Agenda

- Chair Responsibilities
- In-Person Sessions
- Virtual Q&A
Responsibilities

· Welcome & Introductions
· Code of Conduct
· Timing
· Moderating Q&A for Each Talk
Know the Code of Conduct

• Creating a supportive environment to enable scientific discourse at APS meetings is the responsibility of all participants.

• https://www.aps.org/meetings/policies/code–conduct.cfm
Know the Code of Conduct

• Getting Help
  • Notify APS Staff
  • Ethics Point

• Phone: 844–660–3924

• Online: aps.ethicspoint.com
Meeting Format

- Invited & Mini-Conferences—Live Streamed
- Contributed Oral Sessions—Live Streamed
- Contributed Poster Sessions—Virtual

Timing of Talks

- Invited/Focus: 25 mins + 5 mins Q&A
- Contributed: 10 mins + 2 mins Q&A
- Mini-conferences: varies, check Epitome
In Denver — The Basics

- Equipment (Screen, projector, laptop, switcher, “clicker”)
- Streamed Sessions: podiums
- Speaker Ready Room — Plaza Court 6
  - Monday, October 30 • 8:00 a.m. — 5:00 p.m.
  - Tuesday, October 31 • 8:00 a.m. — 5:00 p.m.
  - Wednesday, November 1 • 8:00 a.m. — 5:00 p.m.
  - Thursday, November 2 • 8:00 a.m. — 5:00 p.m.
  - Friday, November 3 • 8:00 a.m. — 10:00 a.m.
- APS Information Booth
In Denver – Scientific Sessions

- Presenters could be in-person or virtual
- Session Live Streamed
  - Camera/Podium
  - Head Table Computer for Virtual Q&A
- Managing Audience Q&A
  - Moderation Text Questions from Virtual
Some comments meeting engagement from the program chair:

- At the beginning of sessions, and at a mid-point of a session, please invite/encourage students and junior scientists to ask questions during your sessions.

- In larger rooms, we will try to have microphones labelled with “A”, “B”, etc. Please try to invite: “speaker at mic A/B — please state your name and institution and then ask your question”.

- We want to create an environment that is welcoming to all plasma scientists at every stage of their careers.
On-Site Support

- Speaker Ready Room
- In-Room Technicians
- For remote presenters - Virtual Help Desk