

Welcome to the 2021 GEC Conference! This year's event is fully virtual. You can access the platform at <https://apsgec2021.ispresenting.live>

When accessing the platform please use the latest version of Google Chrome, Microsoft Edge, or Mozilla Firefox.

These instructions are for the Remote Session Chair.



As a session chair you will be given two links. One will be for the zoom session that you will chair. The other will be a slido link for you to access the questions that have been submitted by the attendees.

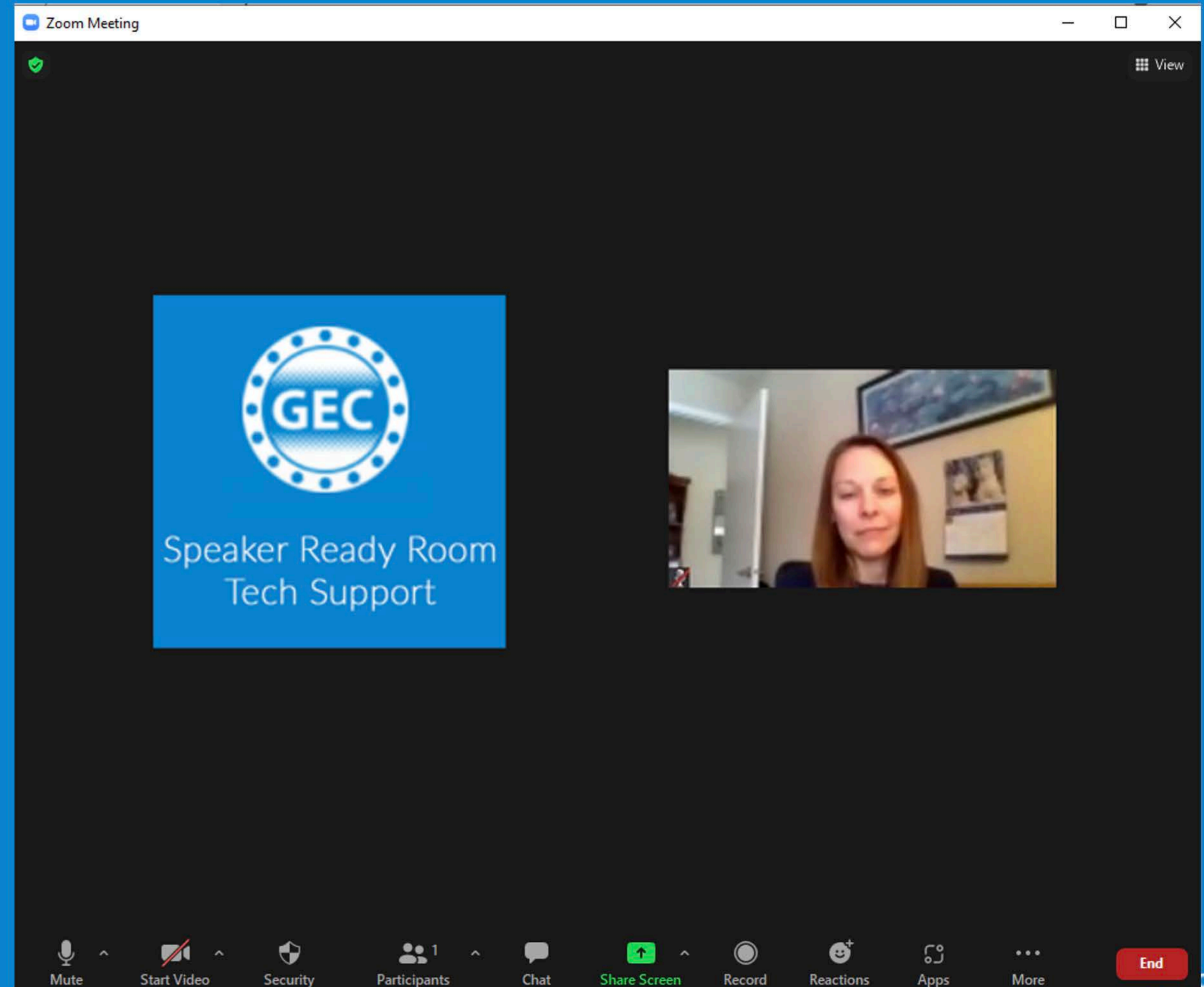
Please make sure your zoom software is up to date before joining the meeting.



When you join the zoom session you will be greeted by the zoom speaker ready technician.

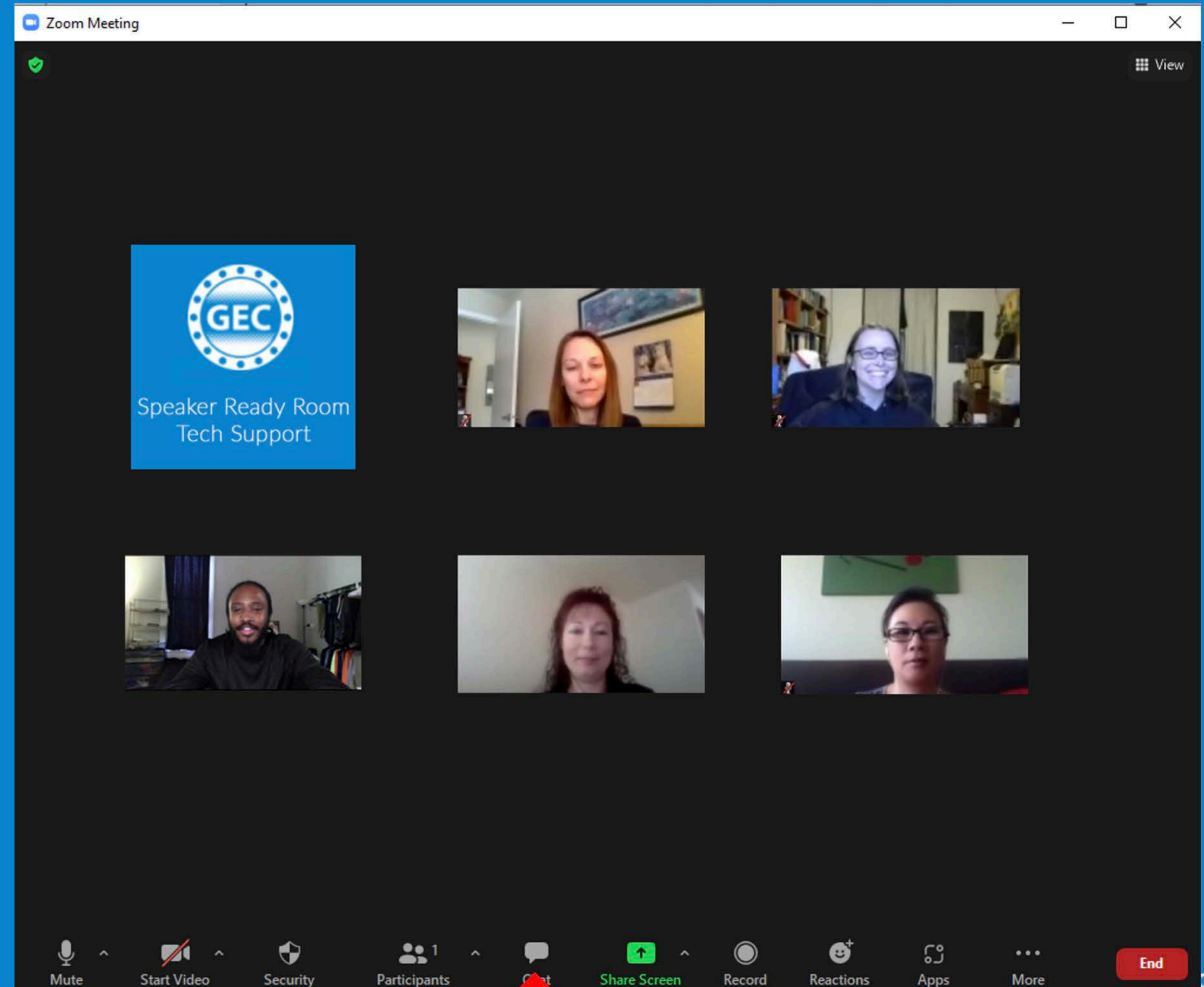
They will verify that your camera and microphone settings are correct. And aid you in any screen share you plan to do if necessary. This room will never be broadcast to the platform.

Once you are ready, you will be sent to the session breakout room.



In the session breakout room you will see the room technician and the speakers for your session.

Be aware of the chat function, as that will be how you can communicate with the room tech and other speakers when the session is live.



You will notice a timer in place of a camera view.

This timer will run for each session and allow you to keep track of each talk's length. It will not be seen by the attendees.

Keep in mind that the attendees viewing this zoom session are not in the zoom with you, but are watching this on the conference platform.

The screenshot shows a Zoom Meeting window with a dark background. In the top left corner, there is a green checkmark icon. In the top right corner, there is a 'View' button with a grid icon. The main content area is divided into several sections:

- Top left: A blue square with the GEC logo (a circular emblem with 'GEC' in the center) and the text 'Speaker Ready Room Tech Support' below it.
- Top middle: A video feed of a woman with long brown hair.
- Top right: A white rectangular box titled 'Meeting Agenda' containing a table:

Presentation	12:48
Panel Discussion	10:00
Q&A	05:00
- Bottom left: A video feed of a man with a beard and a black shirt.
- Bottom middle: A video feed of a woman with long dark hair.
- Bottom right: A video feed of a woman with glasses and a black top. A large red arrow points upwards from this video feed towards the 'Meeting Agenda' box.

At the bottom of the window is a toolbar with the following icons from left to right: Mute (with a slash), Start Video (with a slash), Security (shield icon), Participants (1 person icon), Chat (speech bubble icon), Share Screen (green square with an upward arrow), Record (circular icon), Reactions (smiley face icon), Apps (grid icon), More (three dots icon), and a red 'End' button.



As the session chair your roll is to:

Introduce speaker (name, affiliation, presentation title).

Give a 2 min/5 min warning to presenters of contributed/invited talks before the end of their allocated time.

Cut speakers off, if they go more than 2 min/4 min over time in case of contributed/invited talks.

Verbally ask any submitted questions in the allotted time.

It is very important that the sessions remain on schedule



The slido link for audience questions will appear on the page like this.

Attendees will have the ability to upvote questions they would like answered.



Join at
slido.com
#GEC

Top questions (2)

Room 1

J John

Here's a question.

1



A Andy

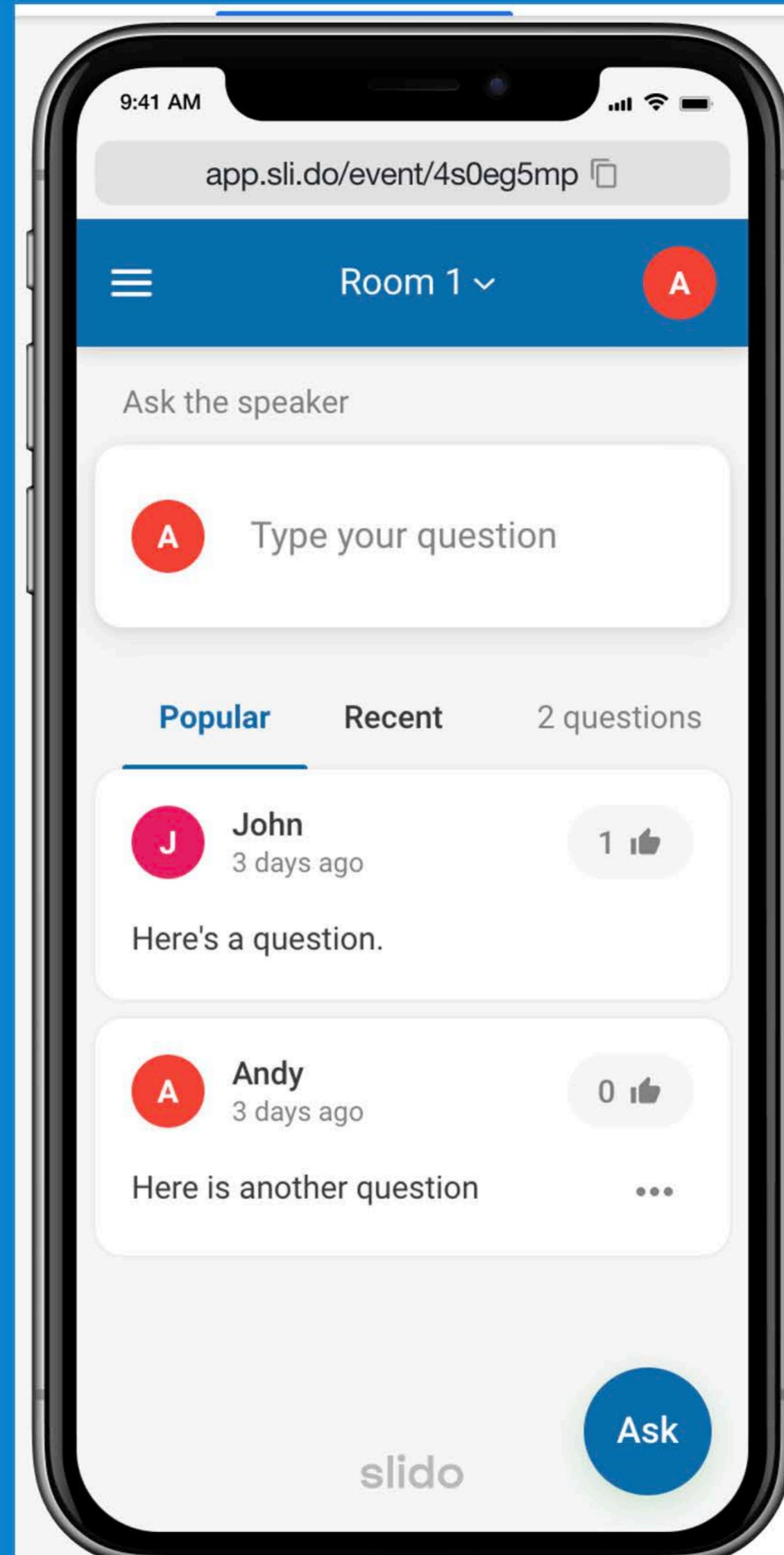
Here is another question

0



If you are not comfortable having slido open on your computer while in the zoom meeting you may open the link on any smart phone.

All the functionality remains the same.



At the conclusion of your session, thank the speakers and bring the session to a close. You are now free to close zoom and rejoin the platform at <https://apsgcec2021.ispresenting.live>

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Thank you for your help and support.

