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.