

GUIDELINES FOR SESSION CO-CHAIRS

The SESSION CO-CHAIRS are kindly requested to follow carefully the guidelines below to connect to their session.

The full conference programme is available at <https://dragon-symp2021.esa.int/#programme>.

1. **Create an account and complete your profile in Brella** in advance of the symposium start date, using the credentials and instructions you have received as a registered participant. If not done yet, please register [HERE](#).
2. If it is the first time you use WebEx you will be prompted to **download the desktop version (it is recommended to do it in advance)**. Please, note that LINUX system is not fully compatible with WebEx Events. You are kindly required to use Windows or Mac operating system. Additional WebEx technical instruction are available on the website at <https://dragon-symp2021.esa.int/guidelines/> and at the [link](#).
3. **On the day of the session, join Brella, navigate the Schedule tab and go to your session.** You will find a **WebEx Events join meeting icon** on the right side of the page. Click on the icon. **The co-Chairs should join the session 30 minutes prior to the actual start time.** This will allow the technical host to promote you to the role of panellist. You will be able to test your audio/video connection. It will also give you the opportunity to liaise with your co-chair in order to decide how to organise the session flow.
4. As responsible for the session flow:
 - check that all the presenters have joined the session
 - at the starting time, welcome the presenters and the audience and introduce briefly the session
 - announce that the session is recorded
 - notify the audience that you will be taking questions via the chat panel (questions should be addressed @name-of-presenter)
 - announce the first presenter and title of the presentation according to the programme
 - ask the technical host to launch the relevant pre-recorded presentation
 - check the chat panel for questions, select one/two questions and, following the broadcast of the video presentation, direct them to the presenter. Ask the presenter to unmute himself/herself in order to answer the question
 - if there are no questions from the audience please refer to your back up questions
 - go to the next presenter
 - close the session, thank presenters and participants, and ask all to leave