

## **ECIS Session Chair / Presenter Training**

### **GoToMeetings**

#### **Session Structure**

- There will be an AIS staff member (Technical Support Staff) on to start the session and available for technical issues
  - They will be available to answer questions and set the presenters up to share their screen
  - Will make the Session Chair a co-organizer and the authors presenting will be in 'presenter' mode
  - Record session
  - Post opening and closing slides
- Session Chair will:
  - Manage allotted time – session time - 50 minutes
    - The closing slide will be displayed 2 minutes before end time as an alert
  - Session Chairs to prepare 2-3 questions in advance for each paper
  - Remind audience that the audio capability has been disabled. They can submit their question for each presenter in the chat box
  - Facilitate the Q&A
  - Session Chairs to inform audience that when submitting questions via chat, to include the paper sequence (i.e.P1, P2,P3) in case the question isn't answered due to time limitations, it can be addressed later on by the author. Please feel free to continue the discussion with the authors via the conference app, eLibrary or email.
  - End session on time – there is no extra time as the next session will be launched immediately for presenters and attendee to log-in

#### **Before Your Session**

- Confirm your session time/date
- Make sure you use the session link which can be found on the conference app
- Plan on using your desktop and not your mobile device
- Make sure you have downloaded GoTo software on to your computer
- Session Chairs to contact the authors regarding the allotted presentation and discussion time limit
  - Only one author, is required per paper to present. Author to remain online for the entire session
  - Stress importance of ending on time
- Please download WhatsApp so you can easily contact (+1 404-451-5527) the technical support staff support for your session during the conference dates.

## For the Session

- AIS Staff will log-in 10 minutes prior to the session
- Make sure you are in a quiet area where no-one (family or pets) may interrupt you
- Make sure all notifications are turned off
- Check your audio setup.
  - A headset works best
  - Make sure you have all notifications turned off
  - Test both your audio speakers and mic prior
- Session Chairs and authors are required to join the meeting 8-10 minutes prior to start time using the session link found on the conference app
  - Please join the meeting early as the maximum capacity for each virtual room is 250 total and you will not be able to join the session if it is at capacity. If unable to join due to the session being full, text Robina Wahid (AIS) via WhatsApp - +1 404-451-5527
- Session Chairs will monitor the chat box for the Q&A session and will select and read the questions following each presentation. No audio questions.
- When Q & A begins, the Session Chair will need to discern the questions and read the selected question
- If author doesn't show up or drops-off mid-presentation, the Session Chair will address the issue by skipping to the next paper

## Paper Presenters

- Access to chat log via ECIS conference app. by end of each day. We recommend authors to respond to any unanswered questions from the session via eLibrary.

## Troubleshooting and Post Session

- If issues logging in during the conference dates, please contact Robina Wahid (AIS) via WhatsApp at +1 404-451-5527
- Session Chairs to inform Program Chairs if a paper is a no-show

## GoTo Meetings Training

- Wednesday, June 10 – 4:30 pm – 5:30 pm CEST
  - o <https://global.gotomeeting.com/join/993588085>
- Thursday, June 11 – 5:00 pm – 6:30 pm CEST
  - o <https://global.gotomeeting.com/join/281623301>