

VIRTUAL SESSION CHAIR GUIDELINES

The Session Chair's responsibilities are to assist with the smooth flow of the session, ensure the session environment is distraction free, the presenters are prepared to speak at their designated time and monitor Q&A.

There will be a training session for Session Chairs on the virtual platform on April 17 at 11:00 AM EDT and May 2 at 7:00 PM EDT. Please SAVE THE DATES now. Once you are registered, you will receive an email invitation to the training in early April when you receive your virtual access link. **You must be registered by the day before in order to attend the training.** The recordings of these trainings will be posted on the MRS website as well, if you cannot attend the training.

Join Session (Mandatory): You will need to join the session **twenty minutes** prior to the start of the **live session**.

Example: if your session starts at 8:00 am, you will need to join your session at 7:40 am. **There are no external Zoom links; you must enter the platform using the access link you will receive in early April.** Once you're logged into the platform, go to Symposia>Build My Itinerary, then My Itinerary, and click the Join Session button. During the 20 minutes prior to the session starting, Session Chairs will give presenters instructions for the flow of the session and ensure that their equipment is set up and ready to go for when the session goes live.

Once you are in the session you will:

- Check your Zoom name and put "chair" at the end
- Be sure that you are showing as the host. NOTE: If the host leaves the session at any time, the Zoom meeting will immediately close. The current host must transfer host designation to another person before leaving.
- In the Zoom participant's window, choose the option to mute everyone on entry
- As the speakers enter the waiting room, have them check that their name is appearing correctly
- Have each speaker test their audio, video, and screen sharing
- Remind everyone to click the "optimize for video" button on Zoom sharing if they have videos or fancy transitions
- Discuss with the speakers how you will inform them of staying on time with each talk
- MRS support staff will disable the Zoom waiting room at the session start time and attendees will be able to enter the session
- Sessions will be ended 10 minutes after the last scheduled presentation time
- MRS support staff will be in the pre-presentation room to assist

MRS Recording Policy:

Recording of Presentations is Strictly Prohibited

No individual or entity—including a presenting author—may electronically record or broadcast any portion of the MRS Meeting without prior written consent of MRS. **Unauthorized recording (audio, video, still photography, etc.) of presentations during sessions, posters, workshops, tutorials, etc., without the express written consent of MRS and individual authors is strictly prohibited.** MRS reserves the rights to any approved audio and video production of presentations at all MRS events. Press representatives must receive a Press Pass and photo/recording permission from MRS. Those who do not comply with the MRS recording policy may have their access to meeting content revoked.

Photo Policy

Attendees or exhibitors are encouraged to network and enjoy the meeting experience. As such, capturing memories of casual meeting activities and networking is permitted with the permission of those being prominently photographed.

Photographing formal meeting presentations, posters, or displays is forbidden without permission of MRS and the presenter. Those who do not comply with the MRS Photo policy may have their access to meeting content revoked.

Videos and Photos for MRS Use

MRS Meeting attendance implies your consent to be photographed, filmed and/or otherwise recorded for use on the MRS website or news publications. **Please note that no technical presentations will be recorded without prior consent of MRS and the authors.**

If you have further questions, please contact us at meetings@mrs.org.