

# iafor

THE INTERNATIONAL ACADEMIC FORUM  
international | intercultural | interdisciplinary

## Guidelines for the Session Chair (Online)

Zoom is a cloud-based software that provides online video-conferencing services.

### **During the conference, there are three roles:**

- Host: The IAFOR Admin Team
- Session Moderator: Session Chair
- Participants: Registered Delegates

### **Pre-Meeting Checklist:**

- Download the Zoom App: <https://zoom.us/download>
  - Ensure the microphone and camera work on your device
  - Have your session schedule ready
  - Be connected to your email address
- \*IAFOR staff will contact you by email to assist you if you have any technical issues in joining the meeting

### **How to moderate:**

Join the meeting at least 15 minutes before the scheduled start time. IAFOR staff will contact you privately to check if you are ready.

### **What you will be doing:**

1. Quickly introduce yourself
  2. Announce the Session Topic
  3. Announce the Speakers (Name, Affiliation, Abstract Title)
  4. Moderate the Speaker's Q&A session by reading out aloud questions received on the chat and encouraging speakers to answer
  5. Announce the break at the end of the session
  6. Keep the session on time
  7. Announce when your session time slot is finished
- \*Note: IAFOR staff will be available throughout the session to help you during the conference

## \*Schedule Example Live-Stream Sessions

