

vPUK21 Chair's Set up Brief – Platform and Rapid 5 sessions

Overview

All Platform and Rapid 5 sessions will be shown as pre-recorded presentation and live audience Q&A's.

The stage manager will show the pre-recorded presentations as they are instructed to by the chair of the session.

All speakers will be asked to attend their session and meet with you on the stage area (the area in front of the screens) 15 minutes before the session starts. Please check everyone's mics are working and go through the running order of the session.

There will be a CSP staff member present at your session who will act as a stage manager. They will be available to help you troubleshoot issues and to support your session setup. They will show the pre-recorded presentations and control the stage controls such as muting the audience.

In the week before conference you will be given a chairs brief with details of regarding the session you are chairing.

As Chair at the start of the session, please can you:

- Ask everyone to raise their hands if they can hear (to give you an indication of whether it is working) and then to lower their hands by pressing the button 'Lower your hand' button.
- Please explain that if someone is experiencing any audio problems, ask them to first check their audio settings by clicking on the setting logo (which is the 3 blue cogwheels symbol) and check their microphone settings



And if this isn't resolved to use the 'Go To' menu to go to the Welcome Area, where they will be assisted by one of the vPUK student volunteers

1. Explain that the session is being recorded (unless you have been informed otherwise).

2. Please explain that recordings will be made available post-event and further information on this will follow in due course.
3. Explain to delegates how to use the stage zoom controls

Delegates can use bottom stage zoom control to see the three screens:



Delegates can then use the top screen zoom tool to zoom in on a screen of their choice



4. Explain how the session will run and what to expect to be shown on the three screens below is how each session type will run.

1. Platform Presentations

Each auditorium has three screens.

All speakers should be seated in the chairs on the stage area

The presentation will be shown on the middle screen and the speaker for the presentation should stand at the podium ready to take live Q&A once their presentation has been shown by the stage manager.

As chair you will invite the audience to pose questions to the speaker and ask the speaker to respond. Once the questions have closed or the 5 minutes for questions have finished please introduce the next speaker and invite them to take place at the podium. Once the speaker is in place please ask the stage manager to start the next presentation.

2. Rapid 5 Presentations

Each auditorium has three screens. All presenters should be asked to sit on the stage in the seats available when their presentation isn't being shown.

There will be one presentation shown per screen, with the running order from left to right (as facing the stage). The first three Rapid 5s will present and then there will be a 15-minute break for Q&As before the next set of Rapid 5s. Please instruct the stage manager as to when to show the next presentation

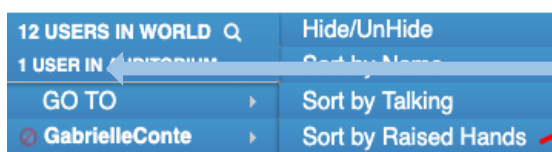
For the Q&A's please invite all 3 speakers to the stand in front of the podium. As chair you will invite the audience to pose questions to the speaker and ask the speaker to respond. Once the questions have closed or the 15mins for questions have finished please introduce the next set of speakers.

Tips for managing the Q&A's

For Q&As – Please ask the audience to raise their hands,

Tip: Use the filter on the left hand side to see everyone who has raised their hand (it will be filtered in terms of who raised their hand first). Then ask that individual to unmute themselves and pose their question. You can apply the filter prior to the start of the session. If the audience is quite please consider questions you may like to pose to help encourage questions.

Admin/Moderator: Sort by Raised Hands



Sort users by raised hands by clicking on the number of users in the room. Their name will also appear lime green if their hand is raised

