



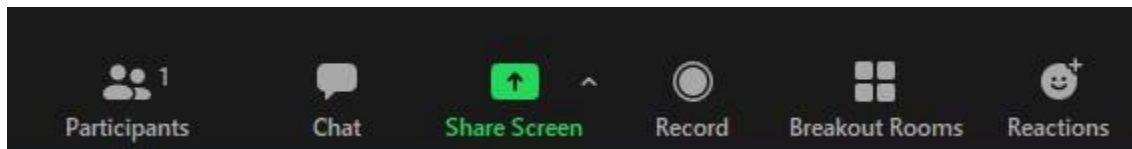
ICMAIF 2021 Conference Chair Instructions

In order to assist chairs in moderating their respective sessions, we will be assigning them the role of Co-host in Zoom.



This gives you access to a number of features that can help moderate and organize each session to avoid interruptions to presentations.

Once you join the Breakout Room that corresponds to the Session you are Chairing, you will see the following options at the bottom of the Zoom Window.

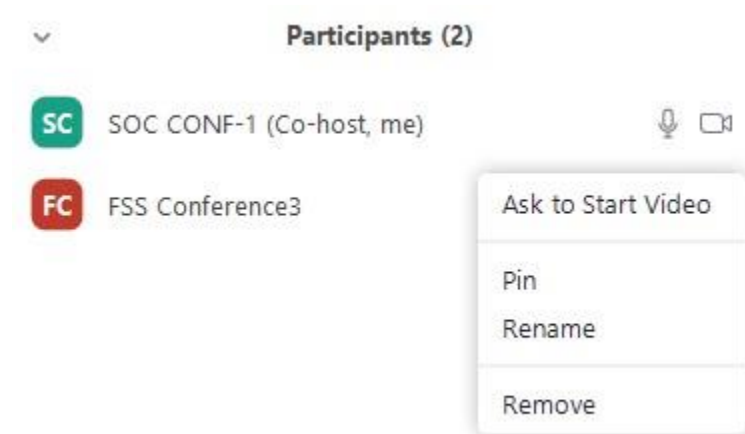


The **Participants** button bring up a list of everyone participating in the session and also contains a lot of useful options for moderating.



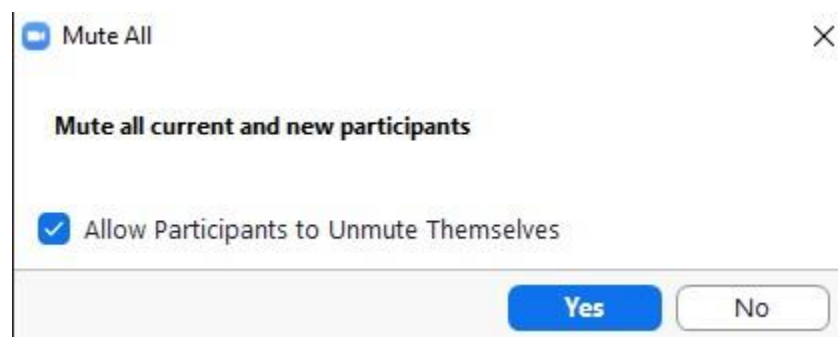
Selecting the Mute option when mousing over a participants name will give you the option to Mute them, in case they haven't forgotten their microphone on.

Clicking on the **More** button brings up the following menu



Most options should be self-explanatory (e.g. Remove will remove someone from the session)

At the bottom of the Participants window we find the option **Mute All**



This will mute everyone's microphone (e.g. if for some reason there is noise coming from an unknown source) and we can also decide if we want to give participants the option to unmute themselves.

The next button in the Zoom menu at the bottom of our window is **Chat**. This will bring up a Chat window underneath the participants that will allow us to send and receive messages.

▼ Chat

To: Everyone ▼

📎 File ...

Type message here...

We can use this to send a message to all participants (e.g. for questions)

Finally, if someone wishes to ask a question they can also use the **Raise Hand** functionality in Zoom. Anyone with their hand up will have a Yellow raised hand icon next to their name in the Participants window.



Mousing over each participant will allow us to Lower their hand once their question has been answered.

