



SIGSPATIAL 2020

Virtual Conference Guidelines for **Session Chairs**

Setup

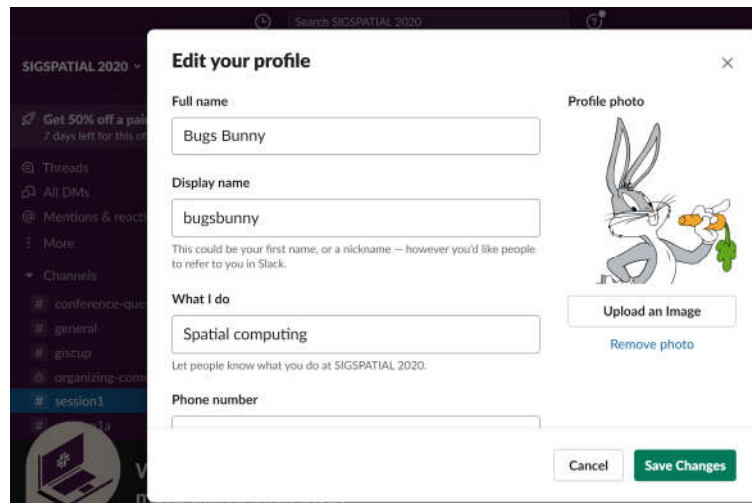
Install Zoom

If you never used Zoom before, download and install Zoom at <https://zoom.us/download>.

Install Slack

If you have not yet, install Slack and sign up the SIGSPATIAL 2020 Slack workspace at https://join.slack.com/t/sigspatial2020/shared_invite/zt-ic33v9uf-q28FY289TrYHbGyV_3_wAg.

Create your “Badge” in Slack: In the SIGSPATIAL 2020 Slack workspace, click the icon on the top right corner, click “Edit profile” below your name on the right to edit your profile. Change your Display name to: [Your Name] (Session # Chair), e.g., Joe Smith [Session 1 Chair], and upload a profile picture if you will.



Joining the Conference

Enter Zoom Meeting/Webinar

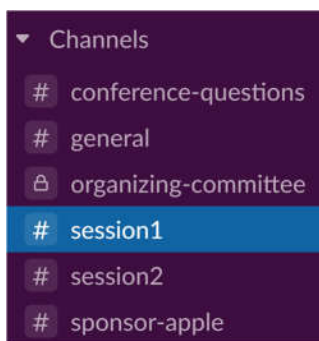
To enter the Zoom meeting for the session that you will be chairing, go to the online conference website (<https://sigspatial2020.sigspatial.org/program/>) and the day and the session on the online conference website, and click the Zoom link.

Please try to enter the Zoom meeting 10 minutes before the session starts, to create your Badge, meet the student volunteers (tech hosts) assigned to your session, and discuss any concerns you may have.

Create your Zoom “Badge”: When you are in Zoom, click “Participants” at the bottom (if using Desktop Zoom). Hover over your name, click “More” , and click “Rename” to put your [name] (Session # Chair), e.g., Joe Doe (Session 1 Chair).

Log in to Slack Channel

Log in to Slack at <https://sigspatial2020.slack.com>. Enter the session channel on the left menu. The session number is available in the program. You can ask questions at the current session.

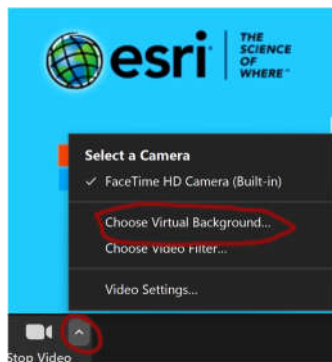


If you have any general questions about the conference, you can ask at the **#conference-questions** channel.

During Your Session

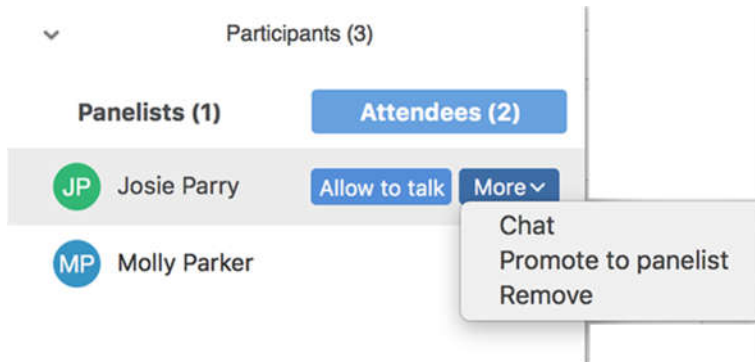
Turn on Your Video and Setup SIGSPATIAL 2020 Virtual Background

It is strongly recommended that you turn on your video in Zoom during the session. Please download [SIGSPATIAL 2020 Zoom Virtual Background Image](#) (downloadable from participation page), and customize it in Zoom by clicking the upper arrow in “Start Video”. Please unmute your microphone while asking or answering questions.

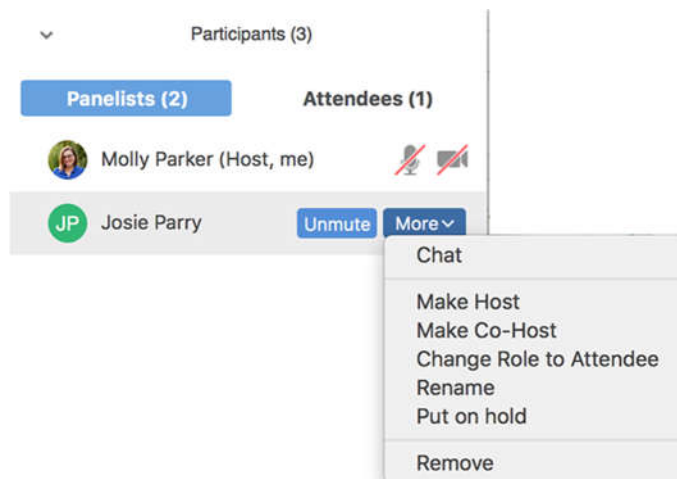


Promote Authors as Panelists

Since the conference is run as a Zoom webinar, the list of general attendees will be hidden from each other, and only visible to the hosts. To make authors visible to the participants, please promote the authors as panelists in the session. In the “Participants” list, please identify the names of the authors, who are required to rename the name with [name] (Author), and promote them as participants.



At the end of the session, please change their role back to attendees.



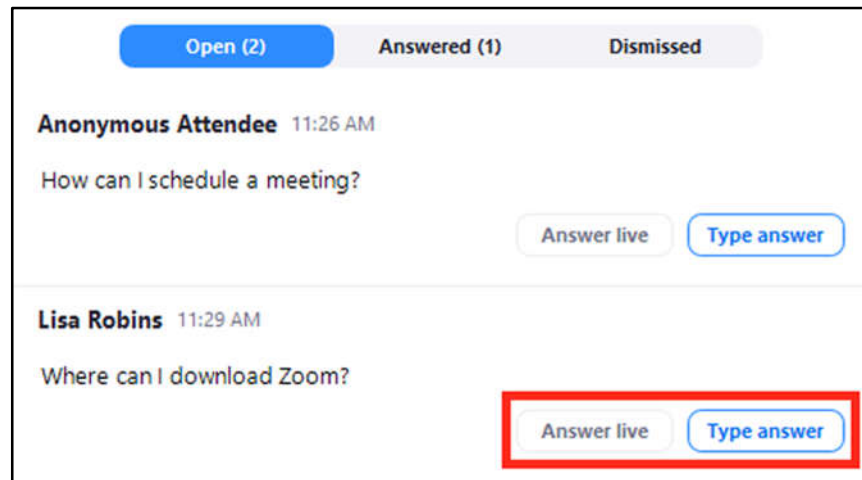
Introduce the Session

As a session chair, you will introduce the session, yourself, and the first talk, similar to what you typically do in an in-person conference session.

Please remind the attendees that they can ask questions at any time during each talk by typing into the Zoom Q&A window. The questions will be answered by the author at the end of each talk. Offline discussions can be posted at corresponding the Slack channel.

Moderate Q & A

There will be approximately 3-5 minutes at the end of each talk for the Q & A period. Please encourage attendees to ask questions and monitor Zoom Q&A for any questions. If you are chairing a session or a workshop with Zoom meeting mode, please monitor the Zoom chat window for questions.



Authors should be answering the questions over audio, rather than using the chat window. The author and the attendees may continue the conversation on Slack after the Q & A session concludes.

Introduce the Next Talk

After the Q & A session of the previous talk, you can introduce the next talk before it starts.

Conclude the Session

After all talks are done, please conclude the session and refer the audience and authors to the Slack track channel for any further discussions.

Adjust Your Badge

Remove “(Session 1 Chair)” from your name to avoid any confusions in the other sessions that you will be attending.

Enjoy the Conference and thank you for your service!

Useful Info

Questions?

- Send an email to sigspatial2020@gmail.com.
- Use the **#conference-questions** Slack channel

Useful links

- <https://sigspatial2020.sigspatial.org/> - Online conference website
- <https://sigspatial2020.slack.com/> - Conference Slack space