

## Guide for chairing online

Please remind attendees to mute themselves and to turn video off at the beginning of each session. Speakers should unmute themselves and turn their cameras on for their paper.

Please briefly introduce each speaker using highlights from their bios (a list of bios is included in a separate attachment).

The chair should monitor Teams Chat for questions from attendees for the Q&A and put them to the speakers on their behalf, saying who they're from – this will make it slicker than turning videos on and off, muting and unmuting.

Rather than having questions after each talk, we recommend a panel discussion with all three speakers after the last talk. If it's possible, could you please have a question ready that will apply to all speakers on the panel?

The Teams host (Ivan) will create breakout rooms for the next session and prompt attendees to join the room they wish to attend. Ivan will also close the breakout rooms and return everyone to the main room once the time has finished so do ensure that speakers do not overrun.

To alert speakers about timings, please privately message them via Teams chat to let them know when they have 5 minutes and 1 minute remaining. Once they have reached their allotted time, you will need to politely interrupt so that the next speaker can begin and to allow time for questions. Please do this by asking them to wrap up and to put any final points they didn't get to in the chat.