



## Quick Guide: Instructions for Virtual Session Chairs

- Enter the virtual meeting platform (Pathable) using your access link. You will not receive external Zoom links – everything is located in the virtual platform.
- Locate your session under **My Meeting > My Agenda**. 20 minutes before the start of the session, click on your session and join the pre-presentation room by clicking the **'Manage'** button in the top right hand corner of your screen.
- When it is time to join, the countdown clock changes to a green **'Join Meeting'** button. Click this to open your session in Zoom.
- Once you enter the session, change your Zoom name from "Host (500)" to your name. To do this, click on the three dots in your video screen and click 'Rename'. If you would like, add "Chair" at the end.
- The speakers for your session will start to join. Everyone enters the room as "Host (500)". Ask them to change their name. Then ask them to test screen sharing their presentation.
- Ensure that you or a co-Session Chair are listed as the Zoom Host. If you are not the Host, please ask the current Host to transfer that to you. In the Participant Menu in Zoom, they should click on the three dots next to your name and select **'Make Host'**
- **Do not** click the "Start Webinar" button until you are ready to start the session recording. If someone does press it, the recording will start immediately, but attendees will not be able to hear the panelists until 1 minute prior to the official session start time. You can pause the recording but then you **MUST** remember to restart it when the session begins.
- When sharing their screen in Zoom, remind speakers to check the **'optimize for video clip'** box if they have videos (or fancy transitions); this can be found in the bottom left hand corner of the pop-up 'Share Screen' menu.
- Use this time to inform speakers on how you will enforce the timing. Determine if they would prefer to be interrupted with a time check or be reminded via the Zoom Chat.
- You should also use this time to determine how you would like to handle audience Q&A. Choose whether Session Chairs will read questions from the Pathable chat, or if you would like to allow the audience members to unmute and ask their questions live.
- An MRS staff member will be in the room before the session to help answer questions.
- If there are any technical issues, direct speakers to the **Support Desk** under the **Help** menu in the virtual platform.
- Do not share your Zoom link to the session with anyone looking to join.

- 1 minute before the session starts, attendees will automatically be let into the Zoom. They will enter with their correct names, so no need to rename.
- When you start the session, click on the record button in the Zoom interface and choose '**Record to Cloud**'.
- Please recognize your Symposium Supporters by sharing the Symposium Support slide, if applicable. That slide can be found on the Files tab of the session on the virtual platform.

From here, it's just a regular Zoom meeting. **Reminder: The Zoom Meeting will shut down 10 minutes after the session's scheduled end time. Please stay on schedule so that everyone has a chance to present.**