Session Chair Instructions & Responsibility

Session Chair Responsibilities are to ensure:
1. **All correct video presentations are uploaded into your session.**
2. **Video presentations in your session are in sequential order (according to the conference program).**
3. **Video presentations in your session are of high quality.**
4. **Your session is published (finalized) by Friday, 24 July 2020.**

Please see the details below for more information on the Session Chairs responsibilities within the **ON24 platform**.

ON24 Supported Browsers for PC running Windows 7 or newer	ON24 Supported Browsers for Mac running Mac OS 10.10 or newer
· Google Chrome v58+ · Mozilla Firefox v53+ · Microsoft Edge Browser v38+ · Microsoft Internet Explorer 11*	· Google Chrome v56+ · Mozilla Firefox v53+ · Safari v10.1+

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Each session chair will be provided a unique link to their particular session. (Note: If your session has more than one chair/co-chair, each individual session chair will be granted access to that session)

1. **Click the unique link you were provided and the following screen will open:**
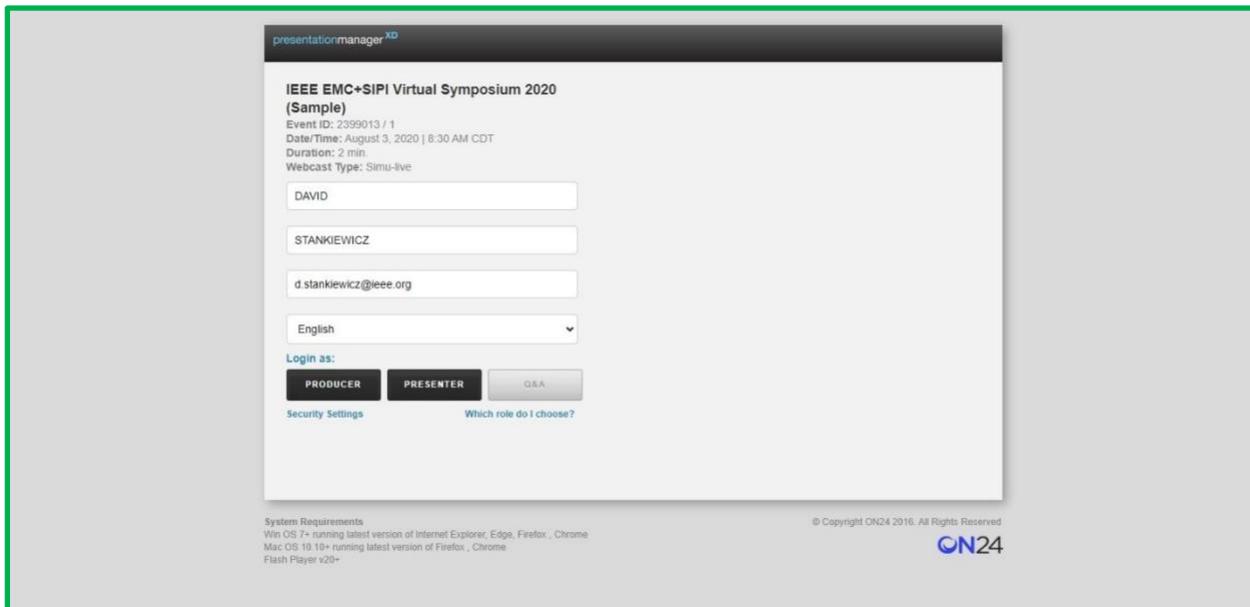
- This is the back end of the platform. You will see the session information at the top of the screen (the above example is only a sample session).
- As a session chair, enter your first name, last name and email address, which you used for registration for the symposium. You can also select the language that you would like to see items on the screen displayed in.

2. **Click on the PRODUCER button to log-in.**

Here is what the next screen looks like:

- The top of the screen shows the storyboard organizer (also known as the timeline), which is the content that was loaded to the back-end platform – this will include the Title Slides (for indexing) and pre-recorded presentations (MP4's).
- A preview window appears in the center of the screen.

- A set up button is at the bottom left of the screen.
- The blue triangle expands the storyboard when it is clicked.
- In between each pre-recorded presentation (MP4), there will be a title (or page break) slide, which is prepopulated into each session by the IEEE MCE Digital Events team. This allows IEEE to index the sessions for on-demand viewing, and will allow attendees to search for the presentation they want to view. PLEASE DO NOT DELETE ANY OF THE TITLE SLIDES.
- As session chair, please know your program and the order the videos should be in.
- Please arrange the video recordings into the correct order.
    - Click and hold, drag and drop the files into the following order -- Slide 1 should be a Title Slide, followed by the first video, then another Title Slide, then the second video, a third Title Slide, etc. Always have a title slide in between each video. Your last piece of content in the timeline should be a pre-recorded video. (*Note: Some sessions may have a sponsor video or a welcome video by the Session Chair, these videos should be placed first in the timeline, before the first pre-recorded video presentation)
    - Make sure that all authors have uploaded their presentations. If one is missing, please check with that particular author directly.
    - You may have to periodically come back into this platform a few times before the session is ready to be finalized (aka published).
    - Once you feel everything is complete and the storyboard (timeline) is in the right order, you can minimize the storyboard organizer and go back to the main screen.

3. **Do a Quality Assurance (QA) check on all of videos:**

- Click on one of the videos in the storyboard organizer, which will open it up in the preview screen.
- Play each video recording from start to finish and make sure that the audio and video for each recording is of high quality.
- If there is a quality issue, please alert the author of the issue directly, and ask them to either recreate the recording or upload a different version.

4. **Once the sequential ordering and the quality checks are complete, the final step is to get the session ready for live day:**

- Click on the first title slide within the storyboard organizer, which will be slide 1 of X. Make sure it is highlighted with the red rectangle.
- Click on the cloud with an up arrow, labeled publish, in the bottom left of the screen. This will splice or merge the video and slide files into one master file, and push it to the virtual platform so attendees have the session to view in its entirety.

You will get a slide that says published or that the presentation was published already.
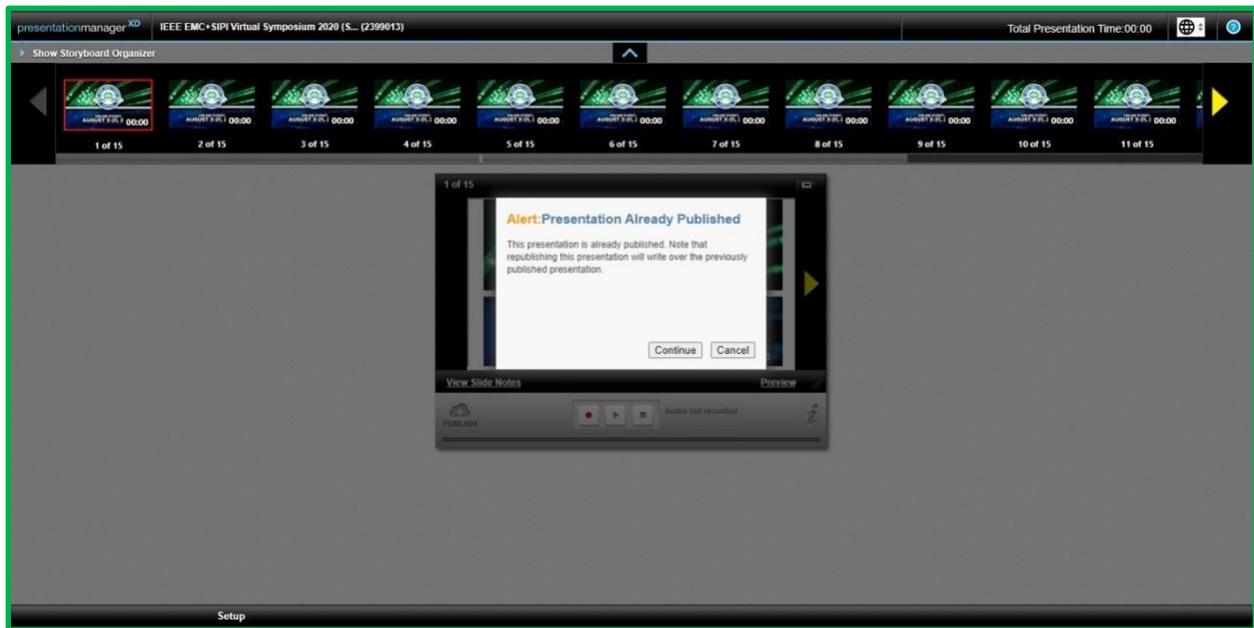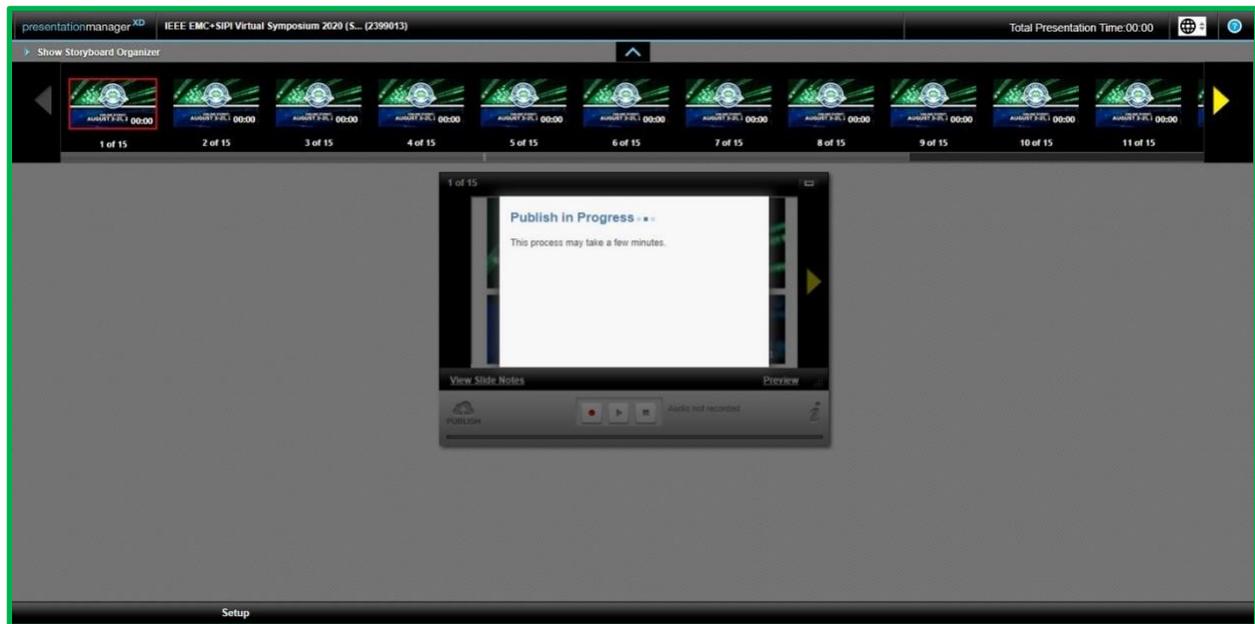

You can republish your work multiple times. NOTE: Each time you republish your work, it overwrites the previously published file.
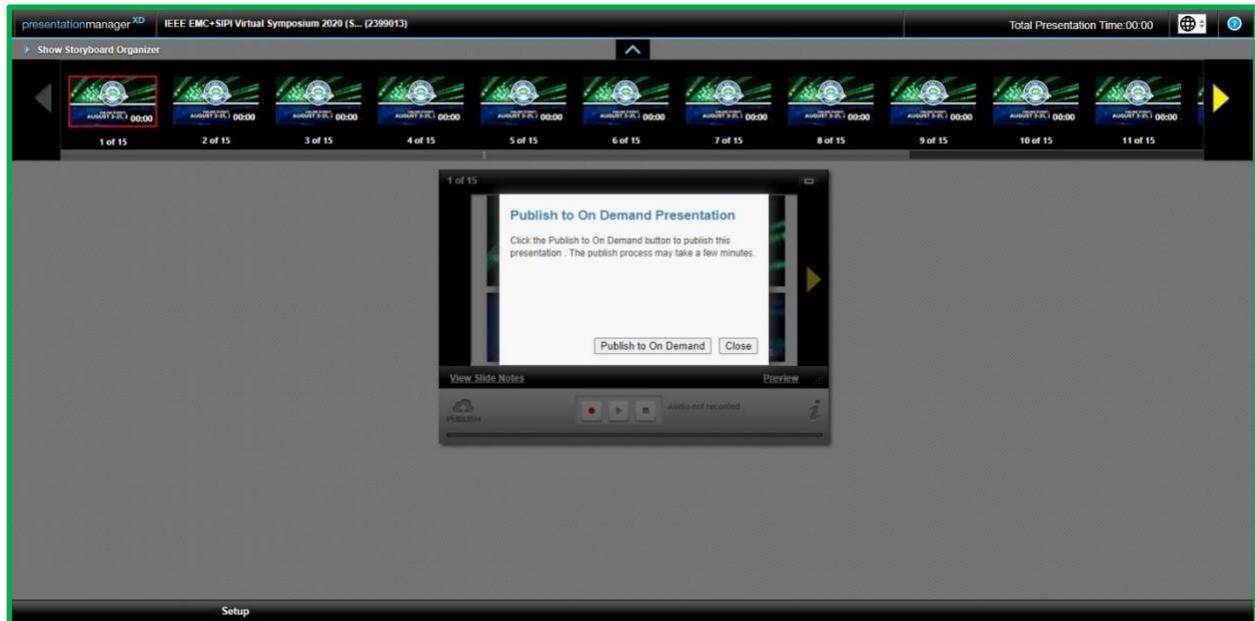
Click the Continue button and you will see a slide that says publish in Progress.

This could take a few minutes to publish:

A pop up notification will appear letting you know that it is complete.
Your work to arrange the sessions is complete, and you can exit the platform.

FAQ:

- Q: If someone has an update to his or her video presentation after launch day, what happens?
  A: Please contact IEEE MCE for assistance with an update while the session is in progress.

- Q: When authors upload their video presentations, can they come into the backend of the platform again (same space as you), click the setup button, click the video clips button and re-upload their video clip as an MP4 file?
  A: Yes (see screen shot below)

- Q: An author might accidently upload their PowerPoint slides or upload a video file in the wrong section of the platform. What should I do?
  A: You will notice this by looking at the top of the storyboard -- it will show, for example, 32 slides in the storyboard.
  - Please notify the author that they did not upload their video as an MP4 format and will need to reload it.
  - Also, notify IEEE MCE so the PowerPoint presentation can be deleted.
  - If anything looks incorrect, please reach out to IEEE MCE for assistance.

FRONT END OF PLATFORM FOR Q&A & GROUP CHAT:

- Once the event goes live, the title slide will appear first in the Presentation Window.
- Once someone enters the session, the session will begin automatically with first presentation.
- The session name and number are at the top of the screen.
- The Media Player accompanies voice-over-PowerPoint slides and will play within the media player.
- Chaptering/indexing will appear on the left side of the presentation navigator screen in the order the presentations were loaded (*ONLY FOR ON DEMAND VIEWING*). This will give the attendee the ability to move to the presentation they want to see.

Attendees can interact with the speaker through:

CHAT BOX or Q&A box:

- **Chat Box** is an open, published, running dialog for everyone that views the presentation to see. It is timestamped with the name of the person raising the question. This will be at the session level during the entire symposium.
    - Session chairs should monitor the group chat throughout the symposium, provide the questions to the correct author/presenter, and follow up with the author/presenter to make sure the question was answered.
    - If something negative is in chat window, please let IEEE MCE know so it can be taken down.
- **Q&A Box** can be used by attendees to ask questions directly of a presenter/author. No one else sees it. This will get routed to the Session chairs via their email address. The session chair should send the question to the correct presenter/author and the conversation takes place outside of the platform (aka offline). This is called asynchronous Q&A.