Instructions for Chairs of Keynote 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.
- If you have any technical issues, email aares2022@sunshinecyber.com.au or ring the Conference IT Hotline on 1800 413 838.
- 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 the pre-recorded presentation video is available. The speaker and the discussant 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. The speaker and the discussant could also proceed with this step if they wish to read questions from the audience during the session, rather than wait for you to read them out during question time. See detailed Step 2 instructions below.

How your Session will run

- You, the speaker and the discussant will be in the Zoom webinar with the IT support person, from where you will all watch the presentation video and speak live. The Zoom chat has been disabled.
- You will have control of the speaker and discussant's audio and video in Zoom, which you should enable only when they need to speak live.
- 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.

- The presentation will have been pre-recorded.
- You will start the session live, introducing the speaker.

- 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 presentation video.
- After the presentation ends:
    - introduce the discussant who will provide remarks live (enable their audio and video).
    - read out selected questions live received from the audience in the Whova Q&A tab, or allow the Discussant to manage this step.
    - allow the speaker to answer questions live (enable their audio and video).
    - close the session live.

- PLease adhere strictly to the timing of the session.
- The session has been allocated one hour in total, for the presentation video (45 minutes), discussant and question time (15 minutes).
- If the video exceeds 45 minutes, then the question time (not the Discussant) must be reduced accordingly.
- The session must end by the allotted time (i.e., within the one hour allocated).

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 is diverted there.

1.2 In your Zoom invitation, click on "Click Here to Join". See **Figure 1** for an example. This will launch your internet browser and open a zoom.us page. Ensure you use Google Chrome.

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

| Figure 1: Example of Zoom invitation	Figure 2: Example of Zoom webinar screen
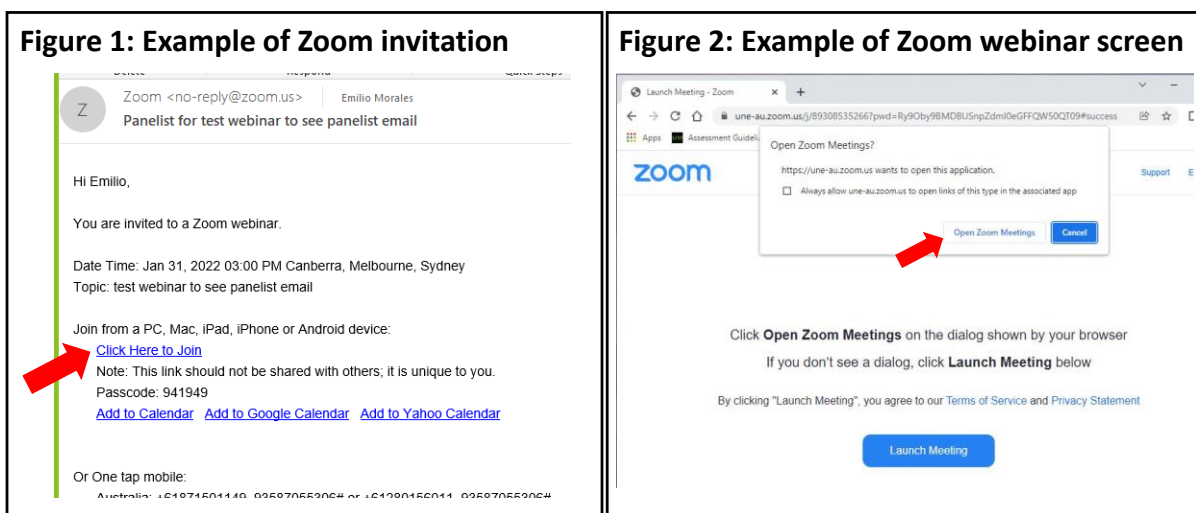
1.4 If you do not have the Zoom app installed, click on the "Download Now" link under the Launch Meeting button and follow the installation instructions.

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.** You can arrange in advance for the Discussant to take care of this step.

Please follow these instructions <u>exactly</u>.

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**.

Figure 3: Whova login page	Figure 4: Click on the Agenda tab
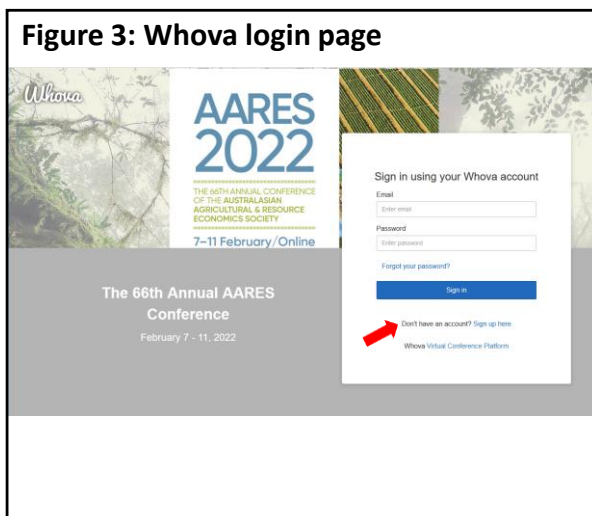
2.5 The Full Agenda will appear for each day of the conference with session details. See **Figure 5**.

Figure 5: The Full Agenda has session details for every day

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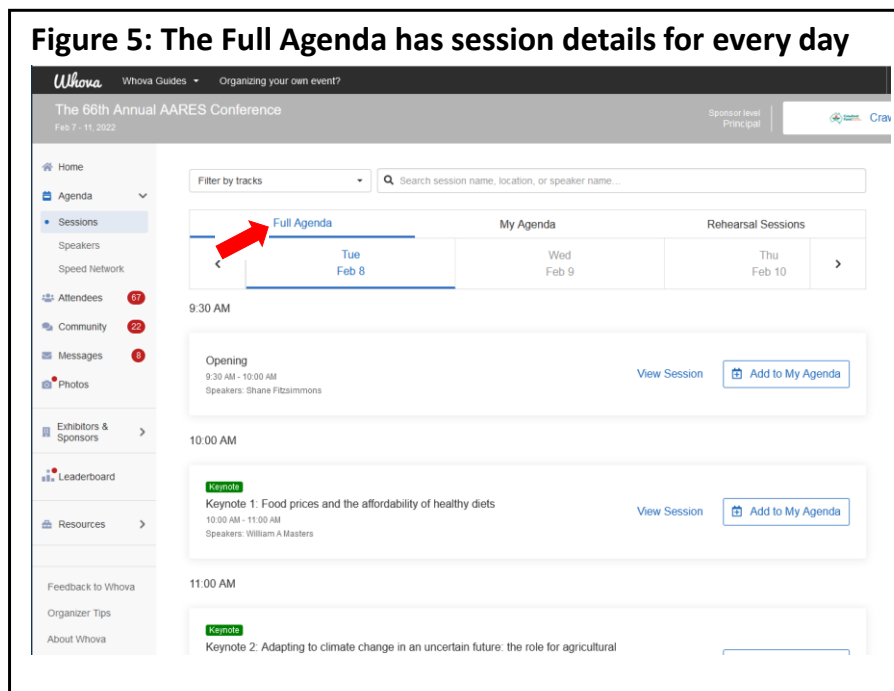
2.6 Click on the session you are chairing. See **Figure 6**.

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.

Figure 6: Click on the session you are chairing	Figure 7: Questions from the audience will appear in the Q&A tab
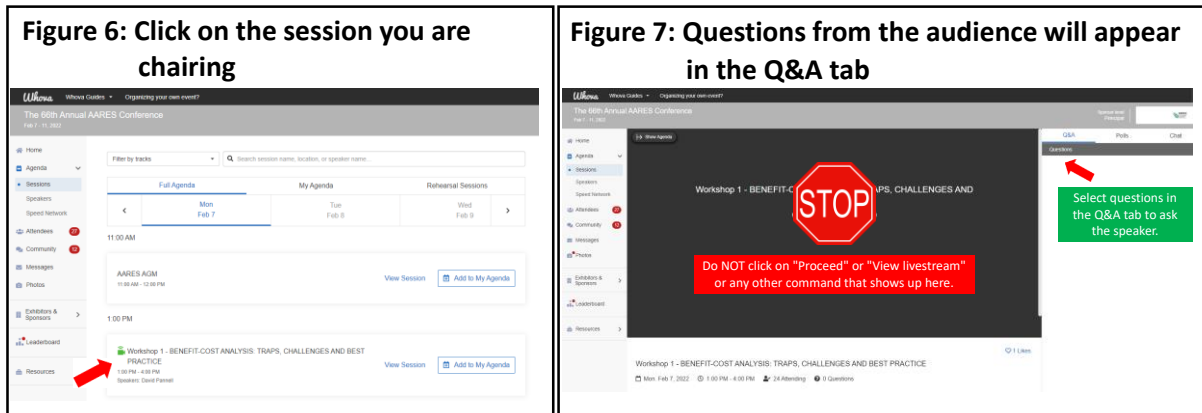
2.8 Ensure you refresh Whova regularly so questions appear in the Q&A tab promptly.

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.