



SSA 2021 Chair Guidelines

Logging into the SSA 2021 Virtual Portal

Recommended requirements:

- 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, Firefox and Microsoft Edge are also supported.

- A wired headset and microphone.
- Your SSA 2021 Virtual Portal access details. These will be sent to you via email ahead of the meeting.

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. This will be tested during your rehearsal session. We recommend using <https://networktest.twilio.com/> to check for any firewalls that may be blocking your access to the portal.

Note: When logging into the SSA 2021 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.

Room Definitions

- **“Green Room”**: Back of stage. Session participants (i.e. speakers/chairs) in the Green Room cannot be seen or heard by the audience. You can hear/see others in the Green Room.
- **“Preview”**: Side of stage. Any session participants in Preview can be heard but not seen.
- **“Main Stage”**: On stage. Any session participants on the Main Stage can be seen and heard.

Role Definition

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
- Sort through all submitted questions sent through the virtual portal and “Star” their preferred questions, meaning they can easily read through these whilst on the virtual stage.



Session Timeline

30 minutes prior to session start time:

- The Green Room will be opened by the Tech Host.

20 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 is possible)

Double check:

- Your position in front of the camera and your lighting. Avoid any glare from sunlight.
- The background of the camera view. Try to have the screen level with your face so you are not looking up or down.

15 minutes prior to session time:

- Click on the SSA 2021 Virtual Portal link provided for your session - **this will be provided close to the meeting, via email**
- Follow any prompts to ensure that the SSA 2021 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 SSA 2021 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 Tech Host will greet you and perform 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 start time:

- Once all sound and audio has been checked and approved, please stand-by and leave the virtual session running. The Tech Host will let you know when they will move to you the Main Stage (go live).

2 minutes (approx.) prior to start time:

- The Tech Host will give timing cues: 2-min, 1-min and 10-sec, ahead of the session starting.

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 Tech Host will move you from the Main Stage back to the Green Room, where the audience will be unable to see or hear you.
- 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 Agenda Timeline via.
- The Tech Host will end the session for you.



Tips for Chairs

Devices

- If you are taking on the role of both Chair/Facilitator, 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 screen desktop would be sufficient.

Before the Session

- Ensure the following are easily accessible:
 - Your SSA 2021 Virtual Portal login details
 - Your speakers' biographies (available through the virtual portal and your Chair pack, which will be sent to you shortly before the conference)

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 SSA 2021 Virtual Portal.

Q&A

- Questions will come through the Q&A (click on Q&A button, located on bottom menu bar).
- How to "Star" a question:
 - Questions can be monitored during the session so you have an appropriate selection ready to ask the presenter during the Q&A
 - To star questions to refer to later on in the session, click on the Star next to the questions you wish to be answered
 - When it comes to question time, click on the "Starred Questions" tab on the left and the questions will appear
- It is worth having a few leading questions prepared to stimulate discussion, in case questions are slow to come through

Note: Please **DO NOT click on the ENABLE MODERATION button**. This limits the delegates' view of questions i.e. they won't be able to view the questions that have already been asked so may duplicate questions.

If you have any questions or concerns, please feel free to contact us for support via ssa2021@dconferences.com.au