SESSION CHAIR TRAINING

QUESTIONS BEFORE & DURING THE CONFERENCE:
VIRTUALCONF@SIGGRAPH.ORG
• Q&A Session Roles
• Reviewing 15-20 Minute Presentation Videos
• Streaming of Session into Hubb
• Discord
• Starting & Leading Session
• Bringing Session to a Close
• Final Reminders

Session Chair training will be recorded & available for viewing from the Speaker Preparation section of the SIGGRAPH 2021 web site.
# Q&A SESSION ROLES

## Session Chair Role
- 2021 Session Chair = 2020 Moderator
- Reviews on-demand presentation videos in advance of session (available in Hubb starting 2 August)
- Preps questions for contributors
- Learns about contributors who will be participating in your session
- Facilitates conversation to ensure all contributors are included during session
- Ensures session ends on time
- Participates in training in advance
- If possible, attends an earlier Q&A session to get familiar with the format
- Answers questions posed by Session Chair during session
- Answers questions that have been submitted by attendees through Discord
- 2021 & 2022 Program Chairs to support this logistics role
- Ensures that all Q&A participants check in 15-minutes before session
- Tracks down missing participants so that Session Chair can focus on final prep with the authors
- Helps Session Chair as needed until session starts
- Hubb is virtual conference platform provider
- Hubb sets up Zoom rooms for each session
- Distributes special links to authors & Session Chair for early access to Zoom line before session
- Provides zoom technical support before session
- Ensures that session is recorded & closed captioning activated
- Posts Q&A recording to platform after session (if we have permission to post)
- Helps track & facilitate questions from attendees
- Watches Discord conversation & pulls out questions. Shares them as suggestions for Session Chair.

## Contributors
- Answers questions posed by Session Chair during session
- Answers questions that have been submitted by attendees through Discord

## Committee Role
- 2021 & 2022 Program Chairs to support this logistics role
- Ensures that all Q&A participants check in 15-minutes before session
- Tracks down missing participants so that Session Chair can focus on final prep with the authors
- Helps Session Chair as needed until session starts

## Hubb Role
- Hubb is virtual conference platform provider
- Hubb sets up Zoom rooms for each session
- Distributes special links to authors & Session Chair for early access to Zoom line before session
- Provides zoom technical support before session
- Ensures that session is recorded & closed captioning activated
- Posts Q&A recording to platform after session (if we have permission to post)

## Student Volunteer Role
- Helps track & facilitate questions from attendees
- Watches Discord conversation & pulls out questions. Shares them as suggestions for Session Chair.
REVIEWING PRESENTATION VIDEOS
• 15-20 minute presentation videos will be available in the virtual conference platform on 2 August.

• If you weren’t a video reviewer in June/July, plan to watch the videos during the on-demand week of 2-8 August.

• Watch videos within the page or expand for full screen viewing.
STREAMING OF SESSION INTO HUBB
New for 2021: Attendees will Watch Q&As & Live Sessions on Hubb:

- Only the Session Chair, Contributors, Hubb representative & Student Volunteer will enter session through Zoom
  - These individuals will receive a meeting invitation by 29 July with the Zoom panelist link. You must be registered for the conference in order to receive the Zoom panelist link.
  - Watch your inbox for the invitation.
  - Email virtualconf@siggraph.org if you don’t have the invitation by 29 July.
  - Please don’t wait until last minute to contact SIGGRAPH if you don’t have the Zoom link.
- Attendees will NOT be logged into Zoom
New for 2021: Attendee questions to be submitted through Discord:

- Chat function within Hubb will not be used this year.
- Every session will have a Discord thread. Link to session’s Discord conversation will be on Hubb session page.
- Attendees can share text-based questions in advance. Session Chairs should monitor those advance questions & use them to develop plans for the Q&A.
- Attendees will continue to use Discord for conversation & asking questions during the session. A Student Volunteer will monitor the Discord channel & notify the Session Chair through Zoom chat if there are new questions.
- During the session attendees will NOT have access to the Zoom chat to ask questions.
More about Discord:

- Attendees to receive unique, single-use invitation link to Discord at the same time as they receive the invitation into Hubb.

- Only attendees will be allowed into the conference Discord.

- Once attendee has activated invitation link, attendee to click on “join the conversation” on Hubb session page to view that particular session’s conversation in Discord.

- Discord will be available 2-13 August. After that date, all channels to be set to read only. Encourage attendees to continue conversation in Discord after the session.
STARTING & LEADING SESSION
STARTING THE SESSION

• Arrive promptly 15 minutes prior to the session. Session Chairs & contributors will join the session through a dedicated Zoom URL that will be sent to you in advance. As mentioned in the slides above, attendees will watch the session through a stream on the Hubb session page.

• A member of the SIGGRAPH conference committee will be present to make sure that there is at least one representative from each submission that is part of the session. That committee member will help you track down any contributors who don’t arrive 15 minutes prior to the session.

• Make sure all contributors are on camera.
  − If they aren’t on camera, they won’t be seen or heard through the stream from Zoom to Hubb’s session page.
  − If there are multiple contributors present from a single submission, please confirm that everyone on screen is planning to participate in the Q&A as a panelist.
  − If they aren’t speaking, ask them to either remain with their camera off or watch the session through the stream on the Hubb session page.

• As contributors arrive, give them a brief overview of your planned approach to the session. If time allows, help them ‘warm up’ with some casual conversation.

• Representatives from Hubb will start the stream from Zoom to the Hubb session page promptly at the session’s scheduled start time.
• The Q&A session does not include video or slides.

• The session is intended to be a face-to-face conversation with the contributors.

• Ask contributors to be succinct with answers.

• Address contributors by name to ensure that they know that the next question is for them.

• While you’ll have questions prepared for every contributor, listen carefully to the answers of the questions given during the sessions as they might lead to follow ups.
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CLOSING THE SESSION
ALL Q&A SESSIONS EXCEPT FOR TECHNICAL PAPERS:

- Watch the time carefully.

- Approximately 5-8 minutes before the end of the session, give a time check to the contributors & attendees.

- Approximately 2-3 minutes before the end of the session, start wrapping up the conversation.

- If attendees wish to connect directly with contributors to further the conversation or ask more questions, encourage them to reach out directly to the contributors.

- Before closing, remind attendees that a recording of the session will be available on the virtual conference platform until 29 October.
FINAL REMINDERS
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• Session Chairs will receive a meeting invitation by 29 July with the Zoom panelist link.
  - You must be registered for the conference in order to receive the Zoom panelist link.
  - Watch your inbox for the invitation. Email virtualconf@siggraph.org if you don’t have the invitation by 29 July.
  - Please don’t wait until last minute to contact SIGGRAPH if you don’t have the Zoom link.

• Don’t forget to carve out time to review the presentation videos during the on-demand week of 2-8 August in preparation for your session.

Direct questions before & during the conference to: VirtualConf@SIGGRAPH.org
THANK YOU FOR BEING A PART OF SIGGRAPH 2021!