutes presentation and 15 minutes for questions

Important for parallel session chairs: because of how talque is structured, we had to the 3 presentations in each parallel session as **3 separate Zoom meeting rooms**. Once one slot (talk+question) is finished, invite everyone to leave the room and move to the next presentation via the “enter” button on talque. Take some time in advance to familiarize yourself with the number of your session, so that you can quickly find it in the talque schedule. You can use the search and filter options in the talque schedule to isolate your session so that it will be easier to locate.

Before the call

- Make sure your headset, microphone and webcam are working correctly
- In talque, select your presentation in the schedule on the left-hand bar and click on “Enter session now” blue button to enter the Zoom call. For speakers and chairs the button should be available from 30 minutes before the scheduled start.
- **Important: please always enter the call from talque**, even if you receive a link to the meeting room by email from Zoom

During the call

- Our helper in the room will ensure that you are given host rights after entering. Ensure that your microphone and video are on
- You can give a brief introduction of the speaker (bio info should be available in the talque platform, but it is a good idea to get in touch with your speaker(s) before hand)
- Keep an eye on the time allowed to the speaker (30 mins for keynotes, 15 minutes for parallel sessions). Agree on a minus 3 minutes and a minus 1 minute signal with the speaker
- Keep an eye on the chat section, where viewers can leave questions/comments also during the presentation
- When the speaker is done with the presentation, moderate the discussion. Feel free to handle it as you see fit (choose the questions in the chat by relevance or on first come first serve basis). You can decide to read the question yourself or unmute the microphone of the viewer who left the question and allow her/him to ask the question
- At the end of the time slot, invite everyone to leave and (if applicable) move to the room of the next talk and remind the title and speaker of the next talk
- All keynotes, panels and parallel sessions will be recorded and made available to all Closed Cycles 2020 participants. Mode and location of the recordings will be communicated later