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AGU FALL MEETING

#AGU21

Thank you for serving as a session chair at the Fall Meeting 2021!

This year, the AGU Fall Meeting includes a mix of hybrid, in-person and online-only sessions. For most sessions, longer pre-recorded presentations and online posters will be available for attendees to view from the start of the meeting through the end of February.

The live sessions will focus on short overview presentations and moderated discussions. These discussions will also be recorded after the session and available for on-demand viewing. This structure maximizes engagement and the ability for broad participation, whether you are attending in person or online.

AGU would like to assure all meeting participants feel safe, welcomed and included, and that our meetings promote and help reflect diversity, inclusion and excellence in science. Refer to the AGU Ethics and Equity Center for guidance on issues you may face as a convener or session chair.

PREPARING FOR YOUR SESSION

- Select one primary chair to introduce and moderate the session with co-chairs as back-ups (if needed). You will identify this person to the technician prior to the start of the session.

- Check the online program for any changes or updates.

- Familiarize yourself with the pronunciation of presenter names and affiliations.

- Know that all sessions will be recorded. The recording will be available for attendees during the meeting, usually within 72 hours. Close captioning will be included.

PREPARING FOR YOUR SESSION

- Know AGU's:

  - [Meetings Code of Conduct](#) for guidance on potential issues you may face as a convener or session chair.

  - [Best Practices for Inclusive Remote Meetings](#).

  - [Meetings Guidelines on Photography and Social Media](#).

  - View the detailed session chair resources, guidelines and checklists for oral sessions on the [Fall Meeting website](#).

PREPARING FOR YOUR SESSION

- Communicate, at least through email, with all presenters outlining how you will moderate the meeting, reminding them of their roles, and asking for discussion questions.

  o Most oral sessions are organized for live in-person or online summary presentations and then discussion.

  o Consider questions that span several of the presentations, like "what's next for this topic or to address future work."

  o Introduce a session and set expectations

  o Create connection between topics and tell a story across a session

  o Keep a session running smoothly and on topic

  o Encourage your presenters to ask questions of the group. Prepare some discussion points in case there are not many audience questions.

ARRIVING FOR YOUR SESSION

- Online sessions: Log in to the online program 20 minutes before your session start time.

- Hybrid sessions: In-person chairs should arrive in the session room 20 minutes prior to the start of the session.

  - Online chairs in hybrid sessions should log into the online program 20 minutes before the session start time.

FACILITATING THE SESSION

- For hybrid sessions, a complete session listing, including speaker name and time of presentation, will be available in each session room at the podium. Online session chairs should consult the online program for the most up-to-date session information.

- Co-authors and approved presenters may present the paper.

- Ensure that all speakers are treated equally and have their fully allotted time.

- No new presentations may be added to the session.

FACILITATING THE SESSION

- Use any reasonable means to stop a speaker who has exceeded the allotted time. The session must stay on schedule so that individuals who are presenting a paper or individuals who wish to hear a specific talk may do so at the time indicated in the program.

- You may interrupt speakers in order to ask them to speak more audibly, slowly or clearly; to face the audience or camera; to briefly explain the message of an illegible slide; or to address any inappropriate content or behavior.

FACILITATING THE SESSION

- If a paper has been withdrawn or a speaker does not appear, either call for discussion of previous papers in that session or call a recess.

- **Do not start the next paper until the time listed in the program**. Please note any no-show authors on the Chair Evaluation that will be provided to you by email.

FACILITATING THE SESSION

- The chair, not the speaker, conducts the discussion by recognizing participants on the floor or selecting questions from online attendees.

- During discussions, ask in-person participants to identify themselves and speak audibly so the audience can hear the questions as well as the replies. If the question is not asked into a microphone, the chair should repeat the question for everyone to hear.

- Please be sure to recognize and call on diverse questioners over the course of a session.

- Please be aware of signs of aggressive questioning which may border on bullying, especially if directed towards student or early career scientists. Please intervene in real time if you witness such behavior. Refer to the AGU Ethics and Equity Center for guidance on issues you may face as a convener or session chair.

FACILITATING THE SESSION

- If a paper draws no questions from attendees, you are encouraged ask questions in an attempt to stimulate discussion, if time allows.

- On the other hand, some papers elicit more than the usual number of comments; judge accordingly.

- To maintain the schedule, it may be necessary to defer lengthy discussions to the end of the session or to suggest that the discussion be continued in private, once the session has ended.

- For hybrid sessions, due to safety regulations attendees **may not** sit in the aisles or block the doorways. Please encourage attendees entering the session in between presentations to move to the center of the room to make space for late arrivals. This will allow for the maximum number of attendees at the session.

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SOCIAL Q&A

PRESENTATION REQUIREMENTS (IN-PERSON)

- AGU will require masks to be worn at the convention center, including the oral session rooms, poster hall, and exhibit hall floor unless actively eating, drinking or speaking. AGU will require masks regardless of <u>New Orleans' policy</u> at the time of the meeting.

- Speakers who speak from a podium or panel in meeting rooms, if they so choose, may take off their masks while presenting.

- Oral session rooms will have audience seating with a mix of 3-feet social distanced seating, regular theater seating, and standing high tables in the rear of the room.

HYBRID SESSION CHAIRS

- Oral session rooms in the convention center and online sessions conducted via Zoom will have a dedicated A/V technician. Prior to the start of each session, the A/V technician will introduce themselves and provide assistance, if needed.

- All presenters will be shown on camera and slides when presenting from the podium.

- Presenters that are seated at the head table will be shown in Zoom via a laptop at each chair.

- Online presenters will need to be introduced in the room and then they will take control of the screen.

- When all presentations have concluded, the gallery zoom feed with be shown in the room and the Q&A will take place within Zoom.

ONLINE ONLY SESSION CHAIRS

- Prior to the start of each session, the A/V technician will introduce themselves and provide assistance, if needed.

- Online presenters will conduct themselves similarly as hybrid sessions.

- The session will begin and end on time. No exceptions. Please keep to the specific time allotments provided in the schedule.

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- Each session room is outfitted with podium and lavaliere wired microphones.

- Please ensure that all presenters use a microphone at all times while giving their presentation

- The clip-on lavaliere microphone is a good option for presenters who may turn towards the screen or move away from the podium at any time during their talk. Please ask all presenters to remove their badge prior to clipping on the lavaliere as this helps eliminate background noise.

- Please repeat any audience questions through a microphone before allowing them to be answered. This gives everyone in the room a chance to hear the actual question that was being asked.

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- Each oral session room in the convention center is equipped with computer projection equipment.

- In-person speakers cannot connect laptops to the computer projectors in the meeting room.

- All in-person speakers must load their presentation in advance in the Speaker Ready Room.

SPEAKER READY ROOM FOR IN-PERSON PRESENTERS

All in-person presenters are required to check into the Speaker Ready Room at least **24 hours** before their presentation, even if they have uploaded their presentation online. It is recommended that they visit the Speaker Ready Room in the building where their presentation is scheduled.

Speaker Ready Room Locations:

- **Hall C2**
- **Room 297**

Hours:

- Sunday: 12:00 – 18:30
- Monday: 06:00 – 18:00
- Tuesday to Thursday: 07:00 – 18:00
- Friday: 07:00 – 15:00

SPEAKER READY ROOM FOR IN-PERSON PRESENTERS

Each session room at the convention center is equipped with a presentation Windows PC and a Mac. A switcher is provided to allow display of either machine to the audience. A local monitor is provided and will mirror what the audience sees. (Presenter View is not supported).

PC Configuration	Mac Configuration
• Processor: a minimum Core i7 2.93 GHz	• Processor: a minimum Core i7 2.3 GHz
• 8 GB RAM	• 8 GB RAM
• 1920 x 1080 at 24 bit color depth (16:9 High Definition)	• 1920 x 1080 at 24 bit color depth (16:9 High Definition)
• Microsoft Windows 10 Professional (fully updated)	• Mac OS 10.13.x High Sierra – released October 2017
• Microsoft Office 2016 Professional (fully updated)	• Microsoft Office 2016 for Mac (fully updated)
• Windows Media Player (Version 12)	• Apple Keynote 8.2 or later (fully updated)
• Flash Player (Latest Version)	• Flash Player (Latest Version)
• Adobe Acrobat Reader (Latest Version)	• Preview for PDF Viewing

# SPEAKER READY ROOM FOR IN-PERSON PRESENTERS

- When in-person presenters check in to the Speaker Ready Room, they will confirm whether they will be presenting from the **Mac** or the **PC** in the session room. The presentation will only be loaded onto one of the two presentation machines in the session room.

- Presenters can review their presentation on a preview station to ensure that everything runs properly. The configuration of the preview stations exactly matches the presentation machines in the session rooms.

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

All the presentations for your session will be loaded into the presentations folder on the desktop of the presentation computers in the room.
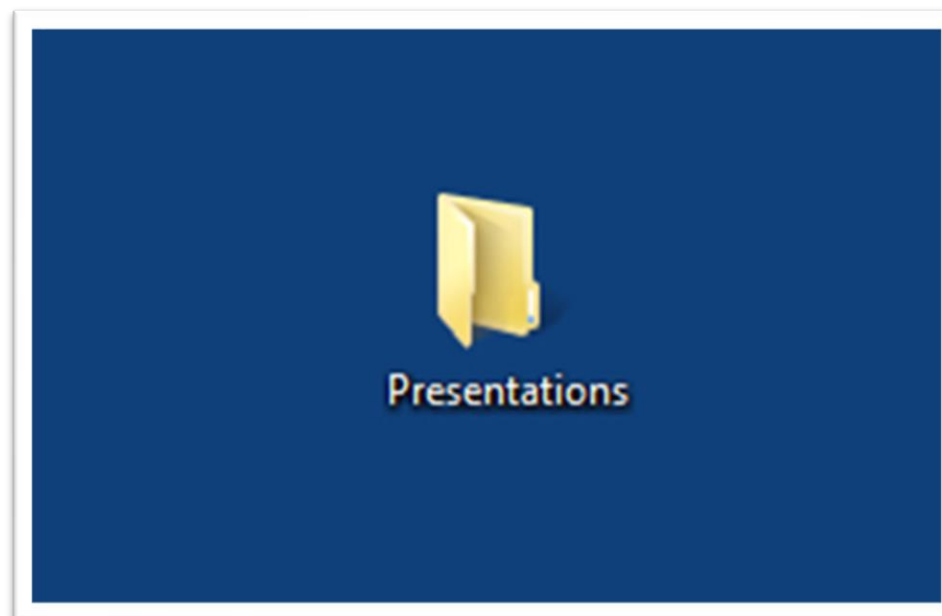
AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- Within the Presentations folder, each presentation is contained within its own folder that is named for the Day, Room, Presentation Time, and the Presenter's Last Name:

    Day.Room.Time.Lastname

- If the person is presenting from the Mac, then their folder will also have an appended ".Mac" to the folder name. For example: Day.Room.Time.Lastname.Mac

- **PC presentations will only be loaded onto the PC. Mac presentations will only be loaded onto the Mac**. As a reminder, we create an empty folder on the PC for each Mac presentation and name it "On Mac" (and their file will only be on the Mac). If you cannot locate a presentation, please check both folders.

- The following slide has examples of both the PC and Mac presentations folders.

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

PC Presenters:	Mac Presenters:
Day.Room.Time.LastName	Day.Room.Time.LastName.Mac

Name
- Tue.2005.0800.Fleitmann
- Tue.2005.0815.Wickens
- Tue.2005.0830.Affek.On Mac
- Tue.2005.0845.Fairchild
- Tue.2005.0900.Kelly
- Tue.2005.0915.Rowe
- Tue.2005.0930.Buckles
- Tue.2005.0945.Miller.On Mac

Name
- ▶ Tue.2005.0830.Affek.Mac
- ▶ Tue.2005.0945.Miller.Mac

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- If your session is comprised of 5-minute talks then that means that each presenter has approximately **5 minutes for their presentation, including 2 minutes for wrap up and transition to the next presentation**. **Q&A will occur either after your presentation or at the end of the session depending on the session schedule.**

- In order to stay on time, we recommend that you load each presentation yourself and put it into slide show mode (or full screen if a PDF) while you introduce the presenter. This will create an order to the session and ensure that each presenter stays within their time constraints.

- A speaker timer is provided, which you may use to assist in timekeeping for your session.

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- The speaker timer should already be pre-programmed for 5 minutes total time with 2 minutes to sum up. An A/V technician can assist you with programming the unit if necessary. The remote unit (pictured on the right) sits directly on the podium.
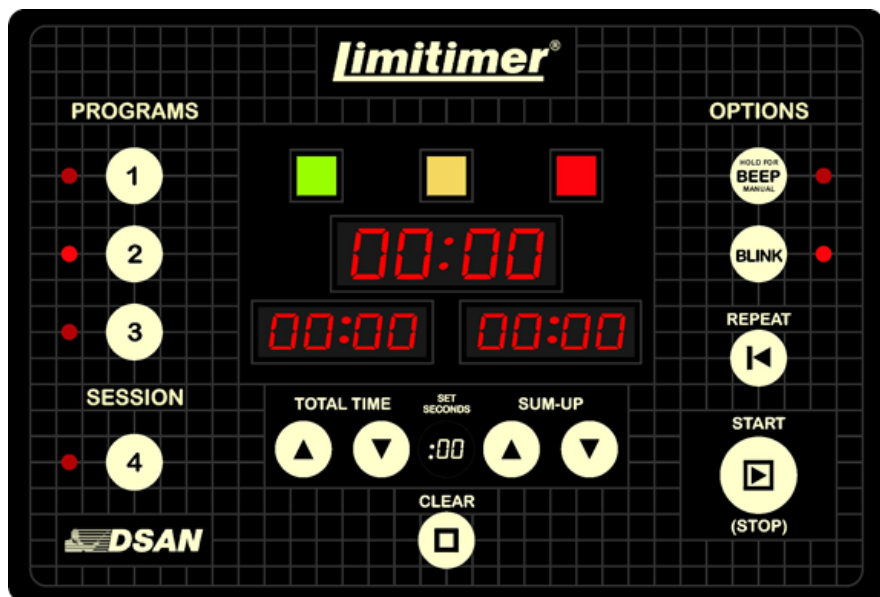
AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- Each presentation computer has an attached local computer monitor which is proximate to the podium for the presenter to see while they are presenting. As stated earlier, this monitor will show exactly what the audience sees and there is no accommodation for "Presenter View" (to show notes on that monitor while presenting).

- A switcher is provided in each room which will allow you to display either the presentation PC or presentation Mac to the audience screen. The PC will be connected to Input 1, the Mac will be connected to Input 2, and Zoom will be Input 3.

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- The PC will be a laptop and the Mac will have a keyboard and a mouse.

- Mac keyboard and mouse are white for easy identification.

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- Each presentation computer has an audio connection into the house PA system to accommodate audio playback during the presentations.

- Please check with each of your presenters to see if they require audio with their presentation and then check the audio level before your session starts.

- Audio levels can vary greatly from one file to the next and it is likely that the computer audio levels have been adjusted by previous presenters to accommodate their particular needs.

- An A/V technician will be happy to assist in setting the optimal audio levels for the presentations prior to the start of your session.

AUDIOVISUAL AND EQUIPMENT (IN-PERSON)

- As all sessions will be live streamed, please discourage the use of the laser pointer and encourage the presenter to use their mouse cursor instead. This is an effective way of highlighting items of interest, and more importantly, the laser pointer will not be visible to anyone watching through the web.

- You should familiarize yourself with the location of lighting controls for the room, in case the lights need to be adjusted.

PHOTOGRAPHY AND SOCIAL MEDIA GUIDELINES

- AGU has updated its [photography and social media guidelines](). Photos are allowed for personal use in all settings, including scientific sessions, unless the presenter indicates otherwise.

- Presenters can do this by displaying a digital "No Photos" image on their slides or poster. This image is available for download from the [presenter guidelines]() on the Fall Meeting website.

NO PHOTOS

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SESSION CHAIR EVALUATION

- A session chair online evaluation form will be provided to you by email. Please be sure to complete it as soon as your session is over to provide valuable feedback.

- This includes an assessment of the session's attendance as well as any paper listed in the program, but not presented.

THANK YOU FOR CHAIRING AN ORAL SESSION AT THE AGU FALL MEETING!

AGU FALL MEETING

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