

Instructions for Chairs of Contributed Paper sessions at AARES 2022

Chairs will join their session via a Zoom webinar.

Preparation

PREPARE WELL AHEAD OF YOUR SESSION

- You will receive an invitation from Zoom to attend a Zoom webinar as a Panelist. The sender will be Zoom. Check both your inbox and your Junk Folder in case the message is diverted there.
- You will need to create an account in Whova, the conference platform, ahead of time. Go to <https://aares2022.events.whova.com> or click on “JOIN THE CONFERENCE” on the Conference website [here](#). You will need to use the email address that you registered with.
- Ensure you have two monitors available, or one monitor and another device. You will use one screen for Zoom to run the session and one for Whova to read questions from the audience. Use your largest screen for Zoom.
- Ensure you have a stable internet connection and use Google Chrome Browser.
- If you have any technical issues, email aares2022@sunshinecyber.com.au or ring the Conference IT Hotline on 1800 413 838.

- **Important:** Ask each presenter if they are a ‘First Time Presenter’ at a major conference (any conference, not just AARES). Please fill in a form for each first-time presenter. The [form is available on the website](#) under the Guides for Chairs.
- If you would like to Tweet about the session ahead of time, use hashtag #AARES2022. The AARES Twitter account is @AARES_Inc.

JOIN YOUR SESSION 15 MINUTES BEFOREHAND FOR IT TESTING

Step 1: Join the Zoom webinar 15 minutes before the start of the session for testing with an IT support person, and have them check that all the pre-recorded presentation videos are available. Speakers will join you in the Zoom webinar. [See detailed Step 1 instructions below.](#)

Step 2: After Step 1 is completed, log into Whova using a second screen or a different device. The IT support person will help you with this step. Speakers could also proceed with this step if they wish to read questions from the audience rather than wait for you to read them out. [See detailed Step 2 instructions below.](#)

How your Session will run

- You and the speakers will be in the Zoom webinar with the IT support person, from where you will all watch the presentation videos and speak live. The Zoom chat has been disabled.
- You will have control of the speakers’ audio and video in Zoom, which you should enable only for their question time.
- You will join Whova to monitor questions from audience participants who will watch the session there.
- The IT support person will be available throughout the session to resolve any technical issues.

- All presentations have been pre-recorded.
 - You will start the session live, welcoming the speakers.
 - When you say **“Please start the presentation”** and **“I invite the audience to ask questions through the Q&A tab”**, the IT support person will play the relevant video.
 - You will then read out selected questions from the audience from the Whova Q&A tab.
 - You will then enable the speaker’s audio and video in Zoom to allow them to answer questions live.
 - You will close the session live after the last speaker’s question time.
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- You must adhere strictly to the timing of the session.
 - Presentations have been allocated 20 minutes in total, for the video (16 minutes) and question time (4 minutes). There are 2 minutes between presentations to allow audience participants to move between sessions.
 - If a video exceeds 16 minutes, then the question time must be reduced accordingly.
 - If a video exceeds 20 minutes, then the video must be stopped and the speaker must forego any questions. You may need to ask the IT support person to stop the video if they have not already done so.

Step 1: How to Join your Session in Zoom

You will use Zoom to run the session. **Use your largest screen for this purpose.**

Please follow these instructions exactly.

- 1.1 You will receive an invitation from Zoom to attend a Zoom webinar as a Panelist. The sender will be Zoom. Check both your inbox and your Junk Folder in case the message has been diverted there.
- 1.2 In your Zoom invitation, click on **“Click Here to Join”**. See **Figure 1**. This will launch your internet browser and open a zoom.us page. See **Figure 2**. Ensure you use Google Chrome.

Figure 1: Example of Zoom invitation

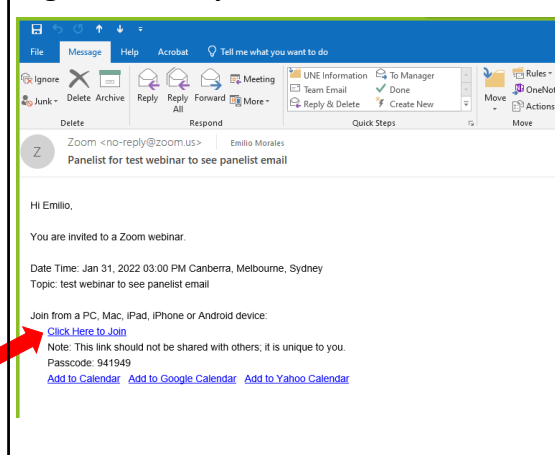
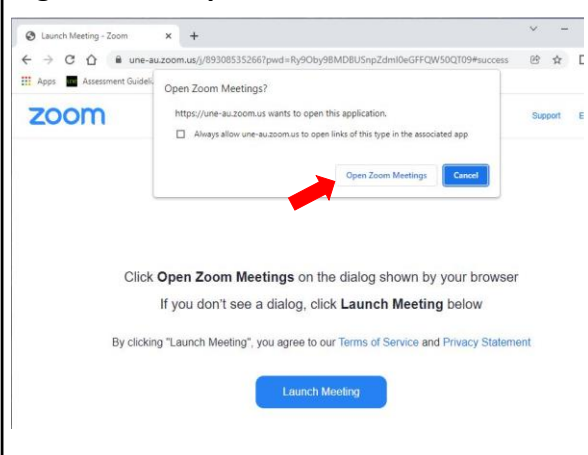


Figure 2: Example of Zoom webinar screen



- 1.3 Click on the **“Open Zoom Meetings”** dialog box shown by your browser. See **Figure 2** for an example.

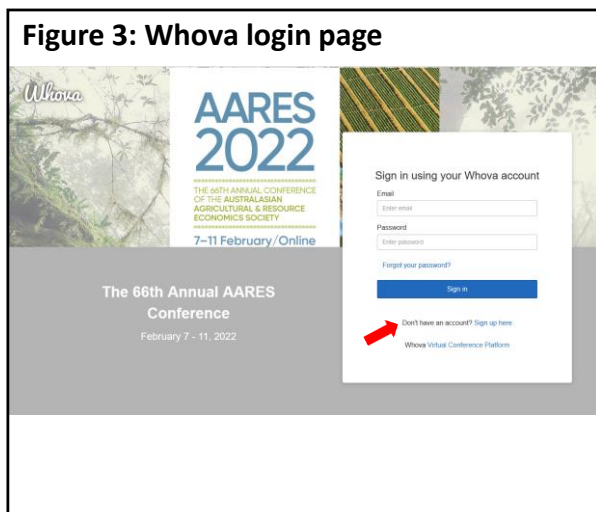
1.4 If you do not have the Zoom app installed, click on the “Download Now” link under the Launch Meeting button and follow the installation instructions.

Step 2: How to Join the Whova Q&A

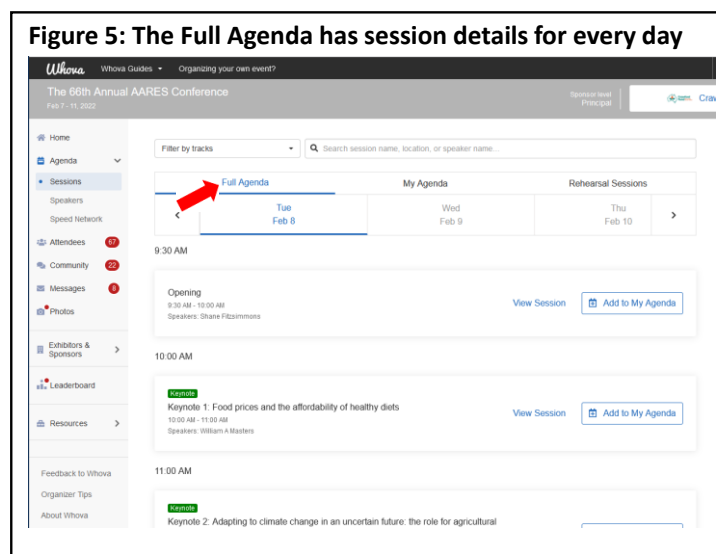
You will use Whova to read questions from audience participants who will watch the session there. **Use your second screen or a different device for this purpose.**

Please follow these instructions exactly.

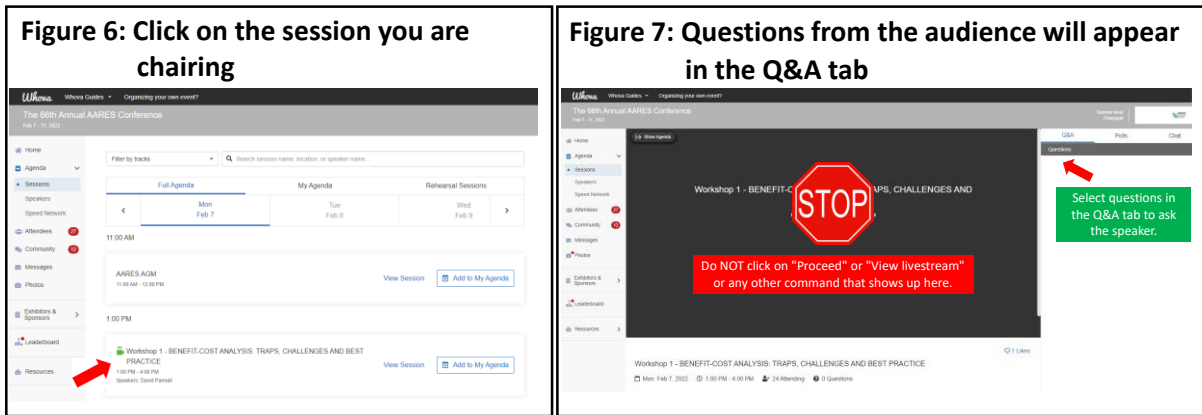
- 2.1 After step 1 is completed, log into Whova. The IT support person will help you with this step.
- 2.2 Ensure you use Google Chrome.
- 2.3 Go to <https://aares2022.events.whova.com> or click on “JOIN THE CONFERENCE” on the Conference website [here](#). You should have already created an account in Whova using the email address that you registered with. See **Figure 3** for the Whova login page.
- 2.4 Click on the Agenda tab on the left-hand panel. See **Figure 4**.



- 2.5 The Full Agenda will appear for each day of the conference with session details. See **Figure 5**.



- 2.6 Click on the session you are chairing. See **Figure 6**.
- 2.7 **Then STOP!** See **Figure 7**. Questions from the audience will appear in the Q&A tab throughout each presentation. You should select questions to read out for the speaker to answer live in question time.



- 2.8 Ensure you refresh Whova regularly so questions appear in the Q&A tab promptly.
- 2.9 Do not click “Join Audio by Computer” if asked, instead click X at the top right of the pop up, to avoid echo.
- 2.10 You may like to encourage the audience to engage with the presenter after the session via the Messages tab on the left-hand panel.