

**Keynote Speech, Workshop, Meeting, Lab, Symposium, Round
Table, State of the Art, and Ceremony
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.

Before the start of the session the chair will be made a Co-Host with all relevant privileges

In your session, there will be a member of Easy Conferences to support with the technical part.

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 participants 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.

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

Keynote Speeches, Workshops, Meetings, Labs, Symposia, Round Tables, State of the Art, and Ceremonies will be recorded by the member of Easy Conference in attendance.

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