



## Instructions for Chairs

Thank you very much for agreeing to chair a session at the AgriVoltaics2022! In this document, we would like to give you some guidelines and information to support you in this important role.

### General Information

- At this year's conference, in most cases there is one chair per session. As chair, you are responsible for the moderation of the session. As the AgriVoltaics2022 is a hybrid event, the chairs are the link between the audiences online and on-site during the Q&A. (In select cases, there will be an online chair to support the on-site chair. In these cases, we recommend that the online chair is responsible for the speakers & questions online and accordingly the on-site chair for the on-site speakers & questions.)
- Regular oral presentations are 15 min including 3 minutes of discussion time (12+3 min); extended orals are 20 min including 5 minutes of discussion time. Please make sure to strictly keep this time limit. Make sure to **check the [detailed program](#)** showing the titles and times of all presentations and sessions. All times are shown in Central European Summer Time (CEST).

### For the on-site chair:

- There will be technical assistants in the conference room to help whenever needed. They will among others show you how to use the Q&A in Zoom for online questions.
- You are asked to keep track of the time to help avoiding delays. (In the case of an online session chair, they should also step in if an online speaker overruns their time and politely ask them to wrap up their presentation.)
- At the beginning of the session you give a short introduction of the session, yourselves and the speakers:

*"Welcome to our session on \_\_\_\_. My name is \_\_\_\_ and I am excited to have with us today \_\_\_\_.  
When it comes to the Q&A, we ask those attending here in Piacenza to get up and use one of the microphones in the aisle for question. Those attending online are asked to post their questions in the Q&A.*

*And now, let's start the session."*

- Speakers who attend on site are encouraged to talk to the chairs 15 minutes before the start of the session and provide them with a short CV.



- Speakers who attend online are in a Zoom webinar that will be streamed live. There will be a technical host in the Zoom webinar, taking care of a last check and last-minute questions. Then they will give their presentations via screen-sharing.
- During the Q&As, the on-site chair should moderate both on-site and online questions. The latter are visible in the Q&A window in the Zoom webinar. For this, you will get a computer which is logged into the respective webinar (it is provided by the organizers). This computer has to be muted to avoid interference. Please read the questions out loud and then archive them during the Q&As after each talk.

*Please note that in the Zoom Q&A chat, participants can upvote (👍) questions and comment on them.*

*If there is an online chair, they will take care of any and all online questions.*

- At the end of the session, please thank our sponsors, announce the next session scheduled in the program and motivate the participants to visit the sponsor booths: *“This brings our session to a close. Thank you to our speakers for your insightful talks today. Thank you to all attendees for your interest and questions. And thank you also to our sponsors for supporting the conference; make sure to visit their booths in the foyer. Our next session is \_\_\_ at \_\_\_. We hope to see you there!”* There may also be official announcements to be made at the beginning and/or end of the session. If this is the case, the organizers or technical assistants in the room will hand them out to you.

#### For the online chair:

- When you log in to your Zoom webinar (the link should have been sent directly to you before the conference), there will be a technical assistant waiting for you if you have any questions.
- Online attendees should post their questions in the Q&A section. The technical assistant will show you how this works so that you can read the questions out loud and then archive them during the Q&As after each talk.

*Please note that in the Zoom Q&A chat, participants can upvote (👍) questions and comment on them.*

***If you have any questions, check out the "Help" section on the [conference website](#).***

We are looking forward to welcoming you at the AgriVoltaics2022!

Kind regards,  
the AgriVoltaics2022 Organizing Team