50th IEEE International Conference on Dependable Systems and Networks

29th June – 2nd July, 2020, Virtual Event, Spain

ORGANIZED BY

UNIVERSITAT POLITÈCNICA DE VALÈNCIA

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جامعة الملك عبدالله للعلوم والتقنية
King Abdullah University of Science and Technology

Training for Session Chairs

June 23, 2020 - Virtual Room R. Noyce

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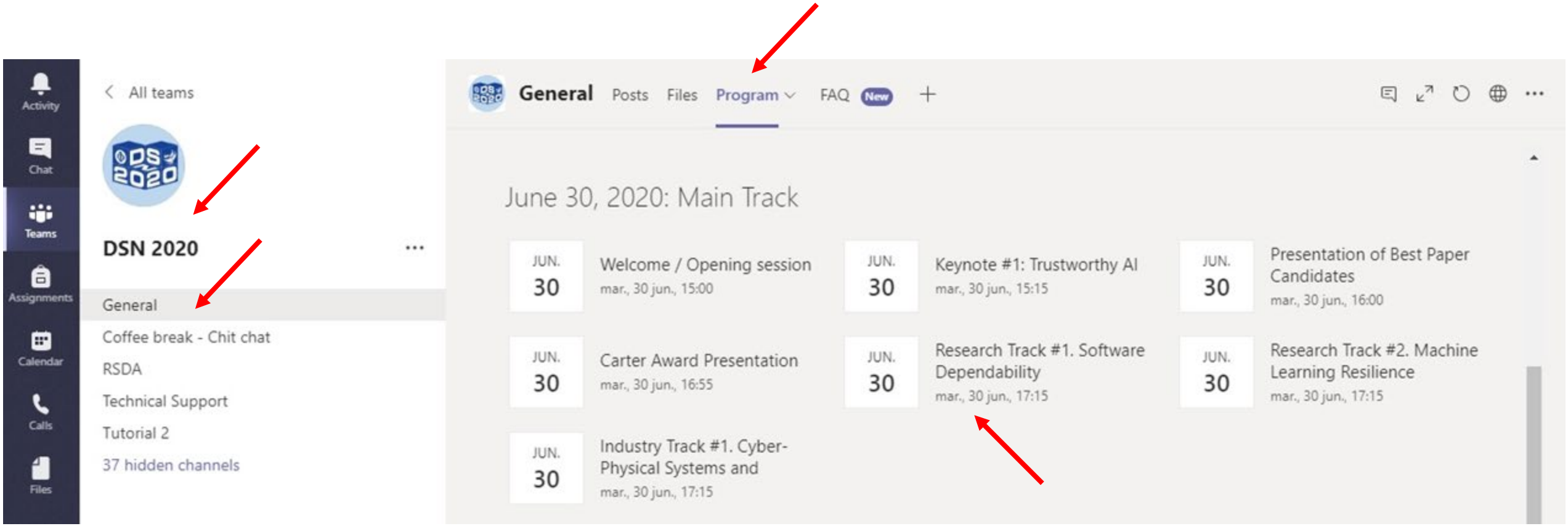
Find your session



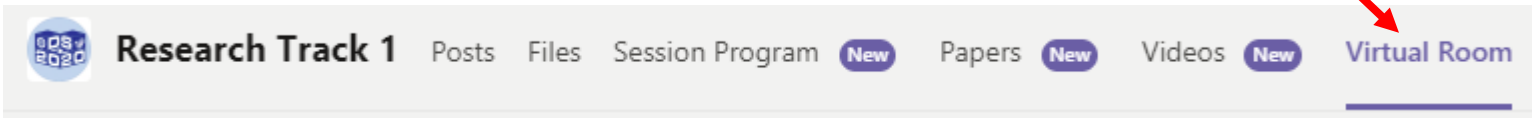
JUN.
30

Research Track #1. Software Dependability

Cuándo martes, 30 de junio de 2020
17:15 - 18:30
(UTC+01:00) Bruselas, Copenhague, Madrid, París

Dónde Virtual Room Xeon

Categoría DSN2020 - Research Track



Acerca del evento

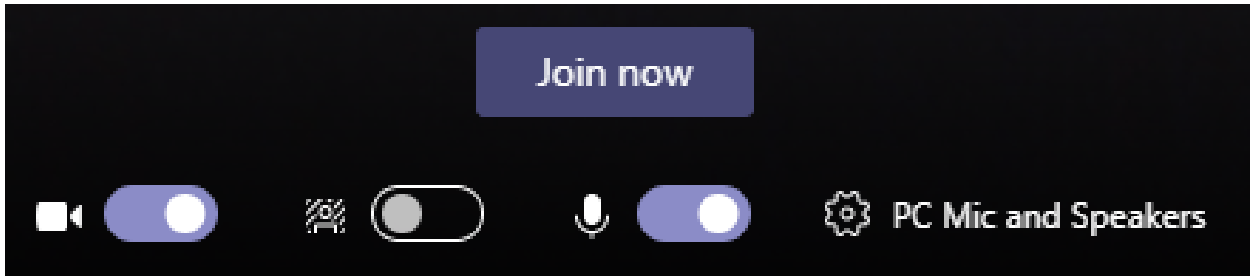
Go to the Session Channel

And once in the session channel, go to the session Virtual Room

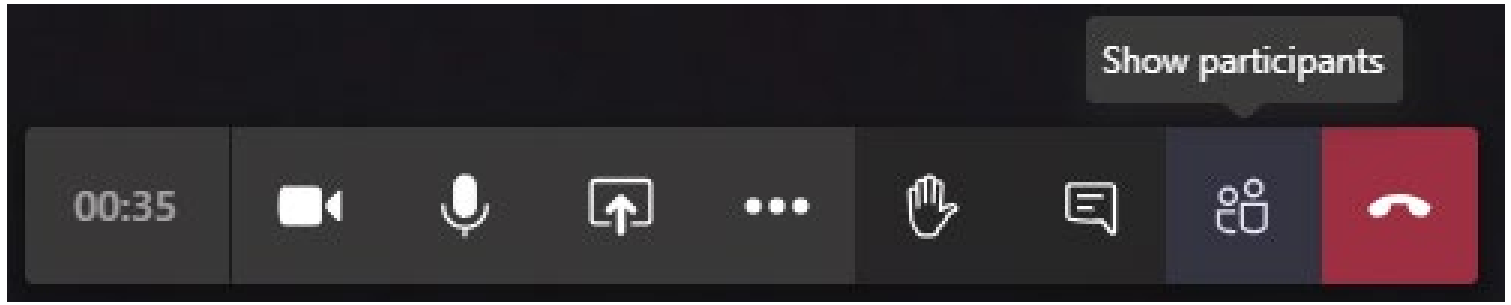
About 5 minutes before starting time

- Join the meeting

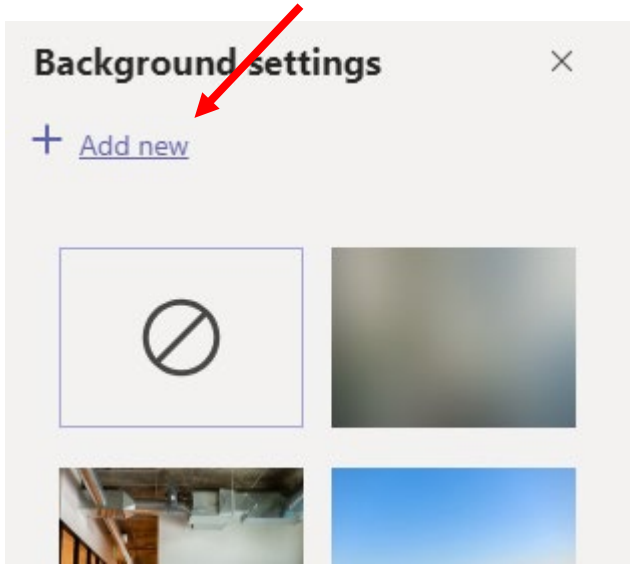
  (webcam: on, micro: on)

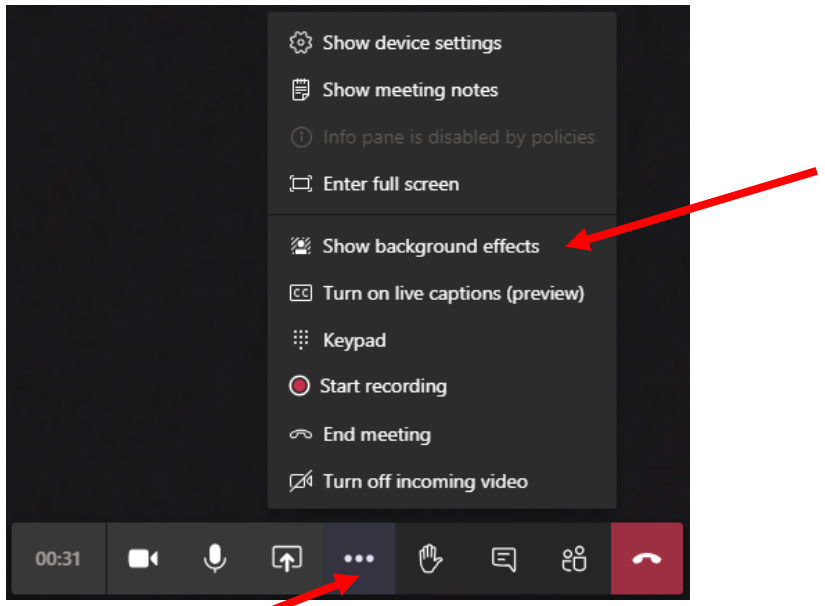


- Press “Show participants” button



- Change your background…
- …using the file provided by the organization

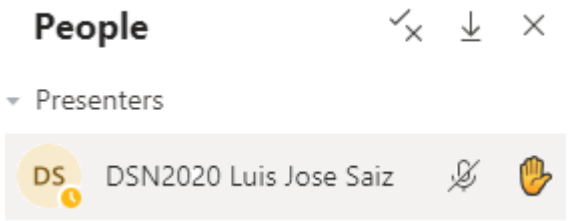




- The background will look like this:

At starting time

- When the Organizing Committee member raises his hand, the session can start (after a few seconds, the hand will disappear)

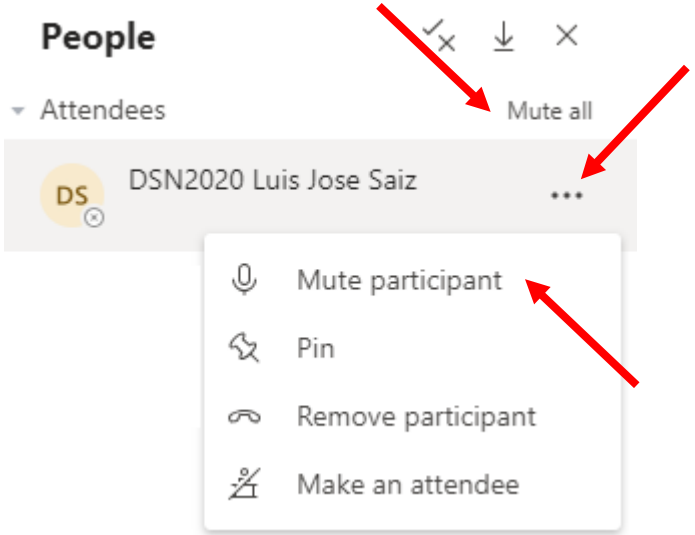


- Inform attendees that sessions are recorded and can be viewed later

- Introduce the first presentation

During a presentation

- Mute your micro
- Session chair can mute “noisy” attendees*…
- …or even all participants if necessary
  (warn the speaker to unmute his/her micro**)



* “Noisy” attendees

- By default, meetings in Microsoft Teams focus on participants that are speaking or making noise (keyboard sounds, etc.) In this way you can determine if attendees are not muted
- You can also detect unmuted attendees in the people list. A light border around the icon of the user signals those that are speaking or making noise

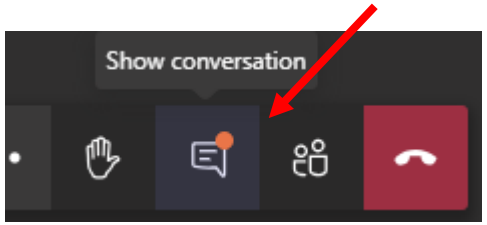
** Mute all participants

- Consider it as an extreme measure. Remember that using it, all participants, including the presenter, are muted. Therefore, only you can speak at that moment.
- To continue, call for silence to all the participants and talk to the presenter to unmute his/her micro to follow on the presentation

Controlling sessions

- Be strict with the control of time slots (10 minutes for presentation plus 5 minutes for questions) and warn the presenter if necessary
- In the people list, you can find raised hands if there are questions. People is ordered by hand raise time, so you can determine this way the order for the questions
- At the end of the presentations, if the presenter is available, let attendees to question the presenter in order. Control the available time
- Commonly, attendees will ask speaking directly. If an attendee has no micro, the questions can be written in the chat. In this case, you read the question to the presenter

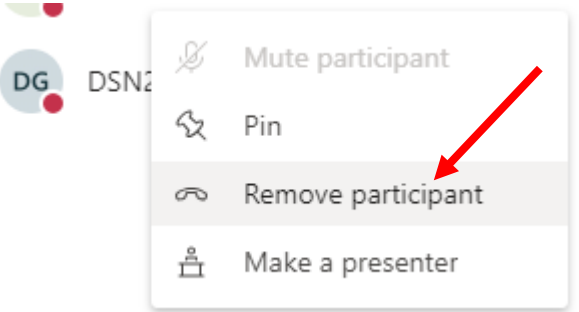
Controlling sessions



- When someone writes in the chat, a warn signal appears in the “Show conversation” icon

- People is advised not to use the chat unless they have no micro and want to ask, or they need to send an urgent message to you

- If an attendee misuse the chat or unmute her micro, mute her or send a warning message. If the bad behavior persists remove her from the meeting (the same can be done with “noisy” attendees)



Finishing presentations and session

- At the end of each presentation, thank the speaker and introduce the next presenter
- At the end of the session, thank the audience and invite people to continue the discussion in the chat of the session cannel
- Hang the meeting. Thank you for your effort!

Final remarks

- Before speaking, always check that your micro is not muted
- While not speaking, mute your micro
- If you cannot find an option, check if it is hidden within the icon
- Your assigned Organizing Committee member will contact you before the session using the personal chat. Use this chat if you need assistance during the session