

Panel chairs and panelists

Time slots

90 minutes – can be organized at will by the panel chair, as introductory presentation(s) by one or more panelists followed by discussions. Polls and breakout groups are available

Before the call

- Make sure your headset, microphone and webcam are working correctly
- If presentations are planned, have them ready and open (as power point or pdf)
- In talque, select your presentation in the schedule on the left-hand bar and you should see an “Enter session now” blue button. Click on it to enter the Zoom call. For chair and panelists 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

In the call

- Depending on what version of Zoom you have, you will land in the meeting room on a web browser or on the Zoom desktop app
- Once you enter the Zoom call there will be one member of our team who will make sure your camera and microphone are active and will assign host and co-host privileges to you and your panelists
- You and your panelists will be responsible for running the presentation(s) on your computer(s) and share the screen in the Zoom call
- All viewers will enter the meeting room with their video off and microphone muted
- Depending on how you want to structure your panel, you may want to allow questions or comments from the audience, either by microphone or in the call chat. As Zoom call host, you can activate the camera and the microphone of your participants if you wish to give them the word.
- If you have requested the use of instant polls with the SliDo tool, you will be contacted by our person in charge for that (Marcel Arter) and he will set it up for you

After the call

- When the panel is over, simply leave the zoom meeting room. If you plan to attend another presentation, go back to talque, click on the next item in the schedule on the left and enter the room
- 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