

IMPORTANT INFORMATION FOR CHAIRS:

Login for your symposium

At the beginning of May, you will receive an email with a link for each of your chairing or speaking activities at the Diabetes Congress. With this link you will be able to access your personal speaker or chair view for each of your live session(s), which are run via zoom. Please do not hesitate to contact Alexandra Nagel (referierende-diabeteskongress@mcon-mannheim.de) **in case you have any questions.**

We have set up a virtual waiting room for each session, which is already accessible prior to the start of your session. We ask you to log in to the virtual waiting room **30 minutes before the start of your session**. As this is a live session, it is important that you are present from the beginning.

Before the start of the live session:

1. Please turn on your webcam and microphone and click the access link for your session. (The link will be sent to you at the beginning of May via email).
2. You will then join the session and find yourself in a virtual waiting room for speakers and chairs. A technical operator will be present and you will run through a quick check before your session begins.
3. As soon as the previous session is over, the technical operator will let you out of the virtual waiting room and into the live session room. They will announce the time until your symposium starts and let you know when they make you visible to the participants.
4. Make sure that your microphone and webcam are switched on at this time. Please mute your microphone again when your talk is finished.
5. Please do not access the online congress while you are participating in a live session, as this can lead to disruptive sound feedback.

Procedure of the live session

1. At the beginning of the session, all speakers and chairs will be visible online with a camera image (gallery view).
2. As chair, you will open the live session with a short welcome and introduction and announce the first speaker.
3. One after the other, each speaker will present their live talks. Participants will see PPT slides in the main frame. Speakers will be shown in a smaller format next to the slides.
4. Between individual live talks, chairs will introduce each upcoming speaker. During this brief sequence, speakers will have time to share their screen and presentation slides.
5. During the session, participants will have the opportunity to submit questions via a chat tool. As chair you will be able to collect and prioritise these within our tool (slido).
6. Following the last talk, there is time scheduled for a live discussion with all speakers. As chair we ask you to moderate this Q&A based on the questions submitted by the audience. However, you are also free to add your own take and questions, especially if participants were reluctant to submit questions during the talks. **Please note:** For a few selected sessions, organisers have scheduled Q&As subsequent to each individual talk. If you are unsure about the arrangements for your sessions, you can consult your personal schedule or the online programme.

At the end of the session, chairs will close with a short statement.

Tasks of the chairpersons during a live session:

- We recommend that you familiarise yourself with the individual lectures and speakers prior to the congress. In the daily updated online programme, you can view the lectures and speakers of your session and, if available, abstracts of the lectures: https://events.mcon-mannheim.de/frontend/index.php?page_id=6330.
- We recommend that you consider preparing a few questions for the sessions Q&A in case participants are reluctant to submit their own questions during the talks.
- In case you have not had the chance, we recommend that you coordinate the speaking parts with your co-chair before the start of the session.
- Please briefly introduce the speaker and the topic before each talk.
- We ask you to keep in mind the time limits for the session as well as for individual talks and to notify speakers if necessary.
- As chair you will be able to collect and prioritise incoming questions within our chat tool slido so that you can keep track of and organise them for the following discussion. We ask you to moderate the Q&A session. Q&As are usually scheduled for the end of a session. However, please note, that for a few sessions, organizers have asked to include a Q&A slot after each individual talk. Details can be found in the online programme: https://events.mcon-mannheim.de/frontend/index.php?page_id=6330
- We kindly ask you to end the session with closing remarks.
- If you are unable to honour your commitment at short notice, please contact **Alexandra Nagel** (referierende-diabeteskongress@mcon-mannheim.de, +49 621 – 4106 301).

Important note about the Zoom platform

If you intend to connect from a clinic and are in doubt about whether the connection will work, please contact your IT department. Occasionally, connections to conference systems are blocked in accordance with IT regulations in clinics.

Technical requirements & important tips

We have summarised information on technical requirements, practical tips for the day of your lecture as well as for the preparation of your presentation for you [here in an overview as a PDF document](#).

All information for speakers and chairs at a glance

You will find an overview of all information concerning your tasks as a speaker or chairperson [here on the congress website](#).

Please do not hesitate to contact Alexandra Nagel (referierende-diabeteskongress@mcon-mannheim.de) [in case you have any questions](#).