



Session Chairs instructions

Session general comments

A session is divided in three parts: introduction by the chairman, videos play and live Q&A.

At the end of each oral session, a live Q&A time slot on Zoom is scheduled. Session chair and the speakers should attend.

Participants will ask their questions via the Zoom chat.

Please enforce the timing during the Q&A.

Each session has a specific Zoom link. All Zoom links will be inserted into the Whova Agenda on the scheduled time slot.

It is recommended that session chairs login 15 minutes before the session starts.

Live chairing

You are 2 persons in charge per session (a Chair and a WasteEng Team staff). Your tasks:

- Launch the session at the right time
- Introduce the topic of the session
- Introduce the speaker (name and institution)
- The WasteEng staff shares the pre-recorded videos from his laptop
- Please collect the questions on the chat to be asked to the speakers
- Provide a quick conclusion summarizing the discussions

Your connection to the Zoom live session

Make sure that your first name and last name appear in Zoom when you login. A waiting room is set up, please wait until you get admitted into the session.

For a more friendly atmosphere, please activate your camera so that attendees can see you. **Activate your camera** (bottom left of the screen)

Someone from Carte Blanche Organisation will be there for technical support. He/she will open and close the meeting. He/she will also record the Zoom chat. You can contact him/her for any technical information.

2 training sessions to test your material and your connection are scheduled:

Thursday, May 27th from 15:00 to 17:00 CET [here](#)

Friday, May 28th from 14:00 to 16:00 CET [here](#)