

Chair responsibilities:

Before the session - with just the speakers in the Zoom meeting

- Remind everyone of the schedule and time management policy
 - Each paper has 30 minutes exactly, which includes a 15-minute paper presentation, discussant's comments (max. 5 minutes), and comments from the audience (via Chat on Zoom). Remind moderator (graduate student) to admit all people with speaking roles as they arrive into the Zoom waiting room.
 - If the 15 minutes for the presentation runs over, the Chair may unmute themselves and interrupt the speaker if needed to keep things moving.
- Ask grad student moderator to confirm which PowerPoints (or PDFs) they have open and ready just in case any speaker cannot share a presentation from their own computer.
- Remind speakers how questions will work at the end:
 - Chair monitors chat and makes notes about who wants to speak
 - The setting in the Zoom sessions is that all attendees enter unmuted, moderator can change the setting for the Q&A
 - Recognizes the questioner verbally - remind them to be brief and re-mute after (Questioner unmutes themselves and asks question, goes back on mute)
 - Chair verbally cues person who should respond.
 - Chair can use controls next to participants' name to mute someone OR remove them from the session if a person disrupts the session. The graduate monitor can help in these tasks when asked.

During session

- CHAIR: Announce that people should type "QUESTION" in the Zoom Chat when they have a question.
 - Chat privately with moderator if you have a question
 - Click on your "square" and rename yourself if your full name is not visible to all participants.
- Remind attendees to keep their camera off if not speaking and microphone muted during the Q&A.
- If a speaker is having difficulty with screen sharing, Chair should unmute themselves and ask the moderator to share the presentation and have the speaker present from the slides shared by the moderator.
- CHAIR - unmute and interrupt to manage speakers as needed.
- Manage Q&A
 - Chair monitors chat and makes notes about who wants to speak
 - Recognizes the questioner verbally - remind them to be brief and re-mute after

- (Questioner unmutes themselves and asks question, goes back on mute)
- Chair verbally cues person who should respond.
- Chair can use controls next to participants' name to mute someone OR remove them from the session.
- Finally, end the session ON TIME! The schedule is quite tight.