Dear IEEE PES ISGT-Europe 2021 session chair/co-chair,

Thank you for chairing/co-chairing a session at our virtual conference! The conference will be organized via the GatherTown platform. You should have received/will receive the instructions about how to open and log in to the conference with the GatherTown platform.

On the GatherTown platform, each participant will have an avatar and can move around the conference space. When you sign in for the first time, there is an online tutorial helping to familiarize yourself with the environment and keys. When you enter the conference space, you can quickly find your session by following the lines available at the entrance. There is a GatherTown Quick Tutorial and also a quick “Orientation Video” for your information to help you get started on the platform. Please find the tutorials here: <https://ieee-isgt-europe.org/virtual-platform-and-presentation-guidelines/>

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**The following instructions are for chairs/co-chairs of Oral Presentation Sessions:**

Once you have arrived at your session in GatherTown, you will find your chair. When you are on the chair tile, all the participants in the room can see and hear you (see the quick tutorial at <https://ieee-isgt-europe.org/virtual-platform-and-presentation-guidelines/>.

**It is recommended** to use a headset to avoid crosstalk between your microphone and speakers.

**The format of the online live regular sessions is as follows:**

* Presenters and participants will join the virtual room. The session chair/co-chair opens the session and shares his/her screen with the conference welcome slide.
* The session chair/co-chair explains the session format (summary of this list), and checks which presenters are online.
* One by one, the papers are presented in their corresponding 15-minute time-slots by sharing their screen, and the chair evaluates the presentation.

Your duties as session chair/co-chair are detailed below. Note that they consist of two parts: preparation and activities on the day.

**Preparation for the session**

* Check whether the virtual meeting software (GatherTown) works in your environment.
* Download the conference welcome slide, Edit the Session Number and Name, and add yourself as the session chair/co-chair (please download it from <https://ieee-isgt-europe.org/session-chairs/>).
* Download the evaluation Excel file and evaluate the presentation. Please do not forget to submit the evaluation form to us (detailed information is available on the form). Please download the evaluation Excel file from <https://ieee-isgt-europe.org/session-chairs/>
* **Take note** of the time of the event **in your time zone**.

**Hosting the session**

* Join the session room (GatherTown) at least 15 minutes before the session starts and welcome people dropping in.
* When the session starts, display the welcome slide and instruct the audience to mute their microphone.
* Each session has a maximum of 6 papers, and each presenter should conclude in 12 minutes; 3 minutes are assigned to Q&A and inviting the next presenter. Please notify the presenter 2 minutes before the presentation time is up, so they know that they should conclude the paper in 2 minutes.
* For each presentation, introduce the presenters. Ask questions yourself if needed.
* Please make sure to start and end each paper slot on time (corresponding to the session schedule divided into 6 slots) in order to allow attendees to switch between sessions in a synchronous fashion. If a presentation (including the Q&A) stops before the next paper slot in the program, you can announce a short break before continuing with the next paper. Please do not start any presentation for a paper before their scheduled slot!
* Please fill in the evaluation form.
* Finally, please close the session, and **attach the evaluation form**. This form is very important not only for the best paper award but also to inform the **No-Show cases**.
* Please **do not skip any paper** in the program in case of no-shows; just announce a 15-minute break and stick to the session schedule!

If you encounter any issues during your session, please contact us at the info desks.

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**The following instructions are for chairs/co-chairs of Poster Presentation Sessions:**

Once you have arrived at your session in GatherTown, you will find 10 posters around the room. Each poster has a private space, and you need to stay in this area and communicate with the presenter.

It is recommended to use a headset to avoid crosstalk between your microphone and speakers.

**The format of the online live regular sessions is as follows:**

* Presenters and participants will join the virtual room.
* The posters are presented in their corresponding 9-minute time-slots.

Your duties as session chair/co-chair are detailed below. Note that they consist of two parts: preparation and activities on the day.

**Preparation for the session**

* Check whether the virtual meeting software (GatherTown) works in your environment.
* Download the evaluation Excel file and evaluate the presentation. Please do not forget to submit the evaluation form to us (detailed information is available on the form). Please download the evaluation Excel file from <https://ieee-isgt-europe.org/session-chairs/>
* **Take note** of the time of the event **in your time zone**.

**Hosting the session**

* Join the session room (GatherTown) at least 15 minutes before the session starts and quickly check the posters and welcome people dropping in.
* Each session has a maximum of 10 posters, and each presenter should conclude in about 6 minutes so that you can ask questions yourself if needed. You may ask them to share the key take-away of their paper in 6 minutes.
* For each presentation, ask the presenter to introduce herself/himself.
* Please make sure to start and end each paper slot on time (corresponding to the session schedule divided into 10 slots)!
* Please fill in the evaluation form.
* Finally, please close the session, and **attach the evaluation form**. This form is **very important** not only for the best paper award but also to inform the **No-Show cases**.

If you encounter any issues during your session, please contact us at the info desks.

Thank you once again for helping us to make ISGT-Europe 2021 a great event!

Sincerely,

ISGT-Europe 2021