PRECI 2022 Virtual Chair Guidelines

INAUGURAL PRECI CONFERENCE
17-18 November 2022 | Virtual

Logging into the PRECI 2022 Virtual Portal

To log on and participate in the PRECI 2022 virtual meeting you will need:

- If you will be looking at notes or sharing content, we strongly recommend using a desktop computer with two screens and a webcam. If this is unavailable, a large-screened desktop would be sufficient.
- A reliable internet connection.

Note: The virtual platform is accessed via an internet browser. Google Chrome is the preferred browser; however, Microsoft Edge is also supported.

- A wired headset and microphone.
- Your PRECI 2022 Virtual Portal access details. These will be sent to you via email ahead of the conference.

Note: A reminder, if you are on a corporate network and your firewall is too restrictive, you may experience connection issues within the portal. If you experience this, try to connect outside of a VPN or Remote Desktop, or contact your IT support team to assist you.

Note: When logging into the PRECI 2022 Virtual Portal for the first time a profile page pop up will appear automatically. (These settings are also accessible by clicking on your photo/initials in the top right-hand corner and selecting settings.) The first time you log in, please do so a few minutes early to give you time to customise this information.

Role Definitions

- The Chair will:
  - be visible on the Main Stage throughout the session,
  - welcome delegates, introduce speakers and wrap up the session to time,
  - host the Q&A portion of the session and foster further discussion.

Room Definitions

- Green Room
  - Back of stage. Attendees in the Green Room cannot be seen or heard by the audience
- Preview
  - Side of stage. Any attendees in Preview can be heard but not seen
- Main Stage
  - On stage! Any attendees on the Main Stage can be seen and heard

Chair Tips

Devices

- We recommend working on a desktop computer with two screens, rather than a laptop, to give you space to view all speakers on the virtual stage, as well as the stream of questions. If this is unavailable, a large screened desktop would be sufficient.

Before the Session

- Ensure the following are easily accessible:
  o Your PRECI 2022 Virtual Portal log in details
  o Your speaker's biographies

Presentations and timing

- The sessions will end automatically at the scheduled time
- A session timer will be shown in the top right corner of your Presenter View in the PRECI 2022 Virtual Portal, the timer shows your session countdown on the left, and upcoming session timings on the right.

Q&A

- Questions will come through the Q&A area on the right of the session within the PRECI 2022 Virtual Portal.
- As these sessions are being recorded, we ask that you do not identify who has asked these questions.
- How to "star" a question:
  o To do this, click the star next to the questions you wish to highlight to the Chair.
  o When it comes time to question time, the Chair should click on the STARRED QUESTIONS tab on the left and the questions will appear.
- The Chair should have a few leading questions prepared to stimulate discussion, in case questions are slow to come through.

Note:

- Please do not click the ENABLE MODERATION button. This limits the delegates being able to view the questions that have already been asked.

Session conclusion

- The session will end automatically when the timer reaches 0:00 so please ensure you leave time to wrap up the session appropriately so you are not cut off.
- With 1-2 minutes to go, the Chair should wrap up the session:
  o Thank the speakers and delegates,
  o Remind delegates to visit the virtual exhibition hall, the poster gallery and the meeting hub during the program breaks
- If the session finishes before the timer reaches 0:00, the Producer will transition to a holding slide.

Session Timeline

30 minutes prior to session start time:
- Please ensure that all your equipment
  (camera, computer, sound etc) is turned on, logged in and ready/standing by mode
- Please ensure that your computer is connected to the internet (hardline/cable if possible)
- Double check your position in front of the camera, your lighting and ensure that everything is positioned correctly
- Double check the background of the shot. Try to have the screen level with your face so you are not looking up or down.

15 minutes prior to the session time:
- Click on the PRECI 2022 Virtual Portal link provided for your session: *Provided closer to the conference*, *via email*
- Follow any prompts to ensure that the PRECI 2022 Virtual Portal is able to work on your computer and test audio and video settings as the computer enters the virtual session.
- If you are already logged into the PRECI 2022 Virtual Portal please navigate to your session in the timeline and select your session.
- Once inside your session, please click on the Join Green Room button (green button, bottom left) to access the virtual Green Room. The Producer will greet you and perform some sound and audio checks along with the AV tech team. You will be given any housekeeping announcements and direction on when these should be read out.

5 minutes prior to session start time:
- Once all sound and audio has been checked and approved, please stand-by and leave the virtual session running. The Producer will let you know once the live cross is about to start.

2 minutes (approx.) prior to session start time:
- The Producer will give a 2 min, 1 min and then a 10-sec warning to session start.

Session start:
- Live broadcast will start strictly on time with the technical team/system providing a countdown.
- At the start of the session, welcome attendees, thank your speakers and introduce the first speaker.
- During the presentations, the Producer will move you from the Main Stage to the Green Room, the audience will be unable to see or hear you here.
- Between presentations and during the Q&A portion of your session always assume that you are live and that your audio and video is live – to avoid mishaps.

Session end:
- The session will automatically end so be mindful of leaving yourself 1-2 minutes to wrap up the session, thank your speakers and direct attendees back to the main menu via the Back to Timeline button in the top left corner of the screen.
- The Producer will end the session for you.