

Instructions for Session Chairs

General Tips

■ Basic Session Structure

- **10 minutes before the Session:** The host will start the designated Zoom meeting
- **1 minute before the Session:** The Session Chair will introduce the session
- **Beginning of the Session:** The Session Chair will introduce the presenter. The talk will be presented using the video recording submitted by the presenter.

■ Zoom Tips

- Each session will have a host, a Session Chair, and participants
- **Host:** This will be the user with a special icon by the side of the profile. This person facilitates the use of the technology. (NAME: Host *).
- **Session Chair:** This person is present to coordinate the session and manage Q&A. (NAME: Chair *).

Detailed Zoom Guide for Session Chairs

■ Install Zoom

If you have not yet, install Zoom (<https://www.zoom.com.cn/download>) in advance.

■ Enter Zoom Meeting

1. Sign in to the online conference website (<https://iee-iccc.info/>) on schedule;
2. Go to the session you will attend, and click the "Enter Zoom" button.



■ **Before Presentation**

The Session Chair will introduce the session and the presenter.

■ **After Presentation**

At the end of each talk in the session, there will be a Q&A period. The Session Chair will select and ask the questions during the Q&A session. There may not be enough time answer all questions. The Chair will make sure to ask related questions in the approximate order that they were first submitted.