

## **Participant Guidelines for the Webinar Sessions**

### **I. 3 Participant Types**

a. **Panelists:** Consist of keynote speakers, selected speakers, members of the Conference Organization Committee, members of the Conference Advising Committee.

b. **Moderator:** Each session has a moderator who also moderates the Q&A in that session.

c. **Attendees:** Guest audience of each session who are not defined by (a). (Attendees may be upgraded to panelists, if the session is not too crowded)

### **II. Discussions: 'Raise Hand' and Q&A feature**

a. When the moderator opens the floor for questions, panelists & attendees use the 'raise hand' feature of Zoom Webinar to indicate a question. The feature to 'raise hand' and 'lower hand' can be found in the bottom of the participant list. Zoom webinar automatically shows the raised hands in the order that they occur in. The Moderator will manage the discussion, and microphones of attendees will be unmuted.

b. Attendees that do not wish to speak themselves, can submit a question via the 'Q&A' feature. This feature can be found in the main bar at the bottom of the Webinar window. The moderator will read out the question and direct it at the speaker.

c. Please note that the moderator will prioritize the hands & questions raised after the floor for the discussion is opened.

### **III. Microphones and Cameras**

a. For attendees microphones are muted and cameras are off by default. The microphone can be unmuted when a hand is raised in the discussion, but it's not possible to turn on their cameras. (Attendees may however be upgraded to panelists, if the session is not too crowded)

b. Panelists can turn their cameras and microphones off and on as they wish. However, we would request for the microphones to be muted whenever they are not needed. We'll spotlight the speakers' videofeed during their talks.

### **IV. 'Chat' Feature: Practical and technical questions.**

a. In each session we'll post these guidelines via chat, and use the chat for providing relevant information to the participants if needed.

b. All the participants can use the chat function for technical & practical questions. Please make sure to choose 'reply to all panelists and attendees' as target while sending messages on chat.