16th Marcel Grossmann meeting

Instructions for parallel sessions chairpersons

Phase 2: Zoom meeting

If any questions arise regarding your role as a parallel session chairperson, or concerning the information given in this document, please do not hesitate to contact us at mg16@icranet.org.

1. Organization of parallel sessions in Zoom

The MG16 online meeting will be run on Zoom: https://zoom.us/. The Zoom meetings for the parallel sessions will be created by the conference organizers. The links to join the Zoom meeting for your parallel session will be available in Indico, while the passwords to access it will be sent by e-mail. We ask you to carefully check the schedule of your session. All chairpersons are requested to connect to the Zoom meeting of their session at least 30 minutes in advance.

The meetings will be recorded; by joining the MG16 meeting, participants automatically give us consent to do so. As a chairperson you are required to make this announcement at the beginning of your session. Please check that the recording is active, otherwise please activate it.

Technical assistance
We recall that chairpersons are responsible for running their parallel session autonomously. In case you need technical assistance, it is your responsibility to find a suitable technical assistant (TA) and communicate to us his/her name and email well ahead of the meeting.

The Zoom meeting platform distinguishes three roles: hosts, co-hosts and participants.

Hosts and co-hosts can mute/unmute participants, etc. The meeting session will be started by the organizers acting as hosts. As a chairperson you will act as a co-host of the Zoom meeting. If you communicate to us the name and email of a TA, this person will also be assigned to be a co-host. The chairpersons have the right to expel any participant who behaves inappropriately or does not respect the following Code of Conduct: https://indico.icranet.org/event/1/page/4-code-of-conduct.

Participants can unmute themselves, broadcast their video or share their screen, unless these features are disabled by a (co-)host. All those who join the meeting and are not (co-)hosts are participants.

Zoom test meeting (ZTM)
A Zoom test meeting will be available during the entire MG16 meeting. Additional test meetings will be organized before the meeting with the schedule to be communicated. We highly recommend that you engage in a test meeting to verify your skills and consider the need for a TA to help with your session.

2. During the session

Speakers and participants in the meetings should mute themselves unless they are speaking; auditors are by default muted and just the (co-)hosts can unmute them during Q&A.
The chairperson should present and unmute each new speaker and ask him to activate his webcam. After the talk and discussion the chairperson will switch to the next speaker. It is the responsibility of the chairperson to follow the schedule and avoid possible delays. For this reason it is highly recommended that the chairperson invites all the speakers to connect prior to the meeting and verify their connection/microphone/webcam and share their screens with presentations. This can be arranged also in the ZTM.

If a speaker gets disconnected or has problems with their connection (loss of video/audio) and the problem is not solved within 5 minutes the next speaker is invited to speak. At the end of the session the disconnected speaker should be given the opportunity to deliver their talk.

Participants can submit questions at the end of each talk using the ‘Raise hand’ feature in Zoom. Participants should first say their name before asking their question when unmuted. Participants can also post questions in the chat box.

The Zoom meeting of the parallel session will stay open up to 15 minutes after the last talk to allow for a possibly lengthy discussion.

**Discussions during parallel sessions**
Each presentation will be followed by a 3-5 minute Q&A session. We encourage the chairpersons to stimulate such discussions. Eventually additional free discussion can take place at the end of the session, if the schedule allows.

**Additional information**
Each day in the 9:30-12:30 and 16:30-19:30 blocks there will be an organizational technical assistant (OTA) present in the ZTM to help participants resolve issues with Zoom. This person can be contacted by the chairperson only in case of emergency.

After the meeting we will send you further instructions about collecting and editing the proceedings.

The Organizers of MG16