

CHAIR – your work process

Before your session begins

- You will receive two links to join the main session webinar:
 - *"Attendee"* link – use this when you are not serving as a chair
 - *"Panelist"* link – use this during your session to connect. The "panelist" link is unique to your identification. PLEASE DO NOT SHARE. You can also use this link to join the meeting **practice sessions (morning only from 9:00 AM – 10:00 AM)**
- For those already in attendance before your session, you can log out and log back in with your panelist link or the host will promote you from "attendee" to a "panelist" before your session begins.
- Ensure you have a **strong internet connection** and that you are in an environment conducive to conducting a meeting.
- **Enter "full-screen" mode on your device** – for the best experience. We suggest you use the "Fullscreen" feature. Mute upon entry till it is time to speak.

During the presentation segment of your session – actively monitor the "Q&A" window during the speaker presentations

1. Attendees will submit questions through "Q&A" during your session
2. Use the "CHAT" function and discuss with co-chairs what questions need to be selected
 - a. Make sure to communicate to *"All Panelist"*. *"Private"* chats will not be seen by the host/co-host or any other panelist.
3. Use the "CHAT" Communicate with panelists and host your selected questions (*"for the open mic segment....We would like to call on J. West, Mike Rile, Jim Bob, etc."*)

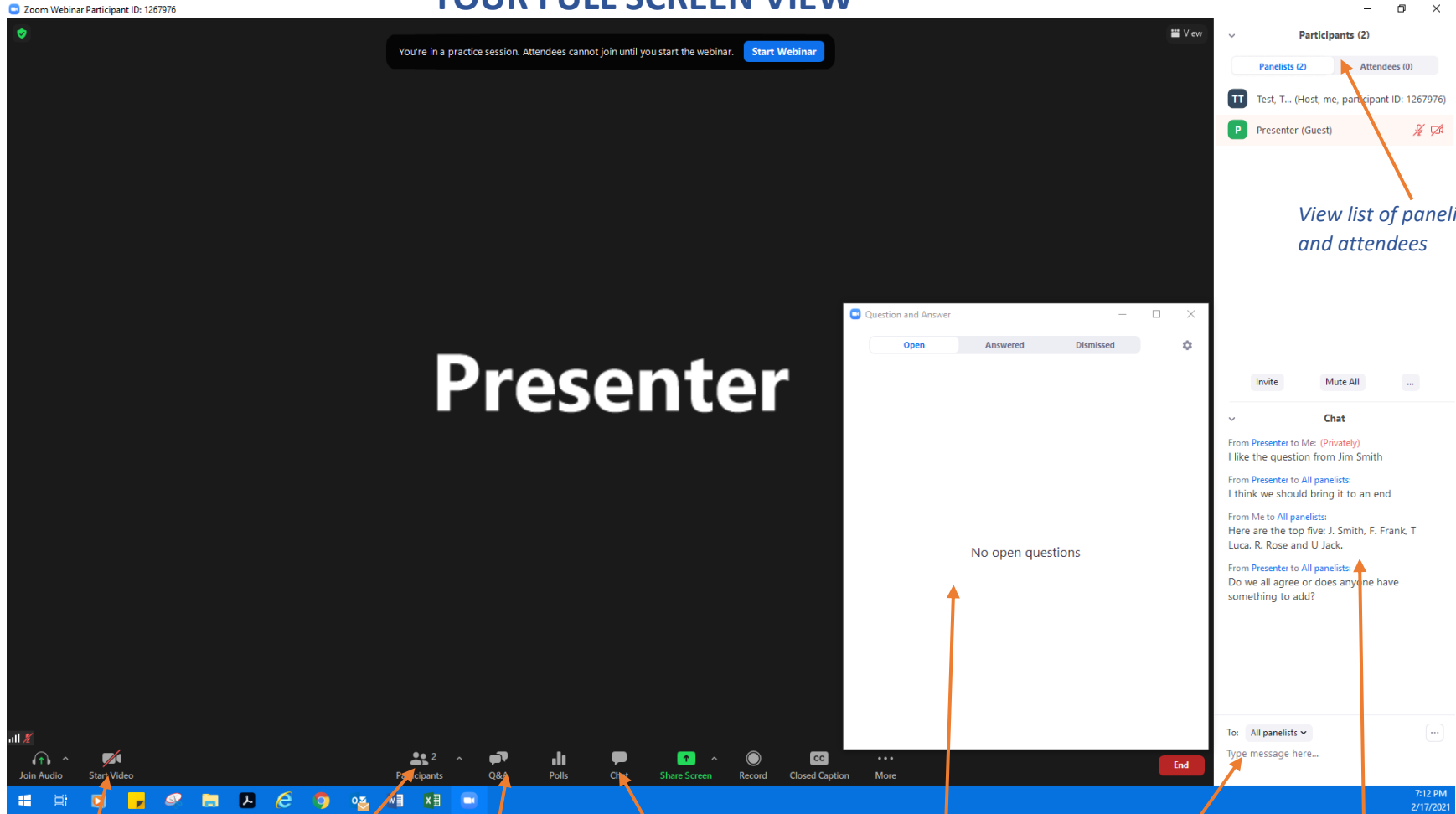
During your session's discussion segment - as discussed for your internal process during your session review, finalize your summations and comments before opening the floor for questions. When ready to field questions from the audience.

1. One of the chairs will open the floor and call out a member to ask questions: *"we will now call on a few members in the audience ..."*
 - a) **If Q&A candidates are pre-identified** – the host will grant them access to unmute their microphone. You will prompt the attendee (i.e., *"Jim, go ahead and unmute your mic and ask your question"*).
 - b) **If time does not permit** – for sessions with limited discussion time, it would be preferable if the chairs selected the questions and read them out rather than opening it to the floor for the audience to ask. (*i.e ...and to the presenters, we have a question from Mike Rile of Indiana University. Mike wants to know...*)

Bring discussion segment and session to a close – finalize and bring the session to an end

- Once completed, the host will change your role from "panelist" to "attendee."
- This will remove your ability to chat, talk and use the video functions

YOUR FULL SCREEN VIEW



Use this button to control your camera and video output

Use this to open up participants window

Use this button to open Q&A dialogue/window

Use this to open up the CHAT window

Q&A window – use to answer and select questions

Type here to chat with panelist. **Note:** PRIVATE vs. All PANELIST

View conversations

View list of panelist and attendees