Guide for Session chair

Enter the Zoom meeting 10 minutes before the session starts.

Input the session ID at the beginning of your participant panel name. If your session ID is A1 and your name is TJU, the participant panel name should be "A1 TJU". The room host will assign you to the co-host of the meeting.

Check your audio status to see whether your microphone and video are available. Please let the microphone be mute and video off except for your talk.

Before the session starts, please inform orally the audience of the following notes.

- Introduction of the session and yourself.
- Introduction of the keynote speaker in 1-2 minutes (some session doesn't have keynote lecture).
- Presentation time: keynote is 30 minutes, 25 minutes for talk and 5 minutes for Q&A; Normal presentation is 20 minutes, 15 minutes for talk and 5 minutes for Q&A. Please cooperate to keep the presentation time.
- Mute microphone and turn off your video at the presenter talk.
- When you have a question, just use the hand raising function.

Starting each presentation, please follow the steps below.

- Let the presenter share the screen.
- Introduce the paper title and authors.
- Start presentation and Q&A.
- The hand raising function is recommended for Q&A.
- The chair can turn on/off participants' microphones and video.
- Check the chat window. Someone may post the question by chat.
- At end of presentation, let presenter turn off the screen sharing, microphone and video (could turn off screen sharing forcibly).
- Keep the presentation time and proceed next presentation.

Absence policy! In case of absence of a presenter in a session, the session chair should NOT skip that presentation, and should strictly keep the scheduled order.

At end of session, please thanks to all session presenter and audience. Confirm the next session starting time.

Real name
Session ID for chair
Paper ID for presenter

Microphone & Video

Participants & Chat & Screen share

Raise your hand

Chat panel