Dear Session Chair,

**Thank you** for accepting our invitation to chair a live session during RERTR-2021. Below are some technical details for how the meeting will run.

**Overview of Conference:** Please see separate file for [General Attendee Instructions](#)

**Specific Details for Session Chairs**

Individual presentations in the 6 main sessions are in a 20-minute time block: nominally 15 minutes for presentation and 5 minutes for discussion. It is up to you as Session Chair to enforce the 20-minute limit.

English is the language of the conference.

Those making presentations have been instructed to submit their visuals (slides) to [rertr@anl.gov](mailto:rertr@anl.gov) by April 12. The conference staff will display the visuals and will advance from slide-to-slide when the presenter says "next slide". There is an option for presenters to prerecord their narration (in English) within PowerPoint and conference staff will use "play"; each presenter still needs to be present during their scheduled presentation time in order to participate in the discussion. We are allowing presenters to have camera either on or off during their presentation; if they are using visuals then these visuals will fill most of the attendee's screen. Attendees have the capability to set their view to Speaker (just seeing the one person speaking) or Gallery (showing all 200 participants); the Zoom Meetings platform does not have the capability to restrict the Gallery view to just a few participants, only one or all.

Someone from the conference staff will open each session with a few words relating to conference organization and then introduce you as Session Chair. At that time, you need to un-mute your microphone (bottom left corner of Zoom window) and start your camera (just to right of Mute). During the first several seconds of speaking be alert for signals that your microphone is still muted. You should then introduce the session and the first speaker.

For each presenter within your session:
- You should <u>briefly</u> introduce the speaker. In the interest of time, we propose you state name, title, organization, and country rather than a more complete bio. One or two sentences of personalization would be welcome (e.g., where they received their education, or, their key role within the organization or research reactor community if not obvious from their title), but there is not time for career histories.

  We will send an email to you and the presenters in your session asking that the bio info be provided directly to you as Session Chair. Please follow-up with the presenters as necessary.

- Your final words of this introduction should tell the presenter to unmute their microphone and begin speaking. Conversely, you will then mute your microphone and stop your camera.

- To help manage time, we ask that you alert the speaker when there is 5 minutes remaining in their assigned 20-minute time slot.

  Please help all of us get the most out of the virtual conference by managing speaker time carefully. Each combination of presentation and discussion needs to remain within the 20-minute limit to preserve the time allotted to speakers in subsequent slots.

- During a presentation, please monitor the Chat for attendee comments that are questions to the presenter. Also, open the Participants window and look for Raised Hands. The conference staff will also be monitoring and will help you identify questions and questioners. After each presentation, you, as Session Chair, will unmute your microphone and start the discussion time, either reading from the Chat or calling on an attendee with Raised Hand or posing a question yourself or asking the conference staff for help with this process. Continue to be mindful of the time.

- After the presentation and discussion, please thank the presenter (no applause) and introduce the next presenter, or close the session at the end.

The conference staff have the power to mute a microphone and stop a camera; in accordance with privacy protection, the conference staff do not have the power to unmute a microphone or start a camera.

We suggest that Chairs and Moderators for hours 1 and 2 of the conference connect to the conference 15-20 minutes before the conference begins that day to verify their connectivity. After connecting to the Main Room then choose the Breakout Room named "Green Room". Those who are Chair or Moderator in hours 3 and 4 should connect to the Green Room during the break between conference hours 2 and 3. The Green Room will be near the end of the list of Breakout Rooms; the top of the list is being used for the live interaction with poster presenters. The conference staff will have a limited-access portion of the conference open for testing by chairs, moderators, and presenters during the 4-hour conference window on Monday April 19; we encourage you to connect during this time and test your connection.

All live presentations, including discussion, will be recorded. Each presenter has submitted publication release. Everyone's login to the conference is consent to this recording process.

It will be helpful if you provide a telephone number that the conference staff may use to contact you by text message and/or voice during your session in case you lose connection with us or we need to get your attention. Please email the phone number to [rertr@anl.gov](mailto:rertr@anl.gov), and indicate whether the phone is capable of receiving a text message.

Questions should be sent to [rertr@anl.gov](mailto:rertr@anl.gov).

**We thank you for assisting in leadership of the conference!**

Updated April 13, 2021