Get Acquainted
Familiarize yourself with the people on your panel by reviewing their names and presentation abstracts.

Once you receive your invitation to join the event platform (roughly 1 week before the conference), login and review all of the published materials including pre-recorded videos, documents (handouts, slides, transcripts, etc.) in the Files tab, conversations in the Chat tab, etc.

**Chair**: reach out to all your panel participants, tell them how you expect to run the session (including the amount of time allotted for each person or segment), and make sure people know how to reach you if something comes up on the day. Invite questions.

Attend Training (or Watch Training Video)
We strongly recommend that all chairs and speakers attend the live Pathable training scheduled for **Wednesday, 4 November 2020 at 4:00PM ET / 3:00PM CT**. This training will be 20-30 minutes and will be led by a Pathable team member. It will cover the basics of managing a Zoom meeting or webinar in Pathable, and provide the opportunity to ask questions.

If you can’t make the live training, no sweat. We will be recording the training and posting the video. So, just be sure to watch before your session.

Arrive Early
The “green room” is available for all sessions about 20 minutes prior to scheduled start. So arrive 20 minutes early and use this time to check mics, coordinate with your fellow panellists, and confirm last minute details before attendees begin entering the Zoom meeting or webinar room.

Starting the Event
To enter the event, go to the session page or agenda item and click the “Manage” button. Up until 20 minutes prior to the session start time you will see a countdown clock. 20 minutes prior to the scheduled session start time the countdown clock will be replaced with a “Start Meeting” button.

- Click the “Start Meeting” button to enter the Green Room. (Zoom webinar window will open). Speakers will be able to join the green room, but attendees will not. This is the time to test mics and cameras.
- **Chair**: If you are in a webinar room, you **must** open the room to attendees. To do so, click the “Start Webinar” or “Broadcast” button at the top of the screen (the name of this button depends on your version of Zoom). Zoom meetings will automatically start at the scheduled time.

Anatomy of a Session
All sessions are special and different, but as a general rule we recommend that sessions be run
According to the following format:

1. A pre-session video welcome from an AMS Board member will be played by the volunteer monitoring the meeting or webinar room.
2. Chair: Gives brief (one-minute) introduction of each speaker.
3. Speaker(s): Gives brief 2-3 minute synopsis of the uploaded video paper presentation.
4. Chair: Manages Q&A with questions submitted via chat by audience members.

Additional Advice for Chairs

Get Questions: Please check the Pathable “Polls” tab on the session page prior to the start of the session for questions that may have been submitted by before the start of the session. Then monitor the Pathable chat during the meeting for additional questions. These are the conduits for receiving questions from the audience. It is your job to review, filter, and direct the questions to the speaker(s).

Prepare Questions: To ensure robust and balanced discussion, you should prepare 2-3 questions for each paper presenter or panelists. Use these questions if no suitable questions are submitted by the audience.

Keep Time: Paper sessions are 50 minutes. Please monitor the time and allocate a roughly equal number of questions and speaking time for each paper presenter or panelist. Monitor the time carefully to ensure it does not run over. There is a 10-minute grace period beyond the published session end time. However, please be aware that the Zoom room will close automatically after that 10-minute grace period expires.

Bad Behavior: The Policies page contains the text of the AMS harassment and plagiarism policies, as well as the the Society’s Principles of Ethical Conduct. If you observe inappropriate behavior, consider reporting it to the AMS office.

Chair / Presenters Checklist

Preparation
☐ Get acquainted with your fellow panelists
☐ Review the presentations of your fellow panelists, if they are available.
☐ CHAIR(S): Create questions for your panelists.
☐ CHAIR(S): Collect any questions submitted by the audience prior to the session by checking the “Polls” tab on the session page.

Green Room
☐ Enter session “Green Room” 20 minutes before start.
☐ Change your profile name in Zoom.
☐ Test your audio and video setup.
☐ Make sure you have the Pathable and Zoom windows open side-by-side or on dual monitors.
☐ Check-in with the chair, your fellow presenters, and the room monitor.
☐ CHAIR(S): Start webinar session at session start time. (Meetings will start automatically 1 minute prior to start time.)
☐ CHAIR(S): Click “Record to Cloud” in meeting rooms. (Webinar rooms will begin recording automatically.)

In Session
☐ ROOM MONITOR: Play welcome video.
☐ CHAIR(S): Introduce speakers and kick-off session. Give all paper presenters 2-3 minutes to summarize their video presentations.
☐ CHAIR(S): Manage Q&A by monitoring chat, selecting questions, and posing questions to speakers.
☐ CHAIR(S): Close out the session at session end time. (All Zoom meetings and webinars will automatically terminate 10 minutes after end time.)
Entering A Webinar Session as a Speaker or Chair

1. Click “Manage”
   Go to the session page and click the “Manage” button 20 minutes prior to start time.

2. Click “Join Meeting”
   Click the “Join Meeting” button. (May also appear as “Start Meeting.”)

3. In Green Room
   You will arrive in a Zoom practice session (i.e., Green Room). Here you can test your set up, name your profile, and coordinate with fellow panelists. At scheduled start time the chair should start the session by clicking the “Start Webinar” or “Broadcast” button.
You will arrive in a Zoom practice session (i.e., Green Room). Here you can test your set up, name your profile, and coordinate with fellow panelists. The meeting will open automatically 1 minute before scheduled start time. Chair should hit record to cloud.

1. Click “Manage”

Go to the session page and click the “Manage” button 20 minutes prior to start time.

2. Click “Join Meeting”

Click the “Join Meeting” button. (May also appear as “Start Meeting.”)

3. In Green Room

You will arrive in a Zoom practice session (i.e., Green Room). Here you can test your set up, name your profile, and coordinate with fellow panelists. The meeting will open automatically 1 minute before scheduled start time. Chair should hit record to cloud.
Posing Questions for **Webinars**

Prior to webinar:
Questions should be entered on “Polls” tab.

During meeting:
Questions should be entered using Pathable chat. (Use Zoom chat only for communicating with other presenters.)

Monitor Pathable Chat

 Pose Questions for **Meetings**

Prior to meeting:
Questions should be entered on “Polls” tab.

During meeting:
Questions may be entered using Pathable chat or Zoom chat. Chair should instruct attendees on what is preferred.

Monitor Pathable Chat and/or Zoom Chat
When sharing your screen to play a video or sound clip, remember to click “Share Computer Sound” and “Optimize Screen Share for Video Clip.”