

2019 NOAA EDM Workshop

GUIDANCE FOR SESSION CHAIRS

Thank you for stepping up to serve as a Session Chair at the 2019 EDM Workshop. This meeting would not be possible without your help, and your contributions serving in this role is greatly appreciated.

Presentation Logistics

(Note: Planning team will also be sharing these guidelines with all session presenters.)

- Timing
 - All Breakout Sessions are 90 minutes in length and have a maximum of 6 presenters per Session.
 - There will be 3 concurrent Breakout Sessions going on at the same time in 3 different Breakout rooms.
 - The default time for each presenter is **12 minutes of presentation material and 3 minutes for Q&A**, unless the session chair changes the time frame and structure of the session.
- Guidelines for Presenter Slides
 - We recommend using the 16:9 ratio for all presentations.
 - The format should be PowerPoint, Google Slides, or pdf version of your slides.
 - **ACTION DUE: All Presenter's slides should be uploaded to your respective Breakout Session folder on Google Drive [here](#).**
 - **Deadline for uploading your final presentation slides: Tuesday, Sept. 3rd (12pm (noon) PT)**, the day before the workshop begins. Speakers who can not meet this deadline, should inform the Session Chair.
 - Please note - Session Chair is responsible for uploading all presentations for the Session onto the laptop in the conference room where the Session will be held.
NOTE: Session Chairs - We recommend you convert your presenter's slides to pdf format for ease of slide transition during the presentation.
- During the presentation
 - Podium Laptop - There will be a Macbook at the podium in each Session room for presenting. Presentation will need to be teed up before each speaker arrives at the podium.
 - Transition of Slides - Speakers will advance their own slides using the presenter computer at the podium, and a laser pointer will also be provided. The screen on which the slides will be shown will be just over their left shoulder, and they can follow along on the laptop screen.
 - Presenter Timekeeping - A timekeeper in the room will alert speakers when 5 minutes remain, 2 minutes remain, and when time is up.
 - Recording - In order to assist with note-taking and reporting, all speaker presentations are subject to audio and/or video recording.

- Podium Microphone - **Speakers should use the microphones at all times**, so that remote participants can hear them, and to ensure a high-quality recording of the session.
- For Speakers Requiring the Use of their Own Laptop (not recommended)
 - Anyone who requires the use of their own laptop to present, must notify their Session Chair and ESIP logistics staff in advance.
 - To present from their own laptop, they will sign in to the GoToMeeting session running in that room, and request to be made the presenter through the GoTo application. Slides and presentations will then be routed through GoToMeeting and displayed on the screen, as well as being broadcast and visible to remote attendees.
- Remote Participants Access (GoToMeeting)
 - GoToMeeting access will be provided for anyone that would like to dial in remotely to any portion of the EDMW. There will be separate GoToMeeting sessions for each of the Breakout rooms, and information for each will be posted on the 2019 EDMW Website.
 - There may be remote participants dialed into your Session using the GoToMeeting app.
 - The laptop on the podium must remain in place and all cables connected.
- Presenter's Q&A Discussion (after a talk)
 - Session Chairs will moderate and facilitate the Q&A discussion after each presentation.
 - The default Q&A time for each presenter is approximately 3 minutes after their presentation is done. Session Chairs may opt to hold a longer Q&A panel discussion at the end of the Session after all presenters have finished.
 - If needed, remind participants in the room use the hand-held microphone so that all questions are audible to remote attendees.
 - Note takers will be keeping notes in a shared document

Weeks before the Workshop

1. Session Flow - Plan the flow of the session in advance
 - a. Breakout sessions are 90 minutes, with a maximum of 6 presenters
 - b. Default is 12-minute talks with 3 minutes for questions, but chairs may decide to use a different session structure
 - c. Order the talks in a way that makes sense
 - d. Ensure that the order of talks, presenter name, titles, and abstracts are correct [in the planning spreadsheet](#) by **Aug 23rd**; the planning team will make sure the info is transferred to the [conference website](#)
2. Communications with Presenters - Reach out to the presenters in your session to ensure:
 - a. They know their abstract was accepted
 - b. They know what their allotted speaking time
 - c. They know that we are using PowerPoint or Google Slides

- d. They know their final slides should be **uploaded to your respective Breakout Session folder on Google Drive [here](#)**.
 - e. **Deadline for uploading slides is noon Pacific time on Tuesday, Sept 3rd, the day before the workshop begins.**
3. Session Co-Chair - Ask another presenter (or attendee) to serve as Co-Chair to assist with various duties.

Days before the Workshop

1. Presenter outreach - Check in with presenters in your session
 - a. Confirm that they can still attend the meeting
 - b. Make sure they know what date and time they speak
 - c. Make sure they know to upload their files to [the Google folder for the session](#) by **Tuesday (Sept 3rd) at noon**, the day before the meeting begins
 - d. Ask for a brief bio for introduction
2. Verify Session details on EDMW Website - Check your session [on the conference website](#) to make sure the details are correct
 - a. Order of presenters, titles and abstracts, session description, names, etc.
 - b. Notify edmw.planning.team@noaa.gov if you need any changes
3. Designate at least one note-taker
 - a. Choose a colleague you know will be at the session
 - b. Note taker(s) will need to bring a laptop
 - c. Monitor the GoToMeeting session for questions submitted by remote participants
 - d. The planning team will [set up a shared Google Doc for each session](#); link will also be on the session's webpage
 - e. Note taker(s) will record the discussion during the Q&A after each talk
4. Designate a timekeeper
 - a. Will have cards in each room for 5-minute, 2-minute, and END NOW warning
 - b. Timekeeper will need to have a countdown timer on a watch or cellphone

Day of the Session

1. Check in with your timekeeper
2. Check in with your note-taker(s)
3. Make sure the room is set up as you would like. If you are having a panel discussion, you may need to rearrange a couple of tables and chairs. Each room will have a microphone at the podium and a handheld microphone to pass around.
4. **Download a PDF copy of the presentation files to the podium laptop**

During your Session

1. Arrive early to check on logistics, and meet the speakers and A/V staff
 - a. Direct any A/V issues to ESIP staff
 - b. Ensure slides are uploaded to the "Presentations" folder on the podium laptop

2. Ensure that the session begins on time
3. Brief introduction of the session
 - a. Announce any housekeeping issues, and ask that all electronic devices be turned to silent
 - b. Acknowledge that remote participation is available, there may be remote attendees signed in to the GoToMeeting at any given time.
 - c. Acknowledge that the session is being recorded (through GoToMeeting) and will be archived for future viewing.
 - d. Be sure to **encourage use of the microphones at all times**, so that remote participants can hear and to ensure a high-quality recording of the session.
4. Introduce each presentation with the title, the presenter, the presenter's affiliations, and biography overview. Presenters will be asked to sit near the front of the room.
5. Co-chairs ensure presentations are ready when speaker steps to the podium
6. Timekeeper will ensure presenters do not go over the 12-minute presentation time
 - a. Warning cards will be provided in the breakout rooms
 - b. Signal presenters at 5-minutes, 2-minutes, and END NOW
7. With co-chairs, moderate the discussions Q&A after each presentation and session
 - a. Ensure all questions are audible to remote attendees by requiring that participants in the room **use the hand-held microphone**
 - b. Ensure the Q&A does not go over 3 minutes
8. GotoMeeting session
 - a. Ensure the Gotomeeting session is unmuted so remote attendees can hear
 - b. Note takers will monitor the Gotomeeting session for chat questions
9. At the conclusion of the session, thank the presenters.
10. Ensure that the session ends on time

After Session Action

1. **Session Chair Action Item:** Compile a [one slide summary of key points](#) to present (3 minutes) during the EDMW Closing Plenary Session. This should be a short summary of the Session highlights to share with all Workshop attendees.