ASP-DAC 2022
Instructions for Session Chairs

INITIAL Webex SETUP:

■ Please download and install Webex (https://www.webex.com/downloads.html/) in advance.

■ Note: It is recommended to install Webex client for all operating systems instead of using a browser version. This would help avoid any issues that might be caused because of your browser.

Webex Tips:

■ Each session will have a session assistant, one or two session chairs, presenters, and participants.

■ Session assistant is the user with a special icon by the side of the profile. This person facilitates the use of technology (NAME: Session Assistant *).

■ Session chair(s) is present to coordinate the session and manage Q&A. (NAME: Chair *).

TESTING Webex PLATFORM BEFORE THE CONFERENCE:

■ To familiarize yourself with the operation of the conference platform, please click the link below anytime between Jan. 15, 2022, 10:00 – 23:59 (UTC+8).
https://poetry-life.webex.com/poetry-life-tc/j.php?MTID=m065b7d2a7da216f5a6cc2f336a9ab7ff

BEFORE YOUR ASSIGNED SESSION:

■ Before the conference, presentation videos will be made available in the "Online Proceedings" of the official website from Jan. 10, 2022. If you did not get the password to log in, please just click the button "Request to Reissue Password" in the "Online Proceedings" web page to get a new password. (This action will need your registration ID and the email address which was used to register the conference.)

■ The presenters' biographies will be sent you by email by Jan. 10, 2022 (only for regular sessions, special sessions, and UDC sessions). If you do not get the biographies after Jan. 10, 2022, please ask Mr. Yung-Ming Chiu (pobsadue@poetry-life.com).

■ Please make sure to have the presenters' biographies printed somewhere to introduce them before each video presentation.

- In the 20 minutes before your session starts, please verify that all your presenters (or their substitute representatives) have joined and reach out to those missing by sending an e-mail reminder immediately. (The e-mail address of each presenter is given along with the biography.) Please have each presenter try their mic, camera, and screen-sharing to troubleshoot if necessary.

HOW TO JOIN THE SESSION:
- The links to join Webex sessions will be available at the top of "Online Proceedings" web page.
- After you enter the Webex meeting, please find your session in the "Breakout Sessions" which is at the top of the menu in Webex client and join it.

DURING THE SESSION:
- Please join the session at least 20 minutes in advance, and test your microphone once joined so that the session can start on time.
- Each session has a session assistant who is trained to run Webex for you, and will enable you to exercise control if you wish.
- Please introduce the session at the beginning of the session. Ask all participants to mute their microphone until they must/want to speak.
- We recommend that you turn on your video to engage the attendees during the session introduction. This can be done by selecting video connection when you join a Webex meeting.
- After introducing the session and the first presenter, we recommend you turn off your video so that the attendees can focus on the pitch talk video. You may turn it on again each time you introduce the next presenter.
- For a regular session/special session/UDC session (excluding designers' forum), the session assistant will play the pre-recorded pitch talk videos under your instruction. After all videos in the session are played, there is a joint Q&A and the presenters will be online to answer the questions.
- For a keynote/tutorial session, the session assistant will play the pre-recorded video under your instruction. After the video, the presenter(s) will be online for Q&A. (The presenters of tutorial-4 would like to have a live talk instead of playing pre-recorded video.)
- Conducting the Q&A
    - After playing all videos, unmute yourself and the presenters.
    - A participant may click the "Raise hand" button.
    - As session chair you will see a list of raised hands (in the order they are raised).

- When you find it appropriate, please call on raised hands one by one to ask their questions. They unmute to ask then lower hand & mute.
- Please make sure the questions are clear. If necessary, please repeat or rephrase the questions to the presenters according to your understanding.
- If someone forgets to lower the hand, the session chair or the session assistant can lower it.
- Another option is to post the question on the public chat. As session chair you can read these questions after all oral questions have been asked and answered.
- If there are not many questions, feel free to ask some of your own.
- Please be mindful of the Q&A time limits! We cannot introduce delay on the predetermined slot of each session, it will push other sessions behind.
- Please conclude the session at the end.
- If a presenter does not show up at the Q&A nor has a substitute representative, please inform the TPC after the session.

BREAKS:

Conferencing, online and in-person can be exhausting! We need to take breaks. We will take breaks.

- Stand up and stretch, get a snack, come back refreshed!
- If you leave Webex on, make sure that your microphone is muted during the break.