



30th Annual **INCOSE**
international symposium

Virtual Event
July 20 - 22, 2020

Detailed Instructions for Host / Session Chair Team

STEP	HOST	SESSION CHAIR
PRE-SESSION		
Connect 30 min before the session (papers or panel)		
1	Check that all session presenters are connected. Contact missing presenters by e-mail or phone. If any presenter is not available (contacts will be given one week before the event), inform organizers (contacts will be given one week before the event). Organizers will display the recorded back-up on the virtual platform, but timing cannot change. No session can be advanced.	
2	Ensure all presenters are included as “panelists” and that the session is NOT being broadcast (i.e. in “practice mode”).	
3	Validate equipment tests with all presenters <ul style="list-style-type: none"> • Audio • Video • Screen Sharing • Countdown annotation – confirm preferred placement of annotation. Some presenters have indicated they do not want information on upper-right hand side. 	Ensure that you have all participant bios and understand how they would like to be introduced, including the pronunciation of their names.
4		Remind all presenters of the timing <ul style="list-style-type: none"> • 30 minutes presentation (watch for countdown annotations) • 10 minute Q&A (selected and asked by session chair) • 5 minutes break between sessions to allow attendees to change sessions if desired. Remind presenters to have their slides in “presentation mode” before their start time.
5	Mute presenters for second and third sessions	
6	Display sponsors’ recognition slide of the Session into slides. Please remember to update the session number, name, and UTC start time. This will help attendees be sure they are in the right “room”.	
7	Check that session is being recorded. The recording button and information is at the top left of Zoom. Once everything is ready, hit “Broadcast”. This allows attendees to see/hear the session when they join.	
Participants are allowed to join 5 minutes before session begins. All participants are muted on entry (automatic feature).		

SESSION 1		
8	In the chat window, post a message: "Welcome to session x.y. The session will begin at (time) UTC. Please introduce yourselves and chat until the session begins."	
9		Start the session at the scheduled time. Welcome all participants and introduce yourself as the Session Chair. (1 min max)
10	Display housekeeping slide	Provide housekeeping announcements. (See script)
11		Introduce the presenter (brief 2-3 sentence introduction coordinated with speaker in advance).
12	Display INCOSE IS2020 Virtual Logo slide until Presenter takes control of the screen to share their slides.	Ask the presenter to start the session by sharing his/her screen. Verbally confirm for the presenter that you are seeing it. Mute yourself.
13	Monitor chat during session. Approximately 12 minutes into the presentation, use chat and remind participants to ask their questions at any time using the Q&A feature.	Monitor Q&A during session. Begin selecting questions for Q&A session.
14	With 5 minutes left in presentation slot, give warning. Use annotate feature to write "5 minutes" in top-right corner. Delete after 15 seconds.	
15	With 2 minutes left in presentation slot, give warning. Use annotate feature to write "2 minutes" in top-right corner. Delete after 15 seconds.	
16	When time is up, give stop message. Use annotate feature to write "STOP" in top-right corner. Delete annotation after presenter stops.	If speaker does not stop within 1 minute of the "STOP" annotation by host, verbally break in.
17		Open Q&A window. Unmute yourself and start asking questions you selected. Please remember to introduce the asker (for non-anonymous questions), e.g. "Susan from the US asks . . ." 10 minutes for Q&A.
18	Take control of the screen and display the IS2020 logo slide.	Stop session on time. Thank the presenter and close the presentation. (See script)
19	Display sponsors recognition slide.	
20	If there are additional live presentations in the session, mute presenters from first session. Unmute presenters for second session.	
FOR SHORT PANELS, SKIP TO SESSION 3 INSTRUCTIONS. FOR LONG PANELS, THE SESSION WILL END AFTER THE PANEL CONCLUDES.		
SESSION 2		
	REPEAT STEPS 8-18	
21	If there are no additional live presentations in the session, stop recording.	
22	Display sponsors recognition slide.	
23	If there are additional live presentations in the session, mute presenters from first session. Unmute presenters for second session.	
SESSION 3		
	REPEAT STEPS 8-18	
POST-SESSION		
24	Display the sponsor recognition slide, then stop the recording.	

Housekeeping Announcements “Script” (step 9)

(tailor and make this your own as you cover the required points)

“A few notes before we begin:

- Our presenter will have 30 minutes after which we have 10 minutes for questions and answers.
- Ask your questions through the Zoom Q&A tool. You may begin asking your questions at any time – no need to wait until the Q&A session.
- You can also discuss the presentation with your fellow attendees via the Zoom Chat tool. If everyone would please open “Chat” and say hello, you’ll be able to see who is in the room with you.
- So, questions to the presenter should be in “Q&A” and general discussion in “Chat”.
- After our presenter ends, I will select questions from the Q&A tool and frame them for our presenters. If we don’t have enough time to address all of the questions, you will be able to ask questions using the IS2020 platform, and the presenter will respond in writing.
- The sessions are being recorded and will be posted to the IS2020 platform one hour after the end of the session.
- And as always, be connected. Help share the experience using #incoselS on Twitter, Instagram, Facebook, YouTube, and LinkedIn”

Presentation End “script (step 17)

(tailor and make this your own as you cover the required points)

“Regrettably we are now out of time. Thank you ### for the presentation, and thank you to everyone for your questions. Remember that you can continue the conversation by selecting the presentation in the program and asking questions of our presenters. This is also where you will provide session feedback. We greatly appreciate your comments as well as the generosity of our sponsors. Our next session ##### will begin at #####.”

Failure Mitigation

Failures may include:

- Host/session chair loses connection
- Paper presenter loses connection
- Panelist loses connection

Host/Session Chair Loses Connection

If a host or session chair loses connection, the KMD technical support will inform conference planners. Ideally, there will be a backup available to step in and fulfill the role until the host or session chair reconnects or to take over entirely if required. The partner of the individual who loses connection (hosts for session chairs, session chairs for hosts), should be prepared to step in and fulfill both roles as a last resort.

Paper Presenter Loses Connection

If a paper presenter loses connection, the Session Chair should explain to attendees the issue and give the presenter 1-2 minutes to reconnect. After 2 minutes, please apologize to the attendees and explain that the pre-recorded presentation will be posted to the site within 5 minutes. Attendees can then watch the pre-recorded session and direct questions to the author using the virtual platform.

Panel Presenter Loses Connection

If a single panelist loses connection, the moderator should continue with the panel and give the individual time to rejoin. This may require shifting the planned order of panelists.

If all panelists are unable to connect or lose connection, the moderator should give 1-2 minutes for the panelists to rejoin. After that point, please apologize to the attendees and explain that the pre-recorded presentation will be posted to the site within 5 minutes. Attendees can then watch the pre-recorded session and **return to the Zoom session** in roughly 40 minutes. This will hopefully give the panelists time to get reconnected and then the panel can resume with live Q&A. If this is not possible, questions will be directed to the panelists using the virtual platform.

Catastrophic Failure

In the event of a Catastrophic Failure – e.g. a Zoom outage that impacts the Symposium accounts – the Events team will try creating a new session with another Zoom account. If this is successful, there will be a news bulletin on the virtual platform informing individuals to join the new session. If the failure is not recoverable at that time, a news bulletin will be broadcast directing individuals to the pre-recording and to use the platform for Q&A.