

Instructions for the Session Chairs/Moderators

Dear Session Chairs, thank you for accepting to chair the sessions that are on the program of 14th Congress of Nutrition. Under the conditions dictated by the hybrid version of the congress this role is very responsible and sometimes may be complex. There will be two types of Session Chairs – Onsite and Online.

Session Chair will coordinate the Session, announce the presenters, communicate with the Host, and manage Q&A.

Onsite Session Chairs

It is necessary for Onsite Session Chairs to be in the correct Room at least 30 minutes before the session starts.

In each session there will be participants in the audience (Room A Donji Dorcol or Room B Shonda), but also there will be participants attending the program from distance, so it is important for Session Chair to give the information to both groups of participants. To achieve this it will be necessary for Onsite Session Chair to announce the session and presenters standing at the pulpit.

For live presentations onsite Session Chair has to secure that the presenters put their presentations on the laptop before the beginning of the session. If Session Chair is not onsite she/he has to authorize someone who is onsite to do that.

For live presentations Session Chair will announce the presenter, the presenter will come to the pulpit and give presentation using laptop that will be on the pulpit. For on-line presentations Session Chair will announce the presenter, and then the Host will start pre-recorded video presentation.

Session Chair should take care of the timing of presentations that is very strict and important for this kind of event.

After each presentation, if there is some time left, there will be a short Q&A session. Onsite Session Chair will come to the pulpit and ask the participants if there are some questions. Participants present in the Room can pose questions by rising their hand and using the microphone that will be available. Onsite Session Chair also can consult the Host Assistant if there are some questions posed by on-line participants through the Chat.

Online Session Chairs

Online Chair have to be connected with the special link to the program 5-10 minutes before the Session starts. To do that Online Session Chairs will receive from the Host 5-10 minutes before the beginning of the session an e-mail with a new link that will connect her / him to the special program channel where Online Session Chair will be unmuted for the whole session. This will be a unique link for moderators, so please check your e-mail just before the starting time of your Session. If you do not use this new link unfortunately you will not be able to chair the session.

In each session there will be participants in the audience (Room A Donji Dorcol or Room B Shonda), but also there will be participants attending the program from distance, so it is important for Session Chair to give the information to both groups of participants. Online session Chair will be audiovisually presented on the screens at Room A and Room B, but also visible online.

Some of the presentations will be given live, and some presentations will be given on-line and in the program this will be clearly marked. Some changes may be announced before the session starts.

For live presentations Online Session Chair has to secure that the presenters put their presentations on the laptop before the beginning of the session. For this purpose Session Chair has to authorize someone who is onsite to do that.

For live presentations Online Session Chair will announce the presenter, the presenter will come to the pulpit and give presentation using laptop that will be on the pulpit. For on-line presentations Session Chair will announce the presenter, and then the Host will start pre-recorded video presentation.

Session Chair should take care of the timing of presentations that is very strict and important for this kind of event.

After each presentation, if there is some time left, there will be a short Q&A session. Online Session Chairs can read some questions from the chat but also consult the Host assistant if there are some questions posed by the onsite participants.