VIRTUAL SESSION CHAIR INSTRUCTIONS

A virtual session chair is required to be present at all virtual sessions. If you are planning to chair a session at the in-person meeting and will not be available to chair your virtual session, please designate another virtual presenter who will be present to chair it.

How do I manage my virtual session during the Annual Meeting?

- Before the meeting, log in to the virtual platform (you will receive an email with instructions a few days before the meeting). Learn how to navigate to your session in the schedule.

- Prior to the meeting, test your screen-sharing function and audio settings in Zoom. You may visit the Zoom Help Desk with INFORMS staff – available Oct. 22–27 – if you would like help.

- Prior to the start of your session, navigate to your session in the schedule. Please arrive 5-10 minutes early.

- All session chairs, presenters, and attendees will enter the Zoom room via the link at the top of the session webpage.

- At the session start time, encourage people to turn on their cameras and stay muted during the presentations. Then take a moment to introduce yourself and your session's presenters.

- Share your computer screen and audio. Tip: You may need to click on "More" and check the boxes, "Share Computer Sound" and "Optimize Share for Full-screen Video Clip," this may be different for your compute so test how best to screen share prior to the meeting.

- Play the first presentation, and then conduct live Q&A in Zoom with the first presenter. Continue in this manner until everyone has presented. If anyone prefers to present live in Zoom rather than having you play their recording that is fine, just make sure this is confirmed in advance. All presenters will have the ability to share their screen.

- As the Session Chair, please ensure the Zoom room is cleared no later than 5 minutes after the session end time because the virtual rooms will be needed for other sessions.

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