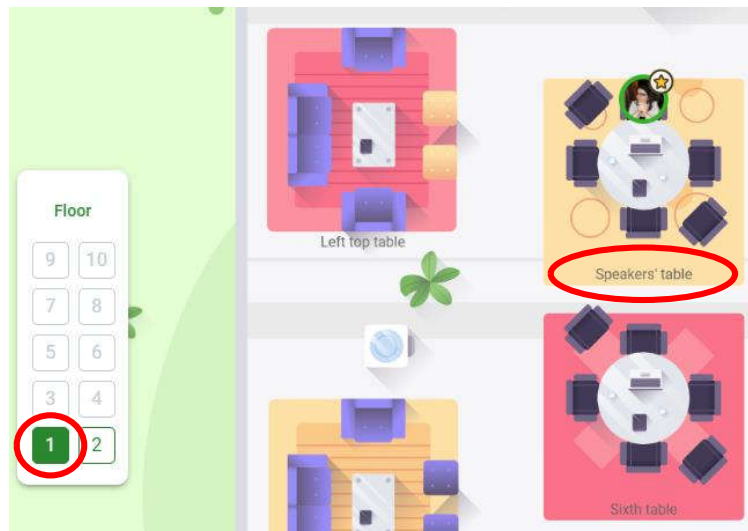## Chairing a remo.co Session

Before the Conference

1. You will have been sent a dropbox link to a folder that contains the abstracts/papers for your session.
2. The folder should also contain a list of speakers, and affiliations (one per paper) and paper titles, so that you can introduce the talks. If the speaker is a student, this will be indicated on the list.
3. If your session includes a keynote we will also include a biography of the keynote speaker and an abstract for the talk in the folder, so that you can introduce the keynote in a little more detail.

4. If you haven't already done so, register on the remo.co website
5. Create a profile on remo.co
6. As a Chair, your ticket entitles you to attend any session during the event – just click on the link for that session and select the   **confirm my attendance** button (don't select the *join as speaker* option – we'll make you a speaker later on).
7. As a minimum, make sure you have confirmed your attendance for the session you are chairing.

On the day of your session

1. Check that your microphone and camera are working in remo.co
2. Switch your camera and microphone on
3. Enter your session at least **10 minutes before the start time** and sit at the 'speakers' table (this will be on floor 1 at the top left, similar to the layout below).   You'll see the presenters in your session.
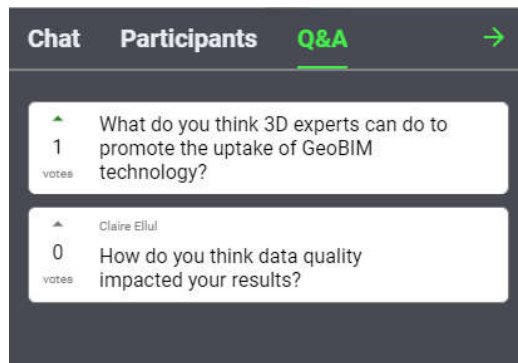
4. Just before the session starts, the technical team will make you a 'speaker' in remo.co   This means that the audience will be able to hear and see you.

5. As Chair, you'll be up first – welcome the audience and maybe give an overview of the talks (exactly as you would in a face to face conference).   For a 3DGeoInfo session, remind the audience to vote for best presentation and best student presentation (we'll circulate an online form for this).

6. Introduce the talks one by one. If your first speaker is a keynote talk then you can give more details (again, as for a face to face conference).   If the speaker is a student be sure to highlight this for the audience.

7. Once you've introduced a talk, the technical team will take over and play the video for that talk. *Please turn off your camera and microphone while the recording is playing.*

8. As the recording is playing, you'll be able to see audience questions in the Q&A box in remo.co.

9. Once the recording has finished, *re-enable your microphone and camera*. The speaker will also be 'on stage' with you and you can start by going through the questions from the Q&A box and of course with any questions you have yourself.

10. Audience members can also raise their hands and will be made temporary 'presenters' to ask questions. The technical team will facilitate this but keep an eye out yourself as well.

11. Repeat the above for all the talks in your session.

12. At the end of the session:

   a. If there is time, perhaps ask for any additional questions
   b. For a 3DGeoInfo session, remind the audience to vote for the best presentation and best student presentation of the conference
   c. Remind the audience that they can ask questions of any of the speakers by contacting them in the networking session – either requesting their presence via the right-click > "get" option or via the chat box or by requesting a calendar appointment (if available).

==Warning: you'll be a 'speaker' all through the session. Be careful as this means that the audience will see you and hear you if your microphone and camera are on.==