

Eg-ice 2020 -virtual workshop

Instruction for session chairs


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Thank you for agreeing to chair a session of the 2020 eg-ice virtual workshop. This document will provide you with a brief guideline for chairing. Of course, these are only our ideas, so feel free to add your own 'taste' to your session! If you have not done so yet it would be good if you could read the instructions for participants and presenters before reading this document.

Most likely we will learn throughout the workshop and adjust processes as we go. We will announce any changes on Slack and also will update these instructions. We will share the link to the life document on Slack and the website so you can always have access to the latest version. Any suggestions for improvement are more than welcome. You find a dedicated channel on Slack to post your suggestions, but also can always contact us in person by Slack, email, or any other means>

Our ideas for chairing a session:

- On slack, we created a channel for each session. Here you quick access to the programme of the session and the link for Zoom (use the pin icon  2 located on the top of your channel)
- Please log in 15 minutes before the start of your session.
- We also ask presenters to log in 15 minutes before the start of the session and inform you on slack about their presence at least 10 minutes before the session
- Before the session starts, remind the presenters of the 10 minutes time limit for presentations
- There will be three papers presented back to back, then a 20 minutes **Discussion** session.
- Before each presentation introduce the speaker and the title
- Provide a warning about 8 minutes into the presentation to remind presenters of the 10 minute limit
- We asked the participants to post their questions on the slack channel throughout the session
- In the Q&A part of your session, please select the most interesting questions/comments for each of the papers. Read the question and ask the corresponding author to respond. Try to keep a balance so that each author gets one or two questions comments.
- Dependent on the amount of participants in the session, a free discussion will be difficult, so you can always refer participants who want to discuss freely to the international discussion sessions.

If you have any questions, feel free to contact the organizers via Slack, Email, or any other means that you feel appropriate.

Thank you again for helping!