

GSA 2021 Scientific Session Guidelines

- Symposia and Paper Speakers present via live Zoom meeting platform (not recorded).
 - Chairs for Symposia and Paper Sessions are responsible for leading their sessions including managing the timing of each presentation (length, start time, end time) and facilitating discussion and/or a Q&A period.
 - Chairs: Facilitate session discussion among speakers and attendees.
 - Discussants: Provide a response to the presentations and contribute to discussion.
- A GSA-designated conference technician will initially be in the video conferencing Zoom meeting and will provide co-hosting capabilities to all pre-identified speakers for the session. The technician will unmute and display the video functions for all co-hosts, allow share screen functionality for speakers only, and answer any last-minute questions.
- The session-specific “join session” button will become available 30-minutes prior to the start of the session. This is the method that **both speakers and attendees** will use to join the session held on Zoom. All attendees will initially be muted and have their video off when they join the session. **Speakers must click the “join session” button located at the bottom of the window at no later than 15-minutes prior to the designated session start time.**
- Speakers will share their screen to deliver their presentation live and will also have administrator permissions to moderate Q&A from attendees. During the 15-minutes before the session, the Chair will:
 - Clarify what the speakers want to accomplish during the session
 - Remind speakers of their time allotments
 - Let speakers know how they will be introduced
 - Clarify whether questions will be taken after each presentation or at the conclusion of all presentations.
 - Clarify who will facilitate discussions?
 - Determine how the speakers want attendees to contribute to the conversation:
 - We recommend session chairs monitor the chat and direct questions to the appropriate speaker.
 - The speakers may choose to ask attendees to “raise hands” to ask questions
- Chair should introduce the session, provide a brief overview, welcome the individual abstract first authors to introduce themselves, and facilitate dialogue and questions for the session.
 - For symposia with discussants, the discussant will provide remarks following the presentations. The chair will facilitate the discussion.
 - For contributed paper sessions, the Chair should present their paper as the final presentation in the session.
 - Chairs should kick-off the discussion portion of the session with two prepared questions to stimulate the Q&A period.
- At the conclusion of the session, the Chair will thank attendees for their participation and encourage them to view the on-demand presentations which are available through the end of the year.