# Instructions for Session Chairs

Before the workshop

1. Please contact the speakers in your session ([Keynote-Speakers-2021.xlsx](#) Sheet Timetable, Column M)
   a. Attach a pdf copy of the Speaker Instructions.
   b. Remind them to register and send an abstract if they have not already done so
   c. Ask them to send you their presentation by the day before their talk (which means Friday 5th November for those speaking on Monday 8th)
2. Upload their talks (please rename to FirstnameLastname.ppt or similar) to the relevant SharePoint directory here:
   https://bom365.sharepoint.com/sites/research_workshop/Shared%20Documents/Forms/Default.aspx
3. Check to see whether they have registered and contact Caroline if anyone needs to be registered manually after 20th October.

During the workshop

1. Each session will have a Chair and two deputies.

2. The Chair is responsible for:
   a. introducing the session, and explain that questions will be taken after each presentation via the 'hand up' feature and the meeting chat.
   b. introducing each speaker (name, affiliation if desired, and talk topic – no time for a bio!)
   c. asking the speakers to 'Share your screen' at the allocated time.
   d. ensuring speakers keep to time
   e. moderating the questions. You may use your discretion to decide which questions should be asked depending on the time available
   f. reminding speakers to go to Gather Town after the session if the timing is convenient for them.
3. The first deputy will:
   a. record the session
   b. take note of hands going up and monitor the 'chat' section for any questions that appear that way. They will compile this list in the "Bureau R&D Workshop" Teams Channel for each session.
   c. mute attendees who have forgotten.
4. The second deputy will:
   a. be around for back up,
   b. help to mute any attendees who have forgotten.
   c. in the event that a speaker cannot share their screen, will share the presentation and advance the slides.

Teams Instructions You May Find Helpful

1. You can mute all attendees at once with the following button in the list of participants:
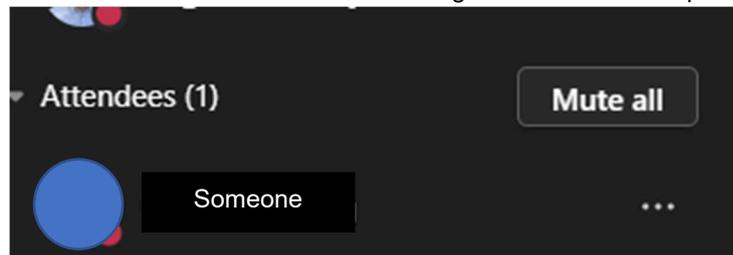
2. You will need to interact with the list of participants in order to ensure that the speakers can share their screens. To do this you will need to choose "make a presenter" for each of the speakers. You do that by finding the relevant participant in the list (search for their name), click on the three dots next to their name and select "Make a presenter" (yellow oval below):
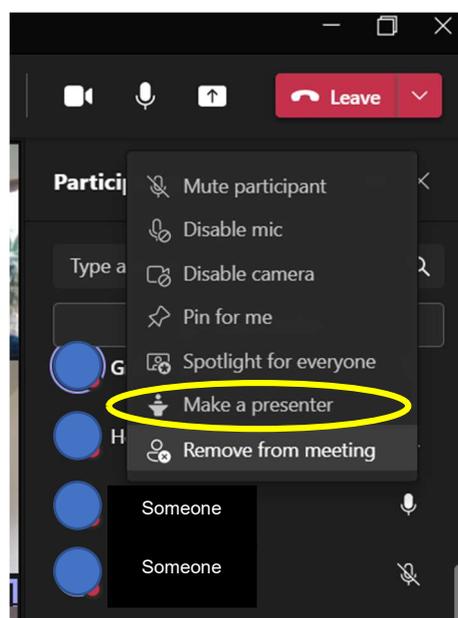
3. If there is a speaker who has sent in a recording of their talk, you will need to ensure you select "Include Computer Sound" before you select the screen or application window to share (yellow oval below):