

**The following describes how Topical Sessions (TS) will unfold on the conference Platform and your role within including the Q & A period which will follow every session:**

- Chairs, volunteers, presenters and participants will log into the Platform via their account where they can choose their Topical session at the scheduled time. Only registered participants will receive the link to create their account (check your inbox and spam folders for email from *EventMobi*).
- Topical Sessions (introduction and talks) will begin at their scheduled times as appears in the Program for an uninterrupted duration of about 50 minutes (approx. 12 min per talk). **NB: Remember to convert times to your time zone as the AC2020 Program is in Eastern Standard Time.** Interactions during this period are limited to chatting (live video and audio is reserved for the Q&A period) however:
  - Viewers can ask questions through the chatting feature during the recording.
  - Presenters who are not busy delivering their presentation can respond to questions using the chatting feature as well during the recording.
  - Session chairs are free – and encouraged - to prompt discussions in the chat section of the session they are chairing.
- A Q&A Zoom breakout room will be created to host all participants wishing to see and hear presenters address their questions after the TS recording has finished. Session chairs, presenters and volunteers are all expected to participate in the Q&A that should last between 15-20 minutes.
  - Accessing the breakout room: ArcticNet staff will let you inside the Zoom meeting about 20 minutes before the end of the Topical Session. This link will lead to a list of all the concurrent Topical Sessions for that slot; you must therefore choose the appropriate TS breakout room (eg. KEP35). We recommend the presenters be logged at the least a few minutes before the end of the recording.
  - It is IMPERATIVE that the latest version of [Zoom Client for Meetings](#) be downloaded on computer.
  - Session chairs with the assistance of the volunteers would host this Q&A much like in a face-to-face setting. Volunteers will concentrate on the technical aspects such as managing mic controls to participants asking questions etc. NB Volunteers will be provided with a detailed tutorial session prior to the conference.