

EBHS 2021 Virtual Conference

May 18-21, 2021

Instructions for Chairs of Panels:

1. Be present in the Zoom room at least 10 minutes prior to the start of the session, if possible, and to encourage presenters to test their screen sharing capabilities before the session starts.
 - a. Assign presenters as co-hosts to ensure fluid transitions between presenters and in case of problems with your own connections.
2. Ensure that the instructions below are presented to the audience in each session. Ensure that all but the speaker is muted during the presentation. A technical moderator will open the session and help with moderating attendees and muting (if necessary).
3. All audience members must have their microphones muted during the presentation of papers.
4. Explain the Q&A process (outlined below).
5. Introduce each speaker and their paper titles.
6. Each paper will be presented, and discussion will immediately follow. Most sessions have 3 papers and last for 75 minutes. This should result in 25 minutes of presentation and discussion. Ideally, the presenter will give 15-20 minutes of presentation to allow for maximum discussion.
 - a. Some sessions have 4 papers and time limits for discussion must be adjusted in the 1.5-hour sessions.
 - b. However, there is one session with panels that have 4 papers each and those sessions go for 2 hours, which should still provide 30 minutes for each paper and discussion.
7. As chair, you have the privilege of providing quick comments or questions to the presenter, if you so wish, but it is not expected.
8. You will moderate the Q&A once the presentation is complete, and you can take questions however you feel most comfortable. The most convenient and efficient method is to have audience members who wish to ask a question to type question into the chat function and then call on them in order.
 - a. Ask audience members to unmute themselves to ask questions and ensure that those who have completed asking their questions are muted again (you and the moderator will have the ability to mute audience members).
9. Make sure the session starts on time as best as possible.
10. Keep time for the presenters, communicating to the presenters prior to the session beginning your method for informing them of time milestones (e.g., 5 minutes remaining, 1 minutes and so on).
11. End sessions on time, as we have a very tight schedule.