Chair interface - guidelines

Launch the interface
Before the session starts, open the interface by clicking on the check-in button.

Time control

1. **Session timing**
The green bar shows you the time elapsed within the session. The little white mark shows the end of each presentation. Time left within the session is indicated in red.

2. **Presentation timing**
When a presentation is launched, the time left for the speaker is indicated in the right part.

Check uploaded presentation
The main screen on the left side loads with a list of the upcoming presentations.

3. **Presentation loaded = expand button**
   - you can check them without any effect on the room just with a click on the expand button

4. **Presentation not loaded = box in grey**
   - A notification appears next to the bell in the upper left-hand corner.
   - In this case: contact the room technician and room hostess.
   - If you see the speaker in the room, please alert him to the fact that he/she needs to upload the presentation at the Speaker Service Center.
View next slides & presentation
Anytime during the session you can view every slide by clicking on the thumbnails. It will have no effects on the screen of the room.

Question feed
The balloon icon with the question mark will show you questions coming from the mobile app. You can decide to address these during the discussion time at the end of the presentation. The speakers will not see these balloons.

Rating sessions & presentations
Anytime during the session you can:
• evaluate the session and write down any comment by clicking on the tick mark icon.

Help & assistance chat
If you have any kind of issues or requests, click on the red avatar at the bottom left of the screen. An orange tab will appear, select the type of problem, write your message & click ‘send’.

Your main tasks as a session chair:
• Please introduce yourself to the speakers and make sure they know how you will run the session.
• Remind the audience that it is not allowed to take pictures.
• Encourage questions from the floor, and also be prepared to ask questions yourself.
• Interrupt presentations if the speaker runs over time. It is up to you as the Session Chair to ensure that all speakers receive their allotted time and that the audience has opportunity for their questions and comments.
• Remind the audience at the end of the session that they are invited to rate the session in the mobile app. This will help EAACI assess popular topics for future planning.