

Manual for Session Chairs

[Preparing for the Event]

1. In the days beforehand, please conduct a test meeting to familiarize yourself with the Zoom videoconferencing system.
2. To help prevent echoes and other unwanted audio feedback, we recommend use of headphones or earbuds, as well as an external microphone.
3. We ask that, to the extent possible, you participate from a place that is quiet and has a stable Internet connection.

[In the Minutes before Your Session Begins]

1. Join the applicable Zoom meeting room 10 minutes before your session is scheduled to begin.
2. Change your display name on Zoom for the duration of the session, adhering to the following format:
Session No. [Chair ID Number]?Chair: [Surname] [Given Name]@[Institution Name].
For example: **Session No. ###?Chair: Sendai Ichiro@JIM University**
3. Make sure that your microphone is **unmuted** and your camera is turned **on**.
4. Ascertain whether the session's presenters have joined the meeting room. In cases where a presenter does not show up, inform the attendees that the corresponding timeslot will be left open and that the session will resume at the next presenter's scheduled start time.
5. In the Zoom interface, display the participant list.
6. Check that you have been assigned as a co-host for the meeting room.
7. If there are any attendees whose microphones are not set to mute, ask Zoom meeting room host to take care of muting them. Alternately, note that as co-host, the chair is also able to mute any attendee from the Manage Participants panel.

[At the Beginning of the Session]

1. At 1 minute before the scheduled start time, remind attendees that no recordings are allowed, for any portion of the session.
2. At the scheduled start time, announce that the session has begun. Direct the room manager to unmute the first presenter. Ask the presenter to ensure that his or her microphone and camera are enabled, and to initiate screen sharing for slides or other

prepared materials. Remind the presenter to carefully adhere to the scheduled timeslot.

3. Announce the title of the presentation, as well as the name and institutional affiliation of the presenter. Turn the time over to the presenter.

[During the Session]

1. If the presentation runs over the scheduled time limit, encourage the presenter to segue into Q&A time.
2. As Q&A time begins, instruct the attendees to use the “Raise Hand” button, located at the bottom of the participant list, if they would like to ask a question. Direct the room manager to toggle the “Allow Participants to Unmute Themselves” setting.
3. Keep an eye on the participant list. When a hand icon appears next to an attendee’s name, read out the name and institutional affiliation. Invite the attendee to ask his or her question. Remind the attendee to unmute his or her microphone before asking and to again mute the microphone after the question has been answered.
4. In cases where time allotted for Q&A does not suffice, direct attendees to submit further questions using the comment box on the online schedule page. Continue on to the next presentation.
5. At the end of Q&A time, ask the presenter to mute his or her microphone and stop screen sharing, and then continue on to the next presentation.
6. Ask the next presenter to ensure that his or her microphone and camera are enabled, and to initiate screen sharing for slides or other prepared materials. Invite the presenter to begin once ready.
* If a request is made for a change of presenter, **check whether the new presenter is listed as a co-author on the schedule and is a JIM member in good standing** before approving the change. (Non-members will not be allowed to present.)
7. Presenters are expected to keep track of their own remaining time, and the room manager will assist by indicating when time is up. Thus, as the chair, you do not need to worry about focusing on the clock. However, it is your responsibility see that the overall session proceeds according to schedule. When you are alerted that a presenter is running over the allotted time, encourage him or her to segue into Q&A time, and when the time allotted for Q&A is over, step in to wrap things up so that the session may proceed in a timely manner.

[At the End of the Session]

1. At the conclusion of your session, announce that the session is over, and then leave

the Zoom meeting room.

[Handling Unexpected Difficulties]

1. If a presenter has trouble caused by a poor network connection, courteously explain that you'd like to adjust the order of the scheduled presentations to give the presenter time to resolve the issue, and then carry out the appropriate schedule adjustments.
2. If a presenter does not show up in the meeting room during the scheduled timeslot, cancel the presentation, and continue with the rest of the session as scheduled. It is vital that the session proceed in a timely manner.
3. If you experience trouble with your own network connection while acting as chair, proceed with the session as usual as long as your audio continues to function acceptably. If the problem is more significant, or if you find yourself disconnected completely, contact the JIM secretariat by telephone at 022-223-3685 or 090-2792-9311. The room manager will step in to assist with the session while the issue is being addressed.