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.

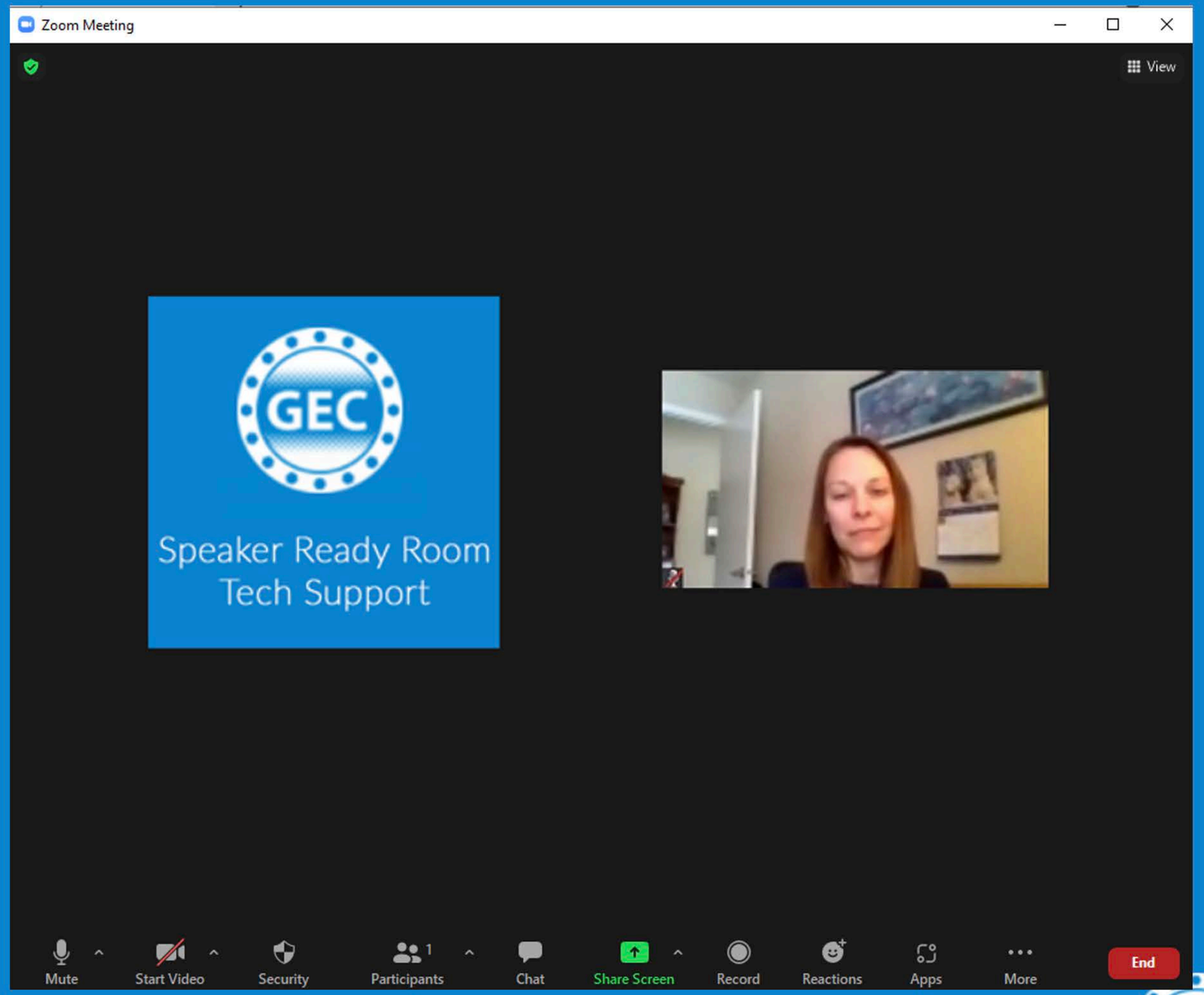
As a session chair you will be given two links. One will be for the zoom session that you will chair. The other will be a slido link for you to access the questions that have been submitted by the attendees.

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.

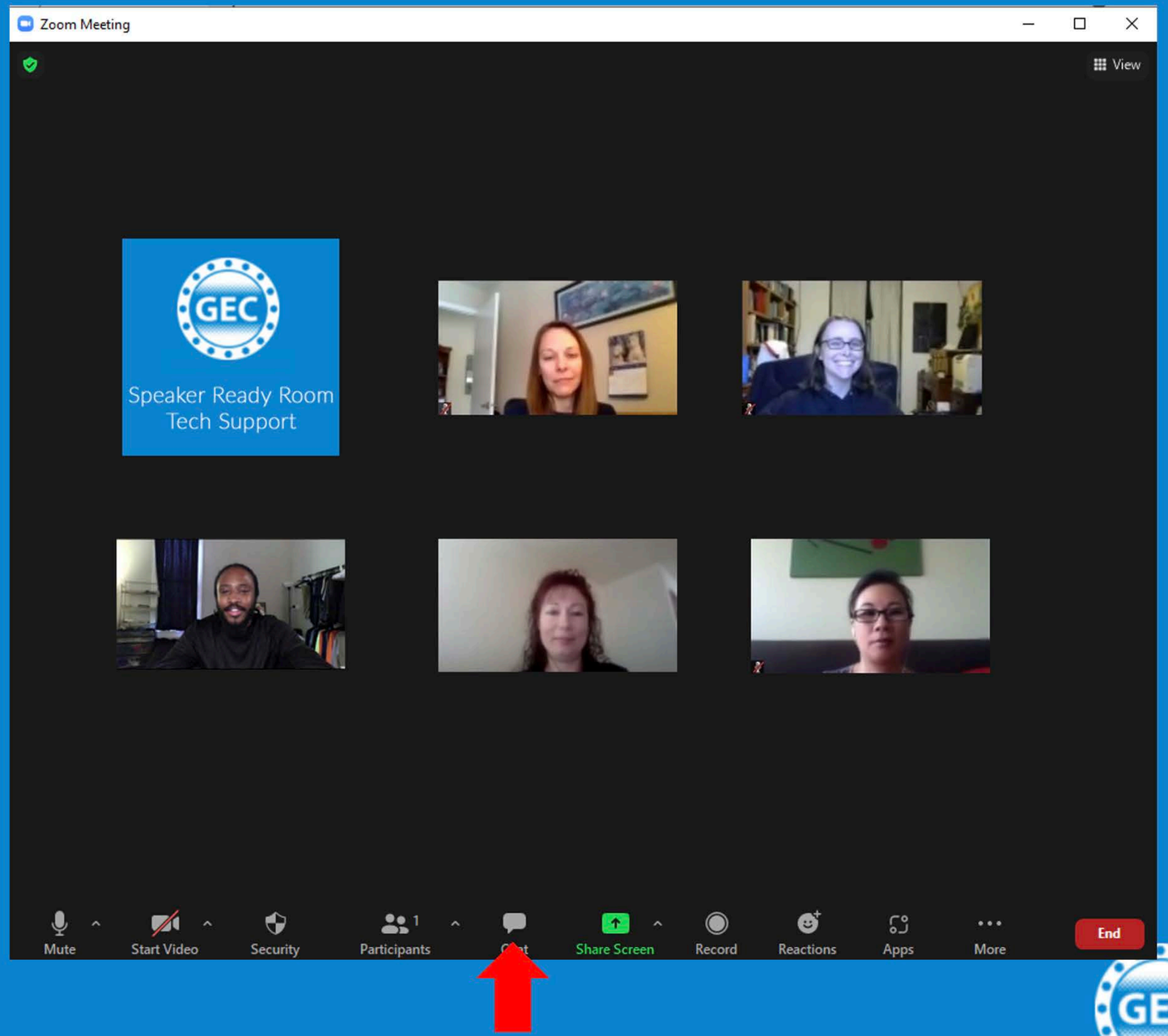
They will verify that your camera and microphone settings are correct. And aid you in any screen share you plan to do if necessary. This room will never be broadcast to the platform.

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.

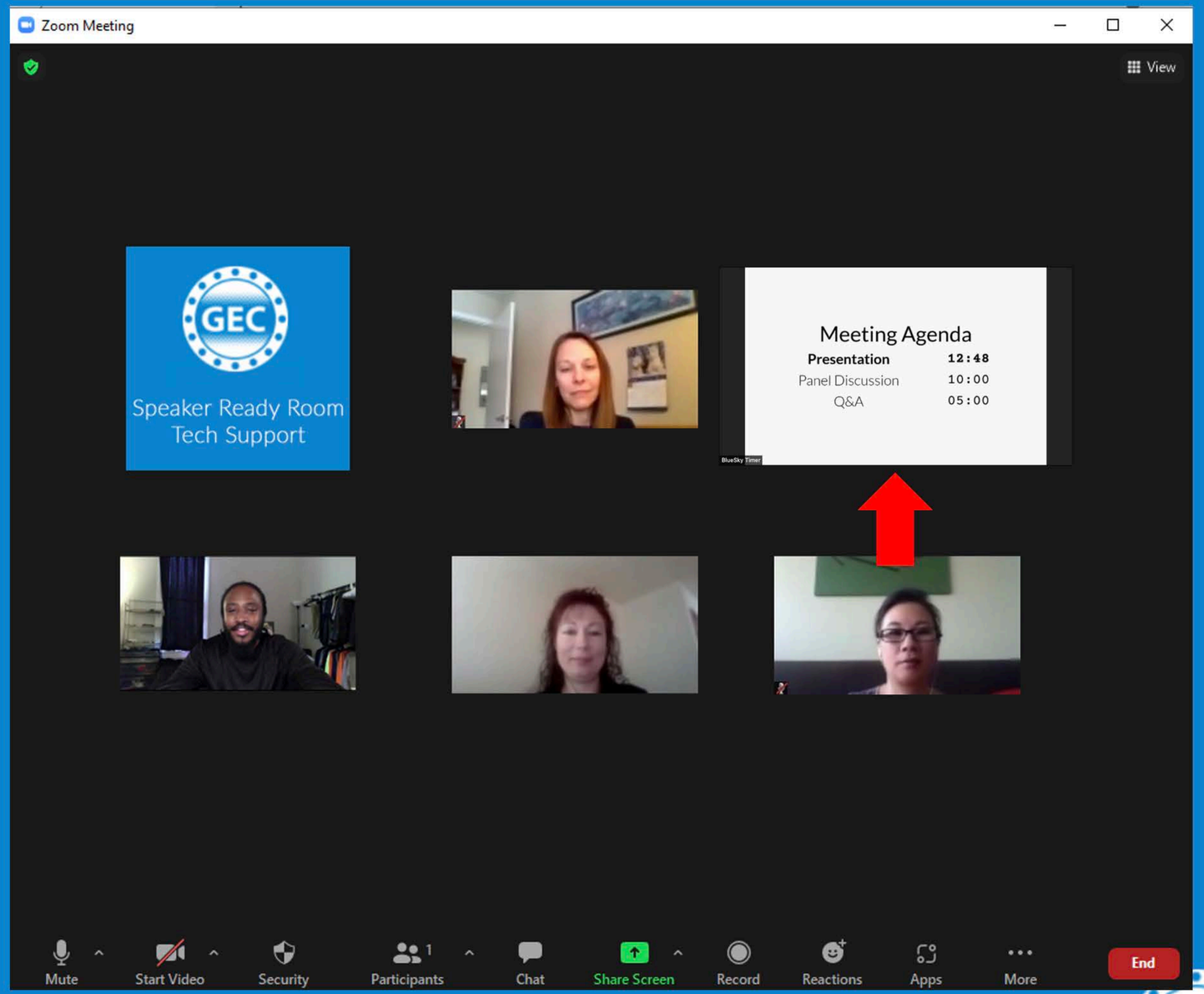
Be aware of the chat function, as that will be how you can communicate with the room tech and other speakers when the session is live.



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.



# 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.

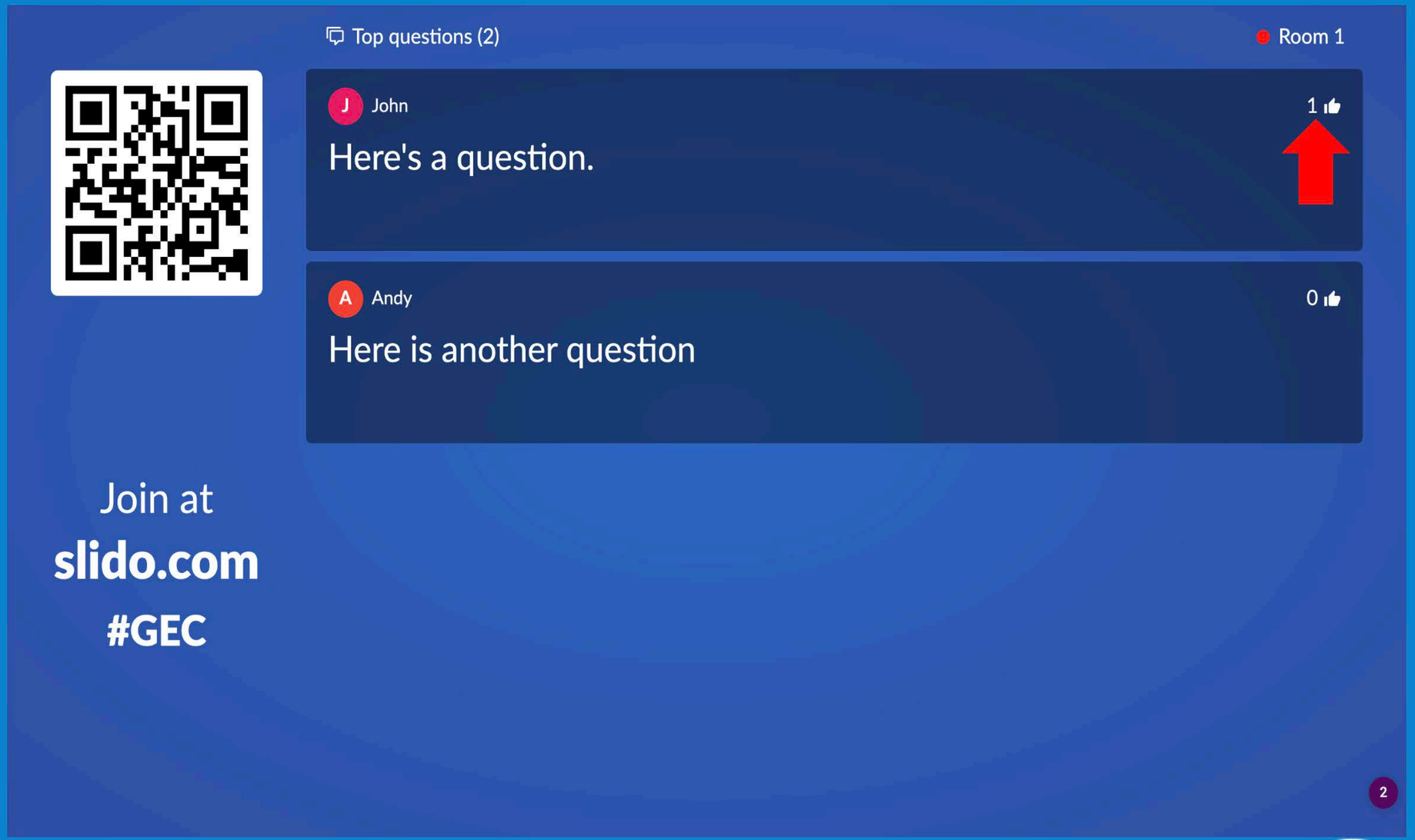
Cut speakers off, if they go more than 2 min/4 min over time in case of contributed/invited talks.

Verbally ask any submitted questions in the allotted time.

It is very important that the sessions remain on schedule

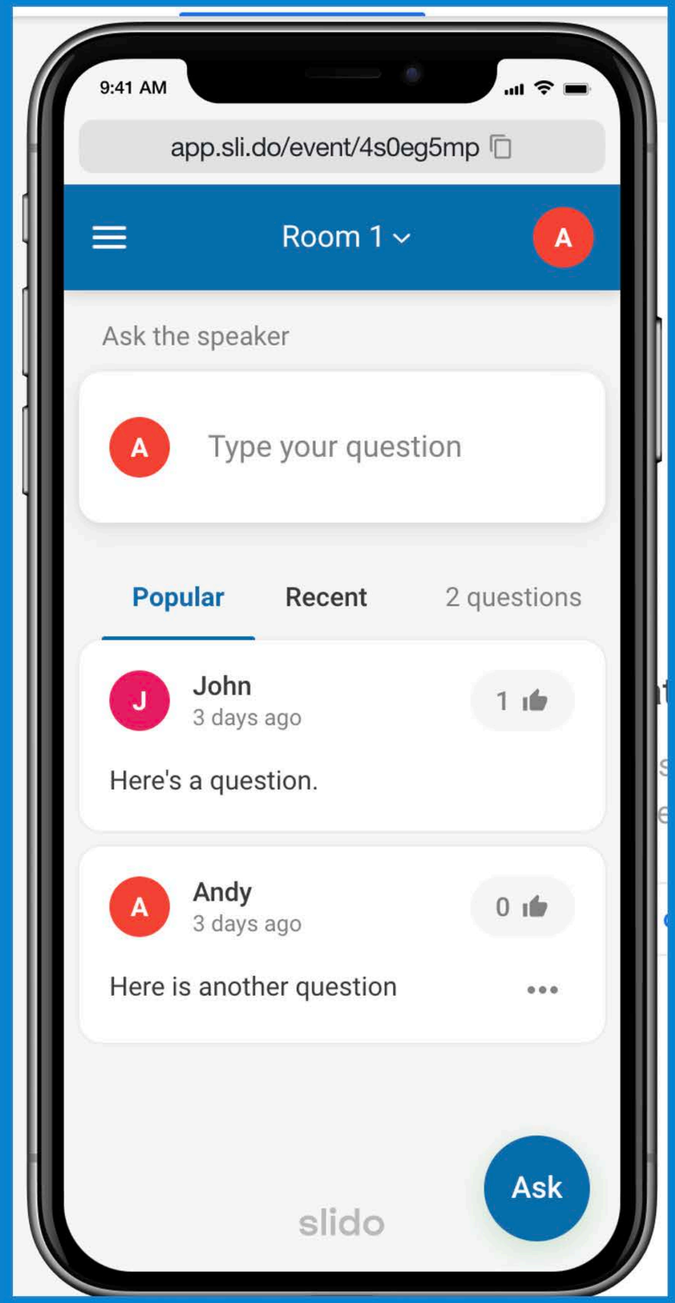
The slido link for audience questions will appear on the page like this.

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



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://apsgec2021.ispresenting.live

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Thank you for your help and support.