## INSTRUCTION FOR CHAIR SESSIONS – FOCUSING ON THE PLATFORM OPERATION

In this instruction, we will go through the step-by-step flow as a chair in our virtual platform.  This manual is focusing on the platform operation itself – please always follow the chair guidelines sent by IBPC organizing committee.

## Go live by Pheedloop Meet & Stream

**Step 1:** Before your presentation session starts, please make sure of the following:

1.  Make sure all the unused apps, software, URLs, Outlook are all logged off and turned off. Keep only the app/software (such as PowerPoint or MP4 Film Display) open, as well as 1 browser with TWO windows open – both have Pheedloop virtual platform on.
2.  Make sure all materials and the display method you will be using to support your chair are ready (if you plan to use supporting materials): for example, PowerPoint file is **opened**; video is ready and **open to display (only paused).**
3.  Make sure your camera and speaker are turned on and ready to receive signal.

**Step 2:** Access the virtual platform minimum 5 minutes before your session begins.  A platform welcome email including your password is sent to you 1-2 days before the conference starts. Use your previously set password to log in.  Have 2 windows open both with PheedLoop platform.  (Platform: click HERE). **Window 1 – Backstage Mode:** Once logged in, click on tab "Backstage" at the menu bar (Picture 1), find the *first session title* (always state as **Session xx-1**) you will chair, then click on it.  **Window 2 – frontend Session Mode:** Once logged in, click on tab "All Sessions" and find the session you will chair then click on it.

**Step 3:** Stay in Window 1 (Backstage) - Our backstage admin crew will send you a Private Chat to make sure you are all set and ready to go. Then click on "Stream" (Picture 2) then the platform's native meet & stream software "PheedLoop Meet" will be loaded.  It usually takes 30-60 seconds before it is loaded.
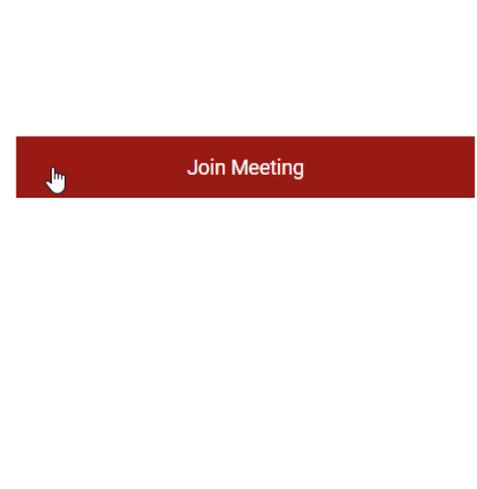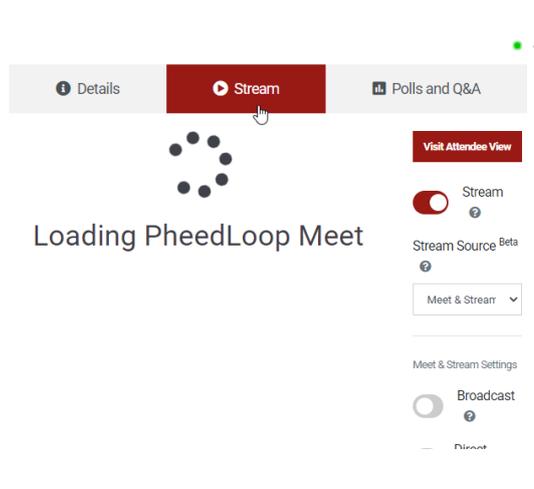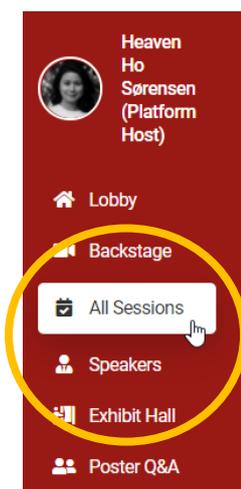
**Step 4:** Once it's loaded, click on "Join Meeting" (Picture 3).  When you see yourself in the Mini-screen, it means you are broadcasted and are sharing the stage with all the speakers who are assigned by the backend admin crew. It works exactly like any other meeting software (such as Zoom, GoogleMeet, Teams).

**Note:** Remember that functions such as Camera, Speaker, etc… need to be properly set. The "Screen" function is for you to share your screen (such as your presentation). There will be a mini-screen at the Backstage so you will have a good idea how it works.  (See Picture 4 and 5)
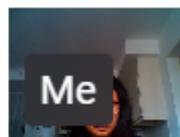
| Picture 1 | Picture 2 | Picture 3 |
|---|---|---|



Heaven Ho Sørensen (Platform Host)

- Lobby
- Backstage
- All Sessions
- Speakers
- Exhibit Hall
- Poster Q&A

Details | Stream | Polls and Q&A

Loading PheedLoop Meet

Visit Attendee View

Stream

Stream Source ^Beta^

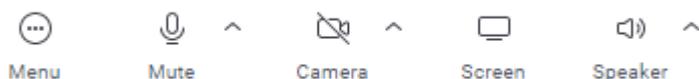Meet & Stream

Meet & Stream Settings
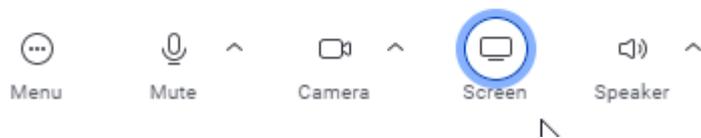
Broadcast

Direct

Join Meeting

Picture 4



Picture 5

## Chair the full oral presentation session: step-by-step guide

At the scheduled session time, the session will automatically start.  A regular session will start with the following flow:

| Flow | Your Action |
|---|---|
| (1) Chair's Introduction | *(Window 1 – Backstage Mode)* You will log onto Pheedloop a few minutes before the first session starts (session title is always states as ***Session xx-1***). Join the meeting by clicking on Stream / Join Meeting. Once go live, make your chair intro. Please keep the intro within the time limit and as short as possible.<br><br>Our admin crew will contact you by Private Chat if there is any issue. Please keep an eye on the messages coming in. |
| (2) Speaker 1's Pre-recorded presentation | Once the intro is done, the first pre-recorded video will be broadcasted.  NOTE: there will always be 15-30 seconds off-set time before the video starts to play.<br><br>The "Pheedloop Meet" will be turned off temporally at this point as the video plays.  You still keep Window 1 open.<br><br>Move to your browser's *(Window 2 – All Sessions)*, click on the "Live Session" that you are hosting and you will be able to watch the pre-recorded video of that specific session.<br><br>At the right side of the public chatting room, questions from the audiences will start to come in.  ***Please take note of the questions and prepare yourself for Q&A.*** |
| (3) Speaker 1's Live Q&A | 1 minute before the first video is finished, go to *(Window 1 – Backstage Mode).* Get ready for going live again. Click "Stream" and "Join Meeting" again if necessary.<br><br>Our crew will switch the mode to "PheedLoop Meet" again. The speaker shall go live as well so you both will be sharing the screen/stage.<br><br>You start the Q&A session while keeping an eye on the new questions that may come in (you will see them at the public chatting room, although you are on the "backstage"). |

| | |
|---|---|
| | <mark>MONITOR the time! Make sure that it does not go over time.</mark><br><br>Cut the Q&A session off even if it is still active as we have to move onto the next presentation.  Now, make a very quick introduction of the next video.<br><br>The "Pheedloop Meet" will be turned off at this point as the Speaker 2's video plays. |
| (4)  Speaker 2's Pre-recorded presentation | Move to your browser's *(Window 2 – All Sessions)*, click on the "Live Session" that you are hosting and you will be able to watch the pre-recorded video.<br><br>At the right side of the public chatting room, questions from the audiences will start to come in.  ***Please take note of the questions and prepare yourself for Q&A.*** |
| (5)  Speaker 2's Live Q&A | 1 minute before the Speaker 2's video is finished, go to *(Window 1 – Backstage Mode)* . Now you click on Speaker 2's session title (usually states as "***Session xx-2***") as this is the session you will be joining now.  Click on "Stream" and "Join Meeting" as you have previously done.<br><br>The speaker shall go live as well so you both will be sharing the screen/stage.<br><br>You start the Q&A session while keep an eye on the new questions it may come in (you will see them at the public chatting room, although you are on the "backstage".<br><br><mark>MONITOR the time! Make sure that it does not go over time.</mark><br><br>Cut the Q&A session off even if it is still active as we have to move onto the next presentation.  Now, make a very quick introduction of the next video.<br><br>The "Pheedloop Meet" will be turned off at this point as the Speaker 3's video plays.  You still keep Window 1 open.<br><br>*(next step, you will move to Session xx-3 in Backstage and get ready for Q&A)* |
| (6)  Repeat… | |
| (7)  Last Speaker's Live Q&A | After you have finished the last Q&A, please make a very quick closing note.  The broadcasting will be turned off automatically. |

We would like you to have 2 browser windows open at all times – Window 1 is for you to live stream yourself. Window 2 is for you to act like an audience to watch your session as it goes live.

Feel free to answer questions in the public chat during the session if you like/can manage.

End on Time – The session will AUTOMATICALLY END at EXACTLY the time listed, so be sure to allow a minute to wrap up the session. If you need more time for questions, you may ask them to join the speaker in a private chat.

If you have any issues during the session, feel free to find any of our Event Host and send a private chat message.

One little tip – when the speaker is answering the questions, please mute yourself to avoid any echo.

## Chair the poster session:

At If you are the chair of a poster session, you will only be following the above mentioned flow's Step (1) and (2). After your introduction, the pre-recorded videos will start to play one after another until the session is finished. You will only go LIVE for the introduction time.

The Poster Q&A will be taking place in a different area "Poster Q&A" room. You are welcome to join the Q&A session as well.