

# SPRING 21 + 17<sup>TH</sup> GCPS

GCPS Meeting - 7:15 Int. Al. 5/17/21 and 6

## How to use this guide:

Ensure you know the type of oral session that you are chairing. Are you responsible for a live or pre-recorded session?

- Live Sessions            Pages 3-4
- Pre-Recorded            Page

# Live Sessions – Panels & Plenaries

- **Before the session:** Collect speaker bios ahead of time. Sign into the platform at least 30 minutes ahead of the start time. All chairs, panelists and staff will be asked to join ~30 minutes early to go through audio, video, and sharing issues ahead of the session. We'll send you the link to the Zoom session ahead of time. Attendees will only be able to join ~ minutes before the official start time of the session.
- **During the session:** Introduce yourself and each speaker/panelist, and moderate Q&A at the end of each presentation.
- **After the session:** You're done! The session room will close automatically at the scheduled end time.



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GCPS Meeting - 7:15 Intro/Alignment and C

- Ensure that you are available at the time of the presentations in your sessions. **Note:** The session and presentations will begin automatically. You do not need to join the presentations prior to the start time.
- Paste introductory remarks in the telemarks in `#####PF###`