

GIVE ME 5 MINUTES SESSION CHAIR QRC

The Chair is expected to introduce the session, each presenter, and the title of their presentation, as well as manage the Q&A part of the session.

Give me 5 Minutes sessions will last for a maximum of 60 minutes, with a maximum of 7 presentations. Each presenter has a 8-minute slot, which includes a pre-recorded video of a maximum of 5 minutes that will be show in the session, and 2 minutes for Q&A. At the end of all presentations there will still be time for more Q&A, and you can manage that time according to the number of questions posed by the audience.

The chair is advised to watch the videos of the presentations of their session in advance, so that they can prepare a backup question, if needed.

In your session, there will be a member of Easy Conferences to support with the technical part, so you are not expected to play any videos or be responsible for any of the technical aspects of the session.

Each session will be held on the Zoom platform in Meeting Mode. Chairs and Participants will access these rooms through the conference platform. Upon entry, participants will have their microphones and cameras disabled.

The Chair will be required to join the session at least 10 minutes before the start time. The chair will call out the names of the presenters on the program. If one or more are missing the Easy Conference team will attempt to contact them. The Chair will not wait for presenters to show up at the expense of the program.

At the programmed time the Chair will introduce the session title and the first presenter and indicate to the member of the Easy Conference team in attendance that the session can start with the first presentation. The Easy Conference team member will then play the first presentation video and will stop it at its end. The Chair will then ask if there any questions and coordinate these questions and answers. They can also pose questions themselves. At the end of the 2min Q+A part they should indicate to the member of the Easy Conference team in attendance that it is time to proceed with the next presentation.

The chair will be responsible for keeping the session within the time parameters stated on the program.

ANY CHANGES TO THE ABOVE GUIDELINES WILL BE PASSED ON TO YOU BY EASY CONFERENCES BEFORE THE START OF YOUR SESSION