

Instructions for Session Chairs

First of all, if you are not familiar with Remo, we highly recommend that you watch the following YouTube video on how to use Remo: <https://youtu.be/7MULDTn909k>. Then, at the time of the conference, please follow the guidelines given below to conduct your virtual session, expectedly in the same manner as you would conduct an in-person conference session.

- Join the virtual session for which you are the session chair. For that, click on the session URL provided on the IGSC 2020 website and follow the instructions on the screen. For step-by-step instructions on how to join a session, please refer to the ‘How To Do FAQs’ document if needed.
- One of the student volunteers, who will be present during your session as the event host, will start the virtual presentation session, and then invite you on the virtual stage by giving you permissions to share screen and turn on audio/video. Once you turn on your audio/video, you will become visible on the virtual stage to everyone in the audience.
- Then, following the session agenda, please invite speakers/presenters on the virtual stage turn-by-turn.
- To invite a speaker/presenter on the virtual stage, please ask him/her to click on the ‘Raise hand’ icon on the bottom of his/her Remo screen, to raise a hand virtually.
- The student volunteers will identify the speaker/presenter from the session participants list, and then give him/her permissions to share screen and turn on audio/video.
- After that, you should be able to see that the speaker/presenter has moved to the “Attendees on Stage” category under the Participants tab (visible on the Remo screen on the right-hand side). At this time, please make sure that the speaker on stage turns on his/her video/audio. Also make sure that the speaker’s screen is shared for presentation slides (if needed).
- Ask the speaker/presenter to present.
- After the presentation, please relay the questions from the audience vocally, so that the speaker/presenter can answer them. You can see the questions from the audience under the Q&A tab (visible on the Remo screen on the right-hand side).
- After Q&A, please kindly inform the speaker/presenter that he/she will be moved off the virtual stage to the audience. In fact, the event host (student volunteer) will move the presenter off the virtual stage on your behalf.