



Session Chair Orientation 21 Oct 2020 - GSA 2020

GENERAL SUMMARY WRITTEN & ORGANIZED BY MATT DAWSON, GSA

Registration: All chairs and presenters need to be registered to access the platform, so please remind your presenters as many have not registered after multiple emails by GSA.

<https://community.geosociety.org/gsa2020/registration>

Types of Sessions and Participants: This information applies to Technical Sessions of oral presentations as well as poster presentations. They will run in the same manner, but with different time allotments for each type of presentation (15 min. for oral presentations vs. 10 min. for poster presentations.) Also, this information is focused on Chairs and Presenters; regular Attendees will not need most of this information.

Software: Each Technical Session utilizes two pieces of software: 1) The GSA 2020 E-Attend Platform (accessed through <https://gsa2020.e-attend.com>) and 2) A Zoom Meeting (with unique sign-on links emailed by ImageAV to Chairs and Presenters).

Two Devices Recommended: For Technical Sessions, it is highly recommended that Chairs and Presenters use two different devices, one for Zoom Meeting, and a second for the Platform. If that is not possible, try two different screens/monitors. If that is not possible, you can use one device, but do so with caution. Regardless of your set-up, you may need to mute one feed to avoid feedback into the other. There is a 30-second time delay on the video feed in the Platform. The recommendation of two devices pertains mainly to Technical Sessions, and only to Chairs and Presenters; other types of events may have different requirements, and session Attendees only need one device. The use of two devices will be explained more below.

Login Early: Chairs and Presenters can login to the Session early (60 min. for morning sessions, 30 min. for afternoon sessions). It is recommended they do login early in order to check in with ImageAV Tech Support staff, test the system, and orient themselves. Presenters can arrive later, closer to their own presentation time, if necessary, but they should allow time for ImageAV to allow them entrance to the Zoom Meeting, which may take a few minutes if ImageAV is otherwise occupied managing the video feeds.

Zoom Meeting Usage: Chairs and Presenters will be emailed a link/code to a Zoom Meeting. Attendees will not receive this link and will not have, nor need, access to the Zoom Meeting. The Zoom Meeting will be managed by ImageAV, and is the place where Chairs and Presenters will interact verbally for the Q&A following each presentation. The Zoom Meeting is also where Chairs can do introductory remarks, lead a discussion period, etc. Chairs and Presenters can also communicate with ImageAV through the Zoom. Chairs and Presenters will be on video and audio in the Zoom Meeting, but will only be seen and heard when ImageAV feeds the Zoom into the Platform during Q&A time, discussion periods, introductory remarks, etc.

When it is time to transition from a video presentation to the live Q&A, ImageAV will provide the Chair and Presenter with a countdown, starting at five, following a format like “Five, four, smile, [beat], [beat], [go].” Presenters may remain in the Zoom throughout their session in order to fully participate in the Q&A and discussion periods, and to interact with their fellow Presenters, but they may depart after their part is complete. They can communicate with the Chair and ImageAV about their intentions.

Video Feeds: ImageAV will run presentation video recordings from their own studio and feed the video through the Platform, which is where Attendees will view them. When a video ends, ImageAV will then switch away from the video and feed the Zoom Meeting through the Platform, for Attendees to see and hear. At that point, the Chair and Presenter will engage in a verbal Q&A, based on questions typed into the Chat, or questions provided by the Chairs.

Playing Recorded Presentations: Neither Chairs nor Presenters need to worry about the mechanics of playing the video presentations, and they do not need to have copies of the presentations on their devices or queued up ready to play on their device. ImageAV will handle the playing of video presentations. ImageAV may confer with the Chairs regarding whether or not to cut a presentation short or let it play long, depending on the situation. (Note: Poster videos are in the Confex Web-App while oral presentation videos are in the Meeting Platform, but that is not important during the live session, because ImageAV has access to all of them and will manage the playing of the videos.) While a video presentation is playing, the Chair and Presenter will already be on the Zoom Meeting, along with ImageAV. But the Zoom Meeting will not be viewable to Attendees (they will be seeing the feed of the video presentation through the Platform).

Usage of Two Devices: One device is for the Zoom Meeting, and the other device is for the Platform. Because there is a 30-second delay between the Zoom Meeting and the Platform, and because switching between multiple windows can lead to problems, two separate devices are recommended. There is a Zoom app for mobile devices and tablets that could be used if you only have one computer. It is possible to do everything on a single computer using multiple windows, but it may pose difficulties. Whether using one device or two, take care to avoid audio feedback; you may need to mute one or the audio outputs or inputs at times. Attendees do not need two devices, because they are viewing everything (video presentations and Q&A/Zoom) directly through the Platform only.

Staying on Schedule: Sessions should stay on schedule because attendees may enter a Session at a certain time to view specific presentations. Each oral presentation time slot is limited to 15 minutes, including Q&A (12 minutes presentation + 3 minute Q&A). Each poster presentation time slot is limited to 10 minutes, including Q&A (5 minute presentation + 5 minute Q&A). Avoid having a presentation exceed its allotted time slot. (Exceptions may be made if there is a gap or break following a presentation. In such situations, Chairs may communicate with ImageAV about an approach.) If there is a gap due to an absence or withdrawal, fill the gap with additional Q&A or discussion. Do not skip to the next presentation. If a video runs 15 minutes, there is no time for Q&A and ImageAV will have to move on immediately to the next video. If a video exceeds 15 minutes, ImageAV will need to cut it short, skip the Q&A, and move to the next video.

Introductions: Chairs may introduce Presenters if they wish, but that will cut into the presentation time. Because it is vitally important to remain on schedule, it may be best to type the introductions into the Chat.

Questions Entered Into Platform Chat: Attendees need to type their questions into the Chat box in the Platform (not in the Zoom). Attendees are not able to speak or appear on video, and they are not able to interact at all with the Zoom Meeting. At the start of a Session, and perhaps periodically throughout the Session, Chairs should enter a note into the Chat to remind Attendees to type their questions there. (Zoom does have its own chat function, but that is only accessible to ImageAV, Chairs, and Presenters, who can use

the Zoom chat to interact with one another behind the scenes. The Zoom chat does not connect at all to the Platform's Chat.)

Chairs Manage Q&A: Chairs will monitor the Chat in the Platform (one one device or screen) and identify questions for the Presenters. Chairs will then verbally pose those questions to the Presenters in the Zoom Meeting (on the second device or screen). Keep in mind that when a Presenter answers a question, or if the Presenter poses a question to the audience, there is a 30-second delay before the audience will hear it.

Chairs, Co-Chairs, & GSA Staff/Leaders Monitor Chat: The Chat will be monitored by a RISE liaison (GSA staff and/or leadership) who will post a brief RISE reminder if there is an inappropriate comment. Session Chairs and Co-Chairs should also keep an eye on the chat, and if something seems appropriate, they should alert the RISE liaison. There are a few GSA staff who have access to remove attendees/participants from the Platform due to the Events Code of Conduct and RISE initiative; the RISE liaisons can contact those staff as needed. GSA will not remove inappropriate comments, due to 1st Amendment considerations. GSA will look into any ethics issues submitted (ethics@geosociety.org).

Multiple Chairs/Co-Chairs/Panelists/Moderators: If a Session or event has multiple Chairs/Co-Chairs (Technical Sessions) or Panelists and Moderators (some Technical Sessions and special sessions), provide their information to ImageAV so they can send the Zoom links to those people directly. Do not share the link yourself, due to security issues, and so that ImageAV knows who to expect. ImageAV will be maintaining lists of all Chairs, Co-Chairs, Moderators, etc.

Number of Lead Chairs: For Technical Sessions, it is recommended that just one or two Chairs have a leading/speaking role (introductions, Q&A, etc.) and that other Co-Chairs play a support role by monitoring the Chat and helping to identify good questions for the Q&A. This is to avoid "crowding" in the Zoom and to keep things running smoothly and efficiently.

Screen Sharing in Zoom: Chairs (and presumably Presenters) can share a screen in the Zoom Meeting, during introductions, breaks, and Q&A. This is at the Chair's discretion and would need to be done in a manner that keeps the Session on schedule.

Watch in Advance Sessions: Sessions based on Watch in Advance presentations will still take place in the Platform. The Chairs and Presenters will be in the Zoom Meeting and will have the ability to share their screens, as needed, in support of answering questions. The Zoom Meeting will be fed by ImageAV into the Platform, where attendees will submit their questions via the Platform's Chat function.

Exiting and Re-entering the Zoom: Chairs and Presenters may exit and re-enter the Zoom Meeting at any time, using the same link originally provided; they will not be locked out or blocked due to capacity limits. For example, a Presenter may exit after their presentation video and Q&A are finished, and then re-enter later during a discussion period. A Chair may exit if they need to attend another event or give a presentation in another Session, and then re-enter later; but they should make sure a Co-Chair will cover the Session while they are gone. Or, you might accidentally exit the Zoom due to a computer or Internet connection issue. When re-entering a session, please be patient, because ImageAV staff may be busy managing video feeds and need a few moments before they can let you back in. (You may attempt to remain in two Zoom Meetings at the same time, but that may not be possible or practical on one device and may require a second or even third device.)

Missing/Damaged Presentation Files: Chairs should check their session in advance to ensure all presentations appear and play properly. If there is an issue, contact ImageAV (Dave Kreutz,

dkreutz@imageav.com). As of Wed. 21 Oct., video files were still being uploaded. The process has been delayed due to issues with some of the file formats and file names.

Platform Profile: In the Platform, Chairs can update their profiles, if they wish, to add “Chair” in front of their name to help identify their role. Presenters can do the same. Some GSA Staff and Leaders will have “RISE” in front of their name to identify their role in maintaining a Respectful, Inclusive Scientific Event. It is recommended that all attendees fill out their profile information in the Platform so other attendees can identify you, your role/affiliation, and your scientific interests.

Zoom Profile & App: For the Zoom Meetings, it may be helpful (but not necessary) to set up a Zoom profile in advance, if you don’t already have one, so you can enter your name and profile image, because that is what will show up during the Q&A (instead of your Platform profile). It may also be helpful to download a Zoom app for your device; but you can also run Zoom through a web browser without having a Zoom app.

NOTES TAKEN DURING THE PRESENTATION BY MATT DAWSON

Introductory Presentation

Primary ImageAV Contact: Dave Kreutz, dkreutz@imageav.com

Afternoon sessions open 30 min. early and morning sessions open 60 min. early, for Chairs and Presenters.

Image will play each presentation on the Platform. Chair and Presenter are advised to watch the presentation on a separate device, in order to read questions posted to Chat during the presentation.

Chair and Presenter watch presentation. Each presentation has a 15 min. slot.

If the presentation video runs 12 min., Image then brings a Zoom meeting into the Platform as an “input”, and in the Zoom meeting Chair can pose questions from Chat to Presenter.

If the presentation video runs full 15 min., there is no time for Q&A so Image moves directly to the next presentation.

Chair role is to get into the Zoom meeting and discuss the presentation w/ the Presenters asking questions live that have come in via the chat box on the platform. Chairs & presenters will have their web cameras live and microphone turned on.

Chair should not need to worry about the technical aspects of the Session.

Q&A Session

1. Will the calendar invites also be sent to our presenters? Or should we be forwarding it to our presenters?

Yes, it will be sent to Presenters.

2. Why can't we watch the presentations on our primary PC?

Due to a buffering delay of 30 seconds.

And once you are dialed into Zoom, they don't want you navigating around different windows on your computer. There could be feedback loops between different audio inputs. If you are computer savvy, you can probably pull it off, but it's “complicated”.

3. Am I getting this right then that we need two laptops??
Two devices are helpful and recommended, but not absolutely required.
4. Can we not view both windows (presentation video window and chat questions?) at the same time? This may not be an accessible format for all session chairs. Y
Yes, you can do that, but it may be difficult.
5. Can a second screen be used? Why does it have to be a second device? Qs can be on one and the zoom can be on another
Yes, you can do that, but it may be difficult.
6. Would two browser windows, side-by-side on the same screen work?
Yes, you can do that, but it may be difficult.
7. It would be easier to compile questions if we can copy/paste from chat on our primary comps.
Yes, we recommend you copy and paste questions from the chat box into a Word or Notes document so it is easier to compile and remove questions that are not appropriate to ask.
8. Can we watch presentations on a phone? Many people only have one computer
Yes (I think so?)
9. Not all of the talks for my sessions are available to watch yet on the Connects platform (I know many of those that are not available were uploaded before the deadline). Are talks still being uploaded?
Yes, some talks are still being posted.
10. A second computer may call video feedback.
Yes, it could. You would need to mute the second computer.
11. So should we be logged into the zoom meeting on both computers then? Or do we manually watch the presentations ourselves through the GSA website while logged into the zoom meeting on the other device?
No, you do not need to be logged into the Zoom on both devices.
You can watch the presentations through the Platform on one device and be in the Zoom on the second device.
12. I have tried 3 times to use 2 computers as you are suggesting and audio feedback was horrific, and YES I had my audio muted.
There shouldn't be audio feedback if one computer's sound is muted.
13. Yesterday all talks were visible for my session and today there are only four. how do I follow up on this and make sure that they're all accounted for so people can preview them in advance?
Please email Dave: dkreutz@imageav.com
14. Can you re-explain what we are doing on each computer? Thanks
You are in the Platform on one computer, to view the presentation feed.
You are in the Zoom on the second computer, to engage with the Presenters in a verbal Q&A.
15. Do poster sessions run the same way?

Yes poster sessions will run the same way.

16. What is the process with talks that have been withdrawn? Do we move the timing or have a break in the session? Thanks. / What happens during empty slots where speakers have pulled out their presentation and are not present?

No, do not adjust the timing, but instead fill the gap with a break or additional Q&A or Discussion. Keep the timing as it is listed for folks wanting to hear a certain presentation.

17. On the Session Chair Info, Pre-session preparation, item 1: meet Image AV tech assigned to our session. How do we do that? Will we be emailed by the tech? Will this be right before our session starts?

IChairs will meet the AV Tech during the period before the Session begins on the Zoom link.

18. For a session with more than one moderator. Should all the talks be on all the moderators' computers? No, the Moderators do not need to have presentations/videos/posters on their own computers.

ImageAV will be playing all presentations from their own studios.

19. If a talk/Q&A goes over the allotted time, will the speaker be cut off and the next presentation begin automatically? Or will session chairs need to do this?

yes @jeanette Image has been instructed to cut off politely and begin next presentations
Time slots are very tight and Sessions need to stay on schedule.

20. Where do I find the meeting ID to join the session?Via mobile phone (sorry I should have been more clear)."

You will be sent an email with a calendar invite with the Zoom link. It will have the Meeting ID and Password (if there is a Password associated with it). You can access this on any device, including a mobile device, by checking your email on that device, or forwarding (or copying & pasting) the email/link to that device.

21. Are the session chairs introducing the speakers?

That is up to the Chair, just like live sessions. There are 15 min. time slots, so introductions will cut into the slot. Chairs can post introductions as text in the Chat, which everyone will be able to see. This will save time.

22. How do we access the chat Q&A? Is this via the video stream platform or via the zoom meeting?

Through the Platform, not via Zoom. The Zoom is only for Chairs and Presenters, Attendees cannot interact directly with the Zoom.

23. So the platform is not also a zoom call, but rather just a website where we watch the presentations, as played by you, correct?

Correct. It is through a website, when you login to the event, you are in the Platform, starting in the Lobby. You can click around, and move into the Auditorium, Exhibit Hall, etc., like a Convention Center, but it is all virtual. That is not the Zoom. The Zoom is a separate entity for Presenters and Chairs, to allow them to be interactive (w/ a 30 second delay). So basically, we can do this with two screens (one computer) as long as we keep the stream muted? Yes, if you keep the stream muted, you can do it on one machine. But we suggest using two devices if possible.

24. So all session conveners and all presenters need two computers?

No, you can technically do it on one device, if you keep things muted at the right times. But we suggest two devices, which should make it run smoother.

25. We have more than 1 moderator for our Pardee Session. How would each moderator be brought in for panels?

For Pardees, there is a studio set-up. Same basic principle as a Tech Session. A Zoom call with each of the Moderators, say, all 3 or 8 at once, up to 10 people at one time in a panel for Pardee, Feed Your Brain, and Presidential Address.

26. Is the chat we monitor on the stream window?

Yes, the Chat is on the Platform. You'll see a video window of the presentation playing live, underneath that is the Chat feed, where the questions are.

We suggest that at the start of the Session, you enter a note into the Chat window to remind people to enter their questions there.

27. Are all the talks automatically started and stopped at the exact start and finish time? For example, one of the talks in our session is 16 minutes - will it be shown completely?

Image will manage the start/stop. The Chairs and Presenters do not need to worry about that.

If a talk exceeds 15 minutes, Image would cut the video off unless otherwise instructed by GSA.

Ideally, Image would actually try to cut videos off at 12 min. to allow for Q&A.

But yes videos would be cut off at the 15 min. mark.

(Chairs may wish for ImageAV to make exceptions if there is a gap in time following a presentation, in which case, a presentation can run "long".)

<https://community.geosociety.org/gsa2020/program/technical/chair> "If a speaker fails to appear, do not pass to the next paper. Instead, call for a break or discussion until the scheduled time for the following presentation."

28. Will the chatted questions be seen by everyone?

Yes.

29. Pls remind how long for poster presentations?

Poster presentation video is 5 min. + 5 min. Q&A, per Heather Clark, GSA Meetings Staff

30. Will the questions be visible during the q&a? and who will be able to see the questions?

Yes, and yes everyone will see them.

<https://gsa2020.e-attend.com/>

31. Do session chairs introduce individual speakers, or will video feed start immediately without time for reading out title and speaker name?

If the previous presentation ended early and there is time, yes.

It is important to keep on schedule.

32. All chairs and presenters need to be registered to access the platform, please remind your presenters as many have not registered after multiple emails by GSA. thank you

33. How will a technician verbally count us in, if we are listening to the other bits and bobs going on in our sessions? or Have I misunderstood this?

Image will start counting you in at 5, 4, 3, big smile, (beat), (beat), (go)

Image will be monitoring the stream and monitoring the Zoom.

Chairs have open communication via Zoom with Image.

When Q&A is over, Image will drop the Presenter from the Zoom to bring in the next Presenter.

34. Are co-chairs able to speak during the Q&A as well?

Yes, if you'd like to. There can be 2 Co-Chairs and the Presenter.

35. And does the time delay mean that we miss the last 30 seconds of each presentation?

Yes, kind of. You can still see the final 30 sec., but then you're engaged in the Q&A session.

36. How do we coordinate that with you (the format for a Pardee)?

Email Dave Kreutz to discuss offline.

37. If we are (unfortunately) scheduled to convene two different sessions at the same time, can we as conveners transfer from one to the other part way through?

Yes, so long as there is another Co-Chair covering when you are not there.

38. How many Chairs/Moderators can we have for a Tech Session (not Pardee, Feed Your Brain, etc.). We have multiple Chairs but it sounds like Tech Sessions only accommodate one?

Dave - Yes, but it gets convoluted if there are 3-4 faces on Zoom during the Q&A. But we can do multiple people. Just let Image know.

Rebecca - Co-Chairs should decide who will look at the Q&A and ask questions of the Presenters. We ask other Co-Chairs to help monitor RISE. Have one or two manage Q&A, have others manage chats coming in in general, watching for safety & inclusion, etc.

39. Should we keep all the presenters in the Zoom meeting throughout the whole session? Or have them leave after their talk? I can see the benefit of having discussions between different speakers so I think that keeping everyone in the Zoom meeting would be beneficial. Will the other speakers be able to speak up during Q/A for talks other than their own?

You can. That is up to you. You may reference back to them for a question later, in which case you should keep them around. But yes you can keep them around.

40. We plan a panel during our oral session. Will this be a problem to show all panel members?

No. As mentioned earlier, it will look like a large Zoom like this training, and it's doable.

41. Follow-on to Malcom's, same Pardee: Our session is organized into four hour-long blocks. Do our presenters need to show up 30 min before the session starts, or only 30 min (or less) before their block starts?

No, not necessarily. It's just that if they are trying to log in to the Zoom meeting and we are in the middle of Q&A action, they need to wait in the Waiting Room a little longer until we can get around to letting them in.

42. If someone has a talk scheduled at the same time they are chairing a session, will they be able to take questions on their talk from a third window/device, while still remaining in their chairing room?

If you have a talk at the same time you are Chairing, you should have a Co-Chair who could take over a portion of the Session. Then you can leave our Zoom and come back later.

Question: Is your talk in the same session or a different one?

Different session.

So leave the first Zoom, enter the second, then return to the first. But make sure you have a Co-Chair overseeing the session you are leaving.

43. So is the chat text typed during the meeting visible both on the Platform and on the Zoom chat as well (is this mirrored)?

No, only the Platform.

44. If we pose a question to the audience live while our Zoom room is being shown, will there be a 30 second delay before we see their responses appearing in the chat?

Yes, exactly.

45. How do you (Image AV) know who is the moderator for Pardee Panels? Will the chair have to email the Zoom link to the moderator(s)?

Image has a list that shows who is who (Moderator vs. Presenter)

46. I am co-chairing a session that was set up to be view-ahead (so not watching presentations during the actual session). Three questions: 1) will our session use the stream/platform at all? 2) will presenters be able to share their screens in order to provide a brief (1-2) slide review of their presentation? 3) Are the pre-recorded videos only going to be viewable between the 19th-23rd, as originally stated, or can folks view these videos through the 30th of Oct?

Yes you can share the screen.

Some videos...

47. Only 4 talks are currently viewable in my session, even though they have all been submitted. What should I as a convener do about this?

Email Image and they'll take care of it.

There were issues with file formats (PPT not MP4) and naming conventions were not followed.

Clarification - Some of these were visible on the platform but are now gone. T236, Geoheritage. (Image will look into it.) Also, if they are poster's, they are only viewable on the Meeting App and not this week on the platform.

48. We've been telling people if their presentation is longer than 12 minutes that it will take up their Q&A time. Who cuts off the talk?

The tech in our zoom will be cutting the talks, correct? Thus, we can communicate with them for special cases (e.g., one 14-minute talk). Right?

Yes.

Yes. As long as it is within the 15 min time frame you can tell us how you want the presentation to be handled.

49. It would be useful to get a FAQ sheet summarizing the most common questions plus a summary of your initial info.

+ 1 FAQ sheet

There is an FAQ doc about navigating the platform on the GSA 2020 website.

This Zoom is being recorded so you can view it again.

50. Do the poster session chairs follow all the same directions you are discussing just shorter times? 5 minutes for presentations and 5 min for Q and A?

Yes. Just shorter time frames.

51. If we lose internet connection midway through our session, can we use the same links to log in? Or will we be locked out based on the number of viewers?

Yes you can use the same links and there is no capacity as to the # of viewers per session on the platform.

52. Can we cut someone off (attendee or participant) if they're not being appropriate? And if so, how? there won't be time to send an email

Rebecca, you have access to that, correct.

Yes, there are a few GSA Staff w/ access to remove participants from the Platform due to the Events Code of Conduct and RISE initiative. GSA will look into any issues submitted, related to ethics. You can add this statement in the chat box: "Remember RISE - show respect for others." Also, send any issues/complaints to our Ethic's officer by: **GSA Ethics Hotline:** ethics@geosociety.org or **+1-720-507-7523**

53. What does the chat user format look like? For example, is it by registered name?

It is your full name. Your GSA Member Profile will be pulled over, Name and Email. But you can go in and update that information (William to Bill), and in the Chat it shows Bill Smith, for example.

In the Platform, once logged in, you'll see your name w/ a dropdown arrow. Scroll over that and a pop-up menu comes up. You can edit your first name, last name, add a phone #, add a bio, add a headshot. We recommend everyone update their profile. The more info you put out there, the more info attendees will have to know who you are and what your focus is.

You can put Chair in front of your name to identify yourself.

GSA Staff have RISE in front of their names to identify their roles.

54. Can we review this meeting?

Yes, it is being recorded and can be viewed again later.

55. Our session (D25) is missing 4 oral presentations. 

Image will look into this.

56. Will business meetings be run the same way with needing two devices?

It depends on the specs of the business meetings. Everything is a little different. Email Dave (Image) to discuss your specs.

57. Are all talks supposed to be viewable before the session or did the presenter have to give permission for that?

Everything Image has will be loaded. There are some issues with file formats and naming conventions that are causing some delays but they will be worked out.

58. I can see the oral presentations in our session but no recordings for posters? Session T114. Are those loaded in a different place?

Yes, to view poster presentations this week, you need to logon to the Meeting Program Web App. Go to the Meeting website (<https://community.geosociety.org/gsa2020/home>), scroll over Program and click Meeting Program to be taken to the sign-in page to access the Meeting App.

59. So back to my question as I think a portion was missed: we won't get locked out of our session based on the number of participants viewing, correct? There is no participants maximum cap?

The Zoom meetings are invite-only, just for Chairs and Presenters. There is essentially no limit. You will not get locked out.

What about a limit for viewers in the Platform?

No limit.

60. If our session schedule includes 5 minutes for "Introductory Remarks", will I have that time to speak to the attendees? Can I share my screen during that time? (I also have a 10-minute "Oral Break" in the middle of our oral presentations, so same question.)

Yes, you can address the attendees.

Yes, you can share your screen.

Yes, you can do these things during breaks too. That is your discretion as session chair.

61. Can we share Zoom invites with others?

Clarify?

Moderators are not necessarily Chairs or Co-Chairs. Can the Chairs/Co-Chairs share the invites?

No, not really. Please provide names of all Moderators to GSA & Image so Moderators can be sent the invites directly, to avoid bots, and so Image knows who to expect. Send their info to Dave (Image) and he will invite them directly.

62. Will all attendees need to have 2 windows?

No, definitely not. Attendees don't need to worry about the Zoom. (The Zoom will be fed in through the Platform video feed by Image on the back end.)

63. I assume during Q A we can't go back to a speakers slide

(I think you probably can, time permitting, since they are in Zoom and can share their screen there, so they'd need to have their presentation queued up to the right position.)

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