Instructions for Session Chairs at QCrypt 2020

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Session chairs are asked to register to the conference (https://2020.qcrypt.net/registration) in order to receive all relevant information on accessing the different platforms used during the online conference. As a session chair, you will receive some additional information, e.g., you will receive a separate link to access the Zoom webinar as a "panelist". Generally, it is a good idea to update your local zoom client to the latest version (at least 5.2.x).

Mind the time zones! Make sure that you have the right time for your presentation. All times on the schedule (https://2020.qcrypt.net/schedule) **are Amsterdam time (CEST).**

Most of us have become familiar with regular *zoom meetings* over the last months. For the conference, we will using *zoom webinars* which have a number of differences as listed here: https://support.zoom.us/hc/en-us/articles/115005474943-Meeting-and-webinar-comparison
As a security feature, regular attendees cannot turn on video, and can only speak when activated by a (co-)host.

The protocol for your session chairing is as follows:

- Visit the Zoom webinar 10 -15 minutes before the start of the session you are chairing.
- Check that all upcoming speaker(s) of the session is/are present and ready. Coordinate with the other chair the tasks, e.g. one chair keeps an eye on the time, the other focuses on the Q&A.
- All panelists not presenting can leave on their cameras, but should mute themselves.
- Once the webinar is live:
    - welcome the audience,
    - quickly explain the procedure, in particular that the audience can ask questions
        - by writing the question into the Q&A (for sessions with multiple speakers, make sure the question includes the person it is intended for)
        - By raising the hand and being unmuted by the session chair (mostly for tutorial, and possibly invited talks, not used for contributed talks)
    - introduce the (first) speaker and hand over to him/her for the presentation.
    - In case of a contributed-talks session, once the 1st speaker is done, give the word to the 2nd speaker, etc.
- At the end of the session, organize the Q&A:
    - read (relevant) questions from the Q&A
    - check for raised hands and unmute temporarily to let the person ask (**NB: this requires the chair to be "co-host"**)
    - check if some of the panelists have questions.

  If necessary, try to get a bit of a discussion going by asking questions yourself.
- Make sure to stay within the allotted time slot.
- Thank the speaker(s) at the end of the session.
- Announce that the speaker(s) will be available for further questions in the Meet-&-Greet Room (if this is indeed the case).